



BOTTINEAU CHILDREN'S — ACADEMY —

PARENT HANDBOOK

117 West 5th ST
Bottineau, ND 58318
(701) 228-1175

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This handbook is subject to revision at the sole discretion of Bottineau Children's Academy. Families and staff will be notified of any material changes as required.

Welcome to Bottineau Children's Academy!

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at the Academy would be glad to address any of your questions or concerns. Once again, welcome!

MISSION STATEMENT

Bottineau Children's Academy is rooted in developing strong, consistent, loving and respectful relationships with children, families and care providers. We do this by nurturing children, making intentional efforts to grow communities and empowering parents with the tools and resources they need. We focus on the individual needs of each child while providing quality, reliable and safe childcare. Ensuring that everyone feels welcomed, loved and is provided with an opportunity for growth.

We will provide opportunities for children to learn about the world around them through hands-on, reflective learning, and healthy dialogue. Through this framework, our goal is to provide an environment for children to build relationships of mutual caring and respect while exploring the world around them through play-based learning.

OUR PHILOSOPHY

We Believe...

- Children are precious and must receive care from adults who are capable and caring, whose values enable them to be excellent role models.
- Children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- Children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- Teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.
- Parents contribute to and enhance the quality of care offered at Bottineau Children's Academy.

HOURS/DAYS OF OPERATION

Monday- Friday • 7:30AM- 6PM

Children must be picked up by 6PM or a late fee will be assessed to your account of **\$5.00 per child** per every **ONE** minute late. This fee must be paid in full, and it will be added to your billing statement.

There is a \$20.00 service fee for late payments or bounced checks.

HIRING POLICY

All employees at Bottineau Children's Academy will have the following prior to hiring:

- CPR/First Aid certified.
- Must be able to pass a background check.
- Shall be 14 years of age.
- Shall be individuals of good physical, cognitive, social and emotional health and shall use mature judgment when making decisions impacting the quality of care.
- Shall meet educational requirements and continuing education requirements.

- Receive onsite orientation during the first week of employment.
- We will not employ anyone convicted of a direct bearing offense listed in ND Admin. Code 75-03-08-21(1)(a) *for Family Providers*/ND Admin. Code 75-03-09-27(1)(a) *for Group Providers*/ ND Admin. Code 75-03-10-27(1)(a) *for Center*/ ND Admin. Code 75-03-11-27(1)(a) *for Preschool*.

GRIEVANCE PROCEDURE

If an issue should arise between a family and a staff member, or between two families, we encourage the concerned party to speak directly to the staff member, or family, prior to coming to the directors. If the problem remains unresolved, or the parent wants to make sure the administration is aware, our door is always open. Administration will act as a moderator in situations that require more attention or are reoccurring. We will make every effort to remain fair, with our main priority being the safety and quality of care of the children at the Academy.

Please bring any concerns to our Director, Kirsten Hopp at Bottineau Children's Academy • 320-241-3745 / bottineauchildrensacademy@gmail.com or, Riley Kleven, Owner of Bottineau Children's Academy • 701-201-0997 / rileykleven@gmail.com

If you suspect that we are in violation of our license or feel your complaints are not being heard, please call Lyndsey Graner, Early Childhood Licensing Specialist for Bottineau County • 701-389-9429 / lgraner@nd.gov

If you suspect child abuse or neglect, please call the statewide toll-free Child Abuse & Neglect Reporting Line. 1-833-958-3500

MANDATED REPORTER

Staff members are required by law to report any suspected child abuse or neglect. This is mandated by **North Dakota Century Code 50-25.1-03**. Teachers are trained in what to watch for and how to properly report it.

To report a suspected case of child abuse or neglect, you can call **1-833-958-3500**.

PHOTOGRAPHS AND PUBLICITY, MEDIA RELEASE

Photographs of the children in our program may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials,

our website and/or educational training. Your permission for photographs of your child to be used without compensation is part of this agreement. Please let us know if you do NOT want your child/ren to be a part of this agreement.

VISITORS

All visitors are required to check in at the front office or the director's office. Parents are welcome at any time. (open door Policy) However, due to safety reasons we need to know who is in the building at all times.

ELIGIBILITY AND ENROLLMENT

Children between the ages of 0 through the age of 12 are eligible for enrollment at Bottineau Children's Academy. Children may attend the center for a 10-hour block between 7:30 a.m. and 6:00 p.m., Monday through Friday.

We do not deny enrollment based on race, creed, color, national origin, gender or disability.

Documents to be completed and returned before your child begins include:

- Bottineau Children's Academy enrollment packet
- Bottineau Children's Academy Media Consent Form
- Child Information sheet
- Parents statement on Health of Child
- Health Records if any/ allergies/ care plans
- Signed acknowledgement of receipt of policies (Parent Handbook)
- Authorization of Non-Prescription Products
- Certificate of Immunization
- Copy of Birth Certificate
- Field Trip Permission Form
- Water Activity Permission Form
- Food program Form
- Infant Sleep Permission Form (for children under 12 months of age)

A registration fee of \$200 (\$300 max/family) is due once the director has assigned a start date. This is a one-time, non-refundable charge. If a child is withdrawn then re-enrolls at a later date, a second enrollment fee will be expected.

SCHOOL-AGE SUMMER PROGRAM

School-age enrollment follows the same days as the Bottineau Public School calendar. The first day of our school age program will start on the first day of school and it will end on the last day of the scheduled school year.

Bottineau Children's Academy will never have fundraisers, bug spray, sunscreen or a supply fee.

HOLIDAYS

Below are paid holidays if they fall on a contracted day for your child/ren. If any of the holidays below fall on a weekend, the closest Friday or Monday will be selected. Regular tuition is expected as our teachers are paid for these days.

- New Years Day
- Christmas Eve
- Christmas Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Fourth of July
- Good Friday

IN-SERVICE DAY

It is important for the staff to have time to prepare lessons, gather information from a guest speaker, or attend a conference. To accomplish this, we include two in-service days per year. The center will be closed to children. We will notify you one month in advance of any in-service closure days. Tuition is expected.

UNEXPECTED CLOSINGS

The Academy will be open on public school designated "snow days". We may open late if necessary. On a rare occasion our center may be forced to close due to a situation beyond our control (e.g., ice storm, electrical outage, no water service). Every attempt will be made to inform parents of

an emergency closing. In cases where the Academy is told we must close temporarily, and it is beyond our control, tuition is still due. The Academy will make every effort to pro-rate, discount, or credit accounts as necessary.

WITHDRAWAL & DISMISSAL POLICY

A two-week notice is required before withdrawing a child from our center. The account must be paid in full before withdrawing, including your child's tuition for that two-week period. Any account past due at the time of disenrollment will be paid through our electronic withdrawal option.

The director at the Academy reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

CULTURAL COMPETENCE

Cultural competence is the basic understanding of our own culture, a willingness to learn about the cultural practices and worldview of others, maintaining a positive attitude toward cultural differences, and a willingness to accept and respect these differences. The purpose of this plan is to bring awareness to any unconscious biases we (as a community of teachers and learners) may have; and to be accepting of knowledge about different cultures and how culture impacts management style, problem-solving, asking for help, learning, etc. It is important for children, families, and teachers to have an awareness, positive attitude, willingness to learn, and skills to communicate with everyone.

While diversity may include different faiths, family situations, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment using an Anti-Bias curriculum that supports each child's uniqueness, their home culture and heritage, and their beliefs.

One of the most important things that we can do to teach our children about

diversity is through role modeling that all people are treated with kindness and respect. We encourage diversity at Bottineau Children's Academy, listed below are some of the ways we incorporate diversity into our curriculum:

- Our CHILD ENROLLMENT form encourages families to share their home traditions with us.
- Each classroom invites students to bring in a picture/collage to hang in the classroom highlighting family traditions and likes/dislikes.
- We collaborate with the Childcare Network and the State of North Dakota to ensure that any family can receive tuition assistance and participate in high-quality childcare.
- We encourage families and members of our community, through newsletters and announcements, to visit with us throughout the year, not just on special occasions.

SPECIAL NEEDS

Twice a year each family has the opportunity to meet with their child(ren)'s teachers to review developmental assessments and set individual goals. The earlier an area of concern is identified, the better chance that child has to reach that developmental goal prior to going off to an elementary school setting. Bottineau Children's Academy works with families, outside agencies, and school special education departments to advocate for the child(ren) and their needs.

PHILOSOPHY ON LEARNING

We believe that all children should be in an environment that is safe, nurturing, age appropriate and full of endless opportunities. We also believe that children learn by play, social, emotional, and physical activities. We understand that each child is different and has different needs to be met. We value our time with your children and can't wait to watch them grow!

COMMUNICATION AND DAILY REPORTS

Proper communication between our parents and staff at the Academy is extremely important. Teachers will be sending home information on a regular basis. Infant parents will receive daily paper reports. Parents may request a daily paper report when a child is in older classrooms. You are welcome to call to arrange a meeting with your child's teacher, even just

to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. Each child is provided with a mailbox and/or cubby.

Please check these daily for notes, newsletters, and daily reports.

Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record.

Our main office must be informed of any of the following changes:

- Address and/or phone numbers, or e-mail address
- Parent/guardian employment
- Health/immunizations up-dates
- Other pertinent information related to your child.
- In addition, if you are a family that uses English as a second language, we will make an effort to communicate in your chosen language if requested.

OUR CURRICULUM

Experience Curriculum

Features:

- Incorporates 35 research-based skills into playful games and discovery projects.
- Flexible lesson plans for baby, toddler, and preschool age groups. - Easily match the lessons in the app (Brightwheel) to the materials in the monthly curriculum kits.
- Hands-on learning materials paired with easy-to-implement activities featured in the app.
- Developmentally appropriate curriculum for baby, toddler, and preschool age groups.
- Daily learning activities integrate social, emotional, physical, cognitive learning and more!

BRIGHTWHEEL (APP)

Brightwheel features the complete preschool and childcare management software that integrates automatic billing and payments, real-time communication between parents and caregivers, classroom management and so much more.

DAILY SCHEDULES

Every classroom has their daily routine posted on the information board. Infants do not have a set schedule for activities as their care is based on their individual needs.

MONTHLY SCHEDULE

In the middle of each month, parents will be provided a blank calendar for the upcoming month. Please fill in the dates your child will attend the Academy. We understand plans do change and we ask you to notify your child's teacher and the front desk as soon as you know of any changes in your child's schedule.

Tuition will be billed for the days the child(ren) is scheduled whether they are there or not.

CONFIDENTIALITY

Each family has the right to confidentiality. Bottineau Children's Academy keeps certain information on file regarding children and families that may be considered personal in nature. We maintain this information in confidence and do not discuss or release it to persons outside of Bottineau Children's Academy unless written permission has been obtained from the parents.

All Information that is shared with Bottineau Children's Academy staff will be kept confidential. All staff and parents/guardians are expected to keep all information confidential including names, paperwork, and anything that occurs in the center environment.

GUIDANCE AND DISCIPLINE POLICY

At Bottineau Children's Academy the term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage children to

become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our center:

- **Environment** – A place designed for children. Each room is age-appropriate in furniture size, large and small manipulations, and supplies required for hands-on experiences.
- **Logical Rules** – Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- **Curriculum** – Is developmentally appropriate, based on the children's interest and level of readiness.
- **Positive Behavior** – We reinforce the behaviors we wish to see repeated.
- **Redirection** – Often redirecting a child to direct their interest to another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- **Positive Reminder** – Telling the children what we want them to do rather than using "no" or "don't."
- **Break Time** – Occasionally, as a last resort, a child needs to be removed from the situation for a brief break. This allows the child time to calm down and consider an alternate behavior.

DIFFICULT BEHAVIOR

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of the children! A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding

children who display chronic disruptive behavior, upsetting the emotional or physical well being of another child or an adult.

1. The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian.

2. If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach to solving the problem. Parents may be asked to consult outside professionals or bring in behavioral specialists to help identify the problems or provide new strategies for the Academy to continue care. Our goal is to work as a team to better serve each child.
3. When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.), exclusion from large motor or outdoor activities, or exclusion from any learning activity. In certain instances a child may be physically restrained in order to keep the child, other children, or staff safe from harm. No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.

PERSONAL BELONGINGS

We do not allow toys from home due to the possibility of the toys being broken or misplaced. Bottineau Children's Academy will not be responsible for any lost or broken items.

Please label your child's clothing. Especially jackets, boots, mittens, napping blankets and a change of clothing. We ask that a change of clothing be kept at the center or brought with the child daily in case of any accident. Your child will have a cubby to store all belongings.

TRANSPORTATION

Bottineau Children's Academy has the capability to provide transportation for up to 13 children to and from school and for field trips. All drivers will be employees of Bottineau Children's Academy, will be eighteen years of age or older and will comply with all relevant ND Driver's license requirements. Staff will not transport any child(ren) in personal vehicles (only exception is for emergency purposes).

ACCOUNTABILITY AND ATTENDANCE

If the child(ren) will not be attending or is going to be late, you **must** notify Bottineau Children's Academy by 9AM.

If your child(ren) is not in attendance by 10AM we will consider them absent for the day and your child(ren) *will not be able to attend*.

- If your child(ren) does not arrive as expected, we will attempt to call you.
- If there is no answer, we will attempt to contact your emergency contacts.
- If there is no answer, we will contact the police department.
- If your child(ren) will be arriving at the program unaccompanied by a parent (walking from school) and fail to arrive at the expected time, we will notify you by phone so you can locate the child. If we are unable to locate either parent/guardian, we will contact the emergency contact person provided by you. If all efforts fail to find a responsible party, we will notify the police.

FIELD TRIPS

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The center will provide the same adequate responsible adult supervision for these excursions as is provided to children while in attendance at Bottineau Children's Academy.

Your permission for your child to participate in walking excursions is part of this agreement. You will be notified of all field trips.

We will occasionally take classroom field trips to parks, other community places and attractions. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned, including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events). A child may be excluded from participating in a field trip for safety or health reasons.

BIRTHDAY CELEBRATIONS

Parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all children. Ask your child's

teacher for suggestions. Parents are always welcome at their child's birthday celebration.

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into cubbies. Our center will not distribute mailing lists or phone numbers.

INCIDENT POLICY

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report will be completed by the closest adult and signed by the Center Director, Assistant Director or appropriate person. A copy will be given to parent(s)/guardian(s) and the original will be kept in the child's file. A parent or guardian will be notified regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The parent/guardian will be called immediately. A staff person will travel and stay with the child until a parent/guardian arrives.

The following must be reported within 24 hours to our licensor/ND DHHS-Early Childhood Division: Poisonings or errors in the administration of medication; a death, serious accident, illness, or injury requiring medical treatment or hospitalization while in the care of the facility or attributable to the care received in the facility.

DROP-OFF AND PICK-UP POLICIES

Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at drop-off time. Teachers will not assume direct responsibility for your child until you are out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. This needs to be done in a timely manner. Simply notify the classroom teacher when you are ready to leave, and the teacher will assist you. Infants must be removed from car seats and handed to staff at drop off. Staff will not secure children in car seats for pick up.

BUILDING SECURITY AND ACCESS

The main entrances will be locked at all times for the safety of the children and staff. Parents and staff will be issued a 4 digit number that will be needed to gain access to the center.

CUSTODY ORDERS

Until custody has been established by a court action, one parent may not limit the other from picking- up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

TORNADO / FIRE AND DISASTER PROCEDURE

Tornado drills and fire evacuation will be performed in accordance with the state fire department's guidelines.

Fire drills will be practiced monthly. The center will have annual fire inspections completed by the local or state fire authorities.

We have two main front exits; each classroom will use the safest exit in the case of an emergency. All classrooms have an exit door located in the back of the room. Exit routes are posted in each room. We will meet across the street at First National Bank parking lot. Once everyone is accounted for, the first meeting spot will be at Botno Theater. If staff cannot reach Botno Theater staff shall take the children to the City Armory.

Upon arrival at either location the staff shall do another headcount to make sure all children are accounted for. If necessary, relocation at least 3 miles away from Bottineau Children's Academy will be at Deb Kleven residence. Parents will be notified through the Brightwheel App.

CLOTHING

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Pajamas are not acceptable (except on dress up days). It is not BCA's responsibility to get your child ready for the day. It is important for children to be prepared and ready for the day. Plastic aprons will be provided by the center for art and water activities. Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be always kept at the center. All

extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirts. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning. Licensing requires that children be taken outdoors each day. Children will go outside unless the exposure risks are too great. The National Standards for Child Care recommends that children be taken outside when temperatures are above 15 degrees F (wind chill or temperature) and below 90 degrees F (heat index) for at least 30 minutes twice a day.

Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, snow pants and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. All clothing, including coats and boots, must be labeled clearly with your child's name. This includes appropriate footwear for year-round conditions. We recommend tennis shoes, closed-toed sandals and NO crocs.

DIAPERS & TOILET TRAINING

Parents supply all diapers at Bottineau Children's Academy. We do not allow the use of cloth diapers. Wipes will be provided by the center unless the parent makes alternate arrangements.

Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage, especially in a hurry! While toilet training, parents are expected to provide extra clothing. We do not allow the use of "pull-ups" at the Academy. They seem to only delay the toilet training process plus require extra time to change.

BODIES AND BOUNDARIES

There is a natural curiosity among children with regards to their bodies. When situations arise where we must speak to children about body parts, we use the anatomically correct terms. We also teach children that every person has boundaries and that our bodies are private and should be

respected. Parents will be notified if situations occur in the classroom that directly affects their child(ren).

BOTTLES, BLANKETS, AND PACIFIERS

You may send extra bottles (infant room), a small security blanket and/or a pacifier for your child. Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with

your child's teacher so a consistent strategy between home and our center may be established.

MEALS, SNACKS AND FOOD ALLERGIES

The center will provide milk for breakfast, lunch, and snack with water for each day. Parents must provide breast milk for children up to the age of 12 months. The Academy will provide Parents Choice Sensitive formula. If you choose to use a different formula, parents will need to provide it.

The Academy will provide whole vitamin D milk for children between the ages of 12 and 24 months. 1% milk will be provided for children from 25 months to 12 years of age. If there are dietary needs, or allergies, it is the parent's responsibility to notify both the center director and the classroom teacher. Parents will need to supply any special foods required. An Allergy Action Plan and a Medical Action Plan are available in the main office and must be filled out if a child has an allergy or medical need.

The Academy offers a hot lunch that meets all nutritional requirements by the state of North Dakota. Bottineau Children's Academy will also provide a cold/hot breakfast and snack for the children.

HEALTHY CHOICES

While the occasional donut, chocolate milk, and fruit snacks make for a good treat they do not necessarily make a healthy meal. We ask that parents reserve these items for special occasions. Bringing in these items on a daily basis for their child does not encourage healthy eating patterns. We are happy to provide parents with a list of healthy, fun, alternatives upon request.

IMMUNIZATIONS AND PHYSICALS

All children who attend childcare programs in North Dakota are required by law to be fully vaccinated. The Academy requires all children enrolled in the program to be immunized. Families must contact their local health department to obtain a signed certified Non-medical Waiver Form for delayed vaccines. A Health Appraisal form is required prior to enrollment. This form requests a record of your child's immunizations and the date of last physical examination.

***Important:** It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child(ren). Updates must be reported to the center director in writing.

WELLNESS POLICY

You are the best judge for your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director, and you may be called to come take your child home. When called, you (or an alternate emergency

person) are expected to come within the hour. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- An unknown **rash** will need to be seen by a physician and the child can return to school by the written recommendation made by the doctor. A doctor's note is required for your child to return.
- **Fever of 100.9° or higher.** The child must be fever free for 24 hours without the aid of Tylenol, or other fever-reducing medications. For a mild fever, muscle aches, toothache, or headache, Tylenol (supplied from home) may be administered. *See Medicine below.
- **Diarrhea** (more than two loose, watery stools). The child may return when bowel movements are normal, and no other symptoms of illness are present.
- **Vomiting** is a reason to send a child home or keep a child home. Consideration will be taken if your child is allergic to certain food/drink products or on medication. The child may return 24 hours after the last

time he/she vomited, and no other symptoms of illness are present.

- **Persistent cough or runny nose** for an extended period (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor). Children may return 24 hours cough free without the aid of cough suppressant, or allergy medication.
- **Crying and irritability for a long time or not eating or drinking normally.** Anytime a child is not themselves, cannot be soothed by a teacher, requires one-on-one care, complaining about discomfort, or not interacting with the class is a reason to take a Wellness Day and spend time in the comfort of their own parent(s) arms.
- Highly contagious conditions such as:
 - » **COVID-19, RSV, Croup**
 - » **Head lice:** suggested treatments available upon request. Child must be nit free to return to school. **Head lice** are tiny insects that live in human hair and feed on blood from the scalp. **NITS** are eggs that stick to the hair shaft.
 - » **Chicken Pox and Hand Foot Mouth:** Child must be fever free and sores scabbed over.
 - » **Strep Throat:** Child must have 24 hours of antibiotics in his/her system.
 - » **Mumps, pin worm, impetigo, conjunctivitis (pink eye), etc.:** Follow doctor's recommendations for method of treatment. Information from our main office is available upon request.

If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend Bottineau Children's Academy.

*If questions arise about the appropriateness of a child's return to the center, the final decision will be that of the Center Director. The director has the right to override any doctor's notes.

MEDICINE

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form titled, Medication Permission. The parent(s) must provide all medications.

Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage

under their supervision; never the center staff.

Staff cannot administer medication (prescription or over the counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight, and the dosage recommended, must

be provided. Medication will be stored per the manufacturer's recommendations. We have containers for the storage of medication.

A Non-Prescription Release form for other applications such as diaper wipes, sun block, soap, etc. will be signed upon enrollment.

INFANT SLEEP POLICY

We follow the recommendation of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for a safe sleep environment to reduce the risk of SIDS. We encourage parents/guardians to follow these recommendations as well.

All infants (under 12 months of age) will be placed completely flat on their backs in a safety approved crib or playpen for sleep unless a written note from the infant's health care provider is provided stating the medical reason and the specific time frame that an alternate sleep position or alternate sleep surface (ex. car seat) is to be followed. Written permission from both parents must also be obtained to follow the order.

Infants will always be placed completely flat on their backs for sleep. However, when an infant can easily turn from front to back and back to front, they can remain in whatever position they prefer to sleep.

- All infants' heads/faces will remain uncovered when sleeping.
- Infants will remain lightly clothed and will not be over-layered to prevent overheating.
- Headbands, bibs, necklaces (including teething necklaces), hooded clothing, and hats will be removed before laying an infant down for sleep.
- Pacifiers will not be tied around an infant's neck or clipped onto an infant's clothing. Pacifiers will be checked for cracks/tears before use. No stuffed animals/toys will be attached to the pacifier.
- Positioning devices or wedges are not recommended and will not be used without a written order from a health care provider.
- Blankets are not recommended. If used, only one thin blanket is allowed.

Weighted blankets are not allowed.

- Swaddling is not recommended. If swaddled, only one thin blanket will be used no higher than the infant's shoulders. Swaddling will be discontinued once the infant shows signs of attempting to roll.
- Sleep sacks are recommended instead of blankets. Sleeveless sleep sacks will be used. Swaddle sleep sacks can be used if infant shows signs of attempting to roll. Sleep sacks must fit properly so the infant's head cannot slip through the neck hole or cause excess material to cover or gather around the infant's face. Weighted sleep sacks are not allowed. Lightweight sleep sacks will be used to prevent overheating. Sleep sacks will not be allowed once an infant no longer sleeps in a crib/playpen.
- "Infant Sleep Permission Form" must be completed to use one blanket, sleep sack, pacifier, or security item for sleep. A blanket and sleep sack cannot be used at the same time. Copies will be posted by each child's crib/playpen.

Sleep Environment:

- Our program will use CPSC guidelines for safety approved cribs and playpens.
- The temperature of the room where infants sleep will be maintained at 68-72 degrees F.
- Hardware will be checked weekly on cribs to make sure no pieces are loose, broken or missing.
- The mattress of the crib will always be in the lowest position and completely flat.
- No crib toys or mobiles will be attached to the crib or playpen. No items will be hung over the side or over the top of the crib/playpen when an infant is in the crib/playpen.
- No monitors/devices are allowed to be attached to an infant or placed in the crib/playpen.
- All items will be kept out of the reach of an infant in the crib or playpen.
- Infants will not sleep on/in water beds, sofas, soft mattresses, car seats, swings, bouncy seats, Boppy's, or other soft surfaces.
- Soft materials such as pillows, stuffed toys, loose bedding, bumper pads, quilts, (including breathable/mesh bumper pads) and comforters will not be placed in infants' sleep environments.

- If a crib is used, infants will only sleep on a firm tight-fitting mattress with a properly fitted crib sheet.
- If a playpen is used, infants will only sleep on the pad provided by the manufacturer with a properly fitted playpen sheet. The pad will maintain shape when a fitted sheet is used; lay flat and meet all four corners of the frame. If the sheet does not fit properly, no sheet will be used. No extra padding or mattresses will be added. Velcro/snap straps provided by the manufacturer will be used to keep pad in place.
- The pad (floor of the playpen) will be checked frequently to make sure wood panels are not broken or haven't shifted. The area under the pad will be kept clean and free from rips/tears.
- Playpen mesh will be less than ¼" and free from tears/holes.
- The playpen frame will be structurally intact and checked often to make sure the frame is sturdy.
- Bassinets will not be used.
- BCA will wash blankets weekly or as needed.
- Bassinet inserts and changing pad inserts for playpens will not be used.
- Infants will not share cribs/playpens at the same time.

Supervision:

- A staff member will visually check on the sleeping infants regularly (every 10-15 minutes) to view the color of infant's skin to check on infant's breathing, to monitor for signs of overheating, to re-adjust blanket/clothing if needed, and to make sure the head/face is uncovered. The lighting in the room will be bright enough to see the infant's skin color and breathing.
- Music/sound machines will be placed at a low volume to ensure infants' noises can be heard.
- When infants are awake, they will have supervised "tummy time".
- Infants will spend limited time (maximum of 15 minutes x 2 times a day) in restrictive equipment (ex. swings, bouncer/infant seats, etc.) when they are awake and supervised.

Training:

- All staff, substitute staff, and volunteers at Bottineau Children's Academy will be trained in safe sleep policies and practices before any individual is

allowed to care for infants.

- Safe sleep policies and practices will be reviewed with all staff, substitute staff, and volunteers each year.
- Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individual's file.
- All staff, substitutes, and volunteers at Bottineau Children's Academy will be trained in emergency procedures for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

SUNSCREEN AND BUG SPRAY

Bottineau Children's Academy will provide Banana Boat and Equate (Walmart's brand) sunscreen and OFF bug spray. If you want your child to use a different brand of these products, parents will need to provide them. Parents will also need to complete the "Authorization on Non-Prescription Products" form if choosing to supply your own brand products.

PANDEMICS

Our Preparedness and Response Plan (available upon request) will be followed during any pandemic period. The Center for Disease Control, Department of Health and/or

State Child Care Licensing Rules will be followed. Response will include, but is not limited to, monitoring symptoms in staff and students, practicing social distancing, following proper hygiene protocol, implementing any/new safety equipment, isolating staff and/or students infected, and transparent communication with families and regulating agencies.

CENTER HAPPENINGS

The Academy makes every attempt to keep parents up to date on happenings here at the center and in the community. Classroom newsletters are sent out monthly. Information bulletin boards are in each classroom. It is also the parents' responsibility to keep up to date by being aware and checking for updates. Together, as partners, we will be able to provide your child with a fun and safe learning environment.

CHATTER PEDIATRIC THERAPY

All children at Bottineau Children's Academy (BCA) will receive speech and language screenings starting at 18 months old through our partnership with Chatter Pediatric Therapy. These screenings help identify your child's strengths and any areas where additional support may be beneficial, ensuring they reach important developmental milestones. Screening results will be provided to families first and also shared with BCA's director. Families will determine how to proceed with the screening results and information.

To facilitate an effective screening process, a signed Release of Information (ROI) form is required. This form, attached to the back of the handbook, allows Chatter Pediatric Therapy and BCA to communicate regarding screening results, coordinate screenings, and assist in transitioning to a formal evaluation if needed. Screenings are provided at no cost to families and are fully sponsored by Bottineau Children's Academy. Our partnership with Chatter Pediatric Therapy is dedicated to providing children with the best possible care, ensuring they receive early support to help them thrive!

LICENSING NOTEBOOK & OTHER INFORMATION

Bottineau Children's Academy strives to offer a quality program for our families. We maintain a licensing binder that is available for parents to review during our regular business hours. The binder contains all licensing inspections as well as any special

investigation reports and related corrective action plans. Bottineau Children's Academy runs a background check on all unsupervised volunteers and employees.

CHANGES IN POLICIES

The fees, procedures, and policies stated in this handbook are subject to change at the discretion of the center owner.

BOTTINEAU CHILDREN'S ACADEMY BITING POLICY

Biting:

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. As a daycare, we understand that biting, unfortunately, is a part of a daycare setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved; this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. We will be enforcing a 3-warning policy.

When biting does occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.

For the child that bit:

1. The provider will firmly tell the child, we do not bite. And ask them to check in with the child who was hurt.
2. The child (if age appropriate) will discuss with a care provider how the other child may feel and what other ways there are to deal with their frustration.
3. The parents are notified. A warning is given.
3. If your child bites 3 times on any one day, then your child will be sent for the remainder of the day.
4. If at any time the skin is broken due to a bite, then the child will be sent home immediately.

Moving forward:

The child will be shadowed to help prevent any biting incidents. The child will be observed by the providers to determine what is causing the child to bite (teething, communication, frustration, etc.). The child will be given positive attention and approval for positive behavior.

When biting continues:

1. If a child inflicts 2 bites in a one-week period (5 days of daycare attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a discussion will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 2 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be asked to take a one week break from daycare. No tuition will be charged.
3. If the child again inflicts 1 bite in a one-week period (5 days of daycare attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements and care will be terminated immediately. Once significant progress has been made with the child (therapy, doctoral care plans, etc.) Bottineau Children's Academy will consider re- enrollment.

****If a child, who has been through step 1 and 2 and then goes 3 weeks (15 days of daycare attendance) without biting, we will go back to step one. If a child bites 3 times in one day, the child will be required to be picked up from daycare for the remainder of the day.**

I agree with the above stated policy and my legal signature is below.

Child/ren Name(s):

Parent/Guardian
Signature

Date

Revised 10/31/2024 R. Kleven



BOTTINEAU CHILDREN'S ACADEMY – BURN POLICY

Purpose

The safety and well-being of children at Bottineau Children's Academy is our top priority. This policy outlines the steps to prevent, identify, and respond to burns, ensuring prompt and appropriate care for affected children.

Prevention Measures

To minimize the risk of burns, the following safety measures will be strictly enforced:

- **Supervision:** Staff will closely monitor children during activities involving heat sources (e.g., meals, outdoor play, science experiments).
- **Hot Liquids & Food:** All food and drinks served to children will be checked for safe temperatures before serving. Staff will handle and distribute hot items to prevent spills.
- **Sun Safety:** Children will be required to wear sunscreen and appropriate clothing when exposed to the sun for extended periods. Parents must provide sunscreen or approve the center's provided brand.
- **Environmental Safety:** The facility will ensure that heaters, electrical outlets, and kitchen appliances are inaccessible to children.

Emergency Drills:

Staff will be trained in fire safety procedures and will conduct regular fire and emergency drills.

Response to Burns:

If a burn occurs, staff will take the following steps based on the severity of the injury:

Minor Burns (First-Degree) – Redness, mild pain, no blisters

1. Remove the child from the heat source immediately.
2. Cool the area by running cool (not cold) water over the burn for 10-15 minutes. Do not use ice.
3. Apply a clean, dry, non-stick bandage if needed.
4. Notify parents of the incident and document it in an incident report.

Moderate Burns (Second-Degree) – Blistering, swelling, increased pain

1. Follow steps for minor burns but do not pop blisters.
2. Apply a clean, non-stick dressing to protect the burn.
3. Contact the parent/guardian immediately for further medical attention.

Severe Burns (Third-Degree) – Deep tissue damage, white or charred skin

1. Call 911 immediately.
2. Do not apply water, ointments, or remove clothing stuck to the burn.
3. Cover the area with a loose, dry, sterile bandage.
4. Monitor the child's breathing and comfort them until emergency personnel arrive.
5. Notify the parent/guardian immediately.

Medical Attention & Reporting:

- Any burn requiring medical attention will be documented in an incident report and reported to parents and licensing authorities if necessary.
- If a child requires emergency care, staff will remain with the child until a parent or emergency personnel arrive.
- Parents must provide any necessary aftercare instructions from a medical provider before the child returns to the academy.

Staff Training

- All staff will be trained in first aid procedures for burns and emergency response protocols during annual training sessions.
- Fire and safety equipment (fire extinguishers, first aid kits) will be regularly inspected and maintained.

By signing below, I acknowledge that I have received, read, and understand the policies and procedures outlined in the **Bottineau Children's Academy Parent Handbook**.

I agree to comply with the guidelines and expectations stated and understand that it is my responsibility to refer to the handbook for any questions or clarification.

Parent/Guardian Name (Printed):

Parent/Guardian Signature:

Date:

We value parents' input and want to empower you to be actively involved in your child's care. We foster a nurturing and collaborative environment between caregivers and families.

Parents and families are always welcome to visit and play!

**Thank you for selecting
Bottineau Children's Academy
as your childcare provider.**

Handbook Written by Riley Kleven/Owner

August 2023

Revised January 2025