

Little Skippers

Providing children, the tools for success

Program Policies and Procedures

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b.

Welcome

Ahoy and Welcome to Little Skippers! I can't wait to have you on board!

This handbook is to help you navigate the policies and procedures we have here at Little Skippers. These policies and procedures are for all employees who have been hired to help our children become successful.

Any updates in policies will be made to this handbook as soon as possible and handed out to current staff with an updated date stamp on the bottom of the pages. If you have any questions regarding this handbook, please feel free to reach out to management.

This handbook is a guide and covers the majority of questions employees may have. We know this book does not cover every situation and we reserve the right to make changes at any time with or without notice. The interpretation of these policies are at the discretion of Little Skippers.

Welcome once again to Little Skippers! We hope you find a home with us and some success along your journey.

Sincerely,

Sarah Nemitz
Owner

BEHAVIOR GUIDANCE POLICIES AND PROCEDURES

The purpose of this policy is to protect the safety of children and staff persons within the licensed facility.

All teachers and staff employed by Little Skippers must ensure that each child is provided with a positive model of acceptable behavior. Be the person you want the child to strive to be.

Teachers and staff employed by Little Skippers must tailor materials to the appropriate developmental level of the children that the center is licensed to serve.

Teachers and staff employed by Little Skippers will redirect children and groups away from problems toward constructive activity in order to reduce conflict. Example: Maddie is climbing the cots, Teacher A is doing puzzles with two other children and Teacher B is taking children to the bathroom. Teacher A will walk over to Maddie and calmly ask Maddie to place her feet on the floor to stay safe. When Maddie climbs down or is assisted down Teacher A will then kneel down to be eye to eye with Maddie and explain that keeping our feet on the ground keeps our bodies safe. Teacher A will ask if Maddie wants to join in doing puzzles or if Maddie would like to do a different activity.

Teachers and staff employed at Little Skippers will be asked to teach acceptable social behavior when a problem or conflict arises in the classroom. Ex. Tanner takes a toy from Juliette, Juliette scratches Tanner. Teacher A comforts Tanner and ensures the proper care is given to Tanner. When Tanner is calm Teacher A will address Juliette, I see that you are mad. In the future if Tanner takes your toy lets use our words. Tanner, I don't like that you took my toy when I'm done playing with it I will share with you. Using our words is kind and Tanner will most likely share. Scratching hurts and won't solve the problem. Teacher A will turn to Tanner and say, Tanner if you would like the toy Juliette has next time ask for the toy or ask if she would be willing to share.

Teachers and staff employed at Little Skippers will provide immediate and directly related consequences for a child's unacceptable behavior.

Persistent Unacceptable Behavior

If a child continues to have persistent unacceptable behavior the teacher and management will discuss with parents what has been observed and come up with a behavior plan to help the child become successful in the school settings. The documentation will be written and signed off by both parents and the teacher. Management will sign as a witness to the behavior plan and meeting.

Teachers will record and observe the child's behavior *only after* the initial meeting with parents. This will include how the staff responded to the behavior, what time the behavior occurred, and if any outside assistance by management was needed. If behavior persists it will be recommended that a specialist comes in to observe behavior and assist Teacher or advice parents on the next step to aid the child to be successful in a school setting.

Prohibited Actions

A teacher or staff person employed at Little Skippers are prohibited in:

1. Subjecting a child to corporal punishment, which includes but is not limited to:

- Rough handling
- Shoving
- Hair Pulling
- Ear Pulling
- Shaking
- Slapping
- Kicking
- Biting
- Pinching
- Hitting
- Spanking

2. Subjecting a child to emotional stress, which includes but is not limited to:

- Name Calling
- Ostracism
- Shaming
- Making derogatory remarks about a child or the child's family
- Using language that threatens, humiliates, or frightens the child

3. **Separation of a child from the group except within rule requirements.** *(No child may be separated from the group unless teachers have tried less intrusive methods of guiding the child's behavior which have been ineffective and the child's behavior threatens the well being of the child or other children in the center. A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops. A child between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.)*

4. Punishments for lapses in toileting

5. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior

6. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.

7. The use of mechanical restraints, such as tying.

Separation from the Group

Teachers and staff employed at Little's Skippers will ensure that no child will be separated from the group unless the following has occurred:

1. Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
2. The child's behavior threatens the well-being of the child or other children in the program.
3. A child who requires separation from the group must:
 - a. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;
 - b. The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
 - c. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.
 - d. Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

Separation Report

All separations from the group must be noted on a daily log that must include:

1. The Child's name;
2. The staff person's name;
3. Time;
4. Date;
5. Information indicating what less intrusive methods were used to guide the child's behavior;
6. How the child's behavior continued to threaten the well-being of the child or other children in the care;
7. If a child separated from the group three or more times in one day, the child's parent shall be notified and the parent notified shall be indicated on the daily log;
8. If a child is separated five or more times in one week, eight times or more in two weeks, the procedures in for the Persistent Unacceptable Behavior must be followed.

EMERGENCY AND ACCIDENT POLICIES AND RECORDS

Little Skippers adheres to all Minnesota Statutes including policies regarding emergencies, accidents and injuries.

1. All employees employed by Little Skippers will be trained on Pediatric First aid, infant and child CPR within their first week of hire. If unable to certify staff within their first week of hire management has 30 days to complete.
2. Safety rules employees employed by Little Skippers will be trained on:
 - a. All teachers and staff to prevent injury will be trained in prevention before reaction techniques. Learning to look for the signs of distress and potential conflicts and successfully help children navigate these situations with proper social skills. Teachers and staff will use adequate supervision within the building, and in the playground to prevent children from injury.
 - b. All teachers and staff will prevent burns by keeping all hot objects in the locked Staff rooms and by checking the temperature of food before providing it to children.
 - c. Plastic bags (including diaper storage bags) will be placed within a lidded container in a staff only area away from the reach of children to prevent suffocation. Blankets will NEVER cover the head of a child and no blankets to be used under the age of 12 months.
 - d. All teachers and staff will prevent poisoning by keeping all chemicals in a staff only area behind a locked door.
 - e. All teachers and staff will prevent choking by sitting with children during play activities and meals. Teachers and staff will have children within sight and sound 100% of the time. Teachers and staff will also be CPR and First Aid certified in the event this may occur.
 - f. Traffic Accidents that occur on Little Skippers property will first be handled amongst the persons in the accident. If the accident influences the structures of the building, building insurance will come into play.
 - g. Pedestrian accidents that occur on the premises will be covered by workman's comp. If due to icy conditions this will quickly be resolved with the facility care personnel.
 - h. A building walk through, grounds walk through, and playground walkthrough will be done by opening staff daily. A sign off sheet will be made available to ensure accountability.
 - i. In the event of a fire all staff will be properly trained on how to safely and calmly exit the building.
 - i. The Teachers and Staff will complete a fire drill monthly, management will write down the time, the date, and any comments about the drill.
 - ii. Posted in each classroom and licensed space

1. Primary and Secondary exits (found on attached map of the building)
2. Evacuation routes (also found on map)
3. Fire department number: (found on map) 952-474-7094
4. The Director will ensure that all children and staff have exited the building. The Director will be the last one out of the facility ensuring all children and staff have evacuated safely.

iii. Instructions on how to use a fire extinguisher



iv. Provide the training for staff to carry out the fire procedures

1. Once staff has been trained on use of a fire extinguisher they will sign the release stating they understand how to use a fire extinguisher.

j. Procedures to follow in the event of:

i. Blizzard

1. Each teacher will grab a first aid kit
 2. Everyone should be inside and away from windows
 3. Parents will be called to explain that travel is dangerous and children will be kept safe inside the building.
 4. Gather warm clothing and blankets in each room.
 5. Watch for signs of Hypothermia
 6. Contact authorities to let them know you have children in the blizzard
 7. If the power should go out ensure back up generator is going to engage.
- ii. Tornado Drill will be done monthly from April-September Director will write the date and time and any comments about the drills. (located on map)
1. In event of a tornado, teachers will direct children to their safe place away from doors and windows.
 2. They will stay together until the all clear is made by the Director or by authorities.

iii. Other natural Disaster

1. Make sure furniture is secured to reduce harm on children and employees.

2. Gather food, emergency equipment and extra clothes and blankets.
 3. Wait for authorities.
- k. Procedure to follow if a child goes missing
 - i. Contact Director immediately
 - ii. Teacher stays with classroom and continues the daily routine
 - iii. Director will search for child with any extra staff assistance
 - iv. If unable to locate child Director will call authorities
 - v. Director will then call parents
 - l. Procedure to follow if:
 - i. An unauthorized person attempts to pick up a child
 1. Staff will ask for ID and verify if person is able to pick up child. If not Staff will contact Director.
 2. Director will contact parent to see if authorization is allowed.
 3. If authorization is not allowed Director will ask person to leave for the safety of the child.
 4. If person refuses to leave, Director will call authorities.
 - ii. A person who is incapacitated attempts to pick up a child
 1. Staff will notify Director
 2. Director will ask person to sit in the office while they attempt to contact another authorized person to pick up child and person.
 3. If incapacitated person refuses Director will call authorities.
 - iii. A person who is suspected of abuse attempts to pick up
 1. Staff will notify Director
 2. Director will contact primary contact to discuss next steps.
 3. Director will ask person to come sit in the office while things get cleared up.
 4. If the situation becomes dangerous Director will call authorities.
 - iv. No one comes to pick up child
 1. Staff will notify Director
 2. Director will contact primary contact, if no answer Director will call emergency contacts
 3. Staff is to stay with the child until an authorized person comes to pick up the child.
 - m. Medical source numbers: 911 and information provided by parents
 - n. Procedures for recording accidents, injuries, and incidents involving a child enrolled in the center. The written record of accidents, injuries, and incidents must include:
 - i. Name and age of the person(s) involved
 - ii. Date of the accident, injury, or incident
 - iii. Place of the accident, injury, or incident
 - iv. Type of injury
 - v. Action taken by teachers and staff
 - vi. To whom the accident, injury, or incident was reported

*****If a serious injury or death occurs it must be reported to Licensor within 24 hours of being notified by the family or medical personnel. Serious injury or death paperwork must be turned into DHS.*****

- o. An annual review of all injuries and incidents will be reviewed by management. If re-occurring incidents appear an updated policy will be created.

Allergy Prevention and Response

The purpose of this policy is to ensure that each staff person who is responsible for carrying out the individual childcare program plan review and follow the plan. Each staff person will need to read over allergy plans for all children and sign the sign off form. A copy will be kept in the classroom and a copy will be kept in the office.

Upon Enrollment Director will discuss all Allergies with a child's parents and obtain all medical documentations before the child's first day at Little Skippers. The Director will obtain a new allergy plan annually to keep the child's record up to date and ensure all teachers and staff sign off on any updated changes or updates.

Upon a Director's knowledge of a child's allergy or any changes to the allergy an individual child care program plan will be created as specified in Minnesota Rules part 9503,0065 subpart 3. Included in the ICCPP it will include

1. Description of the allergy
2. Specific triggers
3. Avoidance techniques
4. Symptoms of an allergic reaction
5. Procedures for responding to an allergic reaction
6. Medication/dosages
7. Doctors contact information
8. Signature of all Staff person who cares for the child with the allergy.

A child's allergy information will be available at all times on site. A child's food allergy information will be placed on a Child's Meal Restriction Roster in each classroom and kitchen where foods are served. It will be covered for child's safety and easily accessible to teachers to check prior to serving any meals.

If a child has an allergic reaction on the premises of Little Skippers the teacher will notify the Director immediately. The Director will then contact the child's parent or legal guardian as soon as possible after attending to medication or any medical intervention. The Director will call emergency services if an EpiPen is administered to the child.

If there is a change to the allergy action plan all staff will be retrained and asked to sign off on all changes.

Handling and Disposal of Bodily Fluids

Surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit, must be cleaned and disinfected

1. Teacher or Staff person will ensure the area is clear
2. Employee will gather personal protective equipment (mask, gown, gloves), two bags, sanitizer
3. Employee will dawn on PPE and cover the area with paper towels to absorb the hazardous area.
4. Employee with gloves on will pat down paper towels after 10 minutes and then throw paper towels into initial plastic bag.
5. Employee will use 1) soap & water, 2) plain water rinse, 3) then spray the bleach solution and allow to air dry to 2 minutes.
6. Employee will then cover area with paper towels and let sit for 20 minutes
7. Employee will then clean up paper towels and place in initial plastic bag.
8. Employee will then spray one more time with disinfect and let air dry.
9. All PPE equipment used will be placed in the second bag and initial bag will be placed inside second bag.
10. Employee will give to Director to dispose of properly.**

**blood-contaminated material must be disposed of in a plastic bag with a secure tie

***sharp items used for a child with special care needs must be disposed of in a "sharps container." The sharps container must be stored out of reach of children.



Child Care Emergency Plan

Instructions: State law requires the following providers to use this form to create an emergency preparedness plan: (1) licensed child care centers (Minn. Stat. 245A.41, Subd. 3), (2) licensed family child care providers (Minn. Stat. 245A.51, Subd. 3), and (3) certified child care centers (Minn. Stat. 245H.15). Please refer to the Keeping Kids Safe planning guide for guidance in creating your emergency preparedness plan.

1. Provider Information

DATE CREATED	DATE(S) REVISED
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PROVIDER NAME

Little Skippers School and Childcare L.L.C

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)

Teachers will place infants in emergency cribs calmly and quickly ensuring all children are accounted for. They will grab emergency bag, roster and children and walk through door connecting the nursery and the

ADDRESS 275 Lake Drive East	CITY Chanhassen	STATE MN	ZIPCODE 55317
PHONE NUMBER 952-217-7002	EMERGENCY PHONE 911		

2. Shelter-in-Place / Lockdown Procedures

If we need to stay in the building due to an emergency, the following procedures will be followed.

LOCATION 1 (IN-BUILDING) Women's Bathroom	LOCATION 2 (IN-BUILDING) Men's Bathroom
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bathroom. Teachers will wait from the all clear from Emergency responders before exiting the locations stated above.

SHELTER-IN-PLACE / LOCKDOWN FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS
Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions

The teacher will have all medications in a bag they will need to bring with them filled with emergency information on how to administer medications. Children with disabilities will have practiced emergency evacuation procedures with the teachers to ensure how to safely move to locations noted above.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN Lockdown/Shelter-in-place has begun.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Emergency responders have cleared any danger and have given the all clear.

Emergency Kit for Shelter-in-Place / Lockdown Situations

PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during shelter-in-place and lockdown situations

3. Evacuation and Relocation Procedures

IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED

EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building

On map: First exit path- classroom to double door entry to parking lot, across the street to Bongard's creamerie

Second exit path- classroom to single door exit to parking lot, across the street to Bongard's creameries.

EVACUATING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building

Infants will be placed in emergency crib or wagon to exit the building. Toddlers will you a leading rope to exit the building. Teachers will ensure face to face and head counts before, during, and after.

EVACUATING CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child's medically necessary medicine

The teacher will have all medications in the closed compartment of the stroller that they will need to bring with them filled with emergency information on how to administer medications. Children with disabilities will have practiced emergency evacuation procedures with the teachers to ensure how to safely move to locations noted above.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Once all children are accounted for and in a safe vicinity.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

After emergency personal have been notified and updated.

Emergency Kit for Evacuation and Relocation Situations

DESCRIBE YOUR EMERGENCY KIT. Please review Keeping Kids Safe for more information about how to use your emergency kit during evacuation and relocation situations

Relocation - Location 1

BUILDING NAME Bongard's Creamerie	REASON(S) TO EVACUATE TO LOCATION 1 Tornado		
ADDRESS 250 Lake Dr. E	CITY Chanhassen	MN STATE	ZIP CODE 55317
PHONE NUMBER 952-277-5500	EMERGENCY PHONE 952-217-7002		

TRANSPORTATION TO LOCATION 1

walking

OTHER DETAILS

Relocation - Location 2 (optional)

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		

TRANSPORTATION TO LOCATION 2

OTHER DETAILS

4. Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

All children have been accounted for, and the danger has been determined.

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Each classroom with each teacher. Contact information may also be located on Owner's personal device in case of fire or destruction of files on the premises.

Release Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)
OTHER DETAILS ABOUT RELEASE OR REUNIFICATION

Each teacher will have a roster and ensure all children have been picked up by their parents/guardians. If a child has not been reunited with parents/guardians the teacher or director will call parents/guardians and continue to stay with child until reunited.

5. Continuing Operations Procedures

In the period during and after a crisis, the following procedures will be followed regarding continuing operations

Notification and Decision Making

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS

Sarah Nemitz- Owner/Health Care Consultant
Alexandria Dobberpuhl- Center Director

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED OPERATIONS AFTER A CRISIS

See above

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

CITY (if applicable) Chanhassen	CONTACT NAME	
NON-EMERGENCY NUMBER 952-361-1231	24-HOUR EMERGENCY NUMBER 911	
CITY (if applicable)	CONTACT NAME	
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER	

Utility Emergency Phone Numbers

ELECTRIC (952) 227-1317	COMPANY	
CONTACT PERSON	24-HOUR EMERGENCY NUMBER	
GAS	COMPANY	
CONTACT PERSON	24-HOUR EMERGENCY NUMBER	
WATER (952) 227-1300	COMPANY City of Chanhassen- Public Works	
CONTACT PERSON	24-HOUR EMERGENCY NUMBER (952) 917-9345	

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES	PHONE NUMBER 866-385-2699
POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER Adult 1-612-596-1223 Child 1-612-348-2233
FIRE DEPARTMENT	PHONE NUMBER (952) 474-7094
OTHER	PHONE NUMBER 911
NAME OF INSURANCE AGENCY	
INSURANCE CONTACT PERSON	PHONE NUMBER

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER	
LICENSED OR CERTIFIED BY STATE OR COUNTY	
LICENSOR NAME	LICENSOR PHONE

Child Care Assistance Program (CCAP) Information (If applicable)

CCAP PROVIDER ID- N/A

CCAP AGENCIES REGISTERED WITH

CCAP AGENCY PHONE NUMBER(S)

7. Identification of Hazards

This section is provided as a resource for your emergency preparedness. It allows you to identify the risk of certain hazards occurring, the impact that a hazard could have if it did occur, and how you would continue operating during and after the emergency.

Attention licensed child care centers: You are not required to complete this section as you should have already identified potential risks and impacts as part of your Risk Reduction Plan (see Minn. Stat. 245A.66). If you have not addressed any of these hazards that could impact your site, you should use this section or add items to your Risk Reduction Plan.

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Fire	
Flood	
Gas/Chemical Leaks	
Hazardous Materials	
High or Low Temperatures	
Infectious Diseases	
Nuclear Power Plant	<p>Please note, there are two nuclear power plants in Minnesota. Depending on your proximity to these plants, which are located in Welch and Monticello, you may/may not have a potential "risk of harm."</p> <p>N/A</p>

Severe Winter Weather	
Thunderstorm	
Tornado	
Violent Incidents	
Other	

8. Child Emergency Contact Information

You should collect each child's emergency contact information and keep it with your emergency kit(s). Licensed child care centers and licensed family child care providers already collect this information from parents/guardians upon enrollment.

Keep the following information with your emergency kit(s) in case of an emergency:

Child specific information:

- Child's name
- Child's address
- Child's date of birth
- (If applicable) Special instructions for children with disabilities or chronic medical conditions

Parent/guardian information:

- Name(s) & relationship to child
- Preferred contact information (i.e., phone number or email address)
- Alternate emergency contacts
- Individuals authorized for pick-up

For licensed family child care providers, this information is on the first page of each child's Admissions and Arrangements form. Keep a copy of the first page of each child's Admissions and Arrangements form with your emergency kit(s) so that the information can be easily accessed in an emergency.

Please note: Do not post any child-specific information with your emergency plan or share it with other parents.

Health Policies

1. **Policies and Records:** all emergencies, accidents, and injuries will have a record of what occurred. Who was involved, the type of emergency, accident/injury, how it was handled, who was notified, date, and time. These records will be kept available in the DHS binder. A new policy will be made if needed to prevent the emergency, accident/injury from occurring if it is re-occurring
2. **Instruction Record:** Training completed by staff will be found in the staff persons file. Any re-coaching or re-training documents will also be kept in the staff file. If a Director needs to remind families of a policy held by Little Skippers the Director will write down what policy, the date, the time, and how it was handled and place it in the child's record.
3. **First Aid** will be administered if a severe injury occurs at Little Skippers. First Aid Kits will be available in all classrooms. Staff will be certified in Pediatric first aid within their first week or 30 days of employment. Staff will check, call, and care for the situation. Check the surroundings, call 911 or for someone to call 911, and then care for the individual ask questions if the individual is still conscious. If the individual were to go unconscious the staff member would preserve life, prevent deterioration, and promote recovery. Preserve life by taking the necessary steps to revive the individual, prevent deterioration by doing everything in their power to manage what they can with the tools they have, and promote recovery by staying by the individual and if able to get them conscious to offer support.
4. **Diapering Procedures:**
 - a. Ensure diaper changing area is cleaned from previous diaper change
 - b. Gather diaper, diaper cream, change of clothes, parchment paper, laundry bag and two sets of gloves
 - c. Invite child to get changed while putting gloves on and placing parchment paper
 - d. Assist child onto changing table
 - e. Keep one hand on child at all times
 - f. Talk to child while lowering pants explaining what is happening
 - g. Wipe child from front to back with one wipe (repeat with fresh wipe until clean)
 - h. If diaper cream is needed take off first pair of gloves and put-on new gloves
 - i. Apply diaper cream to area
 - j. Place any dirty clothes into laundry bag or bag to go home
 - k. Throw away dirty diaper, wipes, parchment paper and gloves.
 - l. Place clean diaper under child and close up
 - m. Put clean clothes on if necessary
 - n. Wash child's hands for 20 seconds following posted handwashing procedures.
 - o.
 - p. Ensure child joins group activity
 - q. Wash your own hands for 20 seconds following posted handwashing procedures.
 - r. Write down diaper change in app
 - s. Clean changing station with soapy water, water, and-disinfect let air dry.
 - t. Wash hands again for 20 seconds following posted handwashing procedures.

5. Sanitation for food not prepared and prepared by or provided by the Little Skippers

- a. Prior to handling any food either prepared at or provided by Little Skippers/Parents/or catering an employee must wash their hands.
- b. Temperature of food that must be heated will be taken after coming out of the heating machine (warmer, microwave, oven) must be at 145 degrees or higher if being reheated.
- c. Temperature of a food that is served cold must be at 40 degrees or cooler. Refrigeration will be provided with a stand alone refrigerator maintained at at 40 degrees or below.
- d. All produce must be washed prior to serving.
- e. All utensils must be clean prior to use and cleaned in soapy water, rinsed, and sanitized.
- f. All equipment that is used to warm or cool food must be washed after use, or in case of bottle warmers each week.
- g. Gloves must be worn while preparing food, serving food, and collecting dirty dishes.
- h. Food must be served at an appropriate temperature so as not to burn a child's mouth, hands or body.
- i. Wash hands after serving, consuming, or cleaning food.

6. Preparing formula bottles

- Make sure the bottle is labeled with first name, last name, and date.
- Grab all supplies needed (bottle, gloves, formula container)
- Ensure the formula container is labeled with child's name you are making the bottle for.
- Check how many ounces the child of the bottle drinks per feeding
- Put on gloves
- Fill empty bottle with the number of ounces of warm water from a a pitcher of water from the kitchen sink (not the handwashing sink).
- Add correct amount of scoops of formula to bottle. *Reminder; one scoop of formula equals two ounces of water. Example, a 6oz bottle would have 3 scoops of formula.*
- Shake bottle until formula is mixed thoroughly.
- When giving bottle to child, make sure you confirm it is the correct child with your co teacher (bottle check, name to face)
- Make sure you are always within arms distance of the eating child.
- Put away all supplies in the cabinet and 4 step clean and wipe down counter.

Preparing Milk

- Grab a clean cup (all liquid containers are one time use)
- Label cup with first name, last name, and date.
- Grab milk from the refrigerator in the refrigerator, labeled with date the milk was opened.
- Start with a small amount of milk (1-2 ounces) • If child is still thirsty give more milk. (1-2 more ounces)
- Put milk away in the refrigerator.
- Put away all supplies in the cabinet and 4 step clean and wipe down counter

Preparing breast milk bottles

- Make sure bottle is labeled with first name, last name, date, and red tape to indicate breast milk.
- Grab supplies needed (Bottle, breast milk, bottle warmer) • Check how many ounces the child of the bottle drinks per feeding.
- Fill empty bottle with correct amount of breast milk
- Place in bottle warmer.
- Turn bottle warmer on. Do not warm for more than 5 minutes.
- Check bottle temperature on inner wrist periodically until it has reached the correct temperature.
- If bottle is too hot, run under cold water.
- When giving bottle to the child, make sure you are wearing gloves and are always within arm's reach when feeding. Make sure you confirm it is the correct child with your co teacher (bottle check, name to face)
- If breastmilk is frozen, place frozen bag under running cool water until thawed. Ok to then gently swirl, but do not shake.
- Put away all supplies in the cabinet and 4 step clean and wipe down counter

Water

- Will be served in one use disposable cup.
- Multiple sippy cups will need to be provided by parent if parent's intent is to use sippy cups for water only.
- Each day the water bottle or cup is used, Little Skippers cleans and sanitizes all water bottles and cups using procedures in compliance with the Food Code under Minnesota Rules, chapter 4626
- Cups will not be reused at a separate time then the initial time water was given.
- If parents provide water bottles and sippy cups they will be labeled with first and last name of child and stored in cupboards that will reduce the risk of a child using the wrong water bottle or cup.

- Personal clean water bottles will start in child's personal storage area. Personal dirty bottles and cups will be washed and sanitized by the school and then placed in child's personal belongings.
- Personal water bottles and cups are to be used for water only
- We will not be providing reusable water bottles or sippy cups.
- Cups will be stored in cupboard out of reach of children.

CHILD CARE PROGRAM PLAN

Ages Served

Little Skippers is licensed for 8 infants (2021-2022)

Supervision

Teachers, staff, and volunteers who work directly with children at any time will supervise children 100% of the time. Supervision being within sight and sound.

Services offered, age, and ratios

Little Skippers will open with infant care. The age of infants as defined as 6 weeks-16months. The ratio of teachers to children will be maintained as 1 teacher to 4 children. There will be 8 infants in our care

Days and hours of operation

Little skippers will be open from 6:30 am to 5:30 pm Monday through Friday. Little Skippers will be closed New years Eve, New Years day or business day closest, Memorial Day, Juneteenth, Fourth of July, Thanksgiving day and day after, Christmas eve and day or the business day closest.

Part- time is available with a monthly schedule provided by parents so that Little Skippers can staff accordingly.

General Education method and Philosophy

Intellectual- Reading, art, nursery rhymes, music

Physical- walking, tummy time, crawling

Social- conversation, group time, play time, free play

Emotional- cuddling, massages, allowance to express emotions, explanation of emotions.

Little Skippers will be a place of community with the core understanding that the community is working on providing the tools for success to each child who comes through these doors. These tools are language development, motor development, educational development, socialization, care, compassion, empathy, sympathy, development of self-esteem, and an understanding that each individual is made unique. Little Skippers while housed in a church is not religiously affiliated.

Little Skippers will include any intellectual, physical, social, and emotional development of a manner consistent with the child's cultural background by seeking knowledge from culturally diverse families.

Program goals

Little Skippers will strive to meet the emotional, intellectual, physical, and social needs of the infants in their care. This will be done by speaking to each child, reading, encouraging tummy time, walking, and playing with age appropriate toys.

Program plan evaluation

Little Skippers program will be evaluated annually by the Owner and Director whom shall both be qualified as a teacher.

Conferences

Parent teacher conferences will be held twice a year. Once in the Winter and once in the Spring. Parents will receive written documentation on the intellectual, physical, social, and emotional development of their child. Additionally, a copy of this document will be placed in the child's file.

Nap and Rest

Any child who has napped or rested quietly for 30 minutes may be taken off their cot or out of their crib and given a quiet activity to engage in.

Napping and resting area will be in a separate area from children in activities to prevent them from waking children who are napping or resting.

All cribs will be always accessible at one side and spaced out with clear aisles. Cribs and cots will be placed directly on the floor and must not be stacked when in use.

All fitted sheets for cribs will be provided by Little Skippers and washed weekly or when visibly dirty. Blankets for cots will be provided by parents and sent home every Friday to be laundered for the next week. Blankets will also be sent home to be washed if the child is ill. Blankets are not permitted in cribs and may only be used on cots. A cot permission form must be signed by a parent if a parent would like their child on a cot. Permission forms are available when a child turns 12 months of age.

Little Skippers will reduce sudden unexpected infant death by following all medical advice given by the CDC and policies written by DHS. Infants will be placed on their backs.. Infants who roll onto their tummies and are under the age of 6 months will be placed on their backs. ALWAYS place ALL infants down to sleep on their back, even if they're over 6 months of age and roll over. Little Skippers must have documentation from a parent indicating that their 6 month old regularly rolls over and is able to remain asleep on their tummy, This form may be found in the office.

Little Skippers will place infants on firm mattresses with fitted sheets that are appropriate for the mattress size as well as overlapping the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable force. The only items allowed in the infants crib will be a pacifier.

All infants if found asleep outside of a crib will be moved to a crib as soon as possible. If a child falls asleep in a teachers arm, the teacher must take into account the needs of all the children in their care to determine when to place the infant in their crib. When placed in cribs, infants will be placed on their backs children will be placed in such a manner as to allow continuous airflow and their face to be clear of any objects excluding pacifiers.

DHS and the CDC recommends that infants are laid in their cribs without swaddling. Little Skippers must receive written permission from families to swaddle a child in their care. Little Skippers will no longer swaddle a child who is able to roll. Little Skippers may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle.

An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home.

Each infant shall have their own crib that is inspected monthly and reviewed against all recalls annually.

Quiet and Active activities

Infant teachers will incorporate age appropriate physical activities with the equipment provided by Little Skippers in compliance with DHS. These physical activities will be appropriate for indoor or outdoor activities. Active activities include climbing, rolling, walking, tummy time, tumbling, sitting, etc. Quiet activities such as reading, manipulative play, and coloring (when appropriate) will be directed by the teachers in the classroom.

Parent Program Plan

A copy of a program plan will be given to parents upon request and is written in Parent handbook.

Infant Program Schedule (Sloops)6wks-9mths (Cutters)9mths-16

6:30-7:30	Arrival- Wash hands, free play
7:30-8:30	Morning Snack
8:30-8:45	Story Time
8:45-9:00	Prep Bottles/Tummy Time
9:00-9:15	Bottle Time
9:15-10:30	Nap
10:30-11:00	Art/ Nursery Rhymes
11:00-12:00	Lunch
12:00-12:15	Bottles
12:15-1:00	Songs/Dancing/Puzzles/Outside (weather permitting)
1:00-2:30	Nap
2:30-3:00	Snack
3:00-3:15	Bottles
3:15-4:00	Story Time/Tummy Time
4:00-5:00	Soft Toys/ Bubbles/ large motor
5:00-5:30	Free Play/Parent Pick Up

Infant Outside Schedule

12:15- 12:25	Wagon ride
12:25-12:35	Large motor play time under shade on blanket
12:35-12:45	Wagon ride

Equal Opportunity Employer

Little Skippers is an equal opportunity employer. Our policy reflects our commitment to ensure equality and promote diversity in the workplace.

This equal employment opportunity policy is the pillar of a healthy and productive workplace. Everyone should feel supported and valued to work productively so we are invested in treating everyone with respect and consideration.

Positive Workplace Environment

Little Skippers is committed to a positive workplace environment in which all employees are treated with respect and dignity. Little Skippers aims to accomplish this goal by creating awareness about working relationships and providing skills training on healthy conflict resolution.

Each individual has the right to work in a professional atmosphere in which equal opportunities are promoted and personal and professional excellence is fostered. Little Skippers is committed to proactively creating a workplace where individual differences are welcomed and valued.

The purpose of the policy is to foster positive working relationships and manage conflict in the workplace. Workplace conflict has the potential to escalate into discriminatory behavior and harassment and affect workplace and individual well-being.

Discrimination and harassment will not be tolerated. Little Skippers pledges its support to teachers and staff experiencing workplace conflict or workplace harassment and will treat the matter in a confidential manner.

Hours of Work

Becoming a teacher for Little Skippers is a big commitment and we are excited you have agreed to it! Teaching is a soul job and requires nurturing, love, and attention to the children. We understand that there are lives outside of this job, as long as you understand the commitment you have made to the growth of these children. Little Skippers would not exist without you.

Work hours maybe anytime from 6:30am- 5:30pm. Little Skippers guarantees 40 hours a week to all their staff that comes on board. Overtime is to be approved by management. There may be days where we ask that a teacher stays later because another teacher went home sick, their child is sick, they had an emergency or any number of reasons similar to these. We will try our hardest to create a longer break for you if this ends up being the case. A break that is an hour and half or more, this will provide with some rest for you and some time for personal care. It may also be a good opportunity to get some grocery shopping done, head over to the DMV, or even to take a short nap.

Little Skippers will work hard to keep your day to 8 hours of work. If you agree to a ten hour shift we will find a way to give you a two hour break. If we are unable to provide this break we will work hard to get you out early during the rest of the week.

Management is here to help you be successful while you help the children be successful. If you are going to be absent please give management 2 hours before your shift to prepare another teacher to cover for you.

Requesting time off and schedule changes need to be **written** on a request off or schedule change form a **minimum** of two weeks before. Please remember this is a *request* and it may be denied. If this is the case please feel free to talk to management to see if a compromise can be made.

Background Checks

Background request will be submitted to DHS within the first three days of hire. An employee will not be placed into a classroom until the Background study has been submitted. Once an employee enters the classroom, they will be in direct supervision of a teacher with a clear background check and will never be left unattended with the children. If the background check has cleared, then an employee will be able to supervise the children on their own. If the background check is not cleared the employee will no longer be able to be employed by Little Skippers. Some exceptions may be made, these will be looked at on a case-by-case basis.

Attendance and Punctuality

A weekly schedule will be sent out every Friday by 6:00pm. It will be sent directly to your email. As is the nature of early childhood education the schedule may change due to attendance, weather, etc. If this is the case a daily schedule will be provided by e-mail.

It will be the responsibility of the teachers and employees to come in 5 minutes early to their scheduled time and to clock in on time. Why five minutes? To get settled in, drop off your personal belongings, and switch from personal to professional.

Arriving late multiple times in a week will be means for a verbal warning at management's discretion. Multiple times a month a written and so on

Use of Electronic Devices

We are in the digital age. We are all connected to people, social media, news, tv/movies, and so on. At work we are at work. All Personal items must be in your personal bag in the teacher cabinets or closet. Cell phones are put away at all times. If a cell phone is seen out on the table or close to children management will ask you to put it away. If this is a reoccurring situation it will lead to termination. Supervision and the care of our children is the number one priority while you are clocked in and creating these children's futures.

Electronic Devices used for program use is only for program use. No personal information should be found on company devices. Misuse of company electronic devices will lead to a write up, continued misuse will lead to termination. Supervision and the care of our children is the number one priority while you are clocked in and creating these children's futures.

Performance Evaluations

A performance evaluation at your 30, 60, and 90 day anniversary will be given by your Lead teacher or Director if you are a lead teacher. The 30 day evaluation will be to give you an idea of where you land in your training process. 60 day evaluation will lead to areas that may be struggles and where to Improve. Your 90 day evaluation will be to look at your starting wage, have you exceeded expectations? Have you met expectations? Have you committed to being a part of Little skippers? Based off this evaluation we will determine if you will receive a higher wage.

Every 2 years you will receive another evaluation. This again will be to determine if work put forth meets, exceeds, or falls short of expectations. Little Skippers find it fair to re-evaluate wages every two years in determining if performances are meeting childcare standards.

Performance evaluations may also be used to determine the fit of the employee to the company. PTO will not exceed 15 days.

Discipline Policy

Little Skippers will put forth disciplinary actions when policies have been broken. The purpose of policies set in place at Little Skippers is to keep the children in our care happy, healthy, and safe. Violation of these policies may look like:

Verbal warning- Management bringing up a policy violation and asking staff to take action on the policy to remedy it.

Written Verbal warning- Management has had to discuss a policy numerous times with a staff and has asked the staff to take action on the policy and it continues to occur.

Written warning- Sit down with management after a verbal warning and a written verbal warning has been issued. In some cases if the policy that has been broken is severe enough there will be no verbal and written verbal warning a written warning will be given.

Termination- Termination may arise if a policy is continued to be broken after enough warning. Termination may occur for abundant absences, electronic violations, excessively coming in late for work, poor work performance, or lack of care.

Maltreatment and Mandated Reporter

All members of Little Skippers are Mandated Reporters. This is not a light matter nor something that is looked over. If a member of the Little Skippers team suspect, sees, or hears about abuse and neglect they must call the proper authorities for the safety of the child. (651) 431-2000

There will be no tolerance for disrespectful, abusive, or neglectful actions towards any children in or around our care. We have strived to make a promise to be advocates for our children by accepting the offer to work for Little Skippers.

Primary internal review: Alex Dobberpuhl (DIRECTOR)

Secondary internal review: Sarah Nemitz (OWNER)

Staff In-Service Training

All staff are required to finish 24 hours of in-service hours. Little Skippers will pay for half of the in-service hours the first year of employment. Little Skippers will pay for all in-service hours to be completed after a full year of employment. A minimum of 2 hours of in-services must be completed each month of employment. An account through developtoolmn.org must be created and verified within the first 30 days of employment. This will track all courses taken.

If Little Skippers is Parent Aware all lead teachers must complete 50 hours of in-services on top of the 24 hours mandated by DHS each year. These trainings are to better understand the needs of the children in our care. These services also help teachers understand what is new in the world of early childhood education.

Termination of Employment

The state of Minnesota is an at will employer state. Little Skippers will ensure that all terminations are talked through with the employee in hopes that in their next venture they will strive to do better. Minnesota does not require an employer to give a reason for termination. Termination will occur with continued neglect of policies procedures, any risky behavior towards children, low performance, or even if the fit between employer and employee does not work well.

Lay off Recall

Lay offs may occur if there is a substantial decrease in enrollment. Our business continues to run because of the children and families in our care. If there is a decrease in enrollment there is a decrease in income. Lay offs will be based off performance reviews. An employee who is laid off will receive an e-mail with the last day of employment and the change in employment.

Recalls will occur if an increase in enrollment arises after a lay off. The employee will receive an e-mail with an offer to return to work. It will be up to the employee to accept or deny the offer.

Employee Concerns and Suggestions

Little Skippers strives to create a community. All concerns and suggestions made by employees will be looked at seriously and come to reasonable resolution. We hire all employees in the hope of having them continue to be a part of our community. No concerns or suggestions are too small or too big. Please write in your concern or suggestion to your director.

Employee Status

Little Skippers employs full time employees and part time employees with the option for volunteers. It is shown that children need consistent caretakers and routine in their early lives to grow into confident adults. Full time employees will work 40 hours a week. When asking for time off or time for appointments full time employees will give two weeks written notice or a request off form. Part Time Employees will work no more than 31 hours a week. Part Time employees are unable to receive benefits (PTO, Sick pay)

Paid Time Off

After 90 days and after the 90 day evaluation Little Skipper employees will receive 12 days of PTO. Paid time off will be approved with two weeks written request by a director on a request off form. If the time is to be denied the days may be saved for a different time. An employee must work the day before and after the approved days off. If an employee fails to work the days before and after the approved time off Paid Time off will not be paid. The employee will have the ability to use the days for a different time.

Paid time off must be used within the calendar year accrued. Paid Time off will be paid out at the end of the year.

After the second year of employment and after the 2 year evaluation a discussion of acquiring more days may be discussed with the employ



Child Care Center Risk Reduction Plan

Program Name: _____ **License #:** _____

Child care centers must develop a risk reduction plan that identifies the general risks to children served by the child care center. The license holder must establish specific policies and procedures or refer to existing policies and procedures that minimize identified risks, train staff on the procedures, and annually review the procedures. [Minnesota Statutes, section 245A.66, subdivision 2]

- 1. Physical Plant.** Identify specific risks to children based on an assessment of the physical plant where licensed services are provided. The assessment must include an evaluation of the required factors listed below in column 1. Write each identified risk in column 2; insert additional lines as needed. In column 3, write specific policies and procedures you have developed and implemented to minimize each risk, **or** in column 4, reference existing policies and procedures that minimize each risk.

Physical plant factors required to be assessed	Identified risks	Policies and procedures developed and implemented to minimize the risks	Existing policies and procedures that minimize the risks
Condition and design of the facility	The nursery has two doors. One door leading from the main hallway. The door opens inward. There's a half wall	Staff shall keep children within sight and sound 100% of the time. Staff will be trained to	Pinched fingers in employee handbook. Supervision policy found in employee handbook.
	that separates the room. The	prevent pinched fingers. Doors to the bathroom shall remain	
	second door leads into the women's bathroom. There are	closed during drop off and pick up.	
	cabinets and shelves built into the room.		
Condition and design of the outdoor space	The outdoor space has sidewalks, Parking lot, gardens	Staff will keep children within sight and sound 100% of the time in	Supervision policy can be found in the employee
	and playground. Rocks, mulch, and dirt can be found in the	outdoor space. Staff will sit and engage with children outside and	
	outside space.	stay on level with them to prevent	employee training
		eating any of the rocks, mulch and nature materials outside. Staff will	checklist. Evacuation II information found in
		be trained to go on parking lot on for evacuations.	ly emergency training.
Bathrooms	There are two bathrooms located inside the church. One bathroom	Bathrooms will be for staff use only. Children shall remain in	Proper supervision and ratio policy found in the



marked male and the other marked female. The bathrooms	classrooms with proper ratios and supervision when a staff	employee handbook.
will be used for staff. This will be updated if the program grows	member needs to use the	
to allow for toddlers and preschool.	bathrooms they shall call for a director to step in or a	
	volunteer.	

Physical plant factors required to be assessed	Identified risks	Procedures developed and implemented to minimize the risks	Existing policies and procedures that minimize the risks
Storage areas	Storage areas will house cleaning supplies, office supplies, art	The storage area will be for staff use only. Staff will	Supervision and ratio policies found in employee
	supplies, and items not	not be allowed to bring	handbook. Storage use information will be in initial
	appropriate for young children.	children with them to this space. Storage area access	teacher training.
		is with a key and must be locked after taking any	
		necessary materials from the space.	
Accessibility of medications and cleaning products	Cleaning products will be located in classrooms, storage areas, and Directors office.	Cleaning products found in classroom will stay out of reach of children and be used when children are engaged in	Policies for administering medication found in Employee Handbook. Emergency information
		an activity away from the area	found in Employee
		that is soiled. Medications will be given with written	handbook. Initial training includes proper
		permission by parent by the lead teacher or director.	medication handling as well as when to clean.
		Medication will be found in Directors office or if needed	
Areas that are difficult to supervise	Half wall in nursery room	for emergency in a cabinet locked and away from	initial training, employee handbook, risk reduction
		children.	



		Staff shall bring proper amount of children with them to a	
		section to allow for proper ratios. Staff will do 10 minute	
		sleep checks to ensure children	
		are safe.	

2. Environment. Identify specific risks to children based on an assessment of the environment for each facility. The assessment must include an evaluation of the required factors listed below in column 1. Write each identified risk in column 2; insert additional lines as needed. In column 3, write specific policies and procedures you have developed and implemented to minimize each risk, **or** in column 4, reference existing policies and procedures that minimize each risk.

Environmental factors required to be assessed	Identified risks	Policies and procedures developed and implemented to minimize the risks	Existing policies and procedures that minimize the risks
Type of grounds and terrain surrounding the building	grass, rocks, dirt, mulch, flower leaves, sticks, and nature.	engagement, supervision, ratio maintenance	Employee handbook, employee training
Proximity to hazards, busy roads, and publicly accessed businesses	Located near Lake Drive east	engagement, supervision, ratio maintenance, and	Employee handbook, employee training.
	Located in a Church		
	Residential area behind the church. Office building	proper training.	
	across the road from church.		



3. Additional risk of harm factors to children. In addition to any program-specific risks identified under the physical plant and environment assessments, the risk reduction plan must address the risks identified below in column 1. In column 2, write specific policies and procedures you have developed and implemented to minimize each risk, **or** in column 3, reference existing policies and procedures that minimize each risk.

Identified risks	Policies and procedures developed and implemented to minimize the risk	Existing policies and procedures that minimize the risk
Closing children’s fingers in doors, including cabinet doors	Staff shall supervise children at all times around doors and cabinets.	Employee handbook, supervision policy
Leaving children in the community without supervision	Little skippers will not travel out into the community. Staff shall supervise children in outdoor	Employee handbook, supervision
Children leaving the facility without supervision	space. Children will stay in staff sight and sound 100% of the time	Supervision policy, initial training.
Caregiver dislocation of children’s elbows	staff shall be trained to lift from under the arm pits to prevent dislocation	initial training. maltreatment of minor policy
Burns from hot food or beverages, whether served to children or being consumed by caregivers, and the devices used to warm food and beverages	Staff shall do a temperature check against their wrist for bottles or with a food thermometer. No hot foods or beverages for staff allowed in classroom.	initial training, risk reduction, employee handbook.
Injuries from equipment, such as scissors and glue guns	glue guns will not be used in classrooms, and scissors will be used out of reach of children.	employee handbook, initial training.
Sunburn	sunscreen will be applied prior to going outside following directions on bottles, hats will be	employee handbook, risk reduction, initial training.
Feeding children foods to which they are allergic	recommended. Allergies will be collected upon enrollment and posted in	employee handbook, initial training, risk reduction.
Children falling from changing tables	classroom. Teachers shall maintain a hand on child at all times while child is	employee handbook, diaper changing procedure, initial training, risk reduction plan.



Supervision of children in hallways	Engaging in fun songs, and knowledge of the children in care will be done with name to face as class moves down the hallway.
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Date risk reduction plan was initially completed: _____ 8/29/21

6. Orientation to the risk reduction plan. The license holder shall ensure that all mandated reporters, as defined in section 626.556, subdivision 3, who are under the control of the license holder, receive an orientation to the risk reduction plan prior to first providing unsupervised direct contact services, as defined in section 245C.02, subdivision 11, to children, not to exceed 14 days from the first supervised direct contact, and annually thereafter. Documentation of orientation to the risk reduction plan must be documented in each mandated reporter’s personnel record. [MN Statutes, section 245A.66, subdivision 3]

7. Annual review of the risk reduction plan. The license holder must review the risk reduction plan annually. When conducting the review, the license holder must consider incidents that have occurred in the center since the last review, including the following:

- (1) the assessment factors in the plan;
- (2) the internal reviews conducted under Minnesota Statutes, section 245A.66, subdivision 1, if any;
- (3) substantiated maltreatment findings, if any; and
- (4) incidents that caused injury or harm to a child, if any, that occurred since the last review.

Following any change to the risk reduction plan, the license holder must inform mandated reporters, under the control of the license holder, of the changes in the risk reduction plan. The annual review of the risk reduction plan or changes in the plan must be documented in the center’s administrative records.

Annual review of the risk reduction plan

Program Name: _____ License #: _____

The license holder must review the risk reduction plan annually. When conducting the review, the license holder must consider incidents that have occurred in the center since the last review, including:

(1) A review of the assessment factors in the plan:



(2) A review of the internal reviews conducted under Minnesota Statutes, section 245A.66, subdivision 1, if any:

(3) A review of substantiated maltreatment findings, if any:

(4) A review of incidents that caused injury or harm to a child since the last review, if any:

Based on the annual review, what changes were made to the risk reduction plan?

Name and title of person completing annual review: _____

Date of annual review: _____

Sick Leave

Little Skippers values their employees and know that everyone gets sick. Each employee is given 3 sick periods a year. These are paid sick days. A doctor's note must be given with the date of the doctor's appointment and the date the employee is cleared to come back to work.

Clarification if your doctor's note says "Janet" came in on May 1st and is cleared to go back to work on May 4th, Little Skippers would pay you for May 1st-3rd for each day if and only if you're back at work on May 4th. If the employee calls in on May 4th they forfeit the sick pay.

If a Little Skippers employee must undergo surgery or must take a large amount of time off please discuss with your director far ahead of time. The more information shared about the time needed and with a medical note from your doctor the easier it will be to navigate the employees absence. This will help directors plan for a substitute to keep the school running smoothly. FMLA leave paperwork will need to be finished as well.

Unpaid Time Off

Approved unpaid time off will occur when all PTO days have been used. An employee must fill out a request time off form two weeks in advance and it must be approved by a director. If the time off is not approved by the director and the Little Skippers employee takes the time off it will be considered an Unexcused absence. A verbal warning will be given for unexcused absences followed by other disciplinary actions if it is a reoccurring theme.

Americans with Disability Act

Please read equal opportunity employer. Little Skippers does not discriminate and prides itself on inclusion of all people of race, sex, sexual orientation, abilities, religious views, and cultural background. Little Skippers is striving to create a better future for all children by giving them the tools to succeed in life, these tools come from all people who make up the world and all their experiences.

Program Drug and Alcohol policies and procedures

Little Skippers has zero tolerance for license holder, employees, subcontractors, and volunteers from abusing prescription medication, or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care when they are directly responsible for persons served by the program. Little Skippers will train employees, subcontractors and volunteers on the program's drug and alcohol policy. Documentation of training will be kept in each staff person's personnel file. Little Skippers management will ask for a drug test if they suspect an employee to be under the influence of substance while caring for children. The children's safety is our number one concern and the reason for this job. Any employee found to be under the influence while on the clock will be terminated no questions asked. A policy must be developed that prohibits license holders, employees, subcontractors, and volunteers from abusing prescription medication, or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care when they are directly responsible for persons served by the program. The license holder must train employees, subcontractors, and volunteers on the program's drug and alcohol policy. Documentation of training must be kept in each staff person's personnel file.

Dress Code

Little Skippers employees are a role model to the children in our care. We are working to create happy, independent, motivated, and fun loving future generations. The way we dress influences the way that children see us. Our rule for dress code is dress for the position you want. Comfortable and put together. No Pajamas and disheveled looks.

Food and Drink Policy

Little Skippers is peanut and tree nut free school. All food and drinks must stay in the staff refrigerator and staff room. No outside food will be allowed in the classroom. Only food provided by the center or parents.

All staff drinks must be cold drinks with a secure top. Not hot drinks or cans in the classroom.

Job Description

Lead Teacher

A person selected for this position will be responsible for general supervision and management of a class of children and responsible for executing the educational program in accordance with the policies and procedures set forth by Little Skippers. Reports to and works with classroom and Center Director.

1. Plan, supervises and implements the curriculum and daily schedule in accordance with the policies and procedures of Little Skippers
2. Gear the program to the needs of individual children with concerns for their interests, special talents, and individual style and pace of learning.
3. Considers individual children in relationship to their cultural and socioeconomic background.
4. Treats Children with Dignity and respect. Speaks kindly, uses kind tones, doesn't grab child.
5. Plans and implements appropriate early childhood education experiences with a variety of materials in the fields of art, music, literature, science, etc.
6. Supervises and promotes activities designated to enhance the healthy emotional, social, intellectual, and physical development of each child enrolled at the center.
7. Supervises upkeep of all educational equipment and materials in assigned areas. Reading, Sensory, Science, math, dramatic play, etc.
8. Encourages development of sound nutritional practices. Encourages healthy eating, trying foods etc.
9. Help Children become aware of their roles as integral members of a group. Using words, asking for help, community service, and sharing.
10. Maintain progress records of each child's growth and development, prepare reports, and review with Directors.
11. Work with parents to promote understanding of their child's growth and development, encourage parent participation in school programs. Conduct conferences 2 times a year.
12. Responsible for arrangement, appearance, décor, and learning environment of the classroom and its learning centers.
13. Completes and reviews all weekly and monthly cleaning as written on checklists prior to returning to Director.
14. Completes in-service trainings in a timely manner, ensures trainings are put into practice daily in classrooms.
15. Effectively trains, supervises, utilizes, and evaluates teacher assistants and teacher aides.
16. Provides and interacts with children during structured free play activity for all children.

17. Supervises children- Knows how many children are in their care at all times.
18. Greets parents when entering classroom, mentions good moments about their child throughout the day and has honest conversations about how their child is growing.
19. Updates parent communication portals with a minimum of two curriculum activities, bathroom habits, all food/bottles, naps, and supplies needed for the child.

Assistant Teacher

A person selected for this position will be responsible for assisting a classroom Lead teacher with the general supervision and management of a class of children. Reports and works with Lead Teacher and Center Director.

1. Assist in implementing the daily program under the direction of the lead teachers
2. Assist in preparing the learning environment, setting up interest centers and preparing needed materials and supplies.
3. Supervise the classroom and steps in for lead teacher when lead teacher is gone.
4. Assist in supervising children at all time- must know how many children are in their care at all times.
5. Completes and signs off on daily, and monthly cleaning checklists.
6. Is open to assisting Lead Teacher in ways Lead teacher requests.
7. Leads classrooms lessons and activities as assigned by Lead teacher.
8. Maintains a professional attitude and loyalty to the center and classroom.
9. Treats all children with dignity and respect. Kind voice, kind tones, and doesn't grab, push or shove children.
10. Assists Lead teacher with implementation of appropriate early childhood activities and lessons.
11. Help lead teacher supervise and promote activities designed to enhance the healthy, emotional, social, intellectual, and physical development of all children enrolled at the center
12. Help to maintain a clean, neat, and organized classroom.
13. Help children establish good habits of personal hygiene; change diapers and assist with toilet training.
14. Attend center activities and functions
15. Supervise all activities to ensure safety at all times. Act as role model for activities for children to shadow.
16. report to lead teacher or director with any problems which may occur with the children.
17. Observe, record and report on the behaviors of individual children as assigned.
18. Greets parents when entering classroom, mentions good moments about their child throughout the day
19. Updates parent communication portals with a minimum of two curriculum activities, bathroom habits, all food/bottles, naps, and supplies needed for the child.

Teacher's Aide

A person selected for this position will be responsible for assisting a classroom Lead teacher, Assistant teacher with the general supervision and management of a class of children.

Reports and works with classroom Lead Teacher and Assistant teacher.

1. Assist in implementing the daily program under the direction of the lead and assistant teachers
2. assist in preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
3. Assist in supervising children at all times- knows the number of children in their care.
4. Completes and signs off on daily and monthly cleaning checklist.
5. Assists the lead teacher and assistant teacher in other ways as requested by them.
6. Maintains a professional attitude and loyalty to the center and classroom at all times.
7. Treats all children with dignity and respect- uses kind tones, kind words, doesn't push, shove or grab children.
8. Assists lead and assistant teachers with implementation of appropriate early childhood education experiences.
9. Help lead and assistant teachers supervise and promote activities designed to enhance the healthy, emotional, social, intellectual, physical development of all children enrolled at the center.
10. Help to maintain a neat, clean and organized classroom.
11. Help children establish good habits of personal hygiene, change diapers and assist with toilet training.
12. Attend center functions.
13. supervise all activities to ensure safety at all times.
14. report to lead teacher or assistant teacher any problems which may occur with the children.
15. Greets parents when entering classroom, mentions good moments about their child throughout the day
16. Updates parent communication portals with a minimum of two curriculum activities, bathroom habits, all food/bottles, naps, and supplies needed for the child.