



ENERGY CAPITAL
COOPERATIVE
CHILD CARE

Parent Handbook

Mission

Energy Capital Cooperative Child Care is a non-profit, employer-assisted parent cooperative. The mission of Energy Capital Child Care Center (ECCCC) is to provide high quality, developmentally appropriate child care in a nurturing, safe, and supportive environment.

Program Goals

- Energy Capital Cooperative Child Care is committed to offering full time child care and scheduling options that meet the needs of employees and community members
- Energy Capital Cooperative Child Care is committed to providing high quality, developmentally appropriate child care and enrichment programs for children with consistent, quality caregivers
- Energy Capital Cooperative Child Care is committed to weaving parent involvement into the program in a way that offers parenting education, respects parents, and ultimately provides added benefits for children and their families

Mission Approach

The mission of Energy Capital Child Care Center is based on the recognition that Social Competence is the key to all learning. Children's early interpersonal relationships determine their understanding of the world. The development of positive relationships based on respect for the individual is the foundation of the program. All children should have the opportunity to learn the skills necessary to participate in satisfying relationships and activities with their peers, teachers, parents and other significant adults.

Specific components of the program include:

1. Weaving parent involvement into the program in a way that offers parenting education, respects parents, and ultimately provides added benefits for children.
2. Integrating a preschool curriculum that is designed to meet the cognitive, social, emotional, physical, and creative needs of the children at their various developmental levels.
3. Offering play-based high-scope curriculum that provides choices for children and meets them at their interest level.

Parenting education is most effective when it involves hands on application of knowledge. This includes implementing curriculum, interacting with children, learning appropriate teaching and caregiving practices learned in part by observing children and teachers.

Program Purpose

Energy Capital Cooperative Child Care Center (ECCCC) opened on May 25, 2017. ECCCC was formed by a coalition of the following community businesses and institutions: Basin Electric Power Cooperative and subsidiary Dakota Gasification Company, Sakakawea Medical Center, Coal Country Community Health Centers, Knife River Care Center, Union State Bank, Hazen Schools, The Coteau Properties Company and Coyote Creek Mining Company, and Coyote Station. Technical assistance in cooperative development was facilitated by the North Dakota Association of Rural Electric Cooperatives' Rural Development Finance Corporation.

The employers involved in starting ECCCC were motivated by the child care needs they saw in their employees and members of the community. They wanted parents to have a community resource that provides high quality child care. Because employers wanted to be certain that ECCCC would remain responsive to parent needs and were also committed to a non-profit model, the employers chose to establish ECCCC as a non-profit cooperative.

Curriculum

Each child participates daily in periods of group activity, individual play, outdoor play, and quiet times. All activities are developmentally appropriate and meet each child's physical, emotional, social and cognitive needs. The imagination and curiosity of every child is valued.

Enrollment

ECCCC is licensed to accommodate 77 children at our main center and 15 children at our school location. We accept children between the ages of 6 weeks and 12 years.

Hours of Operation

Energy Capital Cooperative Child Care is open Monday through Friday from 7:00 a.m. to 5:30 p.m. at our main location.

The **school-age location** operates After School to 5:00 p.m. on school days and from 7:00 a.m. to 5:00 p.m. on no-school days and throughout the summer.

ECCCC will be closed on the following Holidays:

- New Year's Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day

Christmas Day

If a holiday falls on a weekend, ECCCC will inform you when the holiday will be observed. Ordinarily, holidays falling on a Saturday will be observed the preceding Friday; holidays falling on a Sunday will be observed the following Monday.

Drop-Off Time Policy

To maintain consistency in classroom routines and ensure all children have the opportunity to participate fully in our daily schedule, children must arrive by **10:00 a.m.** each day unless prior arrangements have been made with the director. Late arrivals can be disruptive to group activities, curriculum flow, and established meal and rest schedules. If your child has a scheduled appointment or another approved reason for late arrival, please notify us in advance so we can plan accordingly. Children arriving after 10:00 a.m. without prior approval may not be admitted for the day.

Admission

ECCCC does not discriminate against children or parents from admission regardless of race, color, creed, sex, or religion.

A child with special needs may be accepted based on the ability of ECCCC staff to meet those needs. ECCCC is a group child care center and does not have sufficient and properly trained staff to provide individualized care.

To enroll at ECCCC:

- Meet with the director and tour the facility
- Complete Enrollment packet prior to attendance which includes:
 1. Child Information Sheet
 2. Parent's Statement of Health
 3. Certificate of Immunization
 4. Parent Contract
 5. Photo and Walk Permission
 6. Sunscreen Permission Form
 7. Infant Feeding Instructions (if applicable)
 8. Infant Sleep Directive (if applicable)
 9. CACFP Form
- Supply verification of child's identity by showing birth certificate or passport.

These forms must be updated yearly, or as information changes. These records are required by North Dakota licensing regulations and will be kept confidential.

ECCCC will not transport children to and from school. It is the parents responsibility to arrange for City Bussing to transport their child to and from school.

Tuition Policies and Rates

Payment Terms

Tuition is based on **your child's reserved spot**, not attendance. When a family enrolls, a classroom space and staff time are reserved exclusively for that child. Tuition must be paid regardless of absences due to illness, vacations, or other personal reasons.

In the event of **center closures** due to weather, utility interruptions, maintenance, or other unforeseen circumstances, **tuition reimbursements or credits will not be issued**. Overhead costs such as staff wages, rent, insurance, and utilities remain constant even when the center is closed.

Full-Time and Part-Time Care

Full-time care is defined as **four (4) or more days per week**.

Part-time care is defined as **three (3) days per week or fewer**, including families with rotating or shift-based schedules.

Part-time and shift-based schedules must be **submitted at least four (4) weeks in advance** so that staffing and ratios can be maintained. We understand that shift schedules may fluctuate slightly, and we will make reasonable efforts to accommodate changes when possible.

Days may be added if space allows and will be billed at the daily rate, but **days may not be swapped**. Tuition will not be reduced for absent days, holidays, or closures.

Tuition and Rates

See Appendix A for rates

Payment Policies

A non-refundable enrollment fee of \$100/per family and the first week of tuition must be paid upon enrollment to secure the child's spot in the program. The enrollment fee will be due again on your family's anniversary of first day of care. This fee is used for supplies for your child's classroom.

Payment is due on Friday prior to the week of care. If payment is not received by Monday at noon, a \$15 late fee will be assessed. If payment is not received by the end of the week, care will not be provided until tuition is paid.

ECCCC closes daily at 5:30pm. Parents will be charged \$5 for every minute they are late to pick up their child. In the event that you will be late, please call ECCCC to inform staff of your expected arrival time.

Payment can be made weekly, bi-weekly or monthly. ACH withdrawals are preferred. If paying with a credit card, a 4% transaction fee will be added.

ECCCC accepts North Dakota Child Care Assistance (CCAP) payments, which are paid directly to the provider. Parents are responsible for paying any assigned co-payment or remaining balance not covered by CCAP. All payments must be made on time, regardless of when CCAP funds are received or processed.

Temporary Absence or Extended Leave

Families who wish to temporarily withdraw their child from care for more than four weeks may retain their child's enrollment by paying one of the following:

- **A Tuition Hold Rate equal to 50% of the child's regular weekly tuition,**
 - This option does not permit the child to attend or be dropped off at ECCCC during the approved temporary absence or extended leave period.
- **The full weekly tuition rate**
 - This option permits the child(ren) to attend ECCCC during the approved temporary absence or extended leave period as long as a 7 day notice is given to the Director.

Payment of the Tuition Hold Rate reserves the child's enrollment and guarantees placement in the same or an appropriate classroom upon the child's return, subject to age and licensing requirements.

If tuition or the Tuition Hold Rate is not paid during the child's absence, ECCCC cannot guarantee that a space will be available when the family wishes to return. The child's enrollment may be considered terminated, and the family will be required to re-enroll based on space availability.

Reservation Fee

Due to the limited number of childcare spaces and staffing requirements, families wishing to reserve a space for an expected newborn or other child(ren) may do so by paying a **Reservation Fee equal to 50% of the regular weekly tuition prior to the anticipated start date**. The reservation fee is non-refundable and will be applied solely to reserve the child(s) space.

Families who choose not to pay the reservation fee may be placed on the waiting list and offered enrollment when a space becomes available.

ECCCC reserves the right to require payment of the full tuition rate when necessary to reserve space based on enrollment demand.

Exceptions to this policy may be approved by the Program Director under extenuating circumstances.

Staffing and Ratios

Energy Capital Cooperative Child Care requires all staff to be CPR and First Aid certified, SIDS training and up to 13 hours of continuing education in early childhood must be completed annually. All staff must pass a criminal history background check. Staff is subject to pre-employment and random drug testing.

ECCCC will adhere to North Dakota licensing ratio guidelines.

- 6wks-18months: 1 adult to 4 children
- 18months-36months: 1 adult to 5 children
- 3yrs-4yrs: 1 adult to 7 children

- 4yrs-5yrs: 1 adult to 10 children
- 6yrs-12yrs: 1 adult to 12 children to 1 adult to 20 children depending on average age of children in group

Daily Sign In and Pick Up

ECCCC staff will sign all children in and out as they are dropped off and school age children out when they are picked up by the bus and back in when they are dropped off after school. Once children are released to City buses, they are no longer the responsibility of Energy Capital Cooperative Child Care.

Parents are responsible for bringing their child to his/her class and making contact with a teacher before leaving the child in the classroom. Absolutely no drop offs at the front entry will be allowed! Parents will not allow children to roam freely in the hallways or other classrooms. Once you have arrived in your child's classroom to pick up your child, responsibility for your child is now yours.

At the time of enrollment all responsible parties allowed to pick up the child must be listed on the Child Information Sheet. ECCCC staff cannot release your child to someone not on this list. Staff has a right to ask for identification from all persons picking up children prior to releasing them. This is for your child's safety.

If your child will be absent, please notify ECCCC within one hour of the child's normal drop off time. ECCCC staff will call parents to verify children's whereabouts when they are not present if we have not been notified.

Withdrawal from Program

In the event that you find it necessary to withdraw your child from ECCCC, you must give a written and dated notice of cancellation to the center director two full weeks prior to such termination of services. Parents will be responsible for payment for two weeks following the date of the written notice whether or not the child continues to be in care.

ECCCC reserves the right to dismiss any child for disruptive and/or damaging behavior. If, after a period of time and conferences between the parent and ECCCC staff, a child is unable to adjust to the routine of the center and is causing disruptive and/or damaging behavior to persons and/or property, **enrollment may be terminated**. ECCCC also maintains a **zero-tolerance policy for threatening, disrespectful, or inappropriate behavior from parents or guardians** toward staff, children, or other families. Such conduct may result in **immediate termination of enrollment**.

This policy is without regard to race/sex/creed/color/religion and is instituted so that we can ensure the children attending ECCCC a safe and comfortable atmosphere in which to grow and develop.

Open Door Policy/Parents Roll in ECCCC/Daily Reports

Parents are key to their child's success and we believe parent involvement is vital. We encourage parents/guardians to take an active interest in Energy Capital Cooperative Child Care. We want to work together with our family community to meet common goals of achievement for the betterment of all of the children who attend Energy Capital Cooperative Child Care. Parents are invited to have lunch with their child. Just let ECCCC staff know so we can include you in our daily lunch count. We ask parents to avoid visiting during rest times as to not interrupt the children's sleep.

ECCCC implements the use of Procure for logging daily activities and parent communication. You will receive a link to sign up for the Procure App on your first day of attendance. Procure also allows parents to pay online and sign permission slips along with other important documents.

Social Media Policy

In order to respect the privacy of children, parents and staff at ECCCC, we prohibit the posting of pictures, comments, or other information about Energy Capital Cooperative Child Care, staff or enrolled children on any social media.

Center Closings

All attempts will be made to remain open when possible. Families will be notified as soon as possible in the event of a center closure. Full tuition will be charged in the event that ECCCC is closed due to severe weather.

In the event of impassable roads, during the hours of operation, the center will close. Staff will remain at the center until all children have been picked up. All children will be well cared for until arrangements are made for the children to return home.

If we are required to evacuate the center due to disaster, we will gather at the Comfort Station at the Lewis and Clark RV Park (first choice), Krause's SuperValu (second choice), or at Knife River Care Center in Beulah if we must evacuate the city of Hazen. Parents will be contacted in the event that we need to evacuate Energy Capital Cooperative Child Care grounds/building.

Injured Child Procedures

1. Whether indoors, on the playground or on a walk outside, the children are watched carefully. Accidents, though, occasionally occur. Any accident is reported to the parent on an Incident/Accident Report. Should an accident or injury occur, staff will do the following: Incident Reports: If a child is involved in an accident that requires first aid or an incident that you should be aware of, ECCCC staff will give you a written report. We ask that you sign the report and we will keep it in your child's file.
2. Emergency Treatment: In the event of any injury or illness, staff will administer appropriate first aid. For a minor injury, first aid will be administered. For burns, actions will include cooling the burn, pain

relief, and protecting the wound from further damage. For ingestion of poison, poison control will be called immediately. For serious injuries, 911 will be contacted immediately along with parent(s) or guardian(s). If there is an emergency, 911 will be contacted immediately along with parent(s) or guardian(s). An incident report form is required within 24 hours of the incident. Parent/Guardian will sign the report and receive a copy. If your child needs to be transported to the hospital a staff person will accompany your child and will remain with your child until you arrive. Staff will not transport children in their own cars. All ECCCC staff are required to be certified in CPR and First Aid training.

Illness Policy

To stop illness from spreading, sick children need to be excluded from the center. If your child should become ill at the center, we will contact you immediately. If parents cannot be reached, we will contact the authorized adults listed as emergency contacts. While waiting for the parent, children will be removed from the other children and allowed to lay on his/her cot. The child will be made as comfortable as possible and given any necessary care.

At Energy Capital Cooperative Child Care our goal is to prevent the spread of infection to children and our staff. The following signs/symptoms are typically infectious through contact with other people or through respiratory route. It is recommended the child/children stay home until symptoms have improved.

If a child in the household is exhibiting symptoms of a contagious illness (such as flu, RSV, strep, or gastrointestinal virus), **siblings may also be required to remain home** at the discretion of the Director or Assistant Director. This helps prevent further spread of illness within classrooms and protects the health of other children and staff.

Please encourage your child/children to wash their hands before and after meals, after using the restroom, after blowing their nose, after coughing or when their hands are visibly soiled.

If your child is treated by a physician for an illness, please inform ECCCC staff of the physician's advice regarding returning to daycare. ECCCC reserves the right to override the advice of the physician.

Children must be symptom-free and fever-free for at least 24 hours without the use of medication before returning to care. This includes being free of vomiting and diarrhea for a minimum of 24 hours.

**NOTE: This policy is designed to protect all children and staff and to reduce center-wide illness and unexpected closures.*

Children will **be required** to stay home if:

- * The illness prevents the child from participating comfortably in daily activities
- * The illness results in a greater need for care than ECCCC staff can provide; therefore, compromising the health and safety of the other children.
- * The child has any of the following conditions:
 - Fever of 100.4 degrees or higher
 - Fever is defined as having a temperature of 99.4 F or higher taken under the arm, or an oral or ear temperature of 100.4 F or higher (Rectal Temperatures are not taken at ECCCC)

- **The child must be fever free for 24 hours without the use of fever reducing medications (Tylenol or Ibuprofen) to return to daycare.**
- Symptoms and signs of possible severe illness such as lethargy, uncontrolled coughing, irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.
- Diarrhea
 - Stool is not contained in the diaper
 - Is causing “accidents” for the toilet trained child
 - Stool frequency exceeds 3 or more stools above normal for the child
 - Blood in stools, not explained by dietary change, medication, or hard stools
 - Children must be free from having diarrhea (3 or more loose stools) for 24 hours before returning to daycare.
- Vomiting illness
 - Two or more episodes in the previous 24 hours, unless caused by non-infectious condition (ex. reflux) and child remains hydrated
 - One episode if other symptoms are present or if child has recent history of a head injury
 - Children must be free from vomiting for 24 hours before returning to daycare
- Abdominal Pain
 - Persistent pain that continues for 24 hours
 - Intermittent pain associated with fever or other signs or symptoms
- Mouth sores with drooling (except for canker sores, thrush)
 - Unless a health care provider determines child is noninfectious
- Hand, foot, and mouth disease
 - The child must stay home if they have open sores that have not crusted over on the body or have constant drooling with mouth sores.
 - The child must have symptom improvement prior to returning to daycare and be fever free for 24 hours without the use of fever reducing medication.
- Rash with fever or behavior change
 - Until a health care provider determines that these symptoms do not indicate an infectious disease
- Head lice
 - Must be treated with pediculicide, all nits removed
- Scabies
 - Until after treatment has been completed
- Active Tuberculosis
 - Until a health care provider gives written permission stating that the child is on appropriate therapy and can attend
- Impetigo
 - Until treatment has started as long as lesions are covered
- Strep throat
 - The child must stay home for 24 hours after the start of antibiotics and be fever free for 24 hours without the use of fever reducing medications before returning to daycare

- Chickenpox
 - Until all sores are dried or crusted
- Pertussis (whooping cough)
 - Until 5 days of antibiotic treatment
- Mumps
 - Until 5 days after the onset of parotid gland swelling
- Hepatitis A virus
 - Until 1 week after onset of illness, jaundice or as directed by the health department when immune globulin has been given to appropriate children and staff
- Measles
 - Until 4 days after onset of rash
- Rubella
 - Until 7 days after onset of rash
- Methicillin-resistant Staphylococcus aureus (MRSA)
 - If lesions cannot be covered
 - If child is running a fever
 - If child cannot participate in activities
- Influenza
 - The child must have symptom improvement prior to returning to daycare and be fever free for 24 hours without the use of fever reducing medication
 - The child should be able to cover their cough to reduce the spread of infection
- RSV
 - The child must stay home a minimum of 3-8 days from symptom onset to reduce the spread of the virus.
 - The child must have symptom improvement prior to returning to daycare and be fever free for 24 hours without the use of fever reducing medication.
 - The child should be able to cover their cough to reduce the spread of infection
- Covid-19
 - The child must stay home 5 days from symptom onset to reduce the spread of the virus
 - The child must have symptom improvement prior to returning to daycare and be fever free for 24 hours without the use of fever reducing medication.

The child is recommended to stay home if they have:

- Congested cough with productive sputum which can be transferred easily to others (e.g., constant coughing)
- Flu-like symptoms (e.g., congested cough, general body aches, and headache)
- Pink eye

Please notify ECCCC by 8am if your child is ill. All contagious illnesses must be reported to ECCCC within 24 hours.

Medications

Prescription medications can be given to your child if ECCCC staff has written permission. The prescribed medication must be in the original pharmacy container with a prescription label with complete instructions. The label should have the following information: child's name, directions for dispensing (i.e. dosage and frequency), date of prescription, and doctor/dentists name.

Over-the-counter medications and products, which may include such items as: sunscreen, insect repellent, medicated powders, creams, and fever-reducing or pain-relieving medications, may be administered to your child only with written parental authorization.

Nutrition

Energy Capital Cooperative Child Care provides **breakfast, morning snack, lunch, and afternoon snack** each day. All meals follow the **Child and Adult Care Food Program (CACFP)** guidelines to ensure proper nutrition and compliance with state and federal requirements.

Breakfast is served from 7:30–8:00 a.m. Children arriving after 8:00 a.m. must eat before coming to the center. If a child is dropped off after 8:00 a.m. without having eaten breakfast, they will need to be taken home to eat and may return once they have finished. This policy helps us maintain consistent classroom and kitchen schedules and ensures compliance with CACFP regulations, as food served outside our designated meal times is not reimbursable.

ECCCC will accommodate children with food allergies and special dietary needs on a **case-by-case basis** with appropriate documentation.

Due to the presence of severe allergies and CACFP compliance requirements, **food from home is not permitted**, including snacks, lunches, or drinks. **Birthday treats or special occasion foods must be preapproved** by the Director or Assistant Director to ensure safety and program compliance.

Rest Periods

It is important for a young, growing child to have time to rest or enjoy quiet activities during the day. A rest period is part of the daily schedule for each age group. The child is encouraged, but not forced, to sleep during this time. After lying on their cot for 30 minutes, children are given books, puzzles, or other quiet activities to play while the other children sleep.

If a child falls asleep during rest time, **staff will not wake them until 3:00 p.m.** Each child's rest needs vary, and it is important that children be allowed to complete their natural rest cycle. In the past, exceptions were occasionally made at parent request; however, these have caused disruption in the classroom and conflict among staff and families. For consistency and to maintain a calm environment, **requests for shortened naps or early wake-ups will not be accommodated.**

A cot is provided for each child. Children may bring a **small** pillow and blanket from home to remain on the cot for the week. Bedding is sent home weekly to be washed. Cribs for infants are provided, we supply sheets.

Guidance and Discipline

The staff at ECCCC strives to create an atmosphere of acceptance to enhance the self-esteem of each child. When discipline is needed, we never use any type of physical punishment. Discipline will use positive guidance, redirection and limit setting. We prohibit the use of humiliating and frightening punishment. We also prohibit peers from administering discipline. We believe that:

- * All children need limits which are consistently enforced.
- * Children need opportunities to accept responsibility for the consequences of the actions.
- * Positive behavior should be reinforced to redirect inappropriate behavior.
- * Punishment is not to be used in connection with rest, food, or toilet training.

When a specific behavioral problem has been identified at ECCCC, it will be brought to the attention of the child's parent/guardian. Energy Capital Cooperative Child Care has developed written procedures for dealing with persistent unacceptable behavior that requires an increased amount of staff guidance and time.

- Staff will observe and record the child's unacceptable behavior and how staff respond to the behavior.
- Develop a plan to address the behavior documented (above) in consultation with the child's parents and with other staff members and professionals, when appropriate.

Behavior Guidance Policies

Behavior management requires a positive approach, supervision and patience. ECCCC's goal is to inspire staff to be diligent in the application of these principles in the classroom. Successful classroom management will allow staff to focus on acceptable behaviors.

Each classroom will be tailored to the development of the children in that program. A variety of methods may be used including redirection, giving choices, counting, removal from the situation and talking to the child about the situation.

Time outs may be used if other methods of discipline have been tried first. Time outs will be no longer than one minute per year of child's age. Caregivers will communicate with the child before and after the time out about what was not appropriate about the action (separating the behavior/action from the child) and what behavior is expected of him or her.

ECCCC follows a **three-strike behavior policy** to address unsafe or aggressive behaviors such as hitting, kicking, biting, scratching, spitting, or throwing toys. Each incident will be documented, and parents will be notified. If a child receives three strikes within one day, parents will be called to pick the child up for the remainder of the day. In cases of severe aggression or injury, the child may be sent home immediately. Repeated or serious

incidents may result in a written behavior plan, suspension, or termination of enrollment if safety cannot be maintained.

Prohibited Actions

Energy Capital Cooperative Child Care enforces a policy that PROHIBITS the following actions by its staff:

1. Subjection of a child to the following corporal punishment actions, which include but are not limited to:
 - Rough handling
 - Shoving
 - Hair Pulling
 - Ear Pulling
 - Shaking
 - Slapping
 - Kicking
 - Biting
 - Pinching
 - Hitting
 - Spanking
2. Subjection of 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 a child
3. Punishment for lapses in toileting
4. Withholding food, light, warmth, clothing or medical care as punishment for unacceptable behavior.
5. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
6. The use of mechanical restraints, such as tying.

Biting Policy

Biting is a normal, but unacceptable behavior in young children. It is one of the most difficult issues as it provokes a strong emotional response in the biter, victim, parents and caregivers. For many children, biting is a brief and passing problem. For other children, biting may be a more persistent problem. They may bite for a variety of reasons: teething, frustration, inadequate language skills, stress or change in the environment,

feeling threatened or to feel a sense of power. Bites, which break the skin, can cause permanent scars and have potential for spreading disease. When biting occurs, the following steps will be taken:

1. All biting incidents will be recorded on an Incident Report. Parents of all children involved will be notified.
2. When a child receives a bite that breaks the skin, the parents of both children will be notified as soon as possible so that they can seek medical attention if they so choose. The US Public Health Service recommends that parents of both children contact their physician about health risks and possible evaluation for blood exposure.
3. If persistent biting occurs, classroom staff and the director will meet to discuss the situation, room arrangement, and what else could be done to circumvent the biting. Occurrences will be tracked to document location, time, participants, staff present and circumstances to find any patterns to be avoided or changed.
4. If after steps have been taken to remedy the biting, and no improvement is seen, ECCCC will ask parents to find alternative care for the child.

Aquatic Activities Policy

****As per licensing requirements, written parental permission and a written description of a child's swimming ability is required before children participate in any aquatic activity.****

We do not offer swimming or wading pools at ECCCC. Although we may engage in water play using sprinklers and water tables. As in all times, child to staff ratios will be maintained always. Children will be kept in sight at all times during water activities. A staff member certified in pediatric first aid and CPR will be present at all times during water activity. A phone and a first aid kit will be accessible always. Children in diapers are required to wear diapers designed for water activates while sprinkler is being used.

Outdoor Play

Outdoor play is an important part of your child's day at Energy Capital Cooperative. We believe it is vital to the total health of a child. We will go outside each day, weather permitting.

All children who are well enough to be at the center will be expected to participate in outdoor activities.

Appropriate outdoor clothing must be sent with your child every day. For cold weather, appropriate clothing is snow pants, warm coat, hat, waterproof mittens, scarf, and waterproof boots. In hot or rainy weather, general precautions will be taken in determining appropriate outdoor time.

ECCCC follows the **Child Care Aware Weather Watch Chart** to help determine when temperatures or conditions are unsafe for outdoor play due to heat, cold, or wind chill. We also monitor **air quality levels through AirNow.gov**. When air quality levels reach the *"Unhealthy"* range, outdoor play will be canceled. When levels are in the *"Unhealthy for Sensitive Groups"* range, outdoor time will be limited or shortened as appropriate.

What your child needs to bring to daycare

There is an abundance of toys and games available for the children to use at Energy Capital Cooperative Child Care. Please refrain from sending toys on days not scheduled as “Show and Share” or other special day. ECCCC is not responsible for lost, damaged, or stolen items brought to the center.

Please dress your child in clothing appropriate for messy and active play. Shoes should allow children to climb, jump, and run. Please do not allow your child to wear open toed shoes, flip flops, platform sandals or other shoes that could cause your child to trip and fall (sometimes this includes Crocs).

Parents of Infants

Infants will be fed according to their individual infant feeding instructions. ECCCC will provide Enfamil Infant formula. If parents choose to use a different formula, they must provide the center with an unopened supply. Infants will always be held while drinking from a bottle. Please remember to bring:

1. A supply of breast milk or formula (if not using Enfamil) and bottles. ALL parts must be labeled with the child’s name.
2. Disposable diapers and a container of wipes.
3. At least two extra sets of clothing, including socks.
4. Diaper ointment and any other creams along with the permission form to use these items.

Breastfed babies are welcome here. We accept breast milk in ready to feed sanitary containers, labeled with the infant’s full name and date expressed. Breast milk can be stored in a refrigerator for no longer than 48 hours (no longer than 24 hours if milk was previously frozen) or in a freezer at 0 degrees or below for no longer than 3 months.

Whole milk will be given to children 12 months to 24 months. Cow’s milk will not be given to any infant under 12 months unless directed by a physician.

Infant diapers will be changed every two hours OR when the diaper is soiled.

A daily sheet of your infant’s activity is kept for you to take home each day. If you need to replenish any items and if there is anything special or of concern that occurred with your child that day, it will be listed on the daily sheet.

Parents of Toddlers

Please remember to bring:

1. Disposable diapers and a container of wipes.
2. Three extra sets of clothing to be left at ECCCC, including socks.
3. A blanket and pillow for naptime.
4. Weather appropriate outdoor gear.

We will follow the parent’s lead regarding toilet training. Most experts recommend that toilet training begin no earlier than 18 months, preferably around 2yrs. Our 2yr old classroom will be the potty training focus room. Children will be given opportunities to use the toilet at each diaper change. This is a fun experience and

will not be made stressful. Signs a child is ready to start include: interest in the toilet, staying dry for several hours at a time, can undress him/herself, and child is aware of wet or soiled diapers.

Diapers will be changed every 2-3 hours OR when the diaper is soiled.

Parents of Preschoolers

Please bring the following:

1. Three extra sets of clothing to be left at ECCCC, including socks.
2. A blanket and pillow for naptime.
3. Weather appropriate outdoor gear.

Parents of School Ageds

School age children may or may not need to leave an extra set of clothing at the center, parents should use their judgement on whether this is necessary or not. Spills do happen, so it isn't a terrible thing to have a dry shirt! Weather appropriate outdoor gear is always required.

Transportation Policy

Energy Capital Cooperative Child Care will not transport children. **Parents must arrange for city bus service to provide transportation to and from school or other activities.** Once children are released to the Hazen City Bus, they are no longer the responsibility of Energy Capital Cooperative Child Care.

Grievance Procedure

Communication is very important. Please bring concerns to the Program Director. In all cases, your grievance, complaint, or concern will be considered and an attempt made at resolution will occur. All matters will be conducted in the most professional manner.

Suspected licensing violations or suspected child abuse and neglect can be reported to:

- 1). CPS now has a hot-line number to report suspecting child abuse and neglect at 1-833-958-3500.
- 2). For licensing issue please have parents call the Early Childhood licensing hot - line at 701-328-2115.

All staff at ECCCC is required under law to report all suspected child abuse and neglect directly to the Department of Social Services or Law Enforcement.

Policy Updates and Revisions

This handbook is not all inclusive. Energy Capital Cooperative reserves the right to change or update the information in this handbook at any time. If such a change does occur, parents of currently enrolled children will receive an updated copy of the handbook or an update of the policies that were revised or added.

Appendix A

Tuition and Rates

Weekly Full Time Rates :

- Infants (6wks-18months) -\$215
- Toddler (18months-36months) - \$205
- Preschool (3yrs-Kindergarten) - \$200
- School Age Summer - \$190
- School Age Before and After School - \$95

**School Age no school daily rate add \$20/day **Early Release day add \$15/day

Weekly Part-Time Rates:

- Infants (6 wks – 18 mos) – Not offered
- Toddlers (18 mos – 36 mos) – Not Offered
- Preschool (3 yrs – Kindergarten) – \$164
- School Age Summer – \$153
- School Age Before & After School – \$76

Daily Rates (when applicable):

- Infants (6 wks – 18 mos) – Not offered
- Toddlers (18 mos – 36 mos) – \$Not Offered
- Preschool (3 yrs – Kindergarten) – \$60
- School Age Summer – \$55

**NOTE: Part-time and daily rates are based on reserved spots and will not be adjusted for absences or schedule changes. Rates are reviewed annually by the Board of Directors and are subject to change with a minimum 30-day notice to families.*