

**COMFREY PUBLIC  
SCHOOL DAYCARE  
PARENT HANDBOOK**

Subject to review and revision as needed  
Last revision, November 2025

# COMFREY PUBLIC SCHOOL DAYCARE

305 Ochre Street West  
Comfrey, Minnesota 56019  
Telephone: (507) 877-3491 extension 155

## CHILDCARE INFORMATION:

Age: Infant – School age  
Times: 7:00 a.m. – 5:30 p.m.  
Days: Monday – Friday (Year round)  
The daycare will be closed on holidays as listed in this parent handbook.  
The daycare will be closed for one week in the summer for annual cleaning.

Brown County Family Services licenses the Comfrey Public School Daycare. Brown County Family Services telephone number is (507) 354-8246. This daycare facility is licensed as a Class C3 group childcare center and follows the rules and regulations set by Brown County Family Services.

## LICENSE CAPACITY: 14 children

3 infants: 6 weeks of age but less than 12 months of age.  
1 toddler: 12 months old but less than 24 months old.  
6 preschoolers: 24 months old to entering kindergarten.  
4 school age: Kindergarten to 10 years of age.

A combination total of no more than 4 shall be infants and toddlers; of this total, no more than 3 shall be infants.

Each child at the Comfrey Public School Daycare is welcomed as an individual. Parents are also welcomed to drop in and visit the daycare at anytime during the hours of operation. The staff will attempt to meet the needs of the children and their families to the best of their ability. It is the policy of Independent School District 81, Comfrey Public School, Comfrey, Minnesota, to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age. Therefore, all children from all races, creeds, religions, and philosophical or political basis are welcomed in Comfrey Public Daycare.

## PHILOSOPHY:

As a part of the Comfrey Public School System, our Daycare follows the school's philosophy. We believe that each child needs to be an individual, to belong, achieve, discover, love and be loved, in order to establish a good self-image. We will provide an educationally stimulating environment. The Comfrey Public School has developed a schedule of daily activities that are felt to be developmentally appropriate. Comfrey Public School believes that these activities will aid the child in his or her physical, social, intellectual, and emotional growth. Our staff will maintain a clean and safe environment in which the children can grow and develop.

**EDUCATIONAL METHOD:**

This facility will be an educational partnership between the parents and the school. Parent information will be given to parents to learn more about effective parenting skills for their children. Partnership between home and school is all about understanding children as they make that big transition from home to school and back home again.

**GOALS:**

- To provide a positive environment and service to those in the program.
- To work towards the intellectual, emotional, social, and physical development of each individual child.
- To develop an environment that recognizes individual differences and promotes development based upon individual needs.
- To provide the basic preschool experiences that will make learning and future education a positive experience for each child.
- To foster a feeling of community and school pride in the families that are served by this daycare facility.

**DAYCARE SCHEDULES:****INFANT SCHEDULE: (subject to change)**

7:15 – 7:45	Transition from parents into infant area
7:45 – 8:45	Bottle and breakfast time
8:45 – 9:00	Diaper check and change
9:00 – 9:30	Walk time in school or outside
9:30 – 10:00	Indoor play with toys/tummy time/nap as needed
10:00 – 10:30	Playtime, reading, exploring
10:30 – 10:45	Diaper check and change
10:45 – 11:15	Playtime indoors
11:15 – 11:30	Clean up and get ready for lunch
11:30 – 12:30	Lunch/bottle
12:30 – 12:45	Diaper change
12:45 – 3:00	Nap/quiet time
3:00 – 3:30	Diaper change/snack
3:30 – 5:00	Playtime/walk
4:00 – 5:00	Bottle if needed
5:00 – 5:30	Diaper change

Infants and toddlers learn by experiencing the environment through their senses, by physically moving around, and through social interaction. Non-mobile infants absorb and organize information about the world around them. Teachers talk and sing with them and bring them objects to observe and manipulate. Teachers stroll and carry infants around the environment to show them events and people.

**TODDLER SCHEDULE:**

(to be adjusted as needed by the daycare teacher in charge)

7:15 – 8:00	Child's choice of quiet activities
8:00 – 8:30	Breakfast
8:30 – 8:45	Wash hands and check diapers/toileting
8:45 – 9:00	Circle Time
9:00 – 9:30	Walk/indoor or outdoor
9:30 -	Library time (flexible schedule/due to change)
9:30 – 10:15	Wash hands and check diapers/toileting
10:15 – 11:15	Free play/activity/books/ art project/outside play
11:15 – 11:30	Wash hands/diapers/toileting
11:30 – 12:00	Lunch
12:15 – 12:30	Wash hands/diapers/toileting
12:30 – 3:00	Naps/quiet time
3:00 – 3:15	Wash hands/diapers/toileting
3:15 – 3:45	Snack time
3:45 – 4:00	Wash hands
4:00 – 5:00	Outdoor or indoor free play
5:00 – 5:30	Child's choice of activities

Use of the bathroom will always be a part of the schedule for toddlers.

**PRESCHOOL SCHEDULE:**

(subject to change)

7:15 – 8:00	Child's choice activities
8:00 – 8:30	Breakfast and wash hands
8:30 – 8:55	Free play
8:55 – 9:00	Clean up time
9:00 – 9:45	Circle time (calendar, story, music)
9:45 – 10:00	Bathroom/wash hands
10:00 – 10:15	Free play
10:15 – 11:00	M/W/Th/F - Fine Motor Skills
10:15 – 10:45	Tuesday – Library
10:45 – 11:00	Tuesday – Free play
11:00 – 11:25	Outdoor/indoor – Large Motor Skills T/Th – Gym/outside
11:25 – 11:30	Wash hands/prepare for lunch
11:30 – 12:00	Lunch
12:00 – 12:10	Bathroom/wash hands
12:10 – 12:30	Books/puzzles/quiet activities
12:30 – 3:00	Rest time/music/quiet time
3:00 – 3:30	Bathroom/wash hands/snack
3:30 – 4:00	Free play
4:00 – 5:00	Outdoor/indoor play/free time
5:00 – 5:30	Children's choice

**CONTRACT MODIFICATION:**

A two-week written notice **MUST** be given to change your contract agreement or terminate a contract. All outstanding balances **MUST** be paid by the last day of attendance. In case of an **EMERGENCY**, your contract may be adjusted after discussing the issue with the Superintendent of School and/or Director of Daycare.

**REGISTRATION FEE:**

Effective on May 1, 2022, a deposit equal to the charges for one week of childcare will be assessed to each NEW family when the contract is signed. This registration fee will be applied to the final billing for the child. All families currently enrolled in the Comfrey Public School Daycare are exempt from this fee.

**LATE FEE:**

Each child who is in the facility beyond the 5:30 p.m. closing time will be charged **\$15.00 per 15 minutes beginning at 5:31 p.m.** This overtime (**LATE FEE**) will be strictly enforced. If you know that you are going to be late, please call the daycare to notify the staff. **Repeated late pickups may result in refusal of daycare service to your family.**

**ABSENCE:**

Although you have a signed contract, you are still expected to call the daycare so meal count can be adjusted. Please call the Comfrey Public School Daycare (507) 877-3491 extension 155 by 8:00 a.m. (or before 8:00 a.m. and leave a message on/with the answering machine), if your child will be absent.

**SICK CHILD/Courtesy Call:**

Please call the Comfrey Public School Daycare (507) 877-3491 by 8:00 a.m. if your child is ill that day. We do have an automated phone system that you are able to call in 24 hours a day and leave a message with us. Please thoroughly read the portion on **MEDICAL** issues in this handbook and follow the terms listed.

**BILLING:**

Effective on May 1, 2022, payment is to be received by the Friday of each billing cycle. If payment is not received by the end of the day Friday, your child will not be admitted to the daycare until full payment is received. If five days pass without payment, the deposit will be forfeited, and your child will be removed from the daycare list. There will be a \$30.00 service charge on checks returned to the school due to insufficient funds. This service charge is subject to change according to local bank charges. **A returned check will result in refusal of daycare service to a family.**

**SIGN IN:**

Please sign in and out at the time your child arrives and departs each day. This will be done through the use of a time sheet located near the child's cubbies. Only persons listed in your child's personal file will be allowed to check in/out the child. There is also a bulletin board near the entry for any messages. Check the bulletin board as well as signs posted and notes in your child's cubby.

**ADMISSION:**

Comfrey Public School Daycare is licensed to accommodate children from infant through school age. Parents must pick up a registration form, an immunization form, and health forms prior to enrolling. Parents must also furnish a physical form signed by the family's doctor. These are available from the daycare. The parents must furnish an immunization record for any child before actual participation in the daycare can begin. A doctor or a public health clinic must sign the immunization record. A registration form and a health care summary sheet furnished by Comfrey Public School must be completed and returned to the school upon enrollment in the facility. **All immunizations must be kept current.**

**HOLIDAYS:**

Comfrey Public School Daycare will be closed on the following holidays during the year. If the holiday falls on a weekend, either that previous Friday or following Monday will be used as the holiday:

Labor Day, Thanksgiving Day and the Friday following Thanksgiving  
Christmas Eve and Christmas Day, New Year's Eve and New Year's Day  
Memorial Day, Fourth of July

One week during the summer – the daycare will be closed for cleaning & inspection  
Families are **NOT** charged for this week. Families will be notified at least 3 months as to the exact dates that the daycare will be closed.

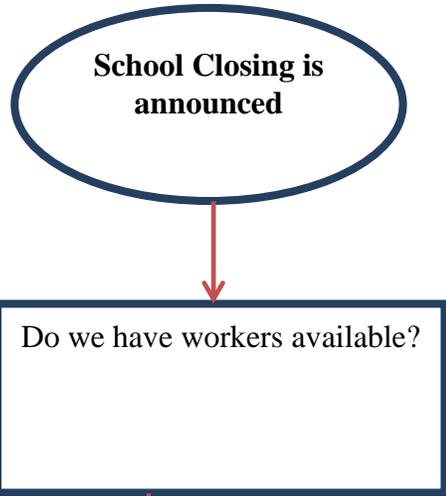
**INCLEMENT WEATHER:**

At times, we will be able to keep the daycare open, but we will have only one person available to work. If that happens, we will use the following procedure to provide services for as many children as possible:

- Kris will create a list of daycare children in alphabetical order.
- If we do not have staffing for all children scheduled to be in the daycare, parents will be called following the order of that list.
- If parents do not need to bring their children to daycare or are able to pick up children, the next parent will be called.
- Once the daycare quota is met, other parents will be called and told that daycare will not be available.
- Children, who do go to daycare at that time, will be moved to the bottom of the list for the next event.
- If services are not provided for your child on a day that the daycare follows this procedure, you will **not** be charged for the day. However, if your child comes to daycare for any part of the day, you will be charged the usual daily rate.
- If school has a two hours late start, we will open the daycare at 9:00 am. If we open the daycare on a day that school is canceled, hours will be from 8:00 am-3:00 pm unless we have more than one staff member available.

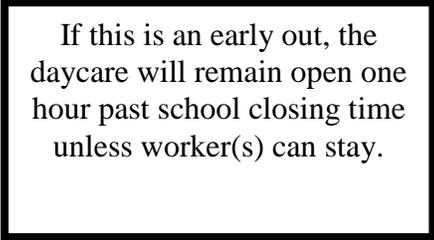
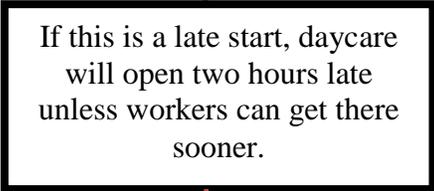
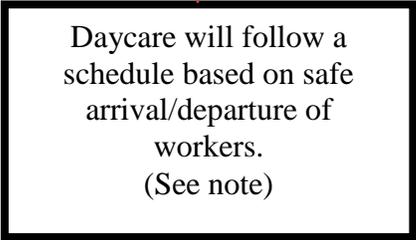
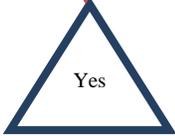
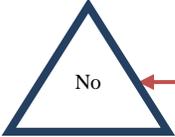
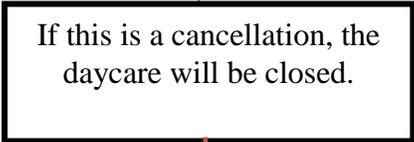
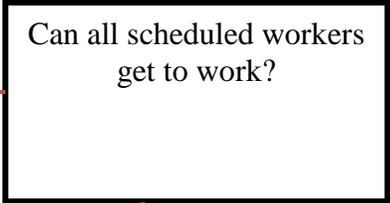
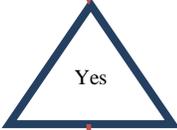
We appreciate your willingness to work with us to guarantee that both the children and our employees make it home safely when inclement weather is an issue.

If school closes early, we will be closing the daycare within one hour of school being dismissed.



Notes:

- Due to the fact that the daycare must operate without a significant deficit, the daycare will not open on cancelled school days unless three or more children will be in attendance.
- If the daycare is open on cancelled school days, families who have indicated their child(ren) will be in attendance will be charged for the day. **Others will not be charged for the day.**



**MEALS:**

All food for the children will be provided by the Comfrey Public School and will follow the nutritional guidelines set by the United States Department of Agriculture, Food and Nutrition Service. One brand of iron-fortified infant formula will always be available for infants.

The Comfrey Public School Daycare, through the food service program and staff preparation will provide nutritious meals for toddlers and preschoolers. The meal routine of the daycare includes breakfast, lunch, and an afternoon snack. Comfrey Public School Daycare participates in a food program administered by the State of Minnesota. In accordance with federal civil rights law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis on race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202)-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)-877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<http://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866)-632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form and letter must be submitted to USDA by: (1) **mail**: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; or (2) **fax**: (833) 256-1665 or (202) 690-7442; or (3) **email**: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**REST TIME:**

There is a quiet time every afternoon for all the children. Children will be expected to rest quietly on their cots for at least 30 minutes. Comfrey Public School Daycare believes the policy for naps and rest to be consistent with the developmental level of the children enrolled in this center. The director and staff will see that this policy is carried out on a daily basis.

The parent(s) or guardians of each child enrolled at Comfrey Public School Daycare will be informed at the time of the pre-enrollment. If this issue needs to be addressed, a conference will be scheduled between staff, parents, and director. Any deviation or alternative behavior plan from this policy will be designed to meet the individual needs of the child and must be noted in the child's personal record file.

Naps and rest time will be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of the cot. Cots will be placed directly on the floor and will not be stacked when in use.

The school will provide sheets for the infant cribs, toddler and preschool cots. Youngsters will never share sheets. Each child will be assigned his/her own cot for naptime. Laundering the sheets will be the facility's responsibility. Cots will be cleaned/disinfected on a regular basis.

## **MEDICAL:**

**Please follow these important directions! You may receive a call from the childcare personnel if your child has any of these conditions.**

For the protection of all the children, please keep your child home if he/she shows any signs or symptoms within the previous **24 hours**.

- **A temperature of 100 degrees or higher**  
**Child needs to be FEVER FREE – without any type of fever reducing medicine before returning to the childcare center.**
- **Diarrhea**
- **Vomiting**
- **Rash of any kind of which its source is unknown.**
- **Eye infections**
- **All contagious diseases: measles, mumps, chicken pox, etc.**
- **Head Lice (unless treated)**
- **Scabies**
- **Impetigo**
- **Ringworm**
- **Persistent runny nose**
- **Persistent cough**
- **Significant respiratory distress**

If your child has been exposed to or has any contagious disease, it should be reported to the Director within 24 hours. Provider/Daycare Director shall inform a parent of each exposed child the same day the provider is notified of a positive diagnosis has been made for any of the illnesses or parasitic infestations listed in Chapter 4605. Provider shall notify the Minnesota Dept. of Health of any suspected case of reportable disease as specified in Chapter 4605.

Should a child get sick while at the daycare center, the child will be isolated and well cared for while 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. The Comfrey Public School Daycare facility HAS NO facilities to care for children who are ill.** Please make the necessary arrangements to have an alternative childcare provider when your child becomes ill. Upon notification of the parents, the Comfrey Public School Daycare **MAY REFUSE** to care for a child due to the child's illness. Because most childhood illnesses are contagious, most children will have days during the year when the staff will mostly recommend that they not be brought to the childcare center.

In the case of suspected poisoning, 911 will be called immediately.

## **MEDICATION:**

Comfrey Public School Daycare must have a **Prescription and non-prescription medication administration permission** form on file before administering non-prescription products such as cough syrup, Tylenol, diapering products, sunscreen lotion, and insect repellents. These products will be administered according to the manufacturer's instructions or according to the attached instructions provided by the doctor or dentist. All prescription drugs must come in the original containers and the medication cannot be expired. Prescription will be given as indicated on the label.

**IMMUNIZATIONS:**

An immunization form will be given to parents upon registration. Your child's current immunization record must be returned before the first day of attendance. **State laws concerning immunizations will be strictly enforced.**

**FIRST AID AND CPR:**

Comfrey Public School Daycare Staff are required to have basic Red Cross First Aid and CPR training. A recent First Aid manual is available in the childcare center for staff reference. The Brown County Public Health Nurse is in the building on a weekly basis when the public school is in session.

**EMERGENCY PROCEDURES:**

In the event of an emergency, injury, accident, or illness at the facility, the staff or director will contact parents and/or guardians. If parents or guardians cannot be contacted, Comfrey Public School staff will call the person(s) listed on the child's personal file form. In the case of a serious emergency, as determined/defined by the Comfrey Public School staff, a call will be made to 911 before notifying the parents.

**INSURANCE:**

The daycare does not provide any type of health or accident insurance for injuries incurred by your child at the daycare. The parent or guardian will be required to sign the annual notification of no insurance coverage form on an annual basis.

**FIRE, TORNADO, AND OTHER EMERGENCY DRILLS:**

Fire drills are necessary for the safety of the children. At the signal, all children and adults will leave the building quickly. Only at a given signal do children and adults return into the building. Minnesota requires Comfrey Public School Daycare to have fire drills on a regular basis. There will also be monthly tornado drills, April through September as required by Minnesota law. An evacuation plan as devised by the school administration will determine where the children and staff will go in case of a tornado emergency. Other emergency drills, if deemed necessary, will be carried out as requested by the Superintendent of schools. Although drills can be frightening to young children, they are required by law and are for the safety of your child and staff. The staff will make these experiences as non-threatening as possible.

**CODE YELLOW/CODE RED DRILLS:**

Soft lockdowns (CODE YELLOW) and Hard lockdowns (CODE RED) will be practiced throughout the year in compliance with the Comfrey Public School Handbook. Minnesota law requires having these drills on a regular basis. When CODE YELLOW is issued, childcare employees will keep children in the classrooms; stay away from windows; take attendance; stay in a safe location until 'All Clear' is issued. When CODE RED is issued, childcare employees will keep children in the classroom; lock all doors; stay away from the windows; turn OFF lights; pull shades/blinds; take attendance; stay in a safe location until 'All Clear' is issued.

**FIELD TRIPS:**

If field trip (outing) is planned for a group of children at Comfrey Public School Daycare, parents will be notified of time, place, destination, and cost (if any). Permission slips will be distributed to each child and must be returned with the parent's signature before the children will be allowed to go on the field trip. Transportation for each field trip will be provided by bus.

The school administration will be informed of any field trips planned. Walks are not considered a field trip. Walks are taken periodically throughout the day indoors/outdoors.

**RESEARCH PROJECTS:**

Parents will be notified and written parental permission obtained before any research, experimental procedures, or public relation activities will be done with your child while at the childcare center. General photographs of the daycare may be taken and used on the school website: [www.comfrey.mntm.org](http://www.comfrey.mntm.org). These photos may include children from the childcare center. No names accompany the photos. **If a parent objects to their child being photographed, please notify the daycare in writing.**

**OUTDOOR PLAY:**

When weather permits, all children will go outside for walks or to play. Please make sure your child has appropriate clothing (coat, snow pants, boots, hat and gloves) for all types of weather. **If a parent feels a child is too ill to go outside, the parent should consider alternative childcare or keep the child at home.** The staff does not go outside when weather is inclement.

**PARENT REPORTS:**

Daily written reports may be made for parents of infants, toddlers, or preschoolers about the child's food intake, elimination, sleeping patterns, and general behavior.

The childcare center makes every effort to keep parents informed about the child's growth and development. Parents are welcome to visit the center and inquire about their child at any time.

**BIRTHDAYS:**

Birthdays are special for children. Families may send a special treat on this day. Please notify the child's teacher prior to this day. Because we are a commercial daycare setting, we are bound by Minn. Dept. of Health guidelines. We are always concerned about the health and well being of all children at the Comfrey Daycare, and therefore we are not able to serve treats that have been made at home, as per MDH guidelines. If you choose to bring birthday treats, please ensure that they are commercially made and wrapped. If not, we **will** be obligated to send them home. **Please do not send candy.**

**PETS:**

Pets will be allowed to visit Comfrey Public School Daycare provided the individual with the pet has prior approval of the Director, Superintendent, or classroom teacher. The staff will post a notice of any pet visits on the daycare bulletin board. If your child is allergic to any type of pet, please make this known to your child's teacher.

### **TRANSPORTATION:**

Parents are expected to provide transportation to and from Comfrey Public School Daycare. Your children must be signed in and out by the parent or guardian each day, using the sign out sheet provided by the school. Children must not be allowed to walk to or from the daycare by themselves. **FOR YOUR CHILD'S SAFETY, PLEASE FOLLOW THE LAW: USE CARE SEATS, BOOSTER SEATS, AND SEAT BELTS AT ALL TIMES!!** Children model what they see and hear. **Set appropriate and safe examples for your children! If a child restraint is not present when the child is picked up, the staff will NOT release the child until proper child safety restraints are present.**

### **PERSONAL BELONGINGS:**

Each child is assigned a place for coats, boots, and a change of clothing. Parents are responsible for seeing that there is a **labeled change** of clothing at the center. Please mark all your clothing with the child's first and last name. **The daycare is not responsible for lost items.** Children **must** wear shoes. Flip-flops, jellies, clogs, or cowboy boots may be allowed at the discretion of the teacher. **Snow boots are not considered to be shoes and can not be worn indoors.** During winter, children must dress appropriately for outdoor activities. **Parents of infants and toddlers will supply bottles, disposable diapers, training pants, several changes of clothing, and pre-moistened commercial wipes for clean up after diapering.** Any breast milk or other food that is brought to the daycare shall be clearly labeled with the child's name. Again, please clearly mark all articles with the first and last name of the child.

### **PERSONAL TOYS:**

Please do not bring any personal toys to the childcare center. Often items brought from home create some unnecessary discipline/behaviors. **NO GUNS OR WEAPONS WILL BE ALLOWED. AT NO TIME WILL ANIMATED PLAY OF GUNS OR WEAPONS BE TOLERATED IN THE CHILDCARE CENTER.** Children building guns, etc. from blocks will be asked to direct their activities toward appropriate play. Using other toys to simulate a gun or weapon will not be tolerated. Parents will be notified if persistent desire for use of weapons and guns in play activities. Again, please mark all your personal articles. Comfrey Public School Daycare does not assume responsibility for lost or damaged items.

### **GRIEVANCE PROCEDURE:**

If a parent has concern about the Comfrey Public School Daycare, they should first bring their concern to the attention of the Director. The director will then discuss the problem/issue with the daycare staff and the professional staff of Comfrey Public School, including the Superintendent. If the parent feels that the problem is a serious grievance they should present it in written and signed form to the daycare director within **ONE WEEK** of the occurrence of the situation being grieved. The director will then deliver the written and signed grievance to the Superintendent. The Superintendent may work to resolve the issue on his/her own with the director and staff. If the Superintendent wishes he/she may call a meeting including the parents, daycare director, two other professional staff members of the Comfrey Public School Daycare and himself. They will aim at resolving the issue in a manner that will satisfy the daycare and the parents. In the event the parents are not satisfied with the resolution arrived by the committee, they may bring the grieved issue to the Board of Education by requesting to

be put on the agenda of the next regularly scheduled Board of Education meeting. Regularly scheduled meetings are usually held on the third Monday of each month. For an exact schedule the Superintendent of the Comfrey Public School must be contacted. All grievances must be brought to a close within **SIX WEEKS** (42 calendar days) **of the day that the grievance was brought to the Director.**

#### **BEHAVIOR:**

Children are expected to behave in an appropriate manner. This includes using appropriate language, and refraining from hitting, pushing, shoving, biting and swearing, screaming and other verbal outbursts. If inappropriate behavior is observed, it will be discussed with the child immediately in a non-threatening and non-humiliating manner.

#### **Procedures**

If unacceptable behavior occurs, the following procedures will be implemented. The number of incidents refers to the number of times in a day.

**First Incident** – Verbal warning for unacceptable behavior. The inappropriate behavior and the expectations for appropriate behavior are clearly explained to the child.

**Second Incident** – Time out for one minute/age of child.

**Third Incident** – Contact parent/guardian and explain incident and arrange a meeting to discuss plans to alter behavior. Inform parent/guardian that if this happens again during the remainder of the day, they will be asked to come and get their child from the day care setting.

**Fourth Incident** – Contact parent/guardian to pick up the child.

The meeting will include the parent/guardian, daycare teacher, director and representative from the school district if necessary. The agenda will include determining the source of the misbehavior as well as a behavior modification plan to help the child avoid the behavior in the future. Expectations for what the child, the parent/guardian and the daycare staff will do to avoid the behavior in the future will be clearly laid out.

#### **Biting Policy**

Biting is unfortunately not an unexpected behavior for toddlers. It is a natural developmental stage that usually appears between the ages of one and three years. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff, and although age appropriate, it is unacceptable behavior in a childcare setting. This biting policy has been developed with both of these ideas in mind. As a daycare, we understand that biting, unfortunately, is a part of a daycare setting and is not something to blame on the children, their parents, or the daycare staff. 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.

### **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 will be given to the bite. It will be cleaned with soap and water. If the skin is broken, the bite will be covered with a bandage. An ice pack may be applied.
2. Parents will be notified. The "Incident Report" form will be filled out documenting the incident.
3. The child who has been bitten will be comforted.

For the child that bit:

1. The daycare staff will firmly tell the child, "We do not bite. Biting hurts."
2. The biting child will be removed from the situation and separated from other children. As little attention as possible will be given to the biting child to avoid reinforcing the behavior.
3. The parents will be notified. The "Incident Report" will be filled out documenting the incident.
4. If a child bites twice in a one-hour period, the child will be required to be picked up from the daycare for the remainder of the day.

### **Moving forward**

The child will be shadowed to help prevent any biting incidents. The child will not be left unsupervised during play with other children. The child will be observed by the daycare staff 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.

### **If biting continues**

1. If a child inflicts two bites in a one-week period (5 days of attendance) in which the skin of another child is broken or bruised or the bite leaves a significant mark, a conference 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 two bites in a one-week period (5 days of attendance) in which the skin of another child is broken or bruised or the bite leaves a significant mark, the child will be asked to take a one week break from the daycare.
3. If the child again inflicts two bites in a one-week period (5 days of attendance) in which the skin of another child is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other daycare arrangements.
4. If a child, who has been through step 1 and 2 and then goes three weeks (15 days of attendance) without biting, we will go back to step one if the child bites again.

### **Separation**

No child will be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior and the child's behavior hampers the well being of the other children in the daycare setting. If a child is separated, the child will remain within full sight and hearing range of the daycare staff. The child will be returned to the group when the staff has determined that the behavior is under control. If separation is implemented, a separation report will be filed and placed in the child's file. No child up to 16 months of age will be separated from the group as a means of behavior management.

### **Referrals**

If a referral to an outside agency is necessary, the daycare staff will assist the parent/guardian in receiving the appropriate assistance in making this contact.

### **Termination**

Any termination will be based on unacceptable behavior as explained above. This will take place after meetings with the parent/guardian and after behavior plans have been implemented. Parents will be given appropriate amount of time to arrange for other daycare arrangements prior to not being allowed to return.

If the parent/guardian is contacted twice by the daycare staff, the Comfrey Day Care reserves the right to terminate services to the child. A meeting with parent/guardian, child and staff is necessary prior to termination.

### **NON-AUTHORIZED PERSONS:**

If you do not want to have a particular individual pick up your child from the childcare center, the center requires a photograph of the unauthorized person(s). There may be people with whom the daycare staff is not familiar. To assure your child's safety, the daycare requires the photograph of any person(s) that you do not wish to have your child with. Likewise, if you do not want your child photographed for any reason, please indicate that as added information on the registration form. All documentation will be filed in your child's personal file folder.

### **WRITTEN DAYCARE POLICIES:**

Comfrey Public School Daycare has written policy manuals governing the administration of the childcare program. A parent at anytime, upon the request of the parent, may view these policy manuals. A personal file is kept on each child. Only the daycare staff and individual family has permission to view their child's file. Parents may review this file on their child at anytime.

### **ALLERGIES:**

Parents must inform the daycare in writing of any allergies that their child suffers; they must indicate how the staff should handle the allergy situations. Parents need to make the daycare aware of any food allergy. Allergies will be posted so all staff is aware.

### **DRUG and ALCOHOL USE:**

Drug and alcohol use is prohibited in the Comfrey Public School and its surrounding grounds. This school is likewise a smoke-free environment.

**MANDATED REPORTING:**

All caregivers including myself, assistants, substitute caregivers, and helpers are legally required to report suspected abuse or neglect. Please read the policy in your packet of forms. The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.