

## WHAT WE'RE ALL ABOUT

St. John's Grandkids and VIK Club Child Development Center is committed to meeting the individual needs of children through educational and recreational enhancement.

For children, St. John's Grandkids and VIK Club is a place that cherishes wisdom, builds self-esteem, and offers intergenerational opportunities and values learning at all ages.

## WHAT WE BELIEVE

WE BELIEVE that when young children and older adults are brought together, mutual needs are fulfilled and their lives are filled with new and unique relationships.

WE BELIEVE that each child is a special creation from God and should be nurtured and loved in a stress free atmosphere.

WE BELIEVE that our parents are the first and most important teachers and care providers to their children, and that they should be informed of daily experiences and share in their child's growth and development.

WE BELIEVE that our program should be accessible to all and not limited by race, color, national origin, sex, religion or age.

WE BELIEVE that our community of loving adults and children fosters feelings of usefulness and appreciation and is a place to find pride in aging as we join generations together and "bridge the gap". St. John's Grandkids, 4 to K and VIK Club will be a place of mutual respect and companionship, finding love at both ends of the rainbow.

WE BELIEVE that our role is to help you child become autonomous and successful in his or her world while working and sharing with one another.

## WHO WE ARE

Each of our 4 classrooms are staffed with Teacher Qualified personnel, as licensed by the Department of Children Families and Learning under Rule 3. Our staff continues their training and education by attending various workshops, in-services and conferences throughout the year. We value lifelong learning and encourage all staff to better themselves through recent research and developments in the field of Early Childhood Education.

These Teachers will create a stimulating environment through planned experiences which foster your child's development. Curriculum is based on Early Learning Success a Parent Aware approve curriculum and may be reviewed by parents at their convenience.

Staff of St. John's Grandkids and VIK Club are trained in Red Cross First Aid and CPR. Other training required by the state includes SUIDS/ Shaken Baby. Nursing staff of St. John Lutheran Home are readily available for any consultations or emergency situations.

Substitute staff is available and used during regular staff vacations or illnesses.

Volunteers are welcomed and appreciated and if parents are willing and/or able to assist the staff in any way the Director would be excited to visit with them, all are welcomed into our classroom after a cleared background study.

## OUR PRIDE AND PROGRAM

St. John's Grandkids, 4 to K and VIK Club welcomes children between the ages of six weeks through twelve years of age and discriminates against no child or family. Licensing includes: INFANT ROOM (6 weeks - 16 months): 8 infants and 2 teacher, TODDLER ROOM (16 months - 30 months): 7 toddlers and 1 teacher, PRESCHOOL ROOM (30 months - 3 years): 10 preschoolers and 1 teacher, 4 to K (children eligible to start kindergarten the following year) 10 preschoolers and 1 teacher, VIK CLUB (Kindergarten age- 12 years): 15 children to 1 teacher

St. John's Grandkids is opened from 6:45 AM to 5:30 PM. The VIK Club is opened from 6:45 AM - 5:30 PM and specializes in before school, after school and off day school care.

Affective social, physical and cognitive skills are developed through appropriately planned curriculum by loving and supportive staff. We view learning as more than just learning colors, shapes, counting and memorizing the ABC's. It is developing thinking skills rather than rote memorization. It is giving your child hands-on learning experiences rather than abstract curriculum. It's instilling the concept that learning can be FUN as well as educational. We want your child to find delight in each day's pursuit of learning and to feel pride in his/her self. We want him/her to experience an excitement about learning that will last a lifetime.

As we foster your child's development, we value and ask for your input. Your child's best and first teacher is YOU! We welcome your suggestions and concerns and we encourage you to visit the center at any time.

Prior to your child's enrollment, we ask you to complete registration, consent and health care summary forms. These include your child's physical exam and completion of immunization data. We encourage you to conduct an interview with the Director to answer questions, take a tour, meet the staff and determine if your child's needs can be met in our environment.

DETAILED INFORMATION REGARDING BILLING, LATE FEES, PAYMENT PLANS AND SCHEDULES IS INCLUDED ON YOUR FAMILIES **CONTRACT**. IT IS NECESSARY FOR YOU TO CAREFULLY READ AND UNDERSTAND THIS DOCUMENT BEFORE ENROLLING YOUR CHILD (REN) IN OUR PROGRAM.

Daily reports via email or text are made to the parents of an infant or toddler about their child's food intake, toileting, sleeping patterns and general behavior. Please take the time to read and respond appropriately to these reports.

## **ARTS & CREATIVE EXPRESSION**

We encourage and support your child's creativity by providing a variety of art media along with the freedom to explore and experiment.

While your child creates and invents they also develop problem solving skills, coordination and pre-writing skills.

Through dramatic play a child can learn social skills and explore new roles, and often expresses his or her own feelings. Your child acts out adult activities through materials and props provided, and may become an astronaut as they build a spaceship of blocks or a dad as he takes care of the baby in the home center.

## **SCIENCE**

Mysteries of science are discovered naturally by children. They wonder why thunder is sometimes loud and other times just rumbles. They question why some things sink and others float. What 2 colors make green and how does a caterpillar become a butterfly? They discover as they question.

## **MATH**

Your child will be solving problems and analyzing situations using math concepts throughout the day. He/she will learn about time, money, geometry, sequencing, measurement and number concepts. He may learn geometry as he builds a city with blocks, learn measurement during a cooking activity, sequences and patterns develop while stringing beads and exploring shapes at the art table.

## **LANGUAGE**

There are dozens of skills to master before your child is ready to read and/or write, but these skills are nurtured through the entire curriculum.

Language and vocabulary development is best encouraged by parents and teachers as they read books and introduce new words and ideas to children of all ages. At St. John's Grandkids, 4 to K and VIK Club, books are used by

teachers and are also shared by children to teacher and by children to children!

Coordination needed to turn a page is developed through manipulatives via puzzles, small blocks and peg boards. The ability to distinguish differences - needed to tell a "b" from a "d" - can be initiated through classification games.

When your child finds joy and excitement in reading and being read to, his/her future is undoubtedly secure.

Positive language is encouraged and modeled for all children. Teachers maintain calm, reassuring and friendly voices, they model appropriate language and help children develop verbal skills for problem solving as well as communicating. Please help your child by speaking to them at an age appropriate level. **If we are going to use their full name in print it is encouraged to call them by this name at an early age as to not confuse them or others in their class.**

## **SOCIAL STUDIES**

For your child, Social Studies is learning about the world and their relationship to it.

As an infant, your child develops binding relationships with his mother and father and as he grows older, his world becomes broader and more complex.

Your child can rely on loving care givers who are consistent in their giving and sharing. As your child trusts in us, we gradually move outward through their world and expose them to friends in the classroom and "Grandpas and Grandmas" of St, John Lutheran Home. Your child will learn about families - his own family and the family here at St. John's Grandkids and the VIK Club.

## **FAITH BASED PROGRAM**

We are blessed with a Chaplain on campus. We have weekly visits with our Chaplain and the residents and we pray before lunch. Chaplains offer such a great service to our staff and children.

## GUIDANCE/DISCIPLINE

Children are expected to act in an appropriate manner. Children are expected to use appropriate language. Screaming, hitting, pushing, shoving or excessive biting are not allowed. These are considered inappropriate behaviors whether done to peers or staff.

A guidance policy is set to protect the safety of children and St. John's Grandkids and the VIK Club staff, and is tailored to children's developmental level.

An enriching atmosphere also needs safe limits and your child will be responsible for and learn about consequences. We will redirect a child, model acceptable behavior, and recognize good behavior while striving to teach your child acceptable alternatives to problem behavior. If inappropriate behavior is observed it will be discussed with the child, and the child will be addressed immediately in a non-threatening and non-humiliating manner. Persistent unacceptable behavior will be recorded and a conference will be requested with the parents. A behavior modification plan may be developed to address the documented behavior and outside professionals may be called to aid in consultations. Children with a behavior modification plan in place will be required to have a parent or another adult along on any outing or field trip the Center may take. If this is not possible it will be the parent's responsibility to find alternative care for the day.

After review of behavior and upon the consultations of others, a family may need to find an alternative child care source. The center's environment may not be effectual for every child's needs.

## ICKIES AND OWIES

For the protection of all the children we ask that you keep your child home if he/she shows any of the following symptoms within the previous 24 hours:

- \*A temperature of 100 degrees or higher
- \* Diarrhea
- \* Vomiting
- \* Rash of any kind of which it's source is unknown

- \* Eye infections
- \* All contagious diseases - measles, mumps, chicken pox, whooping cough, etc.
- \* Head lice
- \* Scabies
- \* Impetigo
- \* Ringworm
- \* Persistent runny nose
- \* Persistent cough
- \* Significant respiratory distress
- \* Extreme irritability - unable to comfort or console

If your child has been exposed to or has any contagious disease it **MUST** be reported to the Director within 24 hours. This will give the Director sufficient time to post a notice to other parents.

Should a child become ill while at St. John's Grandkids or the VIK Club, the child will be isolated and well cared for while the parents are notified. The child will be moved out of the main activities as much as possible but will remain within hearing and seeing range of the staff. The parents will be asked to pick up the child **WITHIN 30 MINUTES** after notification. Emergency contacts and alternative care may be necessary for you to arrange if you are unable to pick up your child within 30 minutes. The center is not equipped to care for your child when he/she becomes ill. If you are unable to arrive within the 30 minute time frame you will be charged the overtime fee as we may need to call in an extra staff person to sit with your child.

In case of an injury requiring immediate attention, the services of St. John Lutheran Home medical staff and/or the Springfield Community Hospital will be called upon, with parental permission. Grandkids staff is trained in first aid and CPR

## **MEDICINES & YUCKY STUFF**

Written permission and instructions from the child's parents prior to administration of medication, Tylenol, diapering products, sunscreen lotions and insect repellents must be obtained. Current prescription medicine information must be on the label, with the child's name and correct dosage.

## **MEALS & OTHER YUMMY STUFF**

All food for the children will be provided by the Dietary Department of St. John Lutheran Home and will follow nutritional guidelines set by the United States Department of Agriculture, Food and Nutrition Service. If your child has a food allergy and requires a special diet a doctors slip must be on file with the exact allergy so that we may accommodate your child accordingly. A sample of the 5 week menu cycle is available from the Director. The weekly menu is posted in the entry and on the website.

Breakfast is served each morning until 8:00 a.m. Lunch is served at 11:15 a.m.in every room, 4 to K eats in the dining room with the residents at 12:00 p.m., and afternoon snack is served at 3:15 p.m.

To file a complaint, write USDA, Director of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964.

## **"OUR BODIES NEED A BREAK"**

There is a quiet time every afternoon for all children from 1:00 pm to 3:00 pm. Infant napping and eating schedules will vary upon the individual needs of each child and will be documented for parents every day. 4 to K will nap as needed.

St. John's Grandkids, 4 to K and the VIK Club believe the policy for naps and rest to be consistent with the developmental level of the children enrolled in the center. School aged children will be asked to quietly rest for 15 minutes. Toddlers and Preschoolers will be expected to rest quietly on their cots for 30 minutes or until asleep which ever is shorter.

Cots will be used in the toddler and preschool classrooms and will be disinfected on a weekly basis. Parents are asked to provide pillow cases for their preschoolers.

Blankets that provide comfort for a resting child are welcomed; however we ask that they REMAIN IN THE CHILD'S CUBBY UNTIL THE TEACHER REMOVES THEM FOR REST TIME. Nuks/Pacifiers are allowed in the infant and toddler rooms only! TODDLERS WILL ONLY BE ALLOWED TO USE

THEM DURING NAP TIME. Preschoolers will not be allowed to have pacifiers in the center at any time. Blankets are not allowed in the baby room.

Because rest time is an important need for all children we ask that you try to schedule pick up and drop off times either before 1:00 or after 3:00. If your schedule does not permit this please visit with the Director about how accommodations can be made to nap your child closer to the exit. It is very distracting to the entire center if someone has to leave in this time frame; we ask if you have a scheduled appointment to please pick them up before we go down for a nap at 1:00.

## COMING & GOING

Children enrolled in St. John's Grandkids are to be signed in on the computer at the front desk or basement timeclock of St. John Lutheran Home immediately upon arrival to the center. Please do not let your child do this as the computer should only be used by adults. Each child will be given an ID # upon enrollment into the program. Parents are responsible for the signing in and signing out of their children. Children are released from the center ONLY to persons for whom there is written authorization to do so. If parents are planning on deviating from the normal routine of pick-up or drop-off, the parents are requested to express their wishes clearly in writing. A child will only be released to someone who is named on the child's emergency card. A photograph may be required of any person authorized to pick up a child and anyone besides the child's parent should be prepared to show identification before a child will be released to them.

VIK Club attendance will be hand written by the teacher in the classroom and no computer ID # will be needed. Summer V.I.K. parents will be required to sign their child in and out on the sheet hanging on the door. We ask that all children be walked into the center and that parents please come into the room when picking up a child. Many times the class may have left the room to venture somewhere else and we want to avoid any children being left

alone. There also may be a need for the teacher to visit individually with a parent and we appreciate your time in coming into the classroom.

Late fees and payment information is clearly defined in your family's contract.

## **"THE WEATHER OUTSIDE IS FRIGHTFUL"**

Minnesota winters can be full of frustrating moments. St. John's Grandkids and the VIK Club strive to provide you with consistent care even when the weather is unfavorable. Please read carefully the attached Snow Emergency Policy and remember to **CALL THE CENTER AND INFORM THE STAFF OF ANY CHANGED PLANS AS SOON AS POSSIBLE**. "Drive safely and remember to keep your children's safety a priority".

## **EMERGENCY!!**

In the event of an emergency, injury, accident or illness, the Director or staff will contact the parents or guardians. In the event that the parents or guardians cannot be contacted, the staff will call the persons listed on the child's Emergency Information Card. In the case of a serious injury medical staff of St. John Lutheran Home will be asked to assist and 911 will be called.

Written emergency, fire and tornado plans are reviewed and practiced each month within the center. The staff will make these fire and tornado drills as non-threatening as possible for your children.

## **OUTSTANDING OUTDOOR FUN**

St. John's Grandkids is proud of our outdoor playground area. We have bikes and lots of other fun equipment that make outdoor time exciting and fun.

We plan on going outside as long as the temperature (and wind chill) is above 0 degrees. Therefore it is extremely important to dress your child appropriately for time spent outside. If a parent feels that their child is too ill to go outside, then the child should remain at home until he/she is well enough to enjoy his/her entire day with us.

Sunscreen is used during summer months and you are asked to sign and return the permission slip allowing us to apply it. Swimsuits and beach towels should be brought and kept in your child's cubby for any outdoor water fun we may enjoy.

PLEASE BE SURE TO LABEL ALL OF YOUR CHILD'S BELONGINGS. HATS, MITTENS, BOOTS, SNOWPANTS, TOWELS, SWIMSUITS ECT, ARE EASILY LOST - HELP US BY LABELING THEM CLEARLY!

St. John's Grandkids and the VIK Club are ideally located next to a paved walking path that leads directly to Springfield's Riverside Park and Swimming Pool area. This walking path can add so much variety and enjoyment to summertime fun. We ask for your signed permission to take your child on a stroller ride, golf cart ride or walking trip down this path.

St. John's Lutheran Home also enjoys a 3 seated golf cart for rides to various areas of town. The Grandkids and VIK children are allowed to use the golf cart for trips to the pool, parks and library as long as the proper safety guidelines and riding ratios are followed.

Jumping, running, skipping, riding bike and walking the path are all activities that children will enjoy outside. These activities are done safely with proper shoe attire. **NO FLIP FLOPS OF ANY KIND ARE ALLOWED AT GRANDKIDS OR THE VIK CLUB.** SHOES THAT HAVE LARGE HEELS OR DO NOT FIT APPROPRIATELY WILL BE ASKED TO BE RETURNED HOME. Sandals must have a secured heel and tennis shoes are the recommended choice for the safety of your child. Summer VIK enrollees may have the option of storing a pair of flip flops in their cubbies, for pool use only.

## PETS

Grandkids does not have pet's presence in our facility. If a pet is going to visit us at Grandkids, parents will be notified prior to the visit and documentation of the animal's current vaccine record will be obtained before the visit.

## **THINGS FROM HOME - STAY AT HOME**

Each child enrolled at Grandkids will have their own cubby to hold A LABELED EXTRA SET OF CLOTHING, their blanket (FOR NAP TIME ONLY), jacket, boots and their important papers that need to go home. Please keep all toys or other items from home at home. Toys from home often times get lost or broken. A teacher may designate special days that "show and tell" items may be brought to coordinate with the theme and you will be informed of these days ahead of time. Please help your child transition better into the classroom by leaving all "home items" in your vehicle.

An extra set of seasonal clothing must be in your child's cubby. We need changes of clothing for bathroom accidents, lunch time accidents and wet or excessively dirty outside clothes. REMEMBER SOCKS AND UNDERWEAR!

VIK Club children do not need extra clothing. However we request that personal items brought to school from home - remain in your child's backpack or cubby when at VIK.

CHECK YOUR CHILD'S CUBBY ON A DAILY BASIS!! PLEASE TAKE HOME ANY SOILED CLOTHING AND ALL ART WORK PAPERS OR NOTES!

## **NEWS FLASH**

All activities and any special events will come to you via e-mail or text. When you enroll in the program you will be asked to provide us with both as they are used as our communication tool thru a program called Procure. There is nothing else needed from you other than your information, we will take care of the rest.

## **HAPPY BIRTHDAY TO YOU**

Your child's birthday is a very special day for him/her. We'd love to help him/her celebrate! You are welcome to bring a special treat for your child to

share with his/her classmates and we'll make sure to make his/her day an extra special one.

## ADVENTURES AWAIT US

We feel that creating a learning environment in our classroom is extremely important; however we understand that some of life's best lessons are experienced outside of the center. Therefore, we try to plan developmentally and thematically appropriate FIELD TRIPS for your children to enjoy. These field trips are usually scheduled for summer V.I.K. however pre-school children may also join us for some of the adventures. Some places we may go: the Fire Station, Orchard, Grocery Store, Post Office, Library, Veterinarian Clinic, Doctor's Office, and Dentist, water parks, zoo, and many other exciting adventures. Occasionally we are fortunate to offer a field trip to a "major" destination that requires parent volunteers and transportation by bus. Any time a parent volunteer would like to join us we **MUST** have a cleared background study done first. These field trips could be to the Zoo, Children's Museum, or Water Park.

Your child will receive a Grandkids/VIK T-shirt every April in accordance with the celebration of The Week of the Young Child. This T-shirt will need to be worn for all field trips that the center goes on. The matching T-shirts help the staff keep track of all children and keep your child safe when traveling outside of the center. The fee for your shirt will be on your bill.

Permission slips will be handed out before each field trip. These will contain important information about time of departure, mode of transportation and cost of field trip. **ALL PERMISSION SLIPS MUST BE SIGNED AND RETURNED BEFORE YOUR CHILD WILL BE ALLOWED TO GO ON A FIELD TRIP.** A Bus will be rented for our mode of transportation, please check this prior to the date of the field trip so everyone is allowed to participate. Pre-schooler's who are not fully potty trained will only be able to attend the field trip if a parent attends with them as I am never sure if there will be sanitary conditions to change your child. If a behavior modification plan is in place a parent will need to join us on the outing or find alternative care for the day.

Walks are not considered field trips. Walks will be taken with the children by the staff and will be determined by the weather. Any child with a behavior modification plan in place will need to have a parent attend with them or will need to find alternative care for the day.

## **RAISING EXTRA FUNDS**

The center works hard to stock our program with supplies and new equipment. We also enjoy the fact that we are able to use a bus on the majority of our outings. Many of the supplies come as donations or are purchased through grant money. However, we hold 3 major fundraisers to help aid in the costs of these items.

December is our annual Cookie Walk. This event has proven to be a wonderfully successful fundraiser and with your help it will continue. Your contribution of 8 dozen Christmas Cookies is all we need to make this a fabulous accomplishment.

The beginning of summer will see us add another fundraiser as our Summer V.I.K. program begins.

We may do other fundraisers throughout the year if we need to supplement our supplies. We ask that all parents participate or donate so that we are able to enjoy things in our classrooms.

We expect all parents to help in these major fundraisers. If you cannot contribute you must meet with the Director to make arrangements for additional help else where.

## **WE WANT YOUR INPUT**

Twice a year your child's teacher will take the time to assess your child's development and meet with you to discuss his/her growth and address any concerns that you may have during a Parent/Teacher Conference. These assessments may be reviewed by you at home or with your child's teacher during a scheduled time at the center.

We value your ideas and need your input to best meet your child's needs. You as a parent are the most knowledgeable about your child and we invite you to visit with the staff at any time about him/her.

## **WHAT TO DO IF YOU'RE NOT HAPPY**

If a parent has a concern about the center, they should first bring their concern to the attention of the Director. The Director will discuss the problem with the childcare staff and if need be to the Administrator of St. John Lutheran Home. If a parent feels that the problem is a serious grievance they should present it in written and signed form to the Director within one week of the occurrence of the situation being grieved. The Director will then deliver the written and signed grievance to the Administrator within 2 hours of receiving the written communication. The Administrator will work with the Center staff to resolve the issue. If the Administrator feels it is necessary he/she may call a meeting of the parents and staff involved in the grievance. In the event that the parents are not satisfied with the resolution they may bring the grieved issue to the Board of Directors of St. John Lutheran Home by requesting to be put on the agenda of the next regularly scheduled Board of Directors meeting. All grievances must be brought to a close within 30 calendar days of the day that the grievance was brought to the Director.

## **LICENSING #'s**

St. John's Grandkids and the VIK Club operates under state licensing regulations and under inspection by the Minnesota Department of Human Services, Division of Licensing. The number for this licensing department is 651-431-6500



If you would like to review our policies please check which one you would like copies of:

- Allergy Prevention
- Behavior Guidance
- Biting Policy
- Child Care Program Plan
- Diaper Changing Policy
- Emergency and Accident
- Emergency Preparedness (shelter in place/lock down/evacuation)
- Fire/Tornado Policies
- Handling and Storing Formula, Breast Milk and Solid Foods
- Maltreatment of Minors
- Nap and Rest
- Sick Policy

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(Signature)

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(Date)