



PARENT HANDBOOK

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A ministry of Zion Ev. Lutheran Church
(WELS)
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Jessica Schmidt
Director

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WELCOME

Each and every child is a treasure from God just as our name implies. The Bible specifically gives parents the primary responsibility for nurturing their children. We are pleased to help assist parents in the wonderful task in nurturing God's little treasures. At God's Treasures Child Care children will daily learn Bible lessons that remind them that Jesus does guide and direct their young lives. In this setting each child's God given abilities will be fostered through inquiry, exploration, and discovery in a Christian setting.

When Jesus saw this, he was indignant. He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these." Mark 10:14

PROGRAM SUMMARY

God's Treasures Child Care offers a licensed childcare program for children 6 weeks through 10 years old. The childcare program operates 12 months a year and enrolls children throughout the year, as space is available. God's Treasures Child Care is a part of the ministry of Zion Evangelical Lutheran Church, (WELS).

ABOUT THE DIRECTOR

Jessica Schmidt is a member of Zion Ev. Lutheran Church. She graduated from the University of North Dakota with a Bachelor of Science Degree in Nursing in 2010. She is working on her Synod Certification through Martin Luther College in New Ulm and taking Early Childhood courses through MLC. She is certified in CPR/First Aid, SUID/AHT, and has all the state required training for the license. Feel free to contact her at any time with any questions, comments or concerns at 507-647-4309 or by email at godstreasureschildcare@gmail.com

ADDITIONAL ADULT CAREGIVERS

Besides the director there are also additional adult caregivers who will be helping at God's Treasures. Susan Schauer is part-time. Julie Matzke is a substitute. All caregivers have had all of the state required training, such as CPR/First Aid and SUID/AHT and have passed a mandatory background study. These caregivers will be assisting the director on days where there are many children present or on days where the director will not be able to come in. Volunteers from the congregation who have passed background studies and completed required training periodically assist staff members.

MISSION STATEMENT

The mission of God's Treasures Child Care is to assist parents in our church, as well as the surrounding community by providing quality childcare in a caring Christian environment.

GOALS

To teach children Christian character and encourage spiritual development in each child through the examples set by the staff.

To have fun every-day, teaching children that the Christian life is a joyous life through daily prayer, bible stories and music.

To instill values such as love for their Savior, Self-discipline, Personal accountability, Self respect, Respect for others, property, and possessions, Thankfulness, Integrity, Happiness and a positive attitude, and proper conduct and manners.

LICENSE INFORMATION

God's Treasures is fully licensed by the Minnesota Department of Human Services through Sibley County Social Services. We are licensed to care for 10-14 children, infants through school age. We offer full-time and part-time care, with a possibility for drop-in care.

As required, a licensing examiner visits and reviews our health and safety procedures, our staff qualifications, and our child to staff ratios. A complete copy of the Family Child Care Licensing Rule is available for parents to review or obtain a copy from the county. Our current license is also displayed on the bulletin board by God's Treasures main entrance.

NONDISCRIMINATION

We will not discriminate in relation to admission of any child on the basis of race, creed, color, national origin, religion, sex, or disability.

HOURS AND DAYS OF OPERATION

Hours of operation are Monday through Friday 6:30 am-5:30 pm.

God's Treasures will be closed on all major holidays. They will be paid as a child's regular scheduled day if they fall in the week. If the holiday falls on Saturday, we will be closed that Friday, if the holiday falls on a Sunday (except for Easter) we will be closed on Monday. These holidays include:

New Years Day

Good Friday

Memorial Day

Independence Day (July 4th)

Labor Day

Thanksgiving Day and the day after

Christmas Eve Day

Christmas Day

There may also be a week in the year where the child care is closed. Parents will be given a month's notice before this occurs.

Reminders that we are closed these days will also be posted in prominent locations throughout our building at least 2 weeks in advance of the closure.

WEATHER RELATED CLOSINGS AND DELAYS

In the event of inclement weather (snow and/or freezing temperatures), the God's Treasures executive committee and the Director will use their discretion regarding closure. If it is decided that God's Treasures will close, this information will be found on the Facebook page. Families will be contacted via phone call, text, or email. If you as the parent feel unsafe to bring your child to care due to the nature of a winter weather event, this type of day will be considered an unpaid day.

**This policy is evaluated on a yearly basis and is subject to change based on staff concerns. When a change is made, all families will be notified both verbally and be given a new copy of the policy.*

ENROLLMENT POLICIES

Registrations are accepted and considered, as space is available. There is a non-refundable \$30 per family registration fee.

The following forms must be completed, signed, and submitted at the time of enrollment:

1. Registration Form.
2. Immunization Record. Yearly updates are required on all immunizations
3. Family Day Care Admission and Arrangements.
4. Parent/Childcare Contract.
5. Other forms packet

RATES AND PAYMENT POLICIES

At God's Treasures we charge daily rates. ***You are paying for the spot, not the time that your child attends.*** PART TIME ENROLLMENT DOES NOT GUARANTEE A PERMANENT POSITION. FULL TIME ENROLLMENTS WILL ALWAYS BE GIVEN PRIORITY. A child is considered to be Full Time when they are in care for 4 or more days each week. A child will be considered Part Time if they are in care 3 or fewer days per week. Even though we charge a daily rate, please notify staff of the hours your child will be in care so that we are able to plan snacks and meals accordingly.

**Rates are evaluated on a yearly basis, and you will be notified in writing of any changes.*

Daily Rates: (beginning February 7, 2022)

Infant (6 weeks-12 months): \$32.20

Toddler (12-24 months): \$31.05

Preschool (24 months-5 years): \$29.90

School Age (5 – 10 years old): \$ 27.60

Before and After school Rate:

\$3.00/ hour

All before and after school rates will be charged at an hourly rate (even if your child is only here for 10 minutes, you will be charged for a full hour). The hourly rate begins at the time of arrival,

if your child comes after school at 3:30 pm and you do not pick them up until 5:00 pm, you will be charged for 2 hours of after-school time.

Payments:

1. Payments are due the Friday prior to the week of care.
2. A late fee of \$5.00 per day will be added, up to \$25.00 a week, for unpaid tuition unless arrangements have been made with the Director.
3. If there are more than three delinquent payments, your child's enrollment will be reviewed by the God's Treasure's committee. You will be notified in writing if a decision is made to terminate the contract.
4. If an account is left unpaid after two weeks, the child will not be allowed to attend until all payments and fees are paid in full.
5. There is a \$25.00 charge for any returned checks. If this occurs two times, cash will **only** be accepted for future payments.

DROP-INS

All drop in children are charged an hourly rate of \$4.00 per hour

Payment is due at the end of the day, unless arrangements are made with the Director.

Drop-ins are only accepted as there is room in our schedule. You must call at least 24 hours in advance to check availability. If you schedule a drop-in time further in advance and know that you will not be using the time, please call and let us know as soon as possible so that we are able to plan accordingly.

ARRIVAL AND DEPARTURE

ARRIVAL: Parents or an authorized person are required to sign in each child upon arrival each day and stay with the child until greeted by a teacher. When signing in the child please use the digital clock on the desk for the time. **Parents or an authorized person are responsible for the safe entry and exit from the building each day.** Under no circumstances will children be dropped off and allowed to sign in themselves.

Children are to be placed in proper child safety restraints at all times when on the premises of God's Treasures.

If a child is dropped off before official hours (6:30 am) there is a \$1.00/ minute per child charge.

DEPARTURE: Every child must be signed out and acknowledged by the teacher before leaving the premises. When signing out the child please use the digital clock on the desk for the time. No child will be released to someone not authorized on his or her registration forms. Photo ID may be required for persons picking children up. If no one comes to pick up the child, the parent or the designated person from the emergency list will be called.

If, in our opinion, a child cannot be safely transported from the facility, we will ask the parent not to transport the child and will call someone from a list of people who are authorized to pick-up. Children are to be placed in proper child safety restraints at all times when on the premises of God's Treasures. If an incapacitated person or a person suspected of child abuse attempts to pick up a child, the proper authorities will be notified.

If you will be picking up your child early, please let us know as the door will be locked.

If a child is picked up after official hours (5:30 pm) there is a \$1.00/ minute per child charge.

ILLNESS AND ABSENCES

No refunds will be given on the basis of illness or absence. Please call and let us know if you child is ill and will not be attending.

At least two-weeks written notice must be given if there is a change in childcare schedule.

At least two-weeks written notice must be given before the child is absent due to vacation. If the two weeks notice is given, families will be able to use their unpaid vacation days. If notice is not given, families will be charged for vacation time.

Each child is allowed 2 times the number of days they attend in a week, of unpaid vacation days.

Example: Your child attends 3 days a week ($3 \times 2 = 6$), you will receive 6 unpaid days that year.

TERMINATION OF SERVICES

God's Treasures Child Care may choose to terminate services for the following reasons:

1. Non-payment for childcare services and/or lack of adherence to our tuition payment policies
2. Behavior issues that may affect the safety, health, or general well being of the other children or staff at God's Treasures Child Care.
3. Lack of parental cooperation with the program's efforts to resolve differences and/or meet the child's needs through parent/staff meeting, conferences, or outside referral.
4. Abusive behavior and/or verbal threats by parents/guardians toward program staff, other parents, or children.
5. Necessary enrollment forms have not been submitted within the designated time.

At least two-weeks written notice must be given before a child is permanently withdrawn from God's Treasures Child Care. Should you know sooner than two weeks, we would appreciate being informed sooner. If two weeks notice is not given, you will be billed for two weeks at the time of withdrawal.

EXTENDED LEAVES OF ABSENCE

To hold your child(ren)s space in child care while out on work layoffs, maternity leaves, summer vacation etc. full-time families will be charged a minimum of 4 days and part time families will be charged their current weekly amount and nothing less. You are welcome to send your child(ren) for the period of time equal to payment received.

PARENT/STAFF COMMUNICATION

Daily contact between parent and caregivers is critical in providing the highest quality care for your child. We understand that the parent is the primary caregiver and teacher of their child, and the caregivers assume a supportive role. By sharing information concerning your child and their activities, we can work as a team to meet the needs of your child.

Staff will provide parents with daily summary notes describing the events of their child's day. We will also provide newsletters and/or information about activities at the childcare. Please check your child's cubby for information and watch for notes.

Parents are asked to sign their child in and out on the daily attendance sheet located in the entry way. The first part of the daily form should be filled out by the parents and given to staff; this includes any medication the child may be taking that day. If you know in advance that someone other than yourself will be picking up your child, you must put in writing the full name, the date, and the time of pick up. Please give this to staff and make them aware of the change. The caregiver may also need to see a picture ID of the person picking up the child. If we are not notified of a change in the person picking up your child, we will not release your child from care until we are able to reach a parent for approval.

VISITING/CONFERENCES

Parents are welcome and encouraged to visit the childcare at any time. Parents may volunteer to assist teachers in the rooms or by sharing their special talents and interests. If you will be visiting, please let us know ahead of time as the door will be locked after all children have arrived and will not be unlocked until the first child is departing.

If parents wish to arrange a conference, the opportunity is always welcome.

MEALS AND SNACKS

God's Treasures will provide breakfast, lunch, and snacks. Infant formula and baby food will be the responsibility of the parents. Lunches will be catered in by Hahn's Dining and Lounge here in Winthrop. We do not participate in a food program at this time, but do follow food program guidelines. If you prefer, your child may bring his/her own breakfast, lunch or snack from home. If your child has special dietary needs, they will need to be accommodated by the parents. You must provide written instructions regarding your child's special diet, food needs, or allergies.

If you wish to donate a snack (store bought) at any time, it will be greatly appreciated. For your

child's birthday you are allowed to bring a treat for snack (store bought).

Any food item brought from home needs to be labeled with your child(ren)s name(s). If the item brought is for everyone, please indicate that on your label.

NAP/REST TIME

God's Treasures will provide cribs for infants and place infants on their backs according to the recommended guidelines of the SUIDS and American Academy of Pediatrics Foundation.

Regardless if a doctor has prescribed a different sleeping position and parents have given permission for a position other than the infants back, we will still place infants on their backs.

We recommend parents supply a sleep sack for their child to sleep in during nap. Sleep sacks from home will be sent home every week for washing unless needed sooner.

Toddlers and Preschoolers will be provided cots to rest on. We recommend parents supply a blanket and pillow for their child; however, we do have these supplies on hand if needed.

Pillows and bedding from home will be sent home every week for washing unless needed sooner.

School age children who do not nap or rest will have quiet play time.

CLOTHING

Children should be dressed in comfortable play clothes that are appropriate for weather conditions. We do ask that during the summer months NO flip-flops be worn at the childcare facility. These types of shoes are not easy to run or climb in and can easily fall off little feet. Sandals, as long as they fasten securely on feet with Velcro or straps, are permitted. Parents should send diapers, wipes, and diaper cream (if wanted) and label them with your child's name. We also ask that parents send an extra set of clothing for their child to keep at the child care, accidents of many kinds happen, no matter how old the child is. Clothing should be comfortable and easy for the child to manage, especially for potty training purposes. We also suggest that girls wear shorts under dresses and skirts due to active play. Please bring extra shoes for your child during boot weather. Please also bring in a large shirt (that you do not mind getting stained and dirty) that can be used to cover clothing during artwork.

ALL CLOTHING AND BELONGINGS (INCLUDING DIAPERS, WIPES, AND CREAMS) SHOULD BE LABELED WITH YOUR CHILD'S NAME TO PREVENT MISSING OR MISPLACED ITEMS.

DISCIPLINE

At God's Treasures we will give each child guidance that helps the child acquire a positive self-concept, self-control, and teaches acceptable behavior. We would like parents to discuss with us methods of behavior guidance that works well at home. We WILL NOT use any form of physical punishment such as hand slapping, spanking, pinching, etc. We will do our best to use positive redirection and logical consequences for behavior guidance. A period of "think time" away from the other children or activities may be necessary if a child does not respond to verbal messages. This "think time" will be one minute per year of the child. We believe that rewarding and praising the many positive behaviors of the child will help the positives be repeated.

GRIEVANCE POLICY

The following procedures and timeline have been established for handling grievances.

1. The parent should contact the teacher or assistant to first discuss the matter.
2. If the matter is not satisfactorily resolved, the director will be contacted for a meeting within two weeks with the parents and the teacher.
3. If the matter is not resolved, the matter is taken to the Early Childhood Committee within two weeks with the parents, teacher, and director.
4. If still unresolved, the matter is taken to the Board of Christian Education of Zion Ev. Lutheran Church.
5. If after these steps the issue is still unresolved, they should be directed to the Sibley County Licensing worker.

HEALTH AND SAFETY

Do not bring your child if they have any of the following symptoms:

1. Underarm temperature of 100 degrees Fahrenheit or over, or an oral temperature of 101 degrees Fahrenheit or over. (Please keep your child home until temp is normal for 24 hours without Tylenol)
2. Vomiting (Must be healthy for 24 hours before returning to childcare)
3. Diarrhea (Must be healthy for 24 hours before returning to childcare)
4. Rash (other than mild diaper or heat related rash)
5. Contagious illness such as pink eye, strep throat, impetigo (Must be on medication for 24 hours before returning to childcare)
 1. 6. Lice, ringworm or scabies that is untreated or contagious. (Must be treated or not contagious before returning to work.)

We will notify the parent immediately when a child develops any of these symptoms and the parent will be expected to remove them from the childcare as soon as possible. Parent(s) must notify the childcare within 24 hours of the diagnosis of a contagious illness so the childcare can notify the parents of other children in care. We will notify the parents of each exposed child the same day as soon as possible.

MEDICATIONS:

Parents or Guardians will be given a form to provide written authorization for staff to administer non-prescription medicine, diapering products, sunscreen lotions, and insect repellents. These just be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist.

All prescription medicine requires written instructions from a licensed physician or dentist prior to administering each prescription. Medicine with the child's name and current prescription information on the label constitutes instructions. **We require the medication in the original bottle.** There will be a form that parents must sign prior to staff administering prescription medications.

Family will provide the correct measuring device/ utensil such as syringe, or cap as well as the medication.

ACCIDENTS:

A qualified first-aid person will treat minor accidents. At least one staff member present will be trained in CPR and treatment of obstructed airways. Should your child be injured and the staff thinks it is necessary, an ambulance will be called at the parent's expense and the child will be taken to the hospital.

In case of an accident or emergency:

1. Parents will be notified via telephone numbers listed on the application.
2. Where time is a factor, staff will call 911 for paramedic assistance. Parents will be notified immediately but it may not be before the call has been made.
3. Within 24 hours after the occurrence of a serious injury the appropriate reports will be submitted. A serious injury is defined as one that requires hospitalization of a child.

If your child sustains a minor injury during the day, you will receive this information on an injury report form. It will contain what happened and how the injury was treated.

EVACUATION AND STORMS:

All staff will be informed and skilled in emergency procedures to follow for various emergency situations. Staff will bring the daily attendance sheet with them, as well as any other necessary emergency items. We will practice fire drills as well as tornado drills. In the event of a fire, we will evacuate to the parking lot. In the event of a tornado or bad storm we will go to the interior hall way of the childcare facility. We will hold monthly drills with staff and children.

MANDATED REPORTING

Suspicion of child abuse or maltreatment will be reported to the Department of Human Services and/or to Sibley County Family Services. It is the legal responsibility of personnel working with children to report such incidents of suspected child abuse or maltreatment to the proper authorities. The oral report must be followed by a written report within 24 hours.

NEIGHBORHOOD WALKS

We will not be taking any field trips that require transportation; we will however be taking neighborhood walks. Information regarding the purpose of the walks will be given to parents in advance. Walks might be spur of the moment so we do ask that you sign a permission slip as part of the registration information.

GUNS, WAR TOYS, ETC.

Guns, war toys, or other toys of destruction may not be brought to the childcare.

TOYS FROM HOME

We ask that you leave your child's toys at home. If an item is brought to the childcare, we will keep it at the child's cubby or director's desk. Special security or nap buddies may be used only at nap time.

PETS

God's Treasures has no animals. If your child wishes to have a pet visit, please make arrangements with the Director. We will notify other parents preceding any animal visit by posting a notice to avoid allergic reactions. Decisions on the appropriateness of the visit will be determined on an individual basis.

SMOKING/DRUG AND ALCOHOL POLICY

Smoking is not permitted in the child care or on the grounds.

Please do not throw cigarettes/cigars on the premises of the childcare (outside or street).

Children are known to pick these items up and put them in their mouth.

God's Treasures staff and volunteers are trained in drug, alcohol and prescription drug abuse.

No caregivers will be allowed to work as providers if they are abusing drugs alcohol, or prescription drugs.

Parents will be notified if a staff member is taking a prescription medication that "might impair their ability to care for children." Such a medication might be a pain medication or a muscle relaxant.

POOLS

God's Treasures will NOT have a wading pool present at the facility. We will also NOT be taking children to a public pool in order to swim.

TRANSPORTATION OF CHILDREN

God's Treasures will not be transporting children at this time. If we do however decide to transport children God's Treasures Child Care will receive the proper training and obtain written permission from parents to transport their child(ren).

INSURANCE

GuideOne Specialty Mutual Insurance Company covers God's Treasures Child Care. We are under an umbrella policy held by Zion Ev. Lutheran Church.

Child Care Contract

My rate is \$_____ per day for the care of my child: _____.

My rate is \$_____ per day for the care of my child: _____.

My rate is \$_____ per day for the care of my child: _____.

My rate is \$_____ per day for the care of my child: _____.

My weekly total will be \$_____.

My contracted hours are from _____ a.m./p.m. until _____ a.m./p.m. M T W T H F.

A fee of \$1.00 per minute per child if my child(ren) is dropped off or picked up outside of official hours (6:30 am- 5:30 pm). Any time outside of official hours will be extra and paid on pickup the day the charge occurs.

Parent Signature

Date

Handbook Receipt

I have received the God's Treasures Child Care Handbook and have read and understand the policies and procedures. I have been able to ask questions if I had any. I agree to follow the policies, procedures, and hours I have stated for my care. I may ask questions and talk with the caregivers at any time.

I understand the information in the handbook is subject to change at any time and I will be informed about these changes.

Parent Signature

Date