

Blackjack Child Care

2026-27 Parent Handbook

Blackjack Babies
Little Jacks
Junior Jacks



This handbook is intended to familiarize families with current policies, practices and standards. Dawson-Boyd Schools reserves the right to revise its policies, practices and standards as needed and families will be notified of any handbook updates. Handbooks are available to parents at any time and are in each classroom, Stevens Elementary Office, Dawson-Boyd District Office and on the school website.

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District Mission and Vision

The Dawson-Boyd School District provides students with a well-rounded education promoting academic achievement and creative artistic expression; nurtured through a caring community and dedicated staff committed to inspire all learners to excel, create, respect, and succeed.

Mission Statement

Blackjack Child Care strives to provide quality child care in a warm, welcoming, nurturing, and fun environment. Our goals are to value the importance of character, commitment to the family, commitment to the community, respect for the individual, and celebrating our differences.

Parents Code of Conduct

Blackjack Child Care requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Blackjack Child Care is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of our employees, but is the responsibility of each and every parent or adult who enters the building. Parents are required to behave in a manner that fosters this ideal environment. Failure to follow the Parent Code of Conduct may result in restricted access to the facility and/or termination of childcare services.

MN DHS Licensing/Certification Information

Blackjack Babies (#1098139) Infants and Toddlers is licensed by the Minnesota Department of Human Services, Division of Licensing. 651-431-6500. A copy of Minnesota Administrative Rules 9503.005-9503.0170 and Minnesota Statutes 245A, 245C and 626.556 are available for parents to view at any time. Little Jacks and Junior Jacks (#1106065) Programs are certified by the Minnesota Department of Human Services, Division of Licensing. A copy of our Child Care Program Plan, Risk Reduction Plan, Child Care Emergency Plan and Mandated Reporting Policies are available to view at any time as well.

Blackjack Babies Infant and Toddler programs are licensed (#1098139) by the Minnesota Department of Human Services. The Littles and Junior Jacks classrooms are certified (#1106065) by the Minnesota Department of Human Services.

SERVICE CAPACITY: We are licensed to care for up to 41 children at a time. The number of infants and toddlers may change based on the needs of the children, transitions between rooms, and staffing. We always stay within Minnesota licensing ratios to ensure children are safely supervised. The maximum child: staff ratio is 4:1 Infants, 7:1 Toddlers, 10:1 Littles, 15:1 Juniors.

AGE LIMITS: Blackjack Babies Infants 6 weeks-18 months, Toddlers 16 months-35 months, Little Jacks provides care to children 33 months to kindergarten and Junior Jacks is school age children.

Location and Contact Information

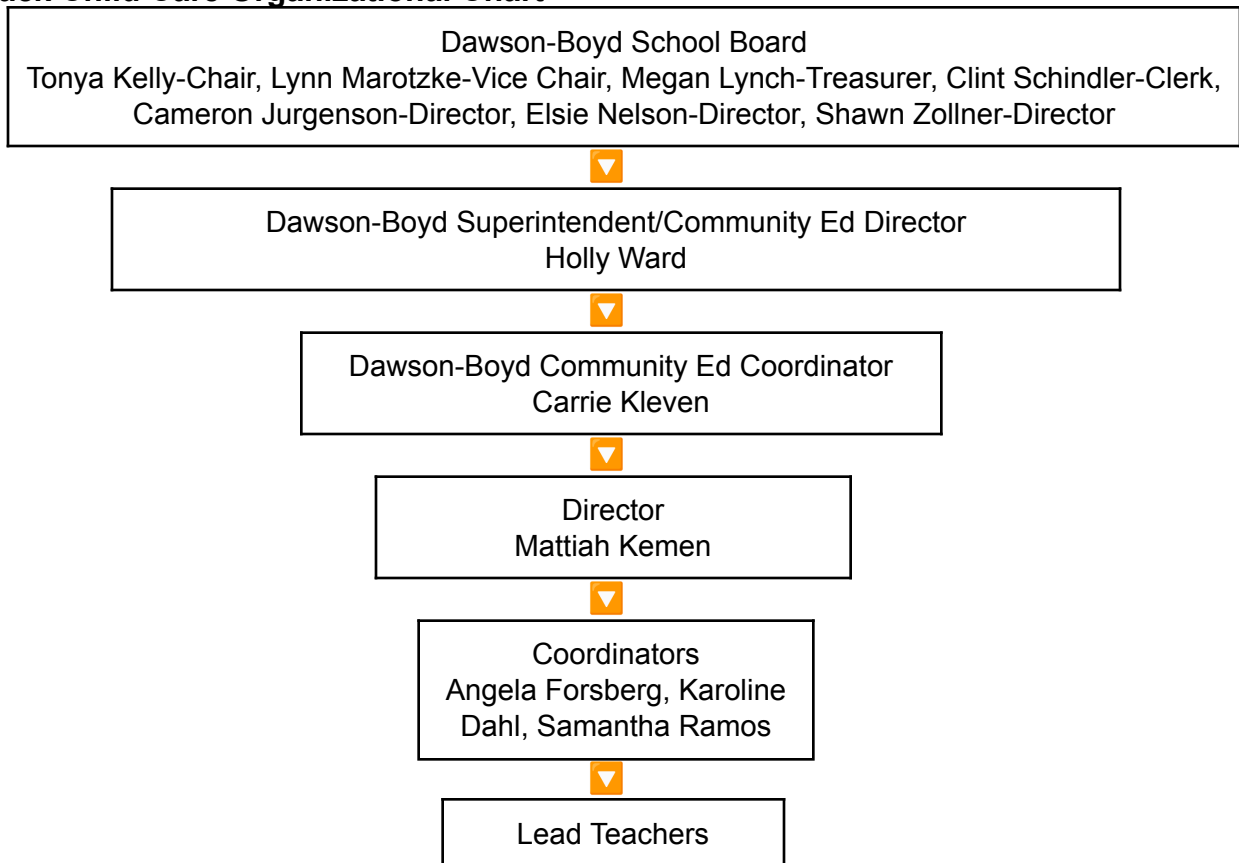
Blackjack Child Care 848 Chestnut Street Dawson, MN 56232

Blackjack Child Care Director: Mattiah Kemen email mkemen@dwby.k12.mn.us, phone (320)312-2319

Dawson-Boyd Community Coordinator Office: Carrie Kleven email ckleven@dwby.k12.mn.us, phone (320)312-2318

Community Ed Director Holly Ward email hward@dwby.k12.mn.us, phone (320)312-2301

Blackjack Child Care Organizational Chart



Blackjack Child Care Hours of Operation

Monday - Friday 7:00am to 5:30pm

Junior Jacks Before & After School Hours: 7:00am to 8:15am & 3:00pm to 5:30pm

Non-School Days/Summer Hours: 7:00am to 5:30pm

Scheduled Closings

Blackjack Child Care Programs will be closed on: New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

If one of these holidays falls on a Saturday we will be closed the Friday before, if the holiday lands on a Sunday we will be closed the Monday after.

You will only be charged for 10 holidays, New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, along with two professional development days. These professional development days are paid.

Blackjack Child Care Rules & Regulations

- Blackjack Child Care Programs follow the CACFP nondiscrimination policy. USDA programs do not discriminate based on race, color, national origin, sex, disability, age, or other protected categories. This policy is available upon request.
- Blackjack Child Care Programs are covered by liability insurance provided through the Dawson-Boyd School District.
- Blackjack Child Care Program Plan will be reviewed annually by the staff to evaluate and redevelop low focus areas and adapt the program plan according to those needs. A copy of the Child Care Program Plan is given to parents at enrollment and may be seen at the center at any time.
- Blackjack Child Care Risk Reduction Plan, Child Care Emergency Plan, and the Dawson-Boyd School District Emergency Plan will be reviewed annually by all staff.
- All children will be supervised at all times when they are present and under the care of the Blackjack Child Care Programs.
- Child enrollment forms, contracts, policies, and procedures will be reviewed and updated annually, and as needed.
- Tuition rates will be reviewed and may be revised beginning July 1 of each year.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of 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, audiotope, 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:

<https://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 or 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;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Program Enrichment

At Blackjack Child Care, children learn through hands-on experiences, play, and exploration. Our program supports each child's development through a balance of active play, quiet activities, teacher-led experiences, and child-led learning.

We focus on building:

- Social skills and relationships
- Independence and confidence
- Problem-solving and creativity
- Physical development

Activities are based on children's interests and are developmentally appropriate for each age group.

Infants (6 weeks - 16 Months)

Infants follow individualized schedules based on their needs. Care focuses on building trust, meeting basic needs, and supporting early development through:

- Feeding, diapering, and rest routines
- Sensory play and movement
- One-on-one interaction and bonding
- Safe exploration of their environment

Toddlers (16 - 33 Months)

Toddlers are learning independence and how to interact with others. We provide:

- Hands-on play and exploration
- Sensory activities and movement
- Early Language and communication support
- Opportunities to practice social skills and routines

Little Jacks (33 Months - Kindergarten)

Little Jacks are building school readiness skills. Activities include:

- Early literacy and math concepts
- Creative play, art, and pretend play
- Group activities and following routines
- Problem-solving and independence

Junior Jacks (School Age)

Junior Jacks are supported with both structure and choice. We offer:

- Homework support
- Outdoor and active play
- Group games and social activities
- Choice-based activities to encourage independence

Goals and Objectives

The Blackjack Child Care's goal is to promote physical, intellectual, social, and emotional growth and development through planning interactive lessons, hands-on exploration activities both indoors and outdoors, cultural experiences, a balance of quiet and active child-directed & teacher-directed activities. The staff provide each child with several opportunities to manipulate, discover, investigate, and engage in a variety of materials and equipment to enhance educational experiences and learning in the following areas:

- Creative Arts
- Construction/Blocks
- Dramatic Play
- Science
- Music & Movement
- Fine Motor Activities
- Large Motor Activities
- Literacy
- Sensory Stimulation Activities

Children in the center are observed and documentation is recorded to track each child's progression in the categories of cognitive, physical, social, and emotional development. Documentation is shared with parents supporting lesson development and activities to meet the individual needs for each child. Parent/Teacher conferences are conducted each spring and fall. Teachers or parents may call or email at any time to discuss concerns related to their child at any time.

Supervision of Children

"Supervision" means when a program staff person is within sight and hearing of a child at all times so that the program staff can intervene to protect the health and safety of the child. When an infant is placed in a crib room to sleep, supervision occurs when a staff person is within sight or hearing of the infant. Staff are always within hearing of sleeping infants in the crib room and will physically look in on sleeping infants regularly, at least every 15 minutes to ensure all components of supervision are taking place.

When a single preschool or school-age child uses the restroom within the licensed space, supervision occurs when a program staff person has knowledge of the child's activity and location, can hear the child, and checks on the child at least every five minutes. When a preschool or school-age child uses the restroom outside the licensed space, including but not limited to field trips, supervision occurs when staff accompany children to the restroom.

When a preschool or school-age child leaves the classroom but remains within the licensed space to deliver or retrieve items from the child's personal storage space, supervision occurs when a program staff person has knowledge of the child's activity and location, checking on the child every five minutes.

Staff are responsible for maintaining proper staff/child ratios at all times. Staff are trained to continuously take attendance of children to ensure all are present and accounted for. Staff are to position themselves in a manner that allows them to view all children at all times both indoors and outdoors. Staff maintain active supervision at all times, including positioning, scanning, and frequent head counts.

Child Registration & Enrollment

Registration by a parent or guardian is required prior to a child's attendance at Blackjack Child Care.

Registration Forms are available at the Dawson-Boyd School, on the Dawson-Boyd School website, under

the Community Education tab or you may contact the Blackjack Child Care Director. All forms must be completed and returned.

Each child's file must contain the following information BEFORE their first enrolled date.

- Child Registration Information Packet
 - Contract for Services and Enrollment Form
 - Health Care Summary
 - Immunization Form
 - Personal Information Form
 - Topical Ointment Form
 - Research & Transportation Permission Form
 - Special Diet Statement (*)
 - Individualize Child Care Program Plan (*)
 - CACFP Forms
 - Infant Feeding Schedule (infants only)
 - Infant Rolling Over Form (*)
 - Infant Swaddle Consent (+)
 - Physician Directive/Alternative Sleep Position (+)
 - Payment information
- (*) if applicable (+) optional

Key Fobs

We will be using fobs to get in the door down by the infant room and the main elementary office door. You can access these 2 doors with the key fob before school hours (7-8:30) and after school hours(3:15-5:30). It will also give you access on days there isn't school. The first key fob is given to you free of charge but if it is lost and you need another it is \$25 per key fob. Each family will be given one for mom and one for dad. For the safety of our students and staff key fobs are not to be shared with family or friends.

TUITION AND FEES

Tuition Fees and Payments

On your contract, please choose the specific days of the week that you want to reserve for your child. You are then charged for those days until you withdraw from the contract. To support scheduling and staffing needs, families are expected to follow the schedule they contract for. All contracted childcare fees are prepaid and charged weekly on the Friday preceding the week through Brightwheel. Invoices are available on your Brightwheel Account. Tuition is based on reserved space, not attendance. Contracted charges are based on the same scheduled days and hours each week. Payment is required for contracted days regardless of attendance.

Blackjack Child Care Tuition fees are as follows per child:

- Infants (6 weeks-18 months) 5 day contract \$190, drop in \$50/day
- Toddlers (16 months-35 months) 5 day contract \$180, drop in \$50/day
- Littles (33 months-Kindergarten) 5 day contract \$175, drop in \$45/day, before school \$5, after school \$10, drop in before school \$8, after school \$13
- Juniors(school age) 5 day before and after school contract \$70, before school \$5, after school \$10, drop in before school \$8, after school \$13, full day \$31, drop in \$45

Any payments returned as NSF will result in a fee of \$35. Two or more returned payments will result in cash only pre-payments to be accepted. Continued late or non-payment may result in suspension or termination of services.

Parents agree to have all contracted tuition fees automatically withdrawn on a weekly basis each Friday, prior to the upcoming week of care. All payments will be processed through Brightwheel.

A late fee of \$15 per day, including weekends, will be applied to accounts with outstanding balances until payment is made in full. If tuition and late fees remain unpaid for two consecutive weeks, child care services will be suspended until full payment is received.

Late Payment Fees

Upon enrollment, parents agree to have all contracted tuition fees automatically deducted weekly on the Friday preceding each week that each child is enrolled. Payments will be made through Brightwheel. Blackjack Child Care does not control when Brightwheel pulls autopayments. If tuition payment and late fees are overdue for two consecutive weeks, child care services will be suspended until payment is received. If service is suspended for more than two weeks without payment, your child care services will be terminated.

Waitlist Fee/Registration Fee

A non-refundable fee of \$25 per child is required with the completed waitlist or registration form in order to be placed on the waitlist or registered for child care services. This fee does not guarantee enrollment.

Blackjack Child Care will contact you when a space becomes available. If we do not hear back, we will continue to reach out as openings arise unless you request otherwise. Please notify us if you secure alternative care and would like your name removed from the waitlist.

Field Trip Fees

Blackjack Child Care programs will take field trips occasionally. Field trip fees may be charged in addition to weekly tuition fees. Parents may choose not to have their child participate in field trips and acknowledge that they are responsible for finding alternative care for their child during that time, at their own expense. Contracted tuition fees will be charged at regular contracted rates.

Summer Hold Fee

If your child will not be attending Blackjack Child Care during the summer months, a 50% weekly tuition holding fee is required to maintain enrollment for the fall. This fee allows the child to attend up to two full days and one half day (ending at noon) per week.

If a paid holiday occurs during the week and the child attends two and a half days, an additional day will be charged for the holiday. If the child attends only one and a half days during a holiday week, families will not be charged for the additional holiday day.

For children enrolled on a part-time schedule, families will be charged based on their scheduled days only. Part-time care is limited to a maximum of two full days per week and one additional day ending at noon. A monthly schedule must be submitted in advance to ensure appropriate staffing. Any attendance outside of the submitted schedule will be considered drop-in care and billed accordingly.

Beginning Summer 2027, Blackjack Child Care will transition to a 100% weekly tuition holding fee for all contracts.

Vacation Week

Children enrolled in Blackjack Child Care will receive 1 vacation day for the number of days per week they are contracted. If your child is enrolled 5 days/week, they will receive 5 vacation days, 4 days/week - 4 vacation days, 3 days/week - 3 vacation days. Vacation days must be requested at least 2 weeks in advance to ensure the weekly tuition is not billed through the Brightwheel. Vacation days do not carry over from year to year. Vacation days must be taken in consecutive days.

Payment Process

Brightwheel is used to process secure, on time tuition and fee payments to be made from either your bank account or credit card. All services must be prepaid. Tuition fees will be processed on Friday for the following week. For questions regarding Brightwheel, or your tuition fees or account, please contact Blackjack Child Care Director. All payments returned with NSF will result in a fee of \$35. If tuition payment and late fees are overdue for two consecutive weeks, child care services will be suspended until payment is received. If service is suspended for more than two weeks without payment, your child care services will be terminated.

Full & Part Time Schedules

Full-time care consists of 5 scheduled days each week regardless of the number of hours each day.

Contracting for a full-time care schedule guarantees a space reserved exclusively for your child. Full-time spaces are guaranteed long-term and are given priority over part time childcare schedules.

Contracting for part time care guarantees a space for your child during the days and hours specified in the signed contract.

Drop-In Care Schedule

Drop-in days are any days outside of a child's contracted schedule. Drop-in care is not guaranteed and is based on availability and prior approval. Approved drop-in days will be billed at the current drop-in rate.

Children may attend our program on a drop-in only basis or you may add drop-in care in addition to your contracted days. Drop-In care is completely dependent on classroom attendance and ratio guidelines for all programs. Junior Jacks must call and sign their child up for care 24-hours in advance. All registration forms must be completed and returned before they will be allowed to attend.

Late Pick-Up/Late Drop offs

Our licensing agreements specify the hours each program is allowed to provide care. Program opening/closing hours are set to ensure high quality care. We are only licensed to provide care between these hours and cannot provide care before 7am or after 5:30pm. If a child is in our care past the arranged pick up time, the child's parents will be called to determine when the child will be picked up. If parents cannot be reached, the child's emergency contacts will be called to pick up the child. If a child remains in our care after 6:00 PM and we are unable to reach a parent or emergency contact, staff will contact local law enforcement to ensure the child's safety and well-being. All communication is to be done through Brightwheel only. If a child arrives after a scheduled meal time, we may not be able to provide that meal. Families are encouraged to ensure children are fed prior to arrival.

Unauthorized Pick-Up

Blackjack Child Care staff will only release children to a parent/guardian, emergency contacts, or individuals listed on the authorized pick-up list in the child's registration packet. If someone not listed will be picking up

your child, the child care program must be notified in writing prior to pick-up, which may be done through a Brightwheel message. All authorized pick-up individuals must be at least 18 years old, and children will not be released to anyone under the age of 18. When someone other than a parent or guardian arrives to pick up a child, staff will verify the individual's identity using a photo ID. If a photo ID cannot or will not be provided, the child will not be released.

Daycare Closures

If Blackjack Child Care Programs need to close or shut down for any period of time, families will be notified as soon as possible through Brightwheel. If you prefer to be contacted by another method, please let us know. If Blackjack Child Care Programs experience an unplanned closure, families will not be charged for those days. If we are closed for scheduled holidays or other non-emergency closures, families will be charged their regular contracted hours. If a closure occurs in the middle of the day, families will be charged for the full day.

Winter Weather/School Closings

Blackjack Child Care Programs will continue to operate during inclement weather. Closures and delays will be determined by the Dawson-Boyd School District. If school is 2 hours late or an e-learning day, Blackjack Child Care Programs will open at 8:00 AM. If school dismisses early, we will close at 4:00 PM. If school is closed for the day, child care will be open from 8:00 AM to 4:00 PM. Notifications will be sent through JMC, Brightwheel, and our Facebook page for any changes to our regular hours.

Termination of Services

Parents wishing to withdraw their child from Blackjack Child Care Programs must submit a written notice and give at least a 10-working day notice. Payments must be made in advance. Blackjack Child Care Programs may terminate contract services at will. Reasons for termination may include, but are not limited to:

- Failure to pay tuition and/or late fees on time
- Failure to complete and return required forms
- Repeated late pickups
- Not following Parent Code of Conduct
- Threats or abuse made toward a child or staff member by a parent/guardian
- Inability of Blackjack Child Care to meet the individual needs of a child
- Child's behavior that threatens the well-being and safety of others at Blackjack Child Care Programs

CHILD CARE POLICIES AND PROCEDURES

Absence Notification

Parents must notify Blackjack Child Care Programs if their child is going to be absent from childcare. Parents must message on Brightwheel. Parents must give Junior Jacks a 24 hour notice for all absences not related to illness.

Arrival and Departure

Blackjack Child Care staff ensure the safe arrival and departure of each child each day. Parents must remain with their child until a staff member has visually and verbally confirmed responsibility for the child. Parents are responsible for the safe entry and exit of their child/children in and out of the building each day. It is extremely important that parents notify us if your child will be late, absent or of any change to their contracted

schedule. If a child does not arrive within 30 minutes of their scheduled time without notification, staff will attempt to contact the child's parent to determine the whereabouts of the child.

Outside Play/Playground

We try to play outdoors daily unless it is raining, the wind-chill is below zero, the heat index is over 100 degrees, or if the air quality is poor. Please provide outerwear that is appropriate for Minnesota's ever-changing weather. We will utilize the Dawson-Boyd Community Center or our classroom for gross motor exercise when we are unable to be outdoors. Blackjack Child Care programs utilize the playground area provided on the Dawson-Boyd School campus. Staff are responsible for maintaining proper staff/child ratios at all times. Staff are trained to continuously take attendance of children to ensure all are present and accounted for. Staff are to position themselves in a manner that allows them to view all children at all times. Staff perform daily safety checks of the outdoor equipment and space to look for any safety hazards. A first-aid kit is available during all outdoor activities.

Child Friendly Clothing

We strongly recommend that your child wear play clothes that can get dirty. Actively playing children are often rough on their clothing. Please do not be surprised if your child comes home with tears or "messes" on their clothing from engaging in learning projects such as art, outdoor play, and other hands-on activities. We also recommend that your child wear clothing that he/she can easily manage. This enables your child to learn independence and develop self-help skills.

Items from Home

Children often want to bring special items and treasures from home to show their friends. Unfortunately, it is often more difficult to share a beloved item than children realize. These treasures can get broken or lost. To prevent items from being lost or damaged, we strongly discourage bringing toys or personal items from home unless requested by staff.

Pets (Non-Service Animals)

With approval from the school's superintendent, animals are allowed into the building as long as there is supervision and/or training of these animals for proper behavior, there is no threat to persons in the building, and the owner provides documentation proving the animal is rabies free. Please let program staff know if your child has any pet allergies.

Special Events and Celebrations

If you would like to celebrate your child's birthday or a holiday with a special snack, please discuss it with a staff person in your child's room ahead of time. Staff will inform you at that time if we have any food allergies that need to be avoided. Our licensing requires us to only serve pre-packaged, store-bought food.

Services for Children with Special Needs

Blackjack Child Care Programs do provide services to children with special needs, granted the needs of the individual child can be met adequately. When a child with a diagnosed special need is admitted into the program, staff shall develop an Individual Child Care Program Plan in an attempt to meet the child's individual needs within reason, of either program. The plan shall be developed in a joint effort with the child's parents, school district personnel, and medical or health personnel involved in the child's diagnosis or treatment. The plan shall be coordinated with the child's individual education plan (IEP) as developed by the school district or medical personnel.

Blackjack Child Care is not designed to provide long-term 1:1 assistance for children. If a child receives personal care support outside of the classroom, has an identified special need, or has a behavior plan developed; it is the parents' responsibility to identify their child's needs on the appropriate forms at the time of enrollment. An individual conference to determine if we can meet the needs of the student may be necessary before enrollment is considered.

Supplies

All children are required to have appropriate seasonal outerwear. This includes, but is not limited to, spring jackets and hats, rain boots or an extra pair of shoes, winter jackets, snow pants, snow boots, winter hats and gloves, sun hats for warm and sunny days, and comfortable, supportive footwear.

Parents are asked to provide the following items for their child to keep at the center. All items brought from home must be clearly labeled with the child's first and last name. Breast milk must be labeled with the child's first and last name, along with the date it was expressed.

Parents may also be asked to provide additional supplies, such as Clorox wipes and Kleenex, at the time of enrollment and periodically throughout the year as needed.

Blackjack Babies-Infants

- Diapers/Wipes
- 3 Bottles
- 3 full outfits
- Pacifier
- Blanket
- Diaper Rash Cream
- Sunscreen/Bug Spray

Blackjack Babies-Toddlers

- Diapers/Pull Ups
- Baby Wipes
- 3 full outfits
- Blanket/Pillow
- Water Bottle
- Diaper Rash Cream
- Sunscreen/Bug Spray

Little Jacks

- Pull Ups (if needed)
- Wipes
- Water Bottle
- Sunscreen/Bug Spray
- Extra Outfits
- Blanket & Pillow
- Folder

Junior Jacks

- Water Bottle
- Sunscreen/Bug Spray

Laundry

Parents will be asked to take their child's bedding home on a weekly basis for cleaning. It is very important that you remember to bring them back on the next day of attendance.

Parent Communication and Involvement

Parents of enrolled children are welcome to visit Blackjack Child Care Programs at any time during hours of operation. We do ask that parents are mindful of rest/nap times at the center when planning to come in and visit or observe. Daily information/activity reports will be provided to parents through Brightwheel. Parents must download the app onto their phones for daily communication between parents and staff. If communication needs to be provided in another language, we will utilize the resources from our school district, including the use of interpreter services. All communication must be done through Brightwheel or in person.

Professionalism

Blackjack Child Care programs provide high-quality child care services and education for your child. We treat children with kindness and respect. We respect family culture, values, and parenting practices. Blackjack Child Care programs staff expect the same respect of enrolled children, parents, and families

No parent, staff, or adult is permitted to use curse words or other inappropriate language at any time at the center. Threats of any kind will not be tolerated, will be reported to the appropriate authorities, and will be prosecuted to the fullest extent of the law. Blackjack Child Care programs do not support nor condone corporal punishment of children. Such acts are not permitted in or on the program's property.

Confidentiality

The privacy of all the families enrolled in the programs are important to us. Staff are trained to keep all information about children and their families strictly confidential and follow the confidentiality policy in the Blackjack Child Care Employee Handbook.

Custody Issues

Staff will not be involved in custody disputes between parents. We are unable to separate children's tuition accounts. It is the parent's responsibility to work out the scheduling and payments for childcare. The person who signs the Child Care Contract is responsible for making payments associated with the account.

Unsafe Pick Up

If a staff person determines that a child could be in danger if allowed to leave with someone who is not in a position to adequately supervise and care for that child, the staff person will call an emergency contact to pick up the child. If the person insists on taking the child. Someone who is not in a position to adequately supervise and care for a child includes anyone who is mentally incapable, incapacitated or is suspected of abuse.

Chemical Use Policy

Dawson-Boyd Schools is a smoke-, tobacco-, smokeless nicotine-, drug-, and alcohol-free campus. The use of smoking products, tobacco, smokeless nicotine, alcohol, or drugs is strictly prohibited in the building, on school grounds, and in all parking areas. Blackjack Child Care Programs follow all Dawson-Boyd School District policies.

This policy applies to all individuals on site, including staff, parents/guardians, and visitors.

Blackjack Child Care staff are prohibited from being under the influence of any chemical that may impair their ability to provide safe and appropriate care to enrolled children. All staff are informed of and trained on this policy prior to working with children.

Parent Concerns

It is our goal to provide quality care and excellence in meeting your child's needs. Positive comments, suggestions, and feedback are always welcomed and appreciated. We value open communication and encourage conversations that support the best possible outcomes for your child.

If you have a concern regarding your child, a staff member, or the program, please follow the steps below:

1. Speak directly with the staff member involved with your child.
2. Allow the staff member an opportunity to follow up with you.

3. If you are not satisfied with the outcome, please contact the Lead Teacher.
4. If concerns remain, please schedule a meeting with the Daycare Director.
5. If further resolution is needed, please contact the Community Education Coordinator.

All concerns shared with staff will be communicated with appropriate leadership to ensure awareness and support. If a complaint is made, we will listen carefully and work collaboratively with families to resolve the issue in a respectful and timely manner.

We believe communication is essential to the success of your child's care. We strive to maintain an open, respectful partnership with families and encourage you to reach out at any time. Our open-door policy allows parents to call or check in on their child's day, helping ensure peace of mind knowing your child is in a safe and caring environment.

PERMISSIONS

Media Release

Photographs and videos are taken during the normal course of a day, on special occasions such as birthdays, during holiday celebrations, and on community outings. We use these pictures/videos for teaching, sharing about your child's day, arts and crafts, photo albums, class books, and various other things. Parent permission must be obtained before any photos, videos or names are posted or shared. Permission for your child's name and/or picture to be displayed or submitted in the local newspaper, social media sites, in the school facility or to be used in marketing materials is included in the registration packet.

Photography Policy

To protect the privacy and safety of all children and staff, parents and guardians are not allowed to take photos or videos of any students or staff members while on daycare property or at daycare events without prior written permission from the Director. This policy is in place to comply with state licensing regulations and to ensure we maintain a safe, respectful, and secure environment for all families. Thank you for your understanding and cooperation.

Research and Observation

In the event of possible research, observation, or experimental procedures involving enrolled children in our program, all parents would be required to give written permission for their child to participate, before each occurrence.

Water Play

Please be informed that water play/swimming is a high-risk activity and permission is required for children to participate in the activities. We participate in many water activities throughout the year which includes but is not limited to water table, water balloons/water guns, sprinkler, slip and slide, etc. Many precautions are taken at our center to help keep children safe. Children are always in sight and sound of staff when participating in water play. Permission for your child to participate in water play is included in the registration packet.

Transportation

When transporting children, Blackjack Child Care programs will ensure that the driver of the vehicle holds a valid driver's license appropriate to the vehicle driven. Blackjack Child Care programs comply with all seat belt and child passenger restraint system requirements and training. If transportation is required for your child during daycare hours, parental permission is required. Permission for your child to be transported by Prairie Five Bus Services or Dawson-Boyd School District during their contracted child care hours is included in the registration packet. If your child requires transportation by another means, written permission must be obtained before your child may be transported.

Field Trips

Blackjack Child Care programs participate in exploration and discovery in outdoor settings on a daily basis that includes outdoor play and community walks. Permission for your child to participate in these activities is included in the registration packet. In addition to community outings, Blackjack Child Care may participate in other field trips. Parent acknowledges that individual field trip permission forms will be requested before each field trip and field trips fees may be charged in addition to weekly tuition fees. Parents may choose not to have their child participate in field trips and acknowledge that the parent will be responsible for finding alternative care for their child during that time, at their own expense. Contracted tuition fees will still be charged at regular contracted rates. A greater staff to child ratio will be maintained on all field trips. Children and staff will be broken up into small groups during field trips to ensure the safety of all children in attendance. Staff are responsible for maintaining proper staff/child ratios at all times. Staff are trained to continuously take attendance of children to ensure all are present and accounted for. Staff are to position themselves in a manner that allows them to view all children at all times. An emergency kit, emergency contact information, any ICCPP's, and any necessary child medications will be taken with on all field trips.

Nap and Quiet Time Policies

All toddlers & littles will have a scheduled quiet time in the afternoon. Infant nap schedules will be based on each individual child's needs. We ask that you try to avoid dropping or picking up your child off during toddlers and littles nap time (11:30-2).

Blackjack Child Care will provide a cot for toddlers & littles in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child.

Separate bedding must be provided for each child in care. We require parents to provide each child with bedding and the parents will be responsible for taking the items home each week to be washed or when soiled or wet. Blankets must be washed or dry cleaned weekly and when soiled or wet.

Cribs must be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cots must be placed directly on the floor and must not be stacked when in use.

A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot. They may play quietly for the remainder of the quiet time.

Infant Safe Sleep Standards and Policies

A crib must be provided for each infant for which the center is licensed to provide care. Each infant in care will have a crib designated for only their use and will be labeled with the child's name. Cribs will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side. Cots must be placed directly on the floor and must not be stacked when in use.

Each crib's equipment must be safe, be of sturdy construction, and conform to federal crib standards under Code of Federal Regulations, title 16, part 1219 for full-size baby cribs, or part 1220 for non-full-size baby cribs. See Minnesota Statutes, section 245A.146, for additional crib safety standards including routine crib inspection requirements.

Blackjack Child Care completes monthly crib inspections and will check all cribs brand names and model numbers against the U.S. Consumer Product Safety Commission Website for unsafe cribs and maintain documentation for each crib available for use in the programs administration files.

Reducing the Risk of Sudden Unexpected Infant Death, Pursuant to Minnesota Statutes, section 245A.1435 the following are required and will be followed:

- When a license holder is placing an infant to sleep, the license holder must place the infant on the infant's back, unless the license holder has documentation from the infant's physician directing an alternative sleeping position for the infant. The physician directive must be on a form approved by the commissioner Physician's Directive for Infant Sleep Position form and must remain on file at the licensed location.
- An infant who independently rolls onto their stomach after being placed to sleep on their back may be allowed to remain sleeping on their stomach if the infant is at least six months of age or if Blackjack Child Care has a signed form from the parent indicating that the infant regularly rolls over at home. If the infant rolls over in the crib, is under 6 months of age and no form is on file, staff are required to roll the infant back over onto their back.
- Infants will always be placed in a crib, directly on a firm mattress with a fitted sheet that is appropriate to the mattress size making sure the sheet fits tightly on the mattress and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort. Nothing will be placed in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511.
- If an infant falls asleep before being placed in a crib, staff will move the infant to a crib as soon as practicable. Staff will keep the infant within sight and sound until the infant is placed in a crib.
- When an infant falls asleep while being held, the staff person will consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant must not be in a position where the airway may be blocked or with anything covering the infant's face.
- Placing a swaddled infant down to sleep is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian, Blackjack Child Care staff may place an infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. Prior to any use of swaddling for sleep, Blackjack Child Care must obtain informed written consent from the parent or guardian of the infant on the Commissioner approved form Parent Consent for Swaddling an Infant.
- Separate bedding must be provided for each child in care. We require parents to provide each child with bedding and the parents will be responsible for taking the items home each week to be washed or when soiled or wet.

Meal & Food Policy and Procedures

Blackjack Child Care Programs participate in the Child and Adult Care Food Program (CACFP). Meals and snacks are prepared and provided by the Dawson-Boyd School District and meet USDA meal pattern requirements. Menus are posted in each classroom. Meals are provided at no additional charge to enrolled children. If your child has a food allergy or requires a special diet, a completed medical statement signed by a licensed health care provider may be required before substitutions or modifications can be made. This must be discussed at enrollment. Parents of infants may provide breastmilk or iron-fortified infant formula. All bottles and food brought from home must be clearly labeled with the child's first and last name and dated.

Infants will be fed on demand and according to their individual feeding schedule. Once a parent notifies the center that their infant is ready for table foods, meals will be provided by Blackjack Child Care Programs in accordance with CACFP guidelines. Feeding instructions for infants and toddlers must be provided in writing and kept current. If any changes occur, a new form must be completed. Parents must communicate with staff at drop-off regarding when their child last ate.

Meal Times

Infants

Breakfast 8:00-8:30 am

Lunch 11:00-11:30

Snack 2:30-3:00

Toddlers

Breakfast 8:30-9:00

Lunch 11:00-11:30

Snack 2:15-2:35

Little's

Breakfast 8:30-9:00

Lunch 11:00-11:30

Snack 2:10-2:30

Food Temperature

Liquids and foods that are hotter than 110° are kept out of children's reach. If needed, infant staff members will use a hot water bath or bottle warmer to warm bottles. These bottles are monitored so the temperature does not reach higher than 110°. Food temperature notices are posted in the food preparation areas of the center.

Refrigerator Temperature

Refrigerator temps are kept at 40 degrees Fahrenheit or below. Refrigerator temperatures are logged daily by staff.

Breastfeeding

Blackjack Child Care supports breastfeeding by: accepting, storing, and serving expressed breast milk for feedings. Breast milk in ready-to-feed sanitary containers labeled with the infant's name, mother's name and expressed date. Staff must ensure breastmilk has been stored in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0° F or below for no longer than three months. Staff gently mix the milk but never shake it before serving.

Nutrition and Feeding Practices

Infants

- Blackjack Child Care does not offer solid foods and fruit juices to infants younger than six months of age, unless that practice is recommended by the child's health care provider and approved by families.
- Infants unable to sit are held for bottle-feeding. All others sit or are held to be fed. Infants do not have bottles while in a crib or bed and do not eat from propped bottles at any time. Staff offer children fluids from a cup as soon as the families and teachers decide that a child is developmentally ready to use a cup.
- Our staff will work with families to ensure that each infant's nutrition is based on their individual needs and developmental stage. Blackjack Child Care provides infant formula, cereal, and baby food for infants until they are ready to be served table foods, unless parents prefer to supply their own.
- Except for breast milk, staff serve only formula and infant food that comes to the facility in factory sealed containers (e.g., ready-to-feed powder or concentrate formulas and baby food jars) prepared according to the manufacturer's instructions. Bottle feedings do not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice. Staff

discard after one hour any formula or breast milk that is served but not completely consumed or has not been refrigerated. If staff warm formula or breast milk, the milk is warmed in a bottle warmer. No milk, including breast milk, and no other infant foods are warmed in a microwave oven.

- We offer whole milk to children ages 12-24 months. We do not offer cow's milk to children younger than 12 months. A request to differ from the latter policy would require a Special Dietary Statement from the child's health care provider.

Toddlers/Littles

- Well balanced meals and snacks will be offered daily, including; breakfast, lunch, and an afternoon snack. Meals are prepared and served by the Dawson-Boyd school district and follow USDA nutrition guidelines.
- We offer whole milk to children ages 12-24 months and 1% milk to children over 24 months.
- Blackjack Child Care will follow written instructions obtained from the parents, at the time of enrollment, on each child's special diet or food needs.

Junior Jacks

- An afternoon snack will be served everyday at 3:15. All snacks follow USDA nutritional guidelines.
- During the summer months and non-school days, well balanced meals and snacks will be offered daily including; breakfast, lunch, and snacks. Meals are prepared and served by the Dawson-Boyd School District and follow USDA nutritional guidelines.
- We offer 1% milk to the children
- Drinking water will be available to the children and offered at frequent intervals throughout the day.
- All Junior Jacks are asked to bring a water bottle from home to refill.

Toilet Training Policies and Procedures

Blackjack Child Care is committed to partnering with families to support children through the toilet training process. Toilet training will begin when a child shows readiness and families are consistently working on these skills at home.

Readiness and Getting Started

When a child begins showing signs of readiness, staff will work with families to determine the next steps.

- When a child is ready to begin wearing pull-ups, families will receive the **"I'm Ready for Big Kid Pull-Ups" checklist**.
- Children must be able to independently remove shoes and clothing and pull up their pull-up, pants/shorts, and shoes.

When families feel their child is ready to begin toilet training at daycare, they will receive the **"I'm Ready to Start Potty Training" checklist**, which includes the following indicators:

- Successful completion of the pull-up readiness stage
- Willingness to sit on the toilet when asked
- Ability to communicate the need to use the toilet (verbal, sign language, or gestures)
- Ability to stay dry for most of the day
- At least five successful uses of the toilet at home within one week
- Displays excitement and willingness to continue trying

Transition to Underwear

- Children must be accident-free for two full weeks at daycare before transitioning to underwear at the center for hygiene and sanitation purposes.
- During rest time, children in training will continue to wear a diaper or pull-up until they have remained accident-free for one full month.

If a child experiences frequent accidents while in underwear, they will be transitioned back to pull-ups or diapers and retried at a later time. If a child has two accidents in one day, they will be changed back into a pull-up or diaper for the remainder of the day.

Toileting Routine at the Center

- Staff will provide regular opportunities for toileting throughout the day.
- Children will be reminded and encouraged to use the toilet and will be taken when they indicate a need.

Clothing Guidelines

- Children should wear diapers or pull-ups until they meet the two-week accident-free requirement.
- Clothing should be easy for children to manage independently (elastic waistbands, loose-fitting pants/shorts).
- Please avoid clothing with snaps, buttons, or outfits that require removing the top to access the bottom.

Soiled Clothing

- Staff do not launder soiled clothing.
- All soiled items will be bagged and sent home at pickup.

Program Limitations

Due to licensing regulations and the needs of a group care setting, Blackjack Child Care is unable to accommodate the following:

- We do not use strict timed “potty schedules” (e.g., setting timers for frequent intervals).
- We do not limit food or drink as part of toilet training. Children will continue to receive meals and snacks according to state guidelines, and water will always be available.
- We cannot provide one-on-one toileting support at all times; children must be able to communicate their needs to staff.

Differences Between Home and Child Care Settings

Please do not expect the same toileting performance at child care as at home. Children may demonstrate different levels of success in a group setting due to:

- The need to communicate toileting needs to staff in advance
- Increased distractions, including peers, activities, and a busy classroom environment
- Limited ability for one-on-one attention, as staff must supervise and meet the needs of all children in care
- Differences in routines, including the inability to use frequent or timed potty attempts throughout the

day

Children may also show progress at child care that is not yet consistent at home, often due to differences in routines, schedules, and caregiver expectations.

Helpful Tips for Families

- Keep the experience positive and encouraging
- Offer simple praise for success
- Avoid punishment for accidents
- Encourage children to communicate their needs
- Keep potty time brief and focused
- Maintain a consistent routine

Toilet training is a developmental process that varies for each child. With consistency, patience, and teamwork, children will gain confidence and independence.

Junior Jacks - Children must be toilet trained in order to attend the Junior Jacks Program

Blackjack Child Care Behavior Guidance & Discipline Policy

At Blackjack Child Care, we believe every child deserves a safe, caring, and respectful environment where they can learn and grow. Our behavior guidance practices support each child's development, help build positive relationships, and promote self-regulation.

Behavior Guidance Practices

We guide behavior using developmentally appropriate strategies, grounded in respect and patience. Our staff will:

- Model respectful and kind behavior.
- Reinforce positive behavior through encouragement and recognition.
- Use clear, simple expectations based on age and developmental level.
- Support children in solving problems with words, not actions.
- Redirect children from unsafe or disruptive behavior toward meaningful, constructive activities.
- Help children learn acceptable alternatives to aggression, such as saying "I need help" or "I don't like that."

We maintain a calm, quiet area in each classroom where children can take a break and calm their bodies if they need space.

Staff will never use corporal punishment, emotional abuse, or any form of verbal degradation. Food, rest, warmth, or medical care will never be withheld as a consequence. Staff may not delegate discipline to other children, nor will children be punished for toileting accidents.

If separation from the group is needed due to safety concerns, it will follow all licensing requirements:

- Used only when less intrusive methods have been tried.
- Child remains in a quiet area within view and hearing of staff.

- Separation is short, age-appropriate, and ends when the behavior stops.
- All separations are documented and shared with parents if they occur three or more times in a day.

Persistent Unacceptable Behavior

We understand children have big feelings and are still learning self-control. However, if a child repeatedly displays behaviors that threaten the safety or wellbeing of others, we may place them on a Persistent Behavior Support Plan.

Examples of persistent unsafe behaviors include:

- Hitting, biting, kicking, pinching, scratching
- Bullying or intimidation
- Striking staff or peers
- Inappropriate physical contact
- Leaving the classroom without permission
- Repeated use of harmful or offensive language
- Theft or intentional property damage

We will:

- Record each incident and staff response in the child's file
- Notify parents of recurring concerns and meet to discuss support strategies
- Collaborate with families and professionals when appropriate
- Follow up with a review meeting within 14 days

If behaviors persist despite intervention, and safety continues to be a concern, dismissal from care may be considered as a last resort after collaborations with families.

If a child's behavior creates an immediate risk of serious harm to themselves or others, parents will be called to pick up their child right away.

Use of Time Away (Calm Down Space)

Blackjack Child Care uses time away (calm down time) only when necessary. This is not used as punishment but as a tool to help a child regain control.

We will:

- Stay nearby and support the child through the process
- Use redirection or offer calming strategies before separation
- Always document the use of calm down time and notify families when appropriate

Documentation & Communication

Behavior incidents, separations, and interventions will be documented in Brightwheel or a behavior log. Parents may view this information upon request and will be contacted if concerns become frequent or significant.

We believe strong communication between staff and families is key to helping children succeed. Our goal is always to work together in the best interest of your child.

Biting Policy

Biting is common behavior in infants and toddlers and often reflects a normal stage of development. Our staff respond quickly and calmly:

- Remove the child from the situation
- State clearly and simply, "Biting hurts."
- Comfort the injured child and provide appropriate care
- Complete an incident report in Brightwheel
- Offer a teething ring or sensory tool if appropriate

Repeated biting will be addressed using the Persistent Behavior Support Plan.

HEALTH AND SAFETY POLICIES

Illness

Children who are ill with a contagious disease or have not been fever free without the aid of fever reducing medication may not attend the Child Care Programs. If a child becomes ill while attending the center, the child will be separated from the group for the health and safety of the other children. Parents will be notified immediately. Parents or guardians are expected to pick up their child within one hour to ensure the health and safety of all children. If a parent or guardian fails to pick up their child within one hour, staff will contact the listed emergency contact.

In the event of an emergency, 911 will be called, and decisions will be made by the paramedics as to the next procedures to be carried out. Parents will be called immediately after the call to 911. Transportation will be made by the ambulance if needed.

Exclusion from Child Care

In accordance with **Minnesota Administrative Rules 9503.0080: Exclusion of Sick Children**, children must be excluded from care for the following reasons:

- **Fever of 100°F or higher**
Must be fever-free for 24 hours without the use of medication before returning.
- **Vomiting (within the past 24 hours)**
Must be vomit-free for 24 hours before returning.
- **Diarrhea (three or more loose stools within 24 hours)**
Must have normal bowel movements for 24 hours before returning.

- **Symptoms of a contagious illness** (such as fever, cough, fatigue, body aches, or sore throat)
Child must follow guidance from a healthcare provider and be well enough to participate in daily activities.
- **Bacterial infections** (such as strep throat, impetigo, etc.)
Must be on antibiotics for at least 24 hours before returning.
- **Pink eye (conjunctivitis) or eye drainage**
Must be treated or symptoms improved, and the child must be able to avoid excessive touching of the eyes.
- **Streptococcal pharyngitis (strep throat)**
Must be on antibiotics for at least 24 hours before returning.
- **Unexplained rash** (not related to diapering or heat)
Must be evaluated by a healthcare provider and determined to be non-contagious before returning.
- **Unusual lethargy or fatigue**
Child must be well enough to participate in normal daily activities.
- **Lice, ringworm, or scabies**
Must be treated prior to returning.
- **Chickenpox**
Child must remain home until all lesions are crusted and scabbed over.
- **Significant respiratory distress**
Any child who is not able to participate in program activities with reasonable comfort, or who requires more care than staff can provide without compromising the health and safety of other children, must remain home.

If a child is not well enough to participate in daily activities or may spread illness to others, they must stay home.

A doctor's note is required for a child to return in the cases of undiagnosed rashes, skin lesions, running eyes, and other potentially communicable diseases.

Please notify Blackjack Child Care Programs if your child is/has experienced any of these health issues. The child may return to daycare 24 hours after resolution of symptoms without the use of symptom relievers and/or a full 24 hours period of antibiotic treatment. If you are unsure if your child is well enough to be at child care, please contact the childcare on Brightwheel.

Communicable Diseases

Parents are required to notify the Child Care Program within 24 hours when a child has a reportable disease. Staff will notify enrolled children's parents of all communicable and infectious diseases reported to the child care program via a message through Brightwheel. Children who have been absent because of a communicable disease will only be readmitted into the child care programs with permission from a physician. Diseases required to be reported include, but are not limited to: influenza, RSV, coronavirus, chicken pox, strep throat, scarlet fever, German measles, mumps, measles, head lice, pink eye, or impetigo.

Procedures Requiring Sedation or Anesthesia

Children may not attend Blackjack Child Care for 24 hours following a medical or dental procedure involving sedation or anesthesia.

Children may return to care after the 24-hour period has passed, provided they are able to safely participate in the program's regular daily activities and meet all other health and attendance requirements.

Health Consultant

Blackjack Child Care Programs utilize the services of the Dawson-Boyd School Nurse as our Health Consultant. The health consultant reviews our health and safety policies and procedures, reviews our infant policies, provides training and resources to ensure the health and safety at Blackjack Child Care Programs. If there is an outbreak of contagious illness at the center, the health consultant will assist with suggestions for reporting, excluding, and containment.

Medications

It is required by law that staff members not administer any medications without the parent's written permission. This includes all medications: prescription, nonprescription, and over the counter medications. Medications must be in the original container, labeled with the child's first and last name, and will be stored in a locked medication cabinet/drawer out of children's reach.

When administering medication, the primary concern is the safety and optimal health of every child. We have detailed procedures in place to ensure that every child receives the proper dosage of medication including:

- All marked medications will only be given to the child whose name is labeled.
- All medications (both prescription and over the counter) must be signed in daily on our medication authorization form.
- All medications will be stored in a locked area inaccessible to the children.
- The lead teacher will administer the medication.
- The administration of medication will always be witnessed by another staff member and recorded by the staff on the medication authorization form.
- We cannot administer any medication that has expired.
- Medicines, insect repellents, sunscreen lotions, and diaper rash control products must be stored according to directions on the original container.
- Sunscreen lotions and insect repellents supplied by the center may be used on more than one child.
- A product to control or prevent diaper rash, including moistened commercial wipes can only be used for the child that is stated on the product.

Prescription Medication

Prescription medication must be presented in its original container with a label attached bearing the doctor's name, child's first and last name, current date, time, and dose to be given, number of days to be administered, and pharmacy name. This constitutes the physician's written permission. Any unused proportions will be returned to the parent. An individual medication form must be filled out for each prescription medication and signed by the parent or legal guardian. Separate medication forms must be filled out for each medication, each time a medication is used. Completed forms must be kept in the child's record and are available for parents. Parents will be notified at the end of the day or via Brightwheel that their child was given medication.

Over the Counter Medication

Over the counter medications should be treated with the same caution as prescription drugs. Oral over the counter medications such as but not limited to aspirin, ibuprofen, and cough medicine, can be administered only with the written permission of the child's parent or legal guardian and according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist. Medication must be presented in its original container with manufacturer's instructions.

Topical applications, such as diaper rash ointment, petroleum jelly, suntan lotion and bug repellent may be administered with the parent's written consent. Directions provided on the manufacturer's label will be followed. All containers should be purchased by the parent and clearly labeled with the child's first and last name.

If a child requires medication for life-threatening conditions such as allergies or diabetes the prescription can be kept at the center and administered when necessary for as long as the child is enrolled. The child's parents or legal guardian and physician must sign an authorization form. Expired medication will be returned to the parent.

Lice

Blackjack Child Care follows guidance from the Minnesota Department of Health and Centers for Disease Control and Prevention when managing head lice. If lice are suspected or confirmed, parents/guardians will be notified confidentially. Treatment should begin as soon as possible at home. To help prevent the spread, we encourage families to avoid sharing hats, brushes, combs, and hair accessories and to complete regular head checks at home. Head lice are common, treatable, and do not jump or fly.

Lifting and Handling Children

Using proper techniques to lift and carry children can help prevent injuries to children and staff. The following techniques will be used by staff when lifting and handling children:

- Be careful when lifting and handling children
- Lift a child by grasping under the armpits
- Do not bend from hips, use legs and keep the child close
- Kneel or squat when possible
- Never twist while lifting
- Always lift and then turn

Blackjack Child Care staff should never:

- Pick up a toddler or infant by the hands or wrists.
- Swing a child by holding the hands or wrists of the child.
- Jerk an arm when pulling a child along, always be gentle when taking a child by the hand.

Allergy Prevention and Response

Allergy Prevention and Response Policies and Procedures must be provided to parents of all children at the time of their child's enrollment and must be available upon request. Staff informed of a child's allergy after enrollment must inform the staff immediately so that the proper paperwork can be completed. Parents are encouraged to introduce new foods at home first.

Parents or legal guardians or the child's source of medical care will need to fill out a medical form to notify us of any allergy their child may have before admitting their child for care. We will maintain current information about the allergy in the child's record.

The Blackjack Child Care Programs will develop an Individual Child Care Program Plan as specified in Minnesota Rules 9503.0065, subpart 3 for each child with an allergy. The ICCPP must include but is not limited to:

- Description of the child's allergy
- Specific triggers
- Avoidance Techniques
- Symptoms of an allergic reaction
- Procedures for responding to an allergic reaction, including medication, dosages, and the doctor's contact information

ICCPs will be kept in the child's file and in the daycare's Allergy Prevention File that is stored in the center's locked file cabinet.

All staff and volunteers will be notified and made aware of any allergy that an enrolled child has. Each staff person who is responsible for carrying out the ICCPP must review and follow the plan. After reviewing the ICCP daycare staff must sign the acknowledgement sheet in the Allergy Prevention File.

Blackjack Child Care will review the allergy related information every year in the months of January and June with parents. It is the parent's responsibility to notify the staff of changes during the non-review months. Any changes made to allergy related information will be updated in the child's file, the child's ICCPP and the Daycare's Allergy Prevention File. All staff will be informed of the changes and must sign the acknowledgement of changes sheet in the Allergy Prevention File.

Allergy information will always be readily available including on-site, when on field trips or during transportation. A child's allergy information will be readily available to all staff where food is prepared and served to the child. If a child has an allergic reaction, the parents will be notified right away. When necessary we will call emergency services.

Handling and Disposal of Bodily Fluids

Any surface that encounters any potentially infectious bodily fluids, including blood and vomit, must be cleaned, and disinfected immediately according to Minnesota Rules, part 9503.0005, subpart 11.

- First Aid Kits, disposable gloves, disposable towels, disposable bags, and eye protection are readily available in each classroom. The following procedures will be followed when handling and disposing of bodily fluids:
- When handling any form of bodily fluids staff MUST wear disposable gloves.
- First wipe the area with disposable towels and discard into a plastic lined garbage bin. If it is blood, please use the red hazard bags to dispose of supplies.
- Once the area is free of bodily fluids, clean the area with soap and water.
- Wipe the area with disinfectant and let air dry.
- All soiled cleaning supplies will be placed in a plastic bag (red bag for blood), tied tightly, and disposed of immediately into the dumpster or red bags infectious waste container.
- Handwashing needs to take place before and after contact with the injured or ill child and after gloves are removed.

- Any sharp items used for a child with special care needs will be disposed of in a “sharp container.” The sharps container is stored in a locked cabinet in the classroom and out of reach of the children.

Risk Reduction

A Risk Reduction Plan is provided to families at enrollment and is available for review at any time. Blackjack Babies, Little Jacks, and Junior Jacks review this plan annually and make updates as needed to ensure ongoing safety for all children.

Emergency Preparedness

A Child Care Emergency Plan is provided to families at enrollment and is available for review at any time. This plan outlines procedures for evacuation, relocation, shelter-in-place, and lockdown. It also explains how families will be notified during an emergency and how reunification will occur when it is safe to do so. Plans are reviewed annually and updated as needed.

Missing Child Policy

At Blackjack Child Care Programs, the safety of every child is our highest priority. Staff follow established procedures during arrival and departure, outdoor play, field trips, and daily supervision to ensure children remain safe and accounted for at all times. While this situation is extremely unlikely, we have clear procedures in place to respond quickly and effectively if a child were to go missing.

If a child is suspected missing, all other children will be accounted for and secured. The Director will work with staff to determine when and where the child was last seen and will immediately check all areas of the building and outdoor spaces. Doors, gates, and exits will be checked for any possible breach. If the child is not located quickly, the parent/guardian and local authorities will be notified right away.

An incident report will be completed documenting all relevant details, including timelines, staff present, and actions taken. A follow-up review will be conducted to determine how the situation occurred and to make any necessary changes to policies or procedures to prevent future incidents.

Medical Emergencies

In the event of a medical emergency, staff will call 911 immediately. Emergency services are available at all times, and staff will act quickly to ensure the child receives appropriate care. Families will be notified as soon as possible.

Administering First Aid

Blackjack Child Care ensures that trained staff are present at all times. All staff complete pediatric first aid and infant/child CPR training within 90 days of hire. At least one trained staff member is always on-site during operating hours, field trips, and transportation.

A fully stocked first aid kit is maintained and easily accessible in the center and is taken on field trips. The kit includes required supplies such as bandages, compresses, a thermometer, cold packs, and a current first aid manual.

When first aid is needed, staff will respond according to their training. Families will be notified of any illness or injury. Accident reports will be completed within 24 hours. Emergency services will be contacted when

necessary, including situations involving unconsciousness, unresponsiveness, or serious injury. Poison Control will be contacted if harmful substances are ingested.

Fire Drills

Fire drills are conducted monthly and documented with the date, time, and number of children and staff present. During drills, infants and young toddlers are safely transported using cribs, strollers, or wagons, while older children line up and exit the building using designated routes.

Staff will bring emergency supplies and medications and guide children to the designated safe location. Families will be notified as soon as it is safe to do so.

Shelter/Tornado Drills

Tornado drills are conducted monthly and documented accordingly. Staff and children follow designated routes to safe shelter areas. Infants and young toddlers are transported safely, and older children are guided to the designated location.

Once in the shelter area, children will be positioned safely, and staff will remain with them until further instructions are given by school administration or emergency responders. Families will be notified as soon as it is safe.

Evacuation Drill

An evacuation drill is conducted annually in coordination with the Dawson-Boyd School District. During evacuation, staff ensure all children are safely transported to the designated relocation site, Grace Lutheran Church.

Emergency supplies and medications are brought along, and staff remain with children until further direction is given. Families will be contacted as soon as it is safe to arrange pick-up.

Lock Down Procedures

In the event of a lockdown, staff and children will remain in a secure location within the building. Doors will be locked, lights turned off, and blinds closed. Children will be moved away from doors and windows and kept as calm and quiet as possible.

Staff will remain in lockdown until the all-clear is given by school administration or emergency responders. Families will be notified after the situation has been resolved.

Shelter in Place Procedures

Shelter in place is used when it is safer to remain inside the building during an emergency. Staff will move children to a designated interior location and secure the space.

Infants and young toddlers will be transported safely, and older children will be guided to the shelter area. Staff will remain with children until the all-clear is given. Families will be notified once the situation has been resolved.

Maltreatment of Minors Mandated Reporting Policy

Per Minnesota Statutes, section 245A.145, subdivision 1, all licensed childcare providers must develop policies and procedures for reporting suspected child maltreatment that fulfill the requirements of section 626.556 and must develop policies and procedures for reporting complaints about the operation of a childcare program.

Blackjack Child Care Staff are legally required to report maltreatment. Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. When a staff person witnesses, has reason to believe or suspect that maltreatment has occurred, the staff person will immediately, meaning as soon as possible, but in no event longer than 24 hours, contact and make a report to the following:

- Local Law Enforcement: 911
- LQP County Family Services: (320)598-7594
- Department of Human Services, Division of Licensing: (651)431-6600-suspected maltreatment
- Department of Human Services, Division of Licensing: (651)431-6500-licensing violations.

Internal Review

To ensure that an internal review is completed within 30 days and that corrective action is taken, if necessary, to protect the health and safety of a child in care when the facility has reason to know that internal or external report of alleged or suspected maltreatment has been made, the review must include an evaluation of the following:

- Related policies and procedures were followed.
- The policies and procedures were adequate.
- The need for additional training.
- Reported events are similar to past events with the child or services involved.
- The need for corrective action by license holders to protect the health and safety of enrolled children.

When an internal review is required it will be completed by the Community Ed Department. If this individual is involved in the alleged or suspected maltreatment it will be completed by the Superintendent. The center will document the completion of the review and provide it to the commissioner upon the commissioner's request.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

TEACHERS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Do business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



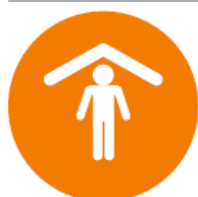
EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Parent Handbook Acknowledgment & Agreement

I have received a copy of the Blackjack Child Care Parent Handbook. I understand that it is my responsibility to read and become familiar with all policies and procedures contained in this handbook.

I acknowledge that:

- I have read and understand the policies, procedures, and expectations outlined in the Parent Handbook.
- I agree to follow all policies as a condition of my child's enrollment in Blackjack Child Care.
- I understand that policies may be updated at any time to remain in compliance with state licensing regulations, public health guidance, or program needs, and that updated handbooks will be provided to families.
- The most current version of the handbook will replace any previous versions.

Child(ren) Name(s): _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____