



Parent Handbook 2022-2023

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CDLCpreschool.org

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6. Emergency Contact Information**For Emergencies - Dial 911****Law Enforcement Agencies**

CITY (if applicable)	CONTACT NAME	
Burnsville		
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER	
911	911	
CITY (if applicable)	CONTACT NAME	
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER	

Utility Emergency Phone Numbers

ELECTRIC	COMPANY	
	Dakota Electric	
CONTACT PERSON	24-HOUR EMERGENCY NUMBER	
	612-372-5050	
GAS	COMPANY	
	Centerpoint Energy	
CONTACT PERSON	24-HOUR EMERGENCY NUMBER	
	612-372-5050	
WATER	COMPANY	
	City of Burnsville Water & Sewer	
CONTACT PERSON	24-HOUR EMERGENCY NUMBER	
	952-895-4552	

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER
	800-222-1222
CRIME VICTIM SERVICES	PHONE NUMBER
	651-201-7300
POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER
	952-891-7171
FIRE DEPARTMENT	PHONE NUMBER
Burnsville Fire	952-895-4570
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY	
Corporate Four Insurance	
INSURANCE CONTACT PERSON	PHONE NUMBER
Theresa Hayes	952-896-9533

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER	
800376	
LICENSED OR CERTIFIED BY STATE OR COUNTY State	
LICENSOR NAME	LICENSOR PHONE
Naoko Sands	651-431-4567

Child Care Assistance Program (CCAP) Information (If applicable)

CCAP PROVIDER ID	
29503	
CCAP AGENCIES REGISTERED WITH	CCAP AGENCY PHONE NUMBER(S)
Dakota County	651-554-5611

7. Identification of Hazards

This section is provided as a resource for your emergency preparedness. It allows you to identify the risk of certain hazards occurring, the impact that a hazard could have if it did occur, and how you would continue operating during and after the emergency.

Attention licensed child care centers: You are not required to complete this section as you should have already identified potential risks and impacts as part of your Risk Reduction Plan (see Minn. Stat. 245A.66). If you have not addressed any of these hazards that could impact your site, you should use this section or add items to your Risk Reduction Plan.

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Fire	Get children out. Meet by the flag poles. Head count. call 911 if alarm has not sounded
Flood	Listen to weather reports and follow the advice of emergency responders. Evacuate to higher ground if need.
Gas/Chemical Leaks	Smell gas. Evacuate to Ebenezer Ridges Child Care. Head count. call 911.
Hazardous Materials	call 911. Stay away from the incident. Follow emergency responders instructions
High or Low Temperatures	High temps: slow down, stay cool, drink water, and stay inside Low temps: Avoid going outside, make sure skin is covered.
Infectious Diseases	Wash hands frequently, keep toys clean, follow safe food preparation, no sharing of personal items, and send and keep sick children home. If at school in the office. Close if health department requires
Nuclear Power Plant	Please note, there are two nuclear power plants in Minnesota. Depending on your proximity to these plants, which are located in Welch and Monticello, you may/may not have a potential "risk of harm."
Severe Winter Weather	Listen to weather radio. Decide if you need to close school. Is it safe to get children home.
Thunderstorm	Listen to weather radio; Children are inside. Be ready to take cover.
Tornado	Listen to weather radio: Tornado warning take cover.
Violent Incidents	Make sure police are aware you are a preschool and to warn you if there is an incident in the neighborhood. Institute Building lock down procedure.
Other	

8. Child Emergency Contact Information

You should collect each child's emergency contact information and keep it with your emergency kit(s). Licensed child care centers and licensed family child care providers already collect this information from parents/guardians upon enrollment.

Keep the following information with your emergency kit(s) in case of an emergency:

Child specific information:

- ☐ Child's name
- ☐ Child's address
- ☐ Child's date of birth
- ☐ (If applicable) Special instructions for children with disabilities or chronic medical conditions

Parent/guardian information:

- ☐ Name(s) & relationship to child
- ☐ Preferred contact information (i.e., phone number or email address)
- ☐ Alternate emergency contacts
- ☐ Individuals authorized for pick-up

For licensed family child care providers, this information is on the first page of each child's Admissions and Arrangements form. Keep a copy of the first page of each child's Admissions and Arrangements form with your emergency kit(s) so that the information can be easily accessed in an emergency.

Please note: Do not post any child-specific information with your emergency plan or share it with other parents.

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Welcome

Thank you for choosing the Child Development & Learning Center (CDLC) for your child's early education needs. We are looking forward to a new and exciting year. Thank you for sharing it with us. This handbook is designed to help explain our program. We hope you read it carefully and keep it for future reference.

Our History

CDLC ministry and outreach of Prince of Peace Lutheran Church, is a nationally accredited, non-profit Christian preschool for children ages 3 to 5. It was founded in 1971 and began with 30 students. Currently CDLC serves over 125 children each week.

Our Mission

Child Development and Learning Center welcomes all families and celebrates each child as a gift from God. We develop strong self-esteem in our children by guiding them to grow spiritually, socially, emotionally, physically, and cognitively.

Standards

CDLC is licensed to serve 100 children per session by the Department of Human Services in the State of Minnesota. Ten children are enrolled per class. CDLC meets and exceeds the State's guidelines for preschools.

Parents may review CDLC's Program Plan and Behavior Guidance Plans as submitted to the State upon request in the office. Questions to Human Services may be directed to 612-296-3971.



Accreditation

CDLC is a nationally accredited program through the National Association for the Education of Young Children (NAEYC).

NAEYC Accreditation of Early Learning Programs provides a transformative quality-improvement system—a rigorous process programs can engage in to meet the highest program standards for quality early learning. NAEYC has set 10 standards (Relationships, Curriculum, Teaching, Assessment of Child Progress, Health, Teachers, Families, Community Relationships, Physical Environment, Leadership and Management) for early childhood. To earn accreditation, programs must meet all 10 standards. For more information about the NAEYC you can go to [NAEYC for Families | Research-based information for families.](#)



Parent Aware

CDLC is a Parent Aware four star rated program.

Programs receive a Rating of One, Two, Three or Four Stars. Parent Aware

Ratings are based on demonstrated use of practices that best prepare children for kindergarten. Each rating level builds on the previous.



Our Staff

CDLC is blessed with wonderful and highly qualified staff. Many of our staff members have been a part of the CDLC family for many years as parents, staff members and even as CDLC students. Our staff consists of teachers, aides, and administrators. Our staff members hold Associates, Bachelor's and Master's degrees as well as participating in on-going training to maintain the high standards of our program. All of our staff members are certified in CPR and first aid.

Advisory Committee

The Advisory Committee is a resource for CDLC to help to facilitate the decision-making processes of our school. The Advisory Committee is composed of 9 members plus a Staff Representative and the Director. A liaison of Prince of Peace Church Council and representatives of the Prince of Peace administration will also attend Advisory Committee Meetings. Parent concerns may be addressed to administration or the Advisory Committee.

For Whom

Children who are toilet trained and 3 years old by December 1 of the current school year through 5 years of age are welcome and valued at CDLC.

Nondiscrimination Notice

CDLC admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the preschool. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic or other school-administered programs.

Home Language

It is important to CDLC that all families are given the opportunity to fully understand, interpret, and become involved with their child's assessment and goals. CDLC will work with the family to provide an interpreter for any family that makes a request.

Class Size

Our teacher-student ratio is one to ten. Classes, formed according to age, are typically comprised of children whose birthdates are within months of each other.

2-day classes: Tuesday & Thursday, All Day & AM

3-day classes: Monday, Wednesday & Friday, All Day, AM & PM

5-day classes: Monday-Friday, All Day & AM

Morning Classes: 9:00 – 11:30 am

Afternoon Classes: 12:45 – 3:15 pm

All Day classes: 9:00 am – 3:15 pm

Curriculum Information

The curriculum developed at CDLC has evolved over a period of years since 1971. In the 70's psychologists and educators, Jerome Bruner, Benjamin Bloom, and Jean Piaget formulated theories on the development of intelligence in preschoolers. The conclusion was that young children are more capable learners than given credit for and they absorb more than at a later age. The focus swung to intellectual stimulation with heavy academic instruction for preschoolers to give them a jump on their elementary years.

In the 80's Dr. David Elkind, a professor of Child Study at Tufts, warned of the dangers of "pushing our preschoolers." Elkind states, "Early childhood is a very important period of life. It is a period when children learn an enormous amount about the everyday world. It is also the time during which young children acquire lifelong attitudes towards themselves, toward others and toward learning. It is not the time for formal academic instruction."

CDLC today draws on the High/Scope curriculum to direct our program. Drawing from Piaget's theory of the "laws of intelligence," the fundamental premise of the High/Scope curriculum is that children are active learners who learn best from activities they plan and carry out themselves. The program at CDLC recognizes children as unique individuals and presents a curriculum designed to be at the preschooler's level by allowing them to develop cognitively and socially. Because social skills are vital for us to live together and respect one another, this will be an emphasized area. Children will be encouraged to be active participants and make frequent choices in their daily routine. They will be encouraged and directed to show respect for themselves and for others. It is the teacher's role to help each child think about what he/she is doing, make observations, notice relationships, and define and solve problems. Key experiences are essential to children's early intellectual growth and the teacher deliberately and systematically helps children predict, observe, describe, explain, manipulate, hypothesize, and find alternatives.

The highly trained and dedicated staff at CDLC will work with the parents to provide the best possible early childhood experience for children. Our staff uses DRDP: A Developmental Continuum from Early infancy to Kindergarten Entry to assess children's learning. As part of their continuing education teachers take classes on observation and assessment. We want to build valuable relationships in the community among children, staff, and parents. A strong Christian Curriculum based on family values intended to teach children respect for one another and the earth on which they live will be a daily part of our curriculum.

Behavior Guidance

Behavior guidance procedures utilized at school are of concern to all parents. Our methods of discipline (not punishment) are as follows. Our staff firmly believes that a child is not bad but rather at times his behavior does not fit within the guidelines and limitations established for the safety of all children in our school. Our first approach is to talk with the child and remind him of the rules. If this does not correct the problem, the next approach would be to divert the child to another activity. Finally, if needed, the child will be asked to sit on a chair, to give him a chance to pull himself together, to talk with the teacher about the consequences of his actions.

Policies are on file in the office for review by parents.

Procedure to follow with persistent challenging behavior

1. Teacher will document behavior. What is the behavior? How often the behavior occurs?
Teacher can use her daily observation notes as documentation. Look for triggers to the behavior, time of the behavior, and locations for the challenging behavior.
2. Have the director observe the behavior and document triggers, time, environment, rate of occurrences.
3. Parents will be called, and conference will be arranged.
4. Parents and teacher will develop an individual learning plan for school and home.
5. If need and with parent approval the future school district will be called in to assess and evaluate the child.
6. Combined individual learning plan will be developed between CDLC, school district and family.
7. Parent may also choice to have the child evaluated from a private agency and CDLC will work with that agency.
8. When all possible interventions have been exhausted. Parents and staff will meet to discuss if suspension or expulsion is in the best interest of the child. CDLC staff will be supportive of the family in finding services and an alternative placement.

Five Facets of Growth

Spiritual Growth

We celebrate each child as a gift from God. Our curriculum seeks to incorporate Christian values through teachable moments, Bible stories and songs.

Social Growth

We encourage children to work together and show respect for one another in social and play situations. Our focus is to encourage a positive self-image while building the skills of independence.

Emotional Growth

Preschool children are constantly exploring their emotions and ways in which to channel their thoughts and feelings. We strive to provide the tools children need to gain emotional growth while working and playing together in group situations.

Physical Growth

Children are given the opportunity to grow and develop physically in the areas of fine and large motor skills. We build on the natural abilities of each child while offering challenges and opportunities for success.

Cognitive Growth

Teachers carefully plan and develop curriculum based on the emerging needs and interest of their class. Daily plans focus on providing opportunities for children to explore and learn basic skills such as problem solving, classification and recognition, the essential framework for future successes in reading, writing, math, science, art, music, and social studies.

Sample Lesson Plan

Vocabulary: *September, 2022, outside, inside, first, last, morning, afternoon, here, there, in, out, in a line, playground, fish*

Subject	Day	Theme	Vocabulary	Objectives
Cooking	Mon	Ants on a Log	Celery, raisins, cream cheese, ant, log, spread, whole grain crackers	To assemble a simple snack To learn how to spread
	Tues/Wed	Fly in the Pudding	Vanilla pudding, milk, whisk, spoon, bowl, chocolate chips	To take turns To identify ingredients To use a whisk
	Thurs/Fri	Cereal and Milk	Whole grain cereal, milk, spoon, bowl,	To taste a food eaten at breakfast time

			breakfast	
Christian	Tues / Wed	God made the world	God, dark, light, create, world	God made the world
	Thurs/ Fri	God made light-sun, moon, and stars	God, dark, light, create, sun, moon, stars	God made light out of the darkness
Science		Bugs and Insects	Names and body parts of bugs and insects,	To learn about bugs and insects
P-Mooney		Introduction to P Mooney	P Mooney, Miss Maureen, puppet, room, mailbox, summer vacation	Meet P Mooney & Maureen Familiarize with room Expectations
Motor		Space Awareness	Personal space, freeze, stretch, creep - crawl	Review personal space Introduce creeping and crawling
Music		Movement, dance rhythm sticks, rhymes		An intro to music through movement, dance, use of rhythm sticks, and familiar nursery rhymes

Daily Schedule

Arrival

Children are escorted to and from the building at the beginning and end of each day. After being escorted in, each class follows a set schedule to cover the following interest centers.

Large Motor

Indoor and outdoor areas are available to work with children in building large motor skills according to the appropriate developmental level.

Cooking

Children participate in a daily cooking project, providing opportunities to learn math and science skills, increase vocabulary and discover new tastes.

Music

Activities include listening and moving to a variety of music, singing, and playing rhythm instruments.

Creative Arts

Each child is encouraged to explore their creativity with a variety of art experiences exploring color, shapes, and textures.

Science

The children are given opportunities to explore and experiment with a variety of materials.

A preschool teacher is someone who loves children and hates zippers. Author: Unknown

Enrollment, Tuition & Scholarships**Enrollment**

Applications are accepted until the sessions are filled. Each applicant will register online prior to admission to the Center and submit a non-refundable registration fee for enrollment processing which is not part of the regular tuition payment. Open positions are filled as our office receives the completed forms. Once all positions are filled, names are placed on a waiting list. These families are contacted as openings occur. Only children who are eligible for enrollment that current school year will have their names placed on the waiting list. Prior to enrollment, the parent and child may meet with the director to visit the program, discuss policies, enrollment procedures, and answer any questions the parent may have.

Placement

Administration has the right to place children in appropriate classes. Requests for class placements will be honored when possible; however, administration will make the placement in the best interest of the child and staff involved.

Registration

A \$65 non-refundable registration fee for half day students and an \$85 non-refundable registration fee for all day students are due at the time of registration.

Rates

Monthly tuition rates are available for viewing on the CDLC website.

We are often asked why tuition is the same for months that are shorter or longer, including December. Tuition is based on the total number of days school is in session for the year, and then divided by the number of months in the school year (September to May). This allows for easier *equal tuition payments* each month.

Due Dates

Tuition is due on the 1st of each month August thru April. You may pay the entire year on or before August 1st for a 2% discount. Our preferred method of payment is by an automatic payment from your checking or savings account. You may download the automatic payment form on the CDLC website. You may also pay by sending cash or a check each month. Please make checks payable to CDLC and include your child's first and last name on the check. You may send your payment to school with your child, attached to the outside of your child's backpack or mail it to: CDLC, 13801 Fairview Drive, Burnsville, MN 55337. If you choose to pay in cash, please send your payment in an envelope with your child's first and last name on the envelope, so we can be sure the payment is properly credited.

Absences & Tuition

A spot in the class is reserved for your child. Therefore, even if your child is absent from preschool *for any reason* (including family vacation or illness), tuition will still be due. If CDLC needs to close for health reason or other unforeseen events. CDLC will switch to virtual learning. Tuition will still be due.

Other Charges

A late fee of \$10 will be added to any tuition not received by the 15th of each month. late notice will be sent after the 15th of any month if payment is not received. If payment is outstanding by 60 days, your child will not be allowed to attend preschool until your account is paid in full or other payment arrangements have been made.

A fee of \$30 will be assessed for any checks returned for non-sufficient funds.

We want to work with you if you are having difficulty paying tuition or do not understand CDLC policies. Please contact the office to discuss payment options or ask questions.

Tax Information

Taxpayers wishing to claim either the Child Care Tax Credit or the Dependent Care exclusion should ask CDLC to prepare a statement of tuition paid in the tax year. You may also ask for a monthly tuition receipt if you have a Flexible Spending Account. CDLC is a tax-exempt, not for profit entity. CDLC's Federal Tax I.D. number is 41-6043414.

Withdrawal

Each child is enrolled for the entire school year. If you intend to withdraw your child from CDLC at any time, you must complete a Student Withdrawal Form. *You will continue to be liable for monthly tuition until 30 days after the Student Withdrawal Form is received in the CDLC office.* This form is available on the CDLC website or may be requested in person or via email from the CDLC office. You may return the form to the CDLC office in person, by mail, fax, or email. If your child is enrolled after April 1, you are responsible for tuition for the remainder of the year.

Grievance Procedure

If you have a grievance over our program or procedures, please contact your child's teacher first and then the director. If you do not feel satisfied, please issue your complaint formally in written form to the director. It will then become the responsibility of the director to consult with the Advisory Committee of CDLC or the senior pastor of Prince of Peace. The director will be responsible to see the grievance is handled properly. Further concerns may be addressed to the Department of Human Services at 612-296-3971.

Scholarship Policy

It is the intent of CDLC to provide financial assistance to children based on family eligibility. Financial assistance is granted in the form of partial scholarships, contingent upon the availability of funds.

The following guidelines are used for this determination:

Eligibility for special circumstances is determined on a case-by-case basis, taking such factors into consideration as job loss, illness, death, or other situation(s) that affect the family's ability to pay.

Scholarship amounts will be determined based on financial information provided on the scholarship application.

Procedure for applying for financial aid:

Families with financial needs should first apply for the Minnesota Department of Education Early Learning Scholarships thru Think Small. CDLC preschool families are eligible for Early Learning Scholarships that give families financial support to help pay for preschool education up to \$8,500 per child per year. To apply, families can call Think Small Scholarship Information line at 651-641-6604 to request an application or click this link [MN Pathways Scholarship Forms](#).

If families do not qualify for the Think Small Early Learning Scholarships, families will then be considered for CDLC scholarships. For more information or to find out more about other financial aid options, contact the CDLC office at 952-435-9346 or mstrain@popmn.org.

Scholarship Tuition Payment

Tuition payments must be made in accordance with CDLC policies, and any past due amount will cause the scholarship to be cancelled.

Scholarship Donations



"Thousands of candles can be lit from a single candle, and the life of the candle will never be shortened." Author unknown

Karen Dwyer was definitely that candle. For over 20 years she let her light shine through the children she taught and the friendships she made. In the spring of 2007, the CDLC community lost a dear friend and valued staff member when Karen passed away after a prolonged battle with breast cancer. She faced this battle with courage, dignity, strength, and, typical of Karen, a smile for everyone she encountered. She is deeply missed, but her spirit lives on.

We have established a Karen Dwyer Scholarship Fund to provide scholarships for children who otherwise might not be able to attend CDLC preschool. The money we have received thus far has been put in an investment fund, with the intention to draw off a portion of the interest each year in order to provide scholarships.

It is our hope that the fund will continue to grow, providing educational opportunities for generations to come. To accomplish this, we need to get the word out and we are asking for your help. Any donation would be welcome. If you are a Thrivent member, returning a Giving Plus form further extends your gift through matching funds.

We are asking that you might consider giving a tax-deductible gift to the Karen Dwyer Scholarship Fund. Karen had a passion for education and an amazing ability to inspire children to learn. Please help us ensure that her gift of knowledge will continue to be passed on to children, the light of Karen's life.

Play gives children a chance to practice what they are learning. - Fred Rogers

Forms

CDLC is required to maintain a file on all registered children. Parents are responsible for completing and returning all the following forms before their child's first day of class.

Health Care Summary

In order to remain licensed we are required by state law to have the [Health Care Summary](#) filled out and signed by your child's doctor within 30 days of your child's first day of class. Incomplete forms will not be accepted.

Immunization Record

Also, in order to remain licensed we are required by state law an [Immunization Record](#) for your child must be on file by your child's first day of class. Parents are responsible for updating their child's immunization records each time their child receives an immunization.

Child Pick Up Form

In order for a child to be picked up by anyone other than their parent or guardian, written authorization is required. This form explains the pick-up procedure and provides authorization for CDLC to release your child to the authorized adults.

Permission Form

Parent's sign this form to give general permission to CDLC for a variety of things such as authorizing CDLC to provide emergency medical care, use children's photos, going for walks, etc.

Tuition Policy Agreement Form

This form explains our tuition policies and the parent's responsibilities for payment.

Individualized Child Care Plan (ICCP)

Any child with an allergy, asthma, eczema, or seizures must have an Individualized Child Care Plan (ICCP) signed by the child's doctor on file in our office to be eligible to attend the first day of school.

These forms may be downloaded on [our website](#). Please contact Marie at 952-435-8105 or mstrain@popmn.org if you are unsure if your child needs this form on file.

It is the parent's responsibility to make sure that these forms are kept as up to date as possible. This is especially important when if there is a move, a change of job or any other change to contact information.

Forms may be mailed (13801 Fairview Drive, Burnsville, MN 55337) or faxed (952-898-9379) to the CDLC office at any time.

Health Information

Health Consultant

Each year a health consultant will review our health and safety policies as stipulated by Rule 3. The consultant reviews required first aid and safety policies and procedures and practices for food preparation and cleanup.

Illness

Your child's health is of major importance to us all. The state health department mandates that before a child can be enrolled in our program his immunization record must on file in our office. An HIB vaccination is required for 3, 4, and 5 years old. Children arriving the first day without such must be taken home. If your child has not received a vaccine for preventable disease and there is a case of that disease in school, you will be asked to keep your child home. Within 30 days after enrollment, the State further requires a completed health form, signed by physician, be on file.

If your child cannot participate in daily activities including outdoor play due to the following symptoms, he/she must be kept at home:

1. Unexplained lethargy
2. Vomiting two or more times that day
3. Fever (100 degrees or higher Fahrenheit axillary)
4. Drainage from eyes/ears
5. Lice, ringworm (must be treated before a child may return)
6. Bacterial infections such as strep and has not completed 24 hours of antibiotic treatment
7. Three or more loose stools that day
8. Undiagnosed rash
9. Significant respiratory distress
10. Chicken pox unless the lesions are all crusted over
11. Requires more care than staff can provide without compromising health and safety of other children

The above symptoms have been established by the Department of Human Services with concern for the health and welfare of all children. Please help us keep illness to a minimum by being aware of these symptoms and keeping your child home if he/she comes down with any of them.

If the symptoms occur, parents will be notified to pick up their child from school. We have mats and an area where the child may rest until his parent or other authorized person can pick him up.

Please inform the school if your child will not be present. Parents must notify CDLC within 24 hours when a child has contracted a contagious disease. Parents will be notified by note and/or email should a child in your child's class be diagnosed with a contagious disease.

When you sign the permission form you are allowing your child to be involved in program activities and allowing our staff to take whatever steps may be necessary for medical emergencies.

CDLC Isolation Guide

What to do when your child at CDLC might have COVID-19.

Day 0

Child **is sick** or has a **positive COVID-19 test**.

Days 1-5

Child stays home and **isolates** away from other people to the fullest extent possible.

Day 6

Is the child **fever-free** for 24 hours without the use of fever-reducing medication? **AND** is the child free of symptoms or have symptoms improved? **AND** is the child 2 years of age or older and able to consistently wear a mask while at CDLC?

- **YES:** Return to CDLC
- **NO:** Continue to days 6-10

Days 6-10

It is **safest** to continue isolation until the end of Day 10.

- For children who have symptoms, continue isolation until the child is **fever-free** for 24 hours without the use of fever-reducing medication and other symptoms have improved.
- For children who were severely ill, or whose fever persists past day 10, consult a healthcare professional before returning to CDLC.
- **After Day 10,** return to CDLC.

Quarantine

What to do when your child at CDLC might have been exposed to COVID-19.

Day 0

Child has been in close contact with someone who has COVID-19.

Does the child need to quarantine?

Did the child have confirmed COVID-19 within the last 90 days AND is the child without symptoms?

- **YES:** Return to CDLC
- **NO:** Continue to the next question

Is the child up to date with COVID-19 vaccinations?

- **YES:** Return to CDLC
- **NO:** The child should quarantine

Days 1-5

Child stays home and quarantines away from other people to the fullest extent possible. Monitor for symptoms.

Day 6

Is the child 2 years of age or older and able to consistently wear a mask while at CDLC?

- **YES:** Return to CDLC
- **NO:** Continue to Days 6-10

Days 6-10

It is **safest** to continue to quarantine until the end of Day 10.

After Day 10, return to CDLC.

Medications

No medication (prescription or non-prescription) will be given to your child without a current and accurate prescription label on the bottle and an Individualized Child Care Plan filled out and signed by a medical doctor. You can receive one of these forms from the office or download one from our website. All medications will be kept out of reach of children (and refrigerated if needed). Administration of medication will be recorded and verified to the parent. Teachers reserve the right to request specific training regarding administration of meds prior to complying with doctor's directions. This training will be provided by prescribing doctor or our nurse consultant. Antibiotics, cough syrup, Tylenol, etc. are not considered life sustaining.

Snack Policy

Snack time is a special part of the day for our students, not only for keeping away hunger pains but as an opportunity to teach sharing, consideration, manners, and independence. Snacks are designed to encourage whole grains, fruits, and vegetables. Keeping in mind that this is a snack and not a meal, each student will receive a serving of the designated school snack and will be allowed a second helping if they request it. The designated school snack will consist of two of the four food components identified by the ASDA (fluid milk, juice, fruit or vegetable, meat or meat alternate, whole grain bread or whole grain cereal).

Staff allow children to decide how much to eat. Staff will encourage children to try new and less favorite food. Children are never forced to eat or try new foods. Snack menu is designed to encourage fruit and vegetables. We try to provide low fat, low salt and sodium, and low sugar snacks. Drinking water is always available to children.

Birthday Treat Policy

At CDLC, we know how important and special your child's birthday is! We love to celebrate your child's birthday in school and encourage you to be a part of this celebration. We do allow birthday treats to be brought into the classroom to share.

Due to allergies, sanitary guidelines, safety concerns and MN State law, only store-bought treats are allowed for birthdays. Please adhere to the following guides for treats:

1. CDLC is a Nut-Free school. We are committed to not offering any foods that contain nuts; including peanuts, tree nuts, peanut butter and food processed in plants using nuts. Please check the package labeling carefully!
2. Please do not send in any type of treat or candy which may be a choking hazard to our students.
3. Check with the classroom teacher to get a list of student allergies in the class and plan your treat accordingly.

Some great birthday treat suggestions are:

- apple slices
- clementines
- frozen fruit pops
- rice krispie treats
- yogurt
- cheese

The treat should be something that your child will enjoy. Birthday treats will be served in lieu of our daily snack. If a child does not like or is allergic to the birthday treat, the regular classroom snack will be available.

We do encourage nutritious snacks. Your questions or suggestions can be directed to your child's teacher or the CDLC Director.

Please remember CDLC is a NUT FREE school, and all snacks and treats must not contain nuts and must be store bought.

Lunches

All Day students have a half hour lunch time each day. We ask that each all-day child bring a nutritious lunch each day.

Food

- A. Lunch: We ask that you do not bring in lunches that need to be heated. A packed lunch is acceptable.
- B. Snack: A morning and afternoon snack is provided by CDLC.
- C. Food Allergy: We are a Nut-Free facility, so please do not provide lunches that contain peanuts or process in plant containing nuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. All allergies will be posted in the classroom.
- D. Water Bottles: State guidelines do not allow use of individual water in classroom. Water bottles can be sent with lunch

Rest Time

Rest time is a scheduled part of the daily schedule for All Day students and is required by DHS licensing guidelines. The children are required to lie on a cot to rest for at least 30 minutes. The environment is darkened, and restful music is played, or a story is read.

Toilet Training

We know that many preschoolers have not been toilet trained for long or are still mastering this skill. If a child becomes noticeably wet, we will offer the child a change of clothes and can assist the child with changing if needed. CDLC is not equipped to change soiled pants, if the child becomes noticeably messy, or does not want to change their clothes; we will call the parents to come and assist the child with changing or take them home for the remainder of the day.

Personal Hygiene

Your child is encouraged to develop independent habits for personal hygiene such as washing hands when arriving at school, before snacks and after toileting. We try to help children gain an appreciation and a feeling of responsibility for personal cleanliness and neatness.

Sunscreen

Parents should apply sunscreen before sending their child to school. CDLC staff will apply sunscreen before going outside in the afternoon for any all-day students who supply sunscreen and provided written permission.

Safety Information

Safety

We inspect our school area and playground to make sure all areas are free of hazards and safe for children.

Outdoor Play

CDLC believes that it is important for the children to play outdoors daily, weather permitting. We will be going outside every day possible. Be sure to send your child in play clothes, appropriate shoes and a warm jacket, hat and mittens when needed.

Children do not play outdoors when:

It is below 20 degrees, regular temperature, or wind chill

It is above 90 degrees heat index

When it is determined that air quality has become dangerous to young children

Teachers will email you on plans for their outdoor time.

Physical Activity

Students enrolled in a two and a half hour session will receive 30 minutes of large motor movement each day. Students who are enrolled in the full day program will receive 60 minutes of large motor movement. Movement will be a combination of teacher directed and self-directed activities. Decided by the teacher considering the motor curriculum and needs of the students. Teachers will encourage physical activity throughout the day. The loss of long periods of physical activity will not be used to manage challenging behaviors. When planning student activities teachers will try to minimize student sitting time to less than 15 minutes at one time.

Accidental Injury

Minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Minor injuries sustained at preschool are reported to parents on an "Ouch Report", of which you will receive a copy and/or an email notification. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in the office. The most common treatment given is ice on bumps, soap and water cleansing and a bandage on a minor

wound. In case of accidental injury, we will make an immediate attempt to contact a parent or guardian; attempt to contact the child's physician or attempt to contact you through the emergency numbers you have listed. Depending on the injury, we will contact you by phone, note or in person. If necessary, we will also call an ambulance to take the child to the emergency center at the Fairview Ridges Hospital. Until the arrival of a parent, physician, or ambulance, the director, office manager, or teacher will accompany the child to the medical facility. All staff is certified in First Aid and CPR. An AED is located in the building and all CDLC staff are trained on the proper use of an AED.

Neither CDLC nor Prince of Peace Lutheran Church covers your child for medical insurance. This coverage is up to each family to provide for the child. Prince of Peace holds liability insurance coverage for CDLC. Each child must have a signed emergency release form and a signed tuition policy agreement form in his file.

Security

CDLC takes security very seriously.

All CDLC staff members wear CDLC ID's.

Children are released only to adults given written authorization.

The front door and playground will be locked during school hours for our student's safety.

Emergency Information

At the time of registration, each family fills out a registration form. This form includes the name, address and telephone numbers of the doctor, dentist, friends, or relatives to be contacted in the event of an emergency if you cannot be reached. We request we have the local phone numbers where you can be reached while your child is at school. CDLC must always have on file a correct phone number where you can be reached in case of an emergency. If your phone number(s) and/or address change during the school year, please contact the CDLC office to ensure that we always have accurate information.

Emergency Procedures

Our staff and children will practice fire, tornado, and lockdown drills in conjunction with their regular routines. Emergency supplies are kept on site.

Parent/Child Reunification

Circumstances may occur at CDLC that would require pick up of children in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, hazmat or if a crisis occurs at CDLC. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Reunification will occur at Ebenezer Ridges Child Care, 13810 Community Drive, Burnsville. Parents may be notified in a number of ways. CDLC will use email or text message and KSTP

Channel 5 school alert. A reunification message may look something like this: “CDLC has closed, please pick up your child at the Ebenezer Ridges Child Care. Bring your photo ID.”

Pick Up Expectations - If you are notified that a controlled release and reunification is needed, there are some expectations that you should be aware of. First, bring a photo ID. That will streamline things during reunification. Second, be patient. Reunification is a process that protects the safety of the child.

If CDLC and Ebenezer Ridges Child Care both must be evacuated the meeting place will be at the garage located on lower eastside parking lot. Reunification procedure will be the same.

Closings

CDLC will close only under two circumstances: when Prince of Peace Lutheran Church is closed, and when all teaching staff is absent to attend professional development.

Cancellation of Classes due to Weather or Other Emergencies

If severe weather causes school closings CDLC will be closed for the entire day. If severe weather causes a late start CDLC will be closed for the AM session and all day and PM sessions will begin at 12:45 pm.

CDLC may provide makeup days if more than 5 school days are missed in a school year because of weather cancellations. If a student misses more than 5 school days because of weather cancellations, they are eligible to attend a makeup day(s) for days in excess of 5 missed that may be added at the end of the school year. CDLC may, at its discretion, offer a tuition refund in lieu of providing a makeup day.

All school cancellations will be announced through KSTP Channel 5, and every attempt will be made to contact parents by email.

Campus Closing Due to Weather or Other Emergencies

The decision to close the Prince of Peace/CDLC campus is made by the CDLC Director or Prince of Peace Executive team as appropriate.

Any decision to close CDLC or cancel classes or events will be announced, if at all possible, before 8:00 am for the day of classes and events.

Closings/Cancellations will be announced as follows:

- A message informing callers of CDLC’s closing will be left on CDLC’s voice mail.
- An all school email will be sent to CDLC families.
- CDLC will notify Channel 5 TV.

Closing Procedures

CDLC may have to close school because of emergencies and/or conditions, which are beyond our control:

1. CDLC will be closed for the entire day if severe weather warrants. If severe weather causes a late start CDLC will be closed for the AM session and all day and PM sessions will begin at 12:45 pm. All school cancellations will be announced through KSTP Channel 5, and every attempt will be made to contact parents by email.
2. In case of emergencies other than severe weather, i.e. building maintenance problems or special circumstances affecting a majority of our staff, a special announcement will be placed on <http://kstp.com/schoolalert/> and Channel 5 Television.

All CDLC staff members are mandated reporters. We will report all suspected sexual abuse, neglect, physical maltreatment, and threatened injuries to the local Child Protection Agency, 952-891-7459



OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION

Maltreatment of Minors Mandated Reporting

This form may be used by any provider licensed by the Minnesota Department of Human Services, except family child care. The form for family child care providers can be found in eDocs #7634C.

What to report

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to Minnesota Statutes, section 260E.03. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

Who must report

- If you work in a licensed facility, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility.
- In addition, people who are not mandated reporters may voluntarily report maltreatment.

Where to report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the Licensing Division’s Central Intake line at 651-431-6600.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, or in a child foster care home, should be reported to the local county social services agency at 952-891-7459 or local law enforcement at 911.

When to report

- Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

Information to report

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

Failure to report

- A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
- In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in Minnesota Statutes, section 245C.03.

Retaliation prohibited

- An employer of any mandated reporter is prohibited from retaliating against (getting back at):
- an employee for making a report in good faith; or
- a child who is the subject of the report.
- If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

Staff training

The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Provide policy to parents

For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3-6) is optional to provide to parents. *The following sections only apply to license holders that serve children. This does not include family child foster care per Minnesota Statutes 245A.66, subd. 1.*

Internal review

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
- The internal review must include an evaluation of whether:
- related policies and procedures were followed;
- the policies and procedures were adequate;
- there is a need for additional staff training;
- the reported event is similar to past events with the children or the services involved; and
- there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and secondary person or position to ensure reviews completed

The internal review will be completed by Marie Strain. If this individual is involved in the alleged or suspected maltreatment, Jane Victory will be responsible for completing the internal review.

Documentation of internal review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective action plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan to correct any current lapses and prevent future lapses in performance by individuals or the license

Carpools

We will provide a list of parents upon request. Parents can then make their own arrangements for carpooling. The school does not assume liability for the transportation of children to and from school.

Parent Supervision

Children are expected to be with parent(s) or carpool parent(s) prior to drop off and after pickup. We want to ensure safe entry and exit from the building for everyone. Children are to be supervised at all times in the building or outside. If you are waiting for class to begin or are visiting with other parents, children are to be within your sight.

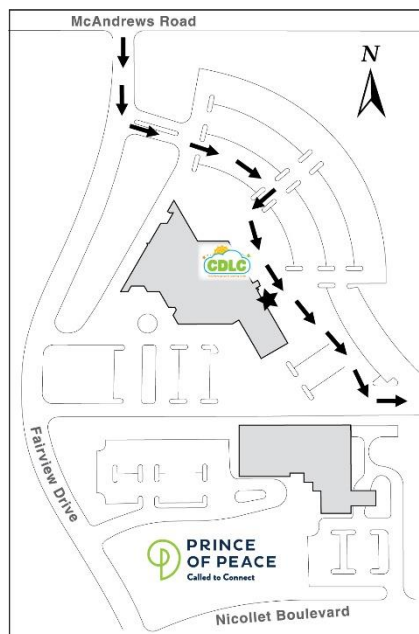
CDLC Access and Parking

Access to CDLC is from the North parking lot of Prince of Peace Lutheran Church.

We expect our parents and children to demonstrate safe behaviors in the parking lot. Drop-off and pick-up times can be very hectic making the parking lot a dangerous situation. Children should not be allowed to run in the parking lot and they should be accompanied by an adult at all times. If you have a long wait in the parking lot please turn off your car.

We also ask that for your child's safety, that their car seats be located on the passenger side of the vehicle. This way the child will not have to cross traffic at drop off and pick up.

Arrival



School hours are 9:00 - 11:30 am for morning sessions, 12:45 - 3:15 pm for afternoon sessions, and 9:00 am - 3:15 pm for all day sessions. Teachers and volunteers will be on car duty to take children from your car 15 minutes before the school session begins.

Although teachers are in the building prior to this time, they need time to prepare interest centers to be of maximum benefit to your child. We ask that you **DO NOT** bring your child in early.

Please try to bring your child by the starting time, so your child will not feel uncomfortable arriving after the other children.

Once the session begins, parents must park and walk their child into the main entrance at the star (see map) and deliver their child to a staff member of CDLC. We will begin programming at 9:00 am and 12:45 pm.

Dismissal

At dismissal, you will be given a carpool number to show while driving up. Parents drive up to the main entrance at the star (see map). The children in your carpool will be brought out to your car by a staff member or parent volunteer.

Please observe the Entrance and Exit driving regulations explained on your driving pattern map to prevent accidents. Prince of Peace has directional signs that must be followed. Please remember to always drive slowly and carefully in the parking lot.

Pickup Procedure

For your child's safety, no unauthorized person will be allowed to pick him/her up from CDLC, be sure to write a note (this is preferred) or call if your child is to be picked up by someone other than you. We will ask anyone we do not recognize for a picture ID. If we are not informed of an unauthorized person picking up your child, we will try to contact you or your emergency contacts.

Late Pick-up Policy

It is important that you be prompt in picking up your child. Not only does your child need the assurance that you will be on time, but our teachers must clean up and prepare for their next class or the building must be shut down for the day. A fee of \$5 per 15 minutes will be due at the time of the late pick-up. However, exceptions may occasionally be made in emergency situations. *Please contact the school if you are going to be late picking up your child.* Be sure to always keep the school's phone number with you.

CDLC will follow these procedures when a child is not picked up:

- Attempt to contact the parent(s) and/or guardians on home, work & cell numbers;
- Attempt to contact all other persons listed as emergency contacts;
- Dial 911 to alert authorities if more than 60 minutes has passed and no contact has been made with parents/guardians or emergency contacts.
- Staff will at no time transport children

More for Parents to Know

Children with Special Needs

CDLC does enroll children with special needs (a generally recognized and persistent physical, mental, or emotional disability) whenever feasible for the child and the center. In these cases, an appropriate statement from the child's physician or professional referring agency must be submitted. If a child currently enrolled develops signs of special needs, center staff will recommend available resources to parents for the diagnosis of the condition. CDLC will work with the parent to implement therapies to the best of the CDLC's abilities. In the unlikely event the CDLC can no longer adequately meet the individual needs of the child; the director will set a date for termination of center services and will offer the parent information about alternative resources.

Clothing

Because the children will be involved in a variety of play experiences, we ask you to send your child in play clothes so he will not have to worry about being totally involved and you will not be angered when the art media used does not totally wash out of a favorite outfit. Also, we ask you to please label your child's outer clothing. It will help us at dismissal time to tell which size three blue windbreaker is your child's. During the winter months, the children will not go outside to play unless you are notified by your child's teacher in advance. To compensate, we have built an extensive motor skills development program into our curriculum. For these reasons, your child will not need to wear boots or snowsuits to school unless you are notified by your child's teacher in advance. Our walkways will be sanded and shoveled so your child will be able to easily get from your car to the building.

School Pet

CDLC does not have a pet.

Sharing Time

Bringing a toy or object from home often helps to bridge the gap between home and school and also facilitates language development. Each teacher sets her own days for sharing and will give this information to you during orientation. If your child chooses to share a favorite toy, valuable object, or pet, we ask parents to bring it in, allow your child to share it with the class, and then take it home with you. This will assure us the object will not be broken or abused. Guns and other war toys are not allowed in our school. We do realize that children need many means to express feelings of aggression. For this reason, we provide play dough for pounding (also manipulative dexterity), finger paints, and water play (to soothe jangled feelings), to name a few.

Holidays

Days that CDLC is not in session are indicated on the school calendar. Adjustments are not made in tuition for absences including illness or family vacations.

Volunteering and Visitation

Parents are always welcome to visit. Our parent volunteer program is an opportunity for you to become involved. For more information or to sign up visit our website. For security purposes and to ensure the safety of our students all visitors, including parents, will sign in upon arrival in the office and wear a visitor tag. All personal belongings, such as purses and coats, are to be left in the office area. We ask that you make other arrangements for toddlers or non-enrolled preschoolers when you visit your child's class. You will then be able to focus on your preschooler and not be distracted by a younger child.

Field Trips

Children at CDLC will not be taken on any bussed field trips during the school year. Instead we will have as many special interest people as possible come to our Center to share skills and talents with the children.

Communications**Email**

Email is our primary means of communication with you. We strive to keep parents up-to-date and thoroughly informed about preschool events, curriculum, safety issues, contact information and much more with weekly email updates. At the same time, we try to be environmentally responsible by limiting the amount of paper copies we make and distribute.

We also encourage parents to call the school, the director, or your child's teacher at any time for informal conferencing. If you call during school hours, a message will be taken for your child's teacher to return your call. During school, her first responsibility is to her children.

Parent-Teacher Conferences

There will be two formal conferences scheduled. The first, in the fall, will inform you as to your child's adjustment to school and set learning goals. The second conference, in the spring, will be a comprehensive evaluation as to your child's progress throughout the school year, cognitively, physically, socially, and emotionally.

Children will not attend school on those days. Childcare is provided for a small fee.

Confidentiality

All information obtained regarding any center family/child(ren) is considered confidential. All parents/guardians may gain access to their child's information by either asking the teacher, office manager or director. All information compiled during screenings and assessment will be used to promote the healthy developmental growth of the child. No information can be shared with an outside agency without written consent from the legal guardian. On request, the Regulatory authorities (MN Department of Human Services & NAEYC authorized assessor) of CDLC will have access to our confidential materials.

E-Newsletter

A monthly newsletter will be distributed via email at the beginning of each month. This will list and explain all upcoming school events and important information. Newsletters will also be posted to our website.

Email addresses provided on the registration form are automatically added to our email list; anyone else may sign up for our email news; we highly recommend that caregivers,

grandparents, or anyone else who needs to be aware of important information sign up. They can sign up by following the link on the homepage of our website or by contacting the CDLC Office at mstrain@popmn.org.

Website – www.cdldapreschool.org

The CDLC website is designed to both inform the public about our preschool and to provide you with current preschool information. On the website, you will find the monthly newsletter, Google calendar, and this handbook.

Contacting Us

Our first priority is always the children. For this reason, we may not always be available to answer the phone. If you call the office and no one answers, please leave a message and we will get back to you as soon as possible.

CDLC Office Phone: 952-435-8105

CDLC Fax Line: 952-898-9379

Marie's Email: mstrain@popmn.org

Child Care Emergency Plan



Child Care Emergency Plan

Instructions: State law requires the following providers to use this form to create an emergency preparedness plan: (1) licensed child care centers (Minn. Stat. 245A.41, Subd. 3), (2) licensed family child care providers (Minn. Stat. 245A.51, Subd. 3), and (3) certified child care centers (Minn. Stat. 245H.15). Please refer to the Keeping Kids Safe planning guide for guidance in creating your emergency preparedness plan.

1. Provider Information			
DATE CREATED	DATE(S) REVISED		
06/01/2017	08/13/2021		
PROVIDER NAME			
Child Development and Learning Center			
ADDRESS		CITY	STATE ZIPCODE
13801 Fairview Drive		Burnsville	MN 55337
PHONE NUMBER	EMERGENCY PHONE		
952-435-8105	952-435-8102		
2. Shelter-in-Place / Lockdown Procedures			
If we need to stay in the building due to an emergency, the following procedures will be followed			
LOCATION 1 (IN-BUILDING)		LOCATION 2 (IN-BUILDING)	
Worship Center Prince Of Peace Lutheran Church		None	
PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)			
Staff and Children will take cover in the motor room during severe weather. Children and staff will use the exit stairs by the playground to shelter in place in the basement in a lock down situation. During this time children will be encouraged to be quiet. Only opening door when the code word has been given.			
SHELTER-IN-PLACE / LOCKDOWN FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS			
Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions			
Staff and Children will take cover in the motor room during severe weather. Children and staff will use the exit stairs by the playground to shelter in place in the basement in a lock down situation. Medical supplies stored in the office will be brought with. Aides are assigned to transport any person who can not use the stairs.			
Notification			
EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN			
Office will notify 911 as soon as we go to lock-down. Office will notify 911 as soon as safe in severe weather.			
PARENTS / GUARDIANS WILL BE NOTIFIED WHEN			
Parents will be notified as soon as it is safe for parents to be reunified with children. The announcement will be by email, and channel 5 KSTP School alert.			
Emergency Kit for Shelter-in-Place / Lockdown Situations			
PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during shelter-in-place and lockdown situations			
Orange bags with emergency supplies are placed in each room of the school. Office will have an emergency kit with additional items: medicine, emergency information for each staff and child, visitor sign in sheet			

Last Updated 10/17

3. Evacuation and Relocation Procedures

IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED

EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building

Playground Door: motor, Library PMooney, snack area A, restrooms, staff workroom, office, room 108, and room 111. Front Door Exit: room 114, room 101, room 102, room 112, room 113, and snack area B

EVACUATING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building

If we have visiting infants and toddlers, parents and the infant or toddlers will leave the building with the class they are visiting.

EVACUATING CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child's medically necessary medicine

Playground Door: motor, Library PMooney, snack area A, restrooms, staff workroom, office, room 108, and room 111. Front Door Exit: room 114, room 101, room 102, room 112, room 113, and snack area B. Any medical supplies will be in the office and director have.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

911 will be called as soon as it is safe to call. As we are evacuating if it is safe to call.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

When children are safe and it is safe for pick-up. Parents may be notified in a number of ways. CDLC will use email and KSTP Channel 5 school alert.

Emergency Kit for Evacuation and Relocation Situations

DESCRIBE YOUR EMERGENCY KIT. Please review Keeping Kids Safe for more information about how to use your emergency kit during evacuation and relocation situations

first aid kit, medicines, binder with child and staff emergency info with copy of the emergency plan, visitor sign in sheet, sharpie, tissues, paper and pens, scissors, wet wipes, whistle, orange bags, radio and flashlight

Relocation - Location 1

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 1		
Ebenezer Ridges Child Care	Present building not safe.		
ADDRESS	CITY	STATE	ZIP CODE
13810 Community Drive	Burnsville	MN	55337
PHONE NUMBER	EMERGENCY PHONE		
952-898-3576	612-490-3653		
TRANSPORTATION TO LOCATION 1			
Walking			
OTHER DETAILS			

Relocation - Location 2 (optional)

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
River Hills United Methodist Church	Our present location is not safe.		
ADDRESS	CITY	STATE	ZIP CODE
11100 River Hills Drive	Burnsville	MN	55337
PHONE NUMBER	EMERGENCY PHONE		
952-890-0423	952-890-2515		
TRANSPORTATION TO LOCATION 2			
Police called buses			
OTHER DETAILS			

4. Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

The parents will be notified of the need for reunification due to weather, hazmat or if a crisis occurs at CDLC. Parents may be notified in a number of ways. CDLC will use email and KSTP Channel 5 school alert. A reunification message may look something like this: "CDLC has closed, please pick up your child at Ebenezer Ridges Child Care. Bring your photo ID

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

There will be a three ring binder containing emergency child contact information along with authorization to pick-up student information. This Binder will be brought with in our emergency bag and the office.

Release Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)
OTHER DETAILS ABOUT RELEASE OR REUNIFICATION

Pick Up Expectations - If you are notified that a controlled release and reunification is needed, there are some expectations that you should be aware of. First, bring a photo ID. That will streamline things during reunification. Second, be patient. You will fill out reunification card. With reunification card and photo ID, we will cross reference with people on the pick-up form. When a match is confirmed the reunification card will be signed, dated, and time noted. The child will be released to pick-up person.

5. Continuing Operations Procedures

In the period during and after a crisis, the following procedures will be followed regarding continuing operations

Notification and Decision Making

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS

Marie Strain 925-232-7470
Jane Victory 952-898-9313
facilities -612-490-3653

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED OPERATIONS AFTER A CRISIS

Marie Strain 925-232-7470
Jane Victory 952-898-9313
facilities -612-490-3653

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

Is there any remaining danger in and around the building
Do we have a full staff to meet the needs for opening.
Is it safe for parents to transport.

6. Emergency Contact Information**For Emergencies - Dial 911****Law Enforcement Agencies**

CITY (if applicable)	CONTACT NAME	
Burnsville		
NON-EMERGENCY NUMBER		24-HOUR EMERGENCY NUMBER
911		911
CITY (if applicable)	CONTACT NAME	
NON-EMERGENCY NUMBER		24-HOUR EMERGENCY NUMBER

Utility Emergency Phone Numbers

ELECTRIC	COMPANY	
	Dakota Electric	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER
		612-372-5050
GAS	COMPANY	
	Centerpoint Energy	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER
		612-372-5050
WATER	COMPANY	
	City of Burnsville Water & Sewer	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER
		952-895-4552

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER
	800-222-1222
CRIME VICTIM SERVICES	PHONE NUMBER
	651-201-7300
POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER
	952-891-7171
FIRE DEPARTMENT	PHONE NUMBER
Burnsville Fire	952-895-4570
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY	
Corporate Four Insurance	
INSURANCE CONTACT PERSON	PHONE NUMBER
Theresa Hayes	952-896-9533

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER	
800376	
LICENSED OR CERTIFIED BY STATE OR COUNTY State	
LICENSOR NAME	LICENSOR PHONE
Naoko Sands	651-431-4567

Child Care Assistance Program (CCAP) Information (If applicable)

CCAP PROVIDER ID	
29503	
CCAP AGENCIES REGISTERED WITH	CCAP AGENCY PHONE NUMBER(S)
Dakota County	651-554-5611

7. Identification of Hazards

This section is provided as a resource for your emergency preparedness. It allows you to identify the risk of certain hazards occurring, the impact that a hazard could have if it did occur, and how you would continue operating during and after the emergency.

Attention licensed child care centers: You are not required to complete this section as you should have already identified potential risks and impacts as part of your Risk Reduction Plan (see Minn. Stat. 245A.66). If you have not addressed any of these hazards that could impact your site, you should use this section or add items to your Risk Reduction Plan.

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Fire	Get children out. Meet by the flag poles. Head count. call 911 if alarm has not sounded
Flood	Listen to weather reports and follow the advice of emergency responders. Evacuate to higher ground if need.
Gas/Chemical Leaks	Smell gas. Evacuate to Ebenezer Ridges Child Care. Head count. call 911.
Hazardous Materials	call 911. Stay away from the incident. Follow emergency responders instructions
High or Low Temperatures	High temps: slow down, stay cool, drink water, and stay inside Low temps: Avoid going outside, make sure skin is covered.
Infectious Diseases	Wash hands frequently, keep toys clean, follow safe food preparation, no sharing of personal items, and send and keep sick children home. If at school in the office. Close if health department requires
Nuclear Power Plant	Please note, there are two nuclear power plants in Minnesota. Depending on your proximity to these plants, which are located in Welch and Monticello, you may/may not have a potential "risk of harm."
Severe Winter Weather	Listen to weather radio. Decide if you need to close school. Is it safe to get children home.
Thunderstorm	Listen to weather radio; Children are inside. Be ready to take cover.
Tornado	Listen to weather radio: Tornado warning take cover.
Violent Incidents	Make sure police are aware you are a preschool and to warn you if there is an incident in the neighborhood. Institute Building lock down procedure.
Other	

8. Child Emergency Contact Information

You should collect each child's emergency contact information and keep it with your emergency kit(s). Licensed child care centers and licensed family child care providers already collect this information from parents/guardians upon enrollment.

Keep the following information with your emergency kit(s) in case of an emergency:

Child specific information:

- ☐ Child's name
- ☐ Child's address
- ☐ Child's date of birth
- ☐ (If applicable) Special instructions for children with disabilities or chronic medical conditions

Parent/guardian information:

- ☐ Name(s) & relationship to child
- ☐ Preferred contact information (i.e., phone number or email address)
- ☐ Alternate emergency contacts
- ☐ Individuals authorized for pick-up

For licensed family child care providers, this information is on the first page of each child's Admissions and Arrangements form. Keep a copy of the first page of each child's Admissions and Arrangements form with your emergency kit(s) so that the information can be easily accessed in an emergency.

Please note: Do not post any child-specific information with your emergency plan or share it with other parents.

How can I help my child succeed in school?

- ♥ Read every day! Take turns at reading to your child and having your child read to you, asking questions to promote comprehension skills.
- ♥ Be positive, speaking well of school and learning. Encourage your child to talk about the fun things they have done or are going to do at school.
- ♥ Create a consistent after-school routine including mealtimes, homework time and play time (creating a visual display of this for your child can be very beneficial.)
- ♥ Ensure your child is getting plenty of sleep on a school night, so they are fresh for school in the morning.
- ♥ Encourage your child in all aspects of academics, praising them both in their success and their efforts.
- ♥ Teach your child to be responsible for their actions, encouraging them to take responsibility for getting ready.
- ♥ Stay involved! If interested inquire about volunteering at the school or about ways to support your child's learning at home.
- ♥ Communicate! Keep in regular contact with your child's teacher.