



MJ's Den, LLC



Handbook

Phone: (712) 898-8109

Welcome to the MJ's Den HES Location (Hinton Elementary Location). Please take a moment to review the following pages to familiarize yourself with the Before and After School Care operation.

MJ's Den HES Location Purpose

To provide a safe, positive, loving atmosphere where children can learn and grow at their own pace and feel at home in their environment.

We accept each child's individual needs and meet them to the best of our ability.

We will never be a substitute for a child's parents. We try to be someone your child can count on while they are in our care.

Every child should be able to feel safe, appreciated and allowed to express themselves.

We are here to enrich your child's day.

ADMISSION POLICY:

MJ's Den HES Location is a before and after school program. We are committed to providing equal care and attention to all children. MJ's Den HES Location extends enrollment to children between the ages of 5 to 12 years without regard for sex, race, creed, country or origin or disability.

ADMISSION PROCEDURE:

Follow the steps below:

1. Complete the Enrollment Forms and Emergency Information.
2. Have your child's Dr. provide a copy of the Immunization Record and parent provide Health Inventory check.
3. Send your paperwork back to elementary school office for collection.

WAITING LIST:

The Before & after school program maintains a waiting list established on a first come, first served basis. When a space becomes available, the Owner contacts families that are first on the waiting list.

DISMISSAL POLICY:

The program has a right to dismiss a child if the child:

- is continually abusive to other children, staff, or property
- endangers their safety or the safety of other
- is habitually unresponsive to adult direction
- uses foul or abusive language or actions to other children or staff
- if the parent fails to pay their billed fees

The parent will be notified by the Before and After School Program Owner/Onsite Director if situations occur that could eventually lead to a dismissal if not remedied. This incident will be documented in writing.

If the problem continues to occur, a conference will be held and a behavior plan will be established between the parent and the Before and After School Program to correct the situation.

If the plan does not succeed, the before & after school program will give a one week notice of the termination of the contract.

Fees and Services

HOURS OF OPERATION:

The MJ's Den HES Location operates Monday through Friday. We are open 7:00AM-8:15AM and 3:30-6:00 PM. We are also open for late starts and early outs as well as teacher in service days.

The Before and After School Program will be closed on the following holidays: Labor Day, Thanksgiving, Day after Thanksgiving, All of School Christmas Break. You will be charged for these days with the exception of Christmas Break.

LATE PICK UP:

If for any reason, a parent arrives at the center beyond the scheduled closing time of 6:00 PM, this will result in a charge of \$5 for any part of the first 15 minutes and \$10 for any part of each subsequent 15-minute increment beyond that time. If after 60 minutes, the child is not yet picked up the Department of Human Services and/or Police will be contacted.

INCLEMENT WEATHER:

MJ's Den HES Location will be open unless otherwise notified. Please call 712-947-0005 or 712-898-8109 and listen to the recording for changes in times.

CHILDREN SERVED:

The MJ's Den HES Location provides care to children between the ages of 5 and 12 years. For Before/After school care. For those enrolled we also provide care for school late starts, teacher in service and early outs. These days are included in the regular rate.

The chart that follows represents classroom size as defined by DHHS State licensing requirements according to the age of the child

Five Years - One staff to every 15 children

TUITION:

This Before and After School Program operates on a weekly/monthly basis. Children are enrolled on the following schedule. Payment is to be made in advance (Monday) of the week. Tuition rate increases may be made with a one month notice. Tuition is due at the beginning of each week. Tuition cannot accrue more than two weeks, if so, \$10 fee will be charged. If tuition is repeatedly unpaid, termination will result. The Owner/Director will update account balances on a weekly basis. The Before and After School Program reserves the right to terminate agreement.

CHECK CHARGE:

Parents will be charged a fee if any check is returned for insufficient funds. If funds are insufficient more than twice during the year the center reserves the right to charge a payment deposit equivalent to one payment.

Enrollment Tuition -

\$35.00 a week for before and/or after school care

TUITION: DISCOUNT

A discount is offered to families with more than one child enrolled in the MJ's Den HES Location Facility. If two children are enrolled a 10% discount is applied to the oldest child's tuition. If three or more children are enrolled a 15% discount is applied to the oldest child's tuition.

WITHDRAWAL:

Parents are asked to give the Before and After School Program a two week notice of withdrawal. This enables the Before and After School Program to prepare your child and his/her friends for the transition and to fill the resulting vacancy. When withdrawing from the Before and After School Program , tuition is due during the **two-week notice period.**

SCHEDULE CHANGE:

Please allow the Owner /Director 1 week notice of any changes in your child's schedule.

PICK UP & DROP OFF:

Parents are required to check the child in and out daily using the sign-in, sign-out sheet. Parents are to personally escort their child into the Before and After School Program each morning and inform the staff that the child has arrived. In the afternoon, parents must sign-out using the same system and notify staff that they are leaving with their child.

Parents are asked to inform staff of schedule changes such as late arrival or early pick-up so they can accommodate the change into the schedule.

Written or telephone notification must accompany any individual who picks up your child and is listed on the Emergency Card. Written notification with parent's signature personally presented by the parent is the only acceptable notification if your child is to leave with someone not listed on the card. Your child will not be released to anyone without proper verification. It is up to you to keep this verification up to date.

You assume full responsibility for your child when outside of the Before and After School Program .

Do not leave your engine running.

Do not leave children in your car unattended.

Hold your child(ren)'s hand when walking to and from the Before and After School Program . Be alert for moving vehicles.

Children will not be allowed to go with a parent under the influence of alcohol. It is our policy that a child will not be released from the center if it is suspected that the person who is picking up the child is intoxicated and/or under the influence of drugs. We will call someone on your pick-up or emergency list. Care providers will not attempt to handle an intoxicated parent. The provider will notify police for consultation.

ABSENTEEISM:

Parents are asked to call the center by **6:45 AM** on days their child will not attend. Parents are responsible for payment if the child does not attend regardless.

Your Child's Time

Snacks/Meals:

Your child will have the opportunity to be served a nutritionally balanced, afternoon snack. Children with special diets will be accommodated into the program when a physician's note detailing the food sensitivities is given to the Director or Owner. Breakfast is still being served and paid to the school. On days where there is no school children are required to bring their own sack lunch. **No Pop or Candy should be included.**

VISITATION:

Parents may visit the Before and After School Program at any time. We recommend that during the initial two weeks of school that parents not visit. This helps the children and staff to establish a routine.

OUTDOOR PLAY:

Part of every day is spent outside except in extreme inclement weather. Children should be dressed appropriately so that they can stay warm and enjoy being outside.

DISCIPLINE:

It is the belief of the MJ's Den HES Location that all discipline matters should be resolved at the lowest possible level. Staffs are alert to recognizing warning signals of potential problems and intercede whenever necessary. Children are encouraged to "problem-solve" rather than use their hands or teeth. Staff is always nearby to help work through difficulties. Our philosophy is that social skills must be practiced. The staff will demonstrate appropriate behavior to other adults and to the children and are prepared to keep reminding and practicing with the children as often as is necessary. The Before and After School Program does not permit any abusive behavior or language on the premises by a parent towards any child, staff member, parent and/or other person affiliated with the center. Failure to comply with this policy may be grounds for immediate termination of services.

LABELING:

Label all items that come from home. The Before and After School Program is not liable for lost items. Label all items with permanent ink.

Health and Safety

MEDICAL/DENTAL EMERGENCY PLAN:

In the event that a child suffers a medical/dental emergency while at our center or on a center sponsored field trip, the staff person in charge will immediately contact the Director. She will make every effort to contact the parents or designated person. If the situation requires immediate medical assistance, 911 will be called. One staff person will accompany child to the hospital. At least one staff person will stay with the remaining children.

ACCIDENT OR INJURY:

If a child is injured during the day and medical attention is required, the parent will be notified to come pick up their child. If the situation is an emergency, the parent will be asked to meet the staff member and the child at the closest hospital emergency room. It is vital for parents to keep emergency information up-to-date and inform staff of temporary or permanent changes of address, phone numbers, emergency contact people and immunizations.

ACCIDENT REPORT:

An accident report will be written when your child is injured. When picking your child up please sign and date the report and leave at the Before and After School Program for your child's file. You will receive a copy of the report.

INCIDENT REPORT:

If your child harms another child or staff, you will receive a report notifying you of the incident. When picking your child up please sign and date the report and leave at the Before and After School Program for your child's file. You will receive a copy of the report.

ILLNESS:

A healthy environment is an important factor at the center. Children are happier and are more open to learning when they feel alert and energetic. In order to maintain this standard of health, parents are not to bring children to the Before and After School Program with any of the following conditions: A temperature 100 or greater

BITE POLICY:

1) Acts of aggression can be a form of communication. Biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. Children will not be labeled as "biters" because such labels harm children's self-perceptions and intensify biting behaviors.

2) MJ's Den HES Location will respond to incidents of biting and other acts of aggression in the following manner: Staff will ensure that all children are safe.

Staff will provide needed first aid and attention to the child or staff member who was bitten or injured, showing concern and support for that child or staff member.

Discipline Policy including:

- o Maintaining proper adult-child ratio
- o Providing an adequate number of toys and materials
- o Redirection
- o Positive, Descriptive Phrase
- o Planned Ignoring
- o Choices
- o Positive reinforcement
- o Teaching and Re-teaching appropriate behaviors
- o Role-Modeling
- o Natural Consequences
- o Adult proximity to children with problematic behaviors
- o Removal from the group (Time Out)

3) In the event of a child biting, hitting, or otherwise injuring another child or adult MJ;s Den caregiver will assess the supervision and the context and environment in which the injury occurred.

Assessment will include:

Quality of relationship between the child and staff

Staff knowledge of child's needs, interests, routines, and preferences

Environmental influences

Availability of adequate toys and materials

Layout of classroom (quiet centers, open spaces)

Daily routines

Redirection

4) The child who was bitten or injured will be given immediate first aid, care, and concern. The child with the challenging behavior will be taught in a caring and firm way that the behavior is unacceptable.

5) Incident reports for the injured child will be completed by the caregiver with knowledge of the incident.

Report will include:

o Problem behavior o Location of incident o Activity o Others involved o Possible motivation

o Consequence

6) Before and After School Program staff will maintain current training in First Aid and CPR.

o Clean wound with soap and water

o Apply cold pack to affected area

LICE/PINK EYE:

Under MJS Den policy Parents are required to keep their children home for 24 hours after receiving Dr.

Prescribed eye drops for pink eye. Also under MJ's policy if a child has lice, Lice eggs or Nits they are going to be sent home immediately. Your child may not return until all lice, nits and eggs have been treated and are not visible on your child's person.

MEDICATION POLICY:

All prescription medications brought to the center have to be in a container appropriately labeled by the pharmacist or physician.

All over the counter medications have to be in their original container.

The program will supply secure storage for any medication.

Any medication that needs to be given will be given by the center Director/Owner .

A medication authorization form will need to be filled out by the physician and signed by the parent for any medication that needs to be given longer than two weeks.

Any prescribed or over the counter medications must be accompanied by a parent-signed Medication Consent form. Staff cannot administer any medication without these forms. The form is included in your packet.

CONFIDENTIALITY:

As childcare providers we keep all children and their families' information confidential. This includes children's behavior, illnesses, and any information pertaining to them. Please, respect this by not asking the staff about another child.

Other Policies and Information

ACCESS POLICY:

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have “**unrestricted access**” to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

****“Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.**

****It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**

2. Persons who do not have unrestricted access will be under the direct “**supervision**” and “**monitoring**” of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the caregiver unless he/she delegates it to the caregiver assistant due to a conflict of interest with the person.

****“Supervision” means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.**

****“Monitoring” means to be in charge of ensuring proper conduct of others.**

3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Owner or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

4. All MJ's Before and After School Program staff will maintain current training in First Aid and CPR taught by certified providers

- Clean wound with soap and water
- Apply cold pack to affected area
- Refer to Parent, or emergency services as needed for care

CHILDREN WITH HEALTH CONCERNS:

Children with special health care needs will be identified by the registration form, verbal health history from parent, health concerns brought by the classroom caregiver, and screening that identify problem areas and refer to appropriate professionals.

Parents will be asked to sign release of information forms will so that medical history can be provided from the child's health care provider.

When appropriate, a Care Plan will be written and signatures will be obtained from the parent, health care provider, and to indicate an agreement of the plan.

Medications needed during school hours will be included on the Care Plan. Physician's authorization and orders, parent consent, and staff training for medication will be put in place before medication is given.

SPECIAL DIET/FOOD ALLERGY:

MJ's Before and After School Program will meet nutritional needs and feeding requirements of all children including children with disabilities and children with special medical, dietary, or religious needs.

Children with disabilities and children with special medical (allergies to foods), dietary, or religious needs, will be identified by the health history form, verbal health history from parent, and health concerns brought by the classroom caregiver.

When a food allergy is identified the Staff will provide the parent/guardian with an Allergy Action Plan to be completed by the child's health care provider and parent/guardian.

The Staff will provide the name of the child and the special diet requirement. This information is confidential and will not be shared with other parents or students.

Special diets will be posted using a number for children's names in the kitchen area. When a special dietary concern is identified Staff will ask parents/guardian to sign release of information form or have the child's health care provider to send appropriate information to the school. The Staff will work to implement dietary changes. When appropriate, a Care Plan will be written and signatures will be obtained from the parent, health care provider, and health nutrition Owner to indicate an agreement of the plan.

ADMINISTRATION OF MEDICINE:

Children may need to take prescription or non-prescription medication during school hours.

Any medication distributed in school longer than 2 weeks requires a doctor's authorization.

The school must know the medications a student is taking in the event the student has a reaction or illness.

Written instructions for administration of the medication must be provided as well as parental authorization to administer the medication. Medication is held in a locked cabinet and distributed by the school nurse. Medication must be in the original container with the following information either on the container or in the instruction sheet: name of the student; name of the medication; directions for use including dosage, times and duration.

CHILD ABUSE REPORTING:

All certified employees who, in the course of their employment, come into contact with a student under the age of 18 who they believe or have reason to believe has been the victim of child abuse shall report such child abuse or suspected child abuse under the provisions of this policy. Employees are also mandatory reporters of harassment - name calling, bullying, inappropriate touch, sexual remarks, etc.

REQUIRED REPORTS:

A report of suspected child abuse must be made when a certificated school employee believes or has reason to believe that a child has suffered abuse. "Abuse" shall be defined as follows:

1. Any non-accidental physical injury which is at variance with the history given of it, suffered by a child as the result of the acts of omissions of a person responsible for the care of the child.
 2. The commission of any sexual abuse with or to a child, as defined by law, because of the acts or omissions of the person responsible for the care of the child.
 3. The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's health and welfare when financially able to do so.
- B. School employees shall not contact the child's family to determine the cause of the suspected abuse.
- C. Any personal interview or physical inspection of the child shall be conducted in a professional manner and, unless rapport may be destroyed, in the presence of another employee. The student should not be physically examined without the student's consent.

MANNER OF REPORTING:

- A. All instances of suspected child abuse shall be reported directly to the Department of Human Services orally by telephone or otherwise within twenty four (24) hours of observation of the suspected instance of child abuse.
- B. Within forty eight (48) hours after the oral report, the reporting employee shall also make a written report directly to the Department of Human Services.

C. As much of the following information as is known by the reporting employee shall be included in the oral and the written report:

1. The names of the child and his or her parents and any other person believed to be responsible for the student's care and their home address.
2. The child's present address or whereabouts if different from the home address.
3. The child's age.
4. The nature and extent of the child's injuries and any evidence of previous injuries.
5. The names, ages, and conditions of their children in the household.
6. Any other information, which the employee believes, might be helpful in establishing the cause of the injury or the identity of the person responsible for the injury, or in providing assistance for the child.

D. The employee filing a written report with the Department of Human Services shall keep an identical copy of the report until it can be verified that the Department has documentation of the report. Upon such verification, the employee's copy may be destroyed.

E. Reporting employees shall not be required to notify their Director or person in charge of the attendance center of suspected instances of child abuse.