

CHILD'S PLAY

of St. Cloud Inc.



CHILD CARE CENTER

Parent Handbook 10/13

Child's Play of St. Cloud, Inc.
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St. Cloud, Minnesota 56301

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www.stcloudchildcare.com



Child's Play of St. Cloud, Inc - Parent Handbook

Parents/Guardians are responsible for:

- paying the \$50.00 non-refundable registration fee.
- completing all registration and immunization forms at the time of enrollment.
- submitting the Health Care Summary Form to Health Care Source and returning it to Child's Play within 30 days from start date.
(This form is renewed each time child changes age category.)
- informing the center when there is a change in authorization for a person to pick up a child.
- updating data for all information on the Child's Play registration form in a timely manner.
- calling the center when the child will not be attending.
- being familiar with and adhering to all policies described herein.

Orientation: Orientation is available for all families who enroll their child at Child's Play. Orientation includes the following: an enrollment packet with explanation of forms; a health care summary and immunization forms; a briefing on policies and procedures; an overview of payments and the drop-off location. Parents will also be introduced to the staff member(s) who will care for their child, receive an orientation on the daily routine their child will experience in the classroom, and be given time to ask questions.

Philosophy: While no one can take the place of a child's parents when it comes to love and attention, *Child's Play* child care center is the next best thing! We believe in an intricate connection between nurturing and educational development. Our compassionate staff is committed to providing the best of both worlds for your child. We are dedicated to maintaining a safe and secure educational nurturing environment and guidance through a parent-teacher approach that ensures the needs of every child are met. You can trust that at *Child's Play*, your children will experience an excellent early childhood education in a fun, healthy, and safe environment that will guide them to grow and transition into responsible considerate individuals.

Mission Statement: Our mission is to prepare and inspire all children with the confidence to interact successfully in a social setting, the awareness to respect themselves, others, and the environment and the foundation to reach their fullest potential.

Hours of Operation: The center is open Monday through Friday from 6:00 a.m. to 6:30 p.m. Staffing is scheduled according to the number of children in the center. Please pick your children up promptly so scheduling does not become a problem. ** Remember: ***Please call the center whenever your child will not be attending.***

License Capacity: The center serves children from six weeks through twelve years. The facility operates from five existing rooms. The license capacity for five rooms is 80 children: **21 infants** (1:4 adult to infant ratio) 6 weeks through 15 months; **19 toddlers** (1:7 adult to toddler ratio) 16 months to 31/36 months; **40 preschoolers** (1:10 adult to preschool ratio) 31 months through 5 years; and **20 school age children** – kindergarten through 12 years. The maximum combined number of preschool and school age children never exceeds the capacity of 40 children and maintains the 1:10 adult ratio for school age children.

Environment: Child's Play is a smoke free environment.

Confidentiality: As your family becomes familiar with other children at the center, you may enjoy sharing stories. When talking about your child's activities from the center remember to maintain confidentiality in the identity of other children, families, and the place of care.

Meals: At Child's Play we serve the following daily: a nutritional breakfast, morning water or juice break, lunch and afternoon snack. Please do not bring food from home, unless arrangements have been made with your child's teacher ahead of time. The center is presently on the Child and Adult Care Food Program as offered through the State of Minnesota Department of Education and the U.S.D.A. The infant program provides "Parents Choice" formula. Solid foods that are introduced to young infants are processed through a food grinder. Parents that choose to supply breast milk must label the milk with the child's first name, last name and the date it is sealed. Breast milk is considered to be a body fluid and staff is required to have minimal contact with this milk. Please bring breast milk in a bottle ready to use or frozen in a single plastic bottle liner bag. Empty bottles will be sent home daily and will not be rinsed. The center's policy is to feed infants on demand. Children with special dietary needs must have a Special Dietary Request Form completed by their physician. See the director for this information. Our child care center is a peanut free environment.

"AND JUSTICE FOR ALL"

"In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, sex or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Lost and Found: Please put your child's first and last name on all items brought to the center, including car seats. If your child loses an item, check with the child's teacher or the director.

Clothing: A complete change of clothing labeled with your child's first and last name must be provided by the parents each day. If your child is toilet training additional sets of clothing are required. Children learn through play, please dress your child appropriately. Keep in mind that the children will do an art activity and play outdoors each day. Recommended clothing includes the following: sturdy shoes, clothes that can be easily removed for toilet use, and appropriate clothing for outdoor play. Make sure that adequate clothing comes to the center on cold days: a warm coat or jacket, snow pants or snowsuits, mittens (2), hats, and boots for snow. In the summer, children should have cool tops, shorts, shoes and sunscreen. Children that attend field trips during the summer months will be asked not to wear flip flop style sandals. Swim suits are required for water sprinkler play.

Outdoor Play: A play ground is available for outdoor play. The toddler and preschool children will not play outside on wet rainy days, when winter wind chill and /or temperatures reach 15°F, and when the heat index temperature reaches 90°F. If a child is healthy enough to attend child care, then the child is healthy enough to go outdoors. Infants will experience outdoor stroller rides when the weather is mild and when staffing and number of children allow staff to leave the center and follow the guideline placed by the state of Minnesota.

Outdoor Activity Guidelines for Toddlers, Pre-School and School Age Children

Playing Outdoors

Children shall play outdoors daily when weather and air quality conditions do not pose a significant health risk. Weather that poses a significant health risk shall include wind chill at or below 15° F and heat index at or above 90 ° F as identified by the National Weather Service. The children will not play outside on wet rainy days, when winter wind chill temperatures and/or the air temperature become a health risk.

If a child is healthy enough to attend child care, then the child is healthy enough to go outdoors. Children will not be excused from this portion of the program without a doctor's written statement.

Outdoor Clothing

It is important for the center to be sure that the children are always appropriately dressed for outdoor play. Parents are responsible for seeing that their child is dressed appropriately. If children are dressed properly, weather conditions should not pose any health risk. Please supply appropriate clothing allowing for the extreme weather found in Minnesota.

Winter/Fall Clothing (Label all items with child's name)

Children should have the following items available to them:

- * Warm Mittens – 2 pairs (*no thin knit mittens or finger gloves*)
- * Boots
- * Shoes for Inside
- * Hat - (*Tie or Velcro for Toddlers*)
- * Snowsuit or Snow Pants
- * Jacket or Coat
- * Extra Socks and Clothing

Summer/Spring Clothing (Label all items with child's name)

Children should have the following items available to them:

- * Light Jacket
- * Cool Top or Tee Shirt
- * Shoes
- * Sandals
- * Sunscreen
- * Swim Suit (water sprinkler play)
- * Extra Clothing

Children attending field trips during the summer months will be asked not to wear flip flop style sandals.

Families that may experience difficulty in supplying the necessary materials for their child are asked to contact their child's teacher or the director for assistance.

Diapers:

Cloth diapers are available for infants and toddlers at no additional charge. If a child is not using cloth diapers, their parents must provide disposable diapers from home. The cloth diapers are cared for at the center and endure two wash cycles. The Ecolab Company monitors the cleaning products to ensure a clean and safe diaper for your child. Children using cloth diapers will leave the center in a disposable diaper brought from home. Preschool children that are still in diapers are asked to bring pull-up diapers. The center will provide baby wipes unless your child is sensitive to the wipes used by the center. Parents are asked to supply the center with the baby ointments and/or creams they prefer to use for their child's diapering. Please remember to label all products with your child's first and last name. **To minimize contact with body fluids clothing that has been soiled with urine or a bowel movement will be placed in a plastic bag and sent home without being rinsed.**

Toilet Training: The center believes that children will toilet train when physiologically ready. The teacher works with the parents of children who are making a transition from diaper to toilet. Children will be encouraged and toileting will be made available to children that are at this developmental stage. This is a positive time and children will not be shamed for accidents. **To minimize contact with body fluids clothing that has been soiled with urine or a bowel movement will be placed in a plastic bag and sent home without being rinsed.**

Child Care Policies

Attendance: If your child will not be attending child care, call the center by 8:30 a.m. Messages may be left on the center's answering machine. ** Remember: *Please call the center whenever your child will not be attending.*

Arrivals and Departures: It is the parent's responsibility to inform the center of any changes in the names of persons authorized to pick up the child. The center will release children to authorized persons only. Siblings who pick up a child must be at least 13 years of age and listed as an authorized pick-up person. We expect that parents will be picking up the child, unless otherwise indicated. If another person is to pick up the child, the parent must inform the teacher **with written notice**. If it is a person who the staff does not know, a driver's license or picture ID will be requested for identification purposes. The person picking up the child must make contact with the teacher before taking the child from the room. **All children, including siblings not attending the center, must be accompanied by an adult and remain under adult supervision at all times. This includes inside the building, hallways, the playground and the parking lot.** Parents or authorized persons are required to sign in and out every day. The sign in sheet is located in the main entrance area.

School Age Busing: Children attending Lincoln Elementary, St. Elizabeth, St. Cloud Christian and Stride Academy Schools may be bused to and from Child's Play. Arrangements for busing must be made by the parent with the attending school's transportation department. Children are supervised at all times, and escorted by staff to and from the bus stop. Head Start buses will pick-up and drop-off at our center.

Program: Your child's care is our primary objective. We provide programs in education to stimulate the child's intellectual, physical and social growth, and emotional development. The Child's Play curriculum is designed by the qualified classroom **teachers using the "Creative Curriculum"**. Each week a theme is used to incorporate the different learning styles that children use to learn concepts, life skills, social skills and skills needed for kindergarten and beyond.

A curriculum binder has been designed as a resource for parents and may be reviewed upon request. The binder is separated in a month-by-month basis, however it will not be taught in this same order each year. Each theme is separated by goals (*what we hope to have the children learn*) and objectives (*how we plan to have the children learn it*). It lists some theme ideas that can be used to incorporate these goals and objectives into the learning environment.

The Child's Play curriculum integrates the following learning styles into the classroom: Auditory Learning (listening), Visual Learning (seeing), Kinesthetic Learning (touch), Cognitive Learning (thinking), Social Emotional Learning (interacting), Speech and Language (talking), Fine Motor, Nurturing, and Sanitary Skills. The qualified staff incorporates as many of these learning styles into each theme in order to reach all the children in the classroom.

Planned activities as well as scheduled indoor and outdoor play are offered to all children at our center.

Conferences: Parent conferences, which include a written assessment, are scheduled twice during the year; once in the fall and once in the spring. This is an opportunity to share our observations regarding your child's intellectual, physical, social, and emotional development. The parent's input is an important ingredient in developing the relationship between the teacher and your child. Parents are encouraged to schedule a conference when they feel it is appropriate. Parents of infants and toddlers will receive daily written documentation of child's food intake, elimination, sleeping patterns, and general behavior.

Field Trips: Parents of preschool and school age children will be notified of any planned field trips. A permission slips must be signed by parents prior to any field trips. Parents will be informed of the date, time, and purpose of the field trip.

Impromptu Walks: Children may experience an impromptu walk in the surrounding neighborhood. These walks may occur because the playground is wet from the weather. Infants and toddlers can enjoy the outdoors by taking a stroll in a bye bye buggy, stroller or wagon. Preschool age children will walk with the assistance of a walking rope with rings that the children can hold onto. Each room will post a note for parents to see that the classroom is on a walk. All families are asked to sign a Permission Release Form found in the application packet given to parents during orientation.

Research Permission: Permission slips must be signed by parents prior to each research, experimental procedures, or public relations activities involving the children while in the center. Photos of children will be used in the center to show daily activities and used as a learning tool.

Home Toys: Please communicate with the classroom teacher about bringing special toys from home. Often toys from home are difficult to share with other children. They may get broken or pieces may get lost. Toys that resemble weapons and/or violent toys are not allowed at the child care center.

Pets: Administrative permission is required to bring a pet onto the grounds of Child's Play. Presently our center homes a Cockatiel and Parakeets. The cockatiel visits all rooms daily. Occasionally a classroom may care for fish or hermit crabs.

Visiting: Parents of enrolled children are welcome and encouraged to visit the center at any time during normal hours of operation.

Transition Between Rooms: When a child moves to the next oldest room parents and teacher will communicate about the transition. The child will begin the transition by increasing the amount of time spent in the next room. Once the child's age or development requires placement to the next room the transition will be complete. The child's file will be reviewed with the parents and any questions will be answered about the new routine, expectations, and responsibilities.

Behavior Guidance: To aid the children in development of self-discipline and the mutual respect of a democratic environment, the following concepts will be incorporated and encouraged daily: Respect for self, respect for others, and respect for the materials/environment. The center encourages these concepts by providing an atmosphere which:

- accepts each child as a unique and special individual.
- sets realistic expectations.
- provides an environment based on fairness.
- provides children with opportunities to succeed.
- provides security, limits, and boundaries.
- provides opportunities for positive encouragement.
- encourages decision making.
- provides friendship.
- provides an environment that a child can depend on.

When the rules are not followed the child's behavior will be redirected. The staff will provide a positive role model. Behavior guidance will be tailored to the developmental level of the child. The center's goal is to provide immediate and directly related consequences for a child's unacceptable behavior. Staff may use brief time out periods. You will be notified if your child has more than three time outs in one day. If an unacceptable behavior persists, parents will be asked to meet with the teacher and/or the director to find a solution to the problem behavior. The center does not tolerate swearing, biased language, threatening behavior, or violence. If a child displays this type of behavior the parents will be asked to pick up their child immediately.

Weather Alerts: Each room has a weather radio and weather alerts are broad-casted by the NOAA. In the event that a tornado is spotted, all children and staff will proceed to the tornado shelter. In the event of a snow storm and St. Cloud ISD #742 is closed by 6:00 a.m. our child care center will be on alert. Tune into local radio stations for further information; if the center is closed it will be announced. If St. Cloud ISD #742 is two hours late the center will be open as scheduled.

Drills: The center documents and practices fire drills monthly and tornado drills from April through September. In case of a real fire we will evacuate to the American Red Cross building just across 14th Avenue North.

Withdrawal or Termination: Parents are required to give a two week written notice and are responsible for making payments during the two week period.

Vacation: After a full time child has attended the center for 1 year, parents may use up to ten days for vacation. A part time child may use five days after 1 year of child care. Vacation may be used when your child is absent from the center during a time they are normally scheduled. Vacation day requests must be in writing and given to the director. There is no charge for vacation days.

Drop- In Care: For families needing occasional non-scheduled child care, a drop-in program is available. Please call for availability and rates.

Tuition Payments: Each week payments are due on the Monday or the first day of the week your child is in child care. Payments reserve your child care position; a missed payment will forfeit your child care reservation. Families receiving child care assistance through the county are responsible for co-payments.

- A \$20.00 service charge will be assessed on returned checks.
- If payment is more than two days late, the child care position will be revoked.
- No child shall exceed more than 10 hours of child care a day without prior arrangements.
- If a child exceeds a 10 hour day, an additional hourly charge will occur.

Days the Center is Closed: The center is closed only if the following holidays fall between Monday through Friday. Full payment is due during weeks that include holidays. Payments are due the first day your child is in care. This holds true for families reserving a full or part time weekly child care position.

New Years Day (New Years Eve close at 4:00 p.m.)
Memorial Day
Independence Day
Labor Day
Thanksgiving Day (open the Friday after Thanksgiving Day)
Christmas Day (Christmas Eve close at 4:00 p.m.)

Holidays: Some national and non-secular holidays will be celebrated during the year. Child's Play sees this as a positive learning experience for all children. The following is a list of holidays we celebrate at the center, this list is subject to change: April Fools Day, Birthdays, Cinco de Mayo, Christmas, Columbus Day, Earth Day, Easter, Father's Day, Groundhog Day, Halloween, Independence Day, Labor Day, May Day, Memorial Day, Mother's Day, New Years, Presidents Day, St. Patrick's Day, Thanksgiving and Valentine's Day.

Birthdays: The center encourages the parents to pick a date on or near their child's birthday to celebrate at the center. This is a special day for the children. Please make arrangements with the teacher for the celebration. If a snack or treat is brought to the center it must be store bought.

Supervision: Children are supervised at all times during the hours of operation. **All children, including siblings not attending the center, must be accompanied by an adult and remain under adult supervision at all times. This includes inside the building, hallways, the playground and the parking lot.**

Family Assistance: Child's Play is committed to supporting children and their families. As part of this commitment we will help direct families in need to community and state resources.

See Family Assistance Addendum on page 21-22.

Health Policy

Medical Records: Current medical records will be maintained on each child. Each parent must have the medical record forms completed by their child's physician. This form requires a current immunization record which will be updated on a yearly basis. Parents will also be asked to complete a health history form about the child and fill out an emergency information card.

Medical Emergency: All staff members are certified in First Aid and CPR and are qualified to administer if needed. In the event that your child requires medical attention the center will make every effort to contact the parents prior to making medical arrangements. The person in charge at the time will evaluate the injury to decide if medical attention is necessary. The center will use the following sources for emergency care: St. Cloud Fire Department, Gold Cross Ambulance, St. Cloud Hospital and/or your child's designated physician.

Medication: Medication must be appropriately labeled with written instructions by a physician. Written permission from the parent is required for all over the counter and prescription medications. Medicine must have the child's name on it, legible instructions on the label, and it must be in the original container. Medication may not be given after the expiration date on the label. The label must not be defaced. Any unused portion must be taken home or destroyed. The medication will be given only to the child whose name is on the label and according to the label directions unless otherwise prescribed by a physician.

Illness: When a child is ill, the well being of the ill child and the other children in the center are our first consideration. Parents should not bring a child to the center if any of the following symptoms are evident:

- a temperature above 100° F axially or oral, or 101° F rectal (*without use of medication*)
- nasal and chest congestion
- intestinal disturbance accompanied by diarrhea or vomiting
- the contagious stage of any communicable disease
- sore or discharge from eyes or ears
- thick yellow or dark green nasal discharge
- behavior indicating pain or distress
- lice, ringworm, scabies or impetigo that is untreated and contagious
- undiagnosed rash or rash attributable to a contagious illness
- unexplained lethargy
- has not completed 24 hours of antimicrobial therapy with bacterial infection

If a child is clearly ill when brought to the center the parent will be asked to take the child home. If a child becomes ill during the day, the child will be isolated from other children; parents will be notified and asked to pick the child up. Children may return to the center when they are free of symptoms, when their temperature remains normal for a 24 hour period, or when the parents are so advised by a physician.

In the event that your child is exposed to a contagious disease a sign will be posted in the child's room or entrance of the center. Parents must inform the center within 24 hours (not including weekends) when the child is diagnosed medically as having a contagious reportable disease.

Full payment is due for families reserving a full or part time weekly child care position. No refund is available for sick days. Vacation time may be used for sick days, if the family has a child who has been attending the center for a minimum of 1 year.

Hand Washing: Hand washing is the most important single step you can take to prevent the spread of infectious diseases. The most common infectious diseases found in groups of young children are colds and diarrhea. The younger the children are, the more likely they are going to become ill after coming in contact with a germ, and the greater risk of serious illness. By washing your hands you effectively stop the spread of disease caused by germs.

Children with Special Needs: Child’s Play does enroll children with special needs. A statement from the child’s physician or professional agency must be submitted to the center with guidelines on how to meet your child’s specific needs. Currently enrolled children who develop signs of special needs will be recommended for assessment. We will provide resources to assist the parents in acquiring a diagnosis for their child’s condition. A meeting between the parents and the director will determine if the center is the appropriate placement for your child.

Biting: Children who bite usually do so because they are frustrated or angry. Typically, they want a toy or a privilege that another child has and bite less out of aggression towards the other child than as a way to get what they want. They often act quickly and impulsively, too young or immature to think through other choices. The age when biting is most frequent is between thirteen and twenty-four months. Some children bit because their language skills are not good enough to say what they want. Teething can also be a cause of biting, but it is much less common. A simple kiss may turn into a bite. **Biting is an age appropriate behavior** that is dealt with daily. Child’s Play has a policy and procedure in place for children with this behavior. Staff works with the child and family of both victim and bittier.

Suspected Child Abuse: The staff at Child’s Play is required by law to report suspected cases of child abuse and neglect. *See Maltreatment of Minor Mandated Reporting Policy for DHS Licensed Program*

Tax Information: All families that are attending the center on the first of each year will receive payment information for the previous year. Child’s Play Federal Tax I.D. number is 41-1758222.

Liability Insurance: Child’s Play carries a 1 million dollar limit of liability insurance for the center.

Grievance / Termination: A child and parent(s) may be excluded from the center in the event if any of the following may occur.

- Non-payment of fees
- Abuse of policies set by the center
- Abuse of staff and/or child at the center
- Parent is hostile toward staff or families at the center
- Profane language is used in front of children and families
- Verbal or physical abuse is used towards others

Complaints or concerns should first be addressed with the teacher or staff involved in the situation. Conflicts that remain unresolved should be discussed with the center director.

Please call anytime if you have question, or if a problem arises.

Virginia Leach Guggenberger - Owner/Director 320-259-4540
Anita Rooney – Assistant Director 320-259-4540
Minnesota Department of Human Services Licensing Division . . **651-431-6500**

Nap and Rest

Rest: All children under school age will be allowed an opportunity to nap or rest in a quiet area. The amount of nap time scheduled is compatible with your child's developmental needs. After a 30 minute rest the children that are awake will not be required to remain on cots or in cribs and will be offered a quiet activity for the duration of the rest time. Preschoolers and toddlers may bring a special blanket, small pillow, or a small stuffed animal for their nap. Infants from 6 weeks through 12 months will not be permitted to use blankets in the crib. Infants 13 months and older may use a receiving blanket, but will not be permitted to use heavy or over-sized blankets, fluffy fleece, heavy quilted comforters, or blankets with an animal head in the corner. Pillows, bumper pads, wedges, and stuffed animals are not allowed in the infants sleeping area. This includes all soft products used in the crib. Infants are placed on their backs to sleep and are never placed on a water bed, bean bag cushion, or sheepskin pad. Infants that are capable of moving from front to back are allowed to choose a comfortable sleeping position.

Confinement Limitation: A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot or mat or in a crib or bed.

Placement of Equipment: Naps and rest will be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cribs, cots, beds, and mats 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. Cribs, cots, beds, and mats are placed directly on the floor and must not be stacked when in use.

Bedding: Separate bedding is provided for each child in care. Bedding is washed weekly and when soiled or wet. Blankets must be cleaned when soiled or wet.

Infants from 6 weeks through 12 months will not be permitted to use blankets in the crib. Infant from 13 months through 15 months will not be permitted to use heavy or oversized blankets, fluffy, fleece or heavy quilted comforters or blankets with an animal head in the corner. Pillows, pillow-like stuffed toys, bumper pads, wedges, and stuffed animals are not allowed in the infants sleeping area. This includes any soft products used in the crib with the infant, and must place each infant in a crib with a firm mattress. Infants are not placed on a waterbed, bean bag cushion, or sheepskin pad. (Minnesota Statutes, section 245A.1435)

(Receiving blankets used to cover an older infant are stored in a container under the crib and never left in the crib when the crib is not in use)

Crib Standard: A crib is provided for each infant for which the center is licensed to provide care. The equipment must be of safe and sturdy construction that conforms to the Code of Federal Regulations. Documentation is kept on monthly routine crib inspection requirements. Infants are placed in a crib directly on a firm mattress with a fitted crib sheet that fits tightly on the mattress and overlaps the mattress so it cannot be dislodged by pulling on the corner of the sheet.

Infant Sleeping Position: Each infant is placed on the infant's back, unless the parent has documentation from the infant's physician directing an alternative sleeping position for the infant. If an infant falls asleep before being placed in the crib, the infant must be moved to a crib as soon as practical.

Swaddling: Swaddling is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. **Our center does not swaddle**, but allows a one-piece sleeper or sack (without swaddling straps) and provided by the parent.

Physician Directive for Alternative Infant Sleep Position

The American Academy of Pediatrics (AAP)*, National Institute of Child Health and Human Development (NICHD) and the Minnesota Sudden Infant Death (SID) Center at Children’s Hospitals and Clinics of Minnesota recommend back sleeping for babies to reduce the risk of sudden unexpected infant deaths (SUID) due to sudden infant death syndrome, suffocation, and other sleep related causes. The 2011 AAP recommendation further states that an alternative sleep position be considered only for the rare exception of infants for whom the risk of death when sleeping on the back is greater than the risk of SUID when sleeping on the stomach. **Babies sleep safest on their backs.**

Minnesota law requires that licensed providers place infants to sleep in a crib, directly on a firm mattress. The provider must place the infant on his/her back for sleep unless the provider has a signed directive from a physician for an alternate sleep position for the infant. Car seats, swings, couches, the floor on a blanket, etc. are **not** acceptable as an alternative sleep position.

This form is the approved format to direct an alternative sleep position and must remain on file at the licensed location.

In addition, Minnesota law requires licensed providers to use a fitted crib sheet that 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 may be placed in crib with the infant except the infant’s pacifier. These requirements apply to license holders serving infants up to one year of age. Licensed providers may only use cribs that meet requirements specified in statute and must inspect cribs monthly to assure they are safe.

I understand that back sleeping is recommended and is safest for babies. I am directing an alternative position for this infant for the reason(s) stated below. By signing this form I am acknowledging that I am directing only an alternative sleep position and that the infant must always be placed in an approved crib to sleep.

NAME OF CHILD	DATE OF BIRTH
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_____ Place this infant on his/her STOMACH for sleep periods (**not recommended**); **OR**

_____ Place this infant on his/her SIDE for sleep periods (**not recommended**)

Medical Reason(s) for alternate sleep position: _____
(attach information if necessary)

Expected duration of need for alternate sleep position: _____

When infant will be re-evaluated re: need for alternative sleep position: _____

PRINTED NAME AND SIGNATURE OF PHYSICIAN	DATE
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Licensed providers must place an infant in a crib to sleep. Car seats, swings, couches, the floor on a blanket, etc. are not acceptable as an alternative sleep position.)

SIGNATURE OF PARENT	DATE
SIGNATURE OF PROVIDER	DATE

*Moon RY, American Academy of Pediatrics, Task Force on Sudden Infant Death Syndrome. Technical Report - SIDS and other sleep related infant deaths: expansion of recommendations for a safe infant sleeping environment. *Pediatrics* 2011. 128(5) available at www.pediatrics.org/cgi/content/full/128/5/e Commissioner’s Designated Format for Physician’s Directive for Alternative Sleep Position July 2013

ALTERNATIVE INFANT SLEEP POSITION PARENT AND PROVIDER INFORMATION

One of the easiest ways to lower a baby's risk of Sudden Unexpected Infant Death (SUID) due to sudden infant death syndrome (SIDS), suffocation, and other sleep related causes is to put the baby on the back to sleep for naps and at night. Health care providers used to think that babies should sleep on their stomachs, but research now shows that babies are less likely to die of SUID when they sleep on their backs. Since the recommendation to place a baby on their back for sleep began, the SIDS rate in the United States has dropped by more than 50 percent. Placing babies on their back to sleep is the best way to reduce the risk of SUID.

The following are recommended for Safe Sleep for Your Baby:

1. Always place a baby on his or her back to sleep, for naps and at night. The back sleep position is the safest position for all babies and every sleep time counts.
2. A baby should be put to sleep in a safety-approved crib on a firm mattress covered by a fitted sheet appropriate to the mattress size.
3. Keep soft objects, toys, loose bedding, pillows, blankets, quilts, sheepskins and crib bumpers out of the baby's sleep area. The only item that should be placed in the crib with the baby is a pacifier. **Please note: In licensed programs, the only item allowed in a crib with an infant is a pacifier.**

- As the parent providing this physician signed form I am acknowledging that I have read the above information regarding the AAP and NICHD recommendations for sleeping babies safely, Minnesota's requirements for licensed providers, and recommendations from **Safe Sleep for Your Baby**.

The Safe Sleep for Your Baby Brochure may be viewed at:

https://www.nichd.nih.gov/publications/pubs/Documents/STS_SafeSleepForYourBaby_General_2013.pdf

- As the parent providing this physician signed form I am acknowledging that I am aware that placing a baby on her/his back for sleep has been recommended by health experts to be the safest way to place a baby for sleep.
- As the parent providing this physician signed form I am acknowledging that I am aware that since the recommendation to place babies on their back for sleep began, the SIDS rate in the United States has dropped by more than 50 percent.
- As the parent providing this physician signed form I am acknowledging that I am aware that placing a baby on the stomach or side, places the baby at greater risk for dying from Sudden Unexpected Infant Death (SUID).
- As the parent providing this physician signed form I am acknowledging that I am aware that Minnesota Statute, Section 245A.1435, requires licensed providers to position an infant on the back for sleep unless the provider has a signed directive from a physician for an alternate sleep position.

MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.

- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.

- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.

- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (320) 656-6000 or local law enforcement at (320) 251-1200.

- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.

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

- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

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 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:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) 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 Internal Reviews are Completed

The internal review will be completed by Virginia Guggenberger (320) 259-4540 (name or position). If this individual is involved in the alleged or suspected maltreatment, Anita Rooney (320) 259-4540 (name or position) will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and provide documentation of the review to the commissioner 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 designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). 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.

Young and Mobile Infant Room Daily Schedule

<u>Schedule</u>	<u>Objectives</u>	<u>Procedures</u>
<p>5:30 AM to 9:00 AM Arrival</p>	<p>To make each child and parent feel welcome and comfortable in the room. To greet each family and take a few minutes to discuss any questions, concerns or information the parent may have.</p> <p>To help each child separate from their parent.</p> <p>To offer a variety of activities to engage children's interests.</p>	<p>Greet each child and parent with a cheerful hello of good morning. Do a quick check for an unhealthy child. Review with parents when the child last slept, ate, diapered and events of the morning. Infants are diapered every 1 to 2 hours, depending on diaper type and when diaper is known to be soiled.</p> <p>Assist the child in saying good bye to the parent.</p> <p>Have assorted activities available.</p>
<p>7:30 – 9:00 AM Breakfast (Documentation on daily infant sheet)</p>	<p>To insure a clean and healthy environment. To promote good healthy habits. To serve a well balance and age appropriate foods.</p> <p>To promote good eating habits and to provide an opportunity for interaction between child and staff.</p>	<p>Wash child's hands by using a soapy dish cloth. (One per child)</p> <p>Older infants that come to the center during breakfast hours will eat as they arrive or when ready to eat. All infants will be served breakfast by staff. Each child will be fed according to individual needs.</p>
<p>Thought out the Day Fluid Breaks (Documentation on daily infant sheet)</p>	<p>To promote good eating habits and to provide an opportunity for social interaction with staff.</p>	<p>Young Infants: Each child has their own daily schedule. (Feed on demand) Young infants will have formula or breast milk during this time. This is a time for the infant and staff to interact. Old Infants: Each child will receive a healthy beverage and time to socialize.</p>
<p>10:00 – 11:00 AM Outdoor Play</p>	<p>To promote good health and only if weather permits going for a walk.</p>	<p>Provide opportunities in nature: sight, sounds, smell, and fresh air.</p>
<p>Thought out the Day Diapering, Hand Washing (Documentation on daily infant sheet)</p>	<p>To meet each child's diapering needs and personal hygiene. To maintain sanitary conditions and hand washing of both staff and child.</p> <p>To document all bowel movements on Daily Infant Sheet</p>	<p>Infants are diapered every 1 to 2 hours, depending on diaper (disposable or cloth) and when diaper is known to be soiled.</p> <p>Hands of child and staff are washed after diapering in the sink designated for the diapering area only. Staff must follow the Diapering Procedure.</p>

Young and Mobile Infant Room Daily Schedule

<u>Schedule</u>	<u>Objectives</u>	<u>Procedures</u>
<p>Thought out the Day Quiet /Nap (Documentation on daily infant sheet)</p>	<p>To provide a healthful rest.</p> <p>To help infants with individual nap routines.</p>	<p>Infant nap time is determined on the child's individual sleep needs.</p> <p>Older infants that are transitioning into the toddler room will ease out of morning naps.</p>
<p>Thought out the Day Play/Activities</p>	<p>To encourage communication and participation. To increase skill levels and knowledge. To develop social, emotional, cognitive, small and large motor skills.</p>	<p>The room will be purposely furnished with toys and equipment that develop the skills and growth of each infant.</p>
<p>10:30 – 12:00 PM Lunch (Documentation on daily infant sheet)</p>	<p>Older Infants: To promote good eating habits and to provide an opportunity for social interaction between staff/children.</p> <p>To insure a clean and healthy environment. To promote good healthy habits.</p> <p>To serve a well balanced and age appropriate foods.</p>	<p>Older Infants: Each child will receive water/juice/formula/breast milk though out the day. This is a time for the infant and staff to interact.</p> <p>Wash child's hands by using a soapy dish cloth. (One per child)</p> <p>Children will be served lunch by staff. Each child will be fed according to individual needs.</p>
<p>2:00-3:00 PM Afternoon Snack</p>	<p><i>Same as meals/snack above</i></p>	<p><i>Same as meals/snack above</i></p>
<p>8:00-8:20 PM Snack Time</p>		
<p>3:00-4:00 PM Outdoor Play</p>	<p>To promote good health and only if weather permits going for a walk.</p>	<p>Provide opportunities in nature: sight, sounds, smell, and fresh air.</p>
<p>4:00/5:00-6:30 pm Departure: Self-Interest Time</p>	<p>To prepare children to go home. To review the child's written record of the day. To share additional activities and specific things each child did during the day with the parent.</p>	<p>Have daily sheet completed for parents. Have the child in a clean diaper when ready to leave the center. All belongings and medications are together for the parent.</p>

Toddler Room Daily Schedule

Schedule

Objectives

Procedures

<p>5:30 – 7:30 AM Arrival</p>	<p>To make each child feel welcome and comfortable. To greet each parent and take a few minutes to discuss any questions or concerns. To offer a variety of activities to engage children’s interests.</p>	<p>Greet each child and parent with a cheerful hello of good morning. Do a quick check for an unhealthy child. Have assorted activities available. <i>(Bathroom Facilities used as needed)</i></p>
<p>7:30 – 8:45 AM Breakfast</p>	<p>To insure a clean and healthy environment. To promote good healthy habits.</p> <p>To promote good eating habits and to provide an opportunity for social interaction.</p>	<p>Each child cleans up their own table area and gets an opportunity to assist in setting up for breakfast. Each child washes hands with <u>staff assistance</u>.</p> <p>Children that come to the center during breakfast hours will eat as they arrive. Polite eating habits will be encouraged. Children will be served breakfast by staff.</p>
<p>8:00 – 8:45 AM Self Interest</p>	<p>To introduce a variety of activities for learning as well as pleasure.</p>	<p>Read a story, recite finger play, sing songs, listen to music, puppet play, dramatic play, art projects, blocks, books, writing and drawing experiences, etc.</p>
<p>8:30-9:30 AM Clean Up (Diapering/Toileting and Hand Washing)</p>	<p>Learn good health habits. How to follow directions and to develop independence in personal hygiene.</p>	<p>There are 1-2 bath bathrooms containing a total of 1-2 sinks and 1-2 toilets and changing table. No child waits too long for his/her turn. Small potty chairs are available.</p>
<p>Through Out the Day Juice/Water Break</p>	<p>To promote good eating habits and to provide an opportunity for social interaction.</p>	<p>Each child will receive a healthy beverage and time to socialize.</p>
<p>9:30-10:15 AM Circle Time</p>	<p>To promote social interaction within a structured group.</p>	<p>Begin with “circle time”, giving each child a chance to express feelings or events of the day. Then the teacher selects various activities to coincide with weekly theme, e.g. music , circle games, calendar and weather helper, books, flannel board, etc.</p>
<p>9:30-10:15 AM Small Group Activities</p>	<p>To encourage communication and participation. To increase skill levels and knowledge. To develop socialization skills.</p> <p>Provide opportunity to promote fine motor skills</p>	<p>Teacher provides a variety of art activities, games, or special activities. Hand art work, crayons, finger painting, marker, pasting, cooking, sand/water/rice play.</p> <p>Increase and practice fine motor skills.</p>
<p>10:30-11:30 AM Toileting, Diapering, Hand Washing</p>	<p><i>See Above</i></p>	<p><i>See Above</i></p>

Toddler Room Daily Schedule

<u>Schedule</u>	<u>Objectives</u>	<u>Procedures</u>
10:15-11:20 AM Outdoor Play: Large Muscle Time	To allow for outdoor play (weather permitting). To develop cooperation, self-reliance, and creative expression. For relaxation and enjoyment. Provide opportunity for large motor skills.	Outdoors: games, walks, free play, sandbox, special exercise activities, riding toys, etc. Activities to encourage large motor skills: running, jumping, climbing, etc.
11:20-11:30 AM Preparation for Lunch	To insure a clean and healthy environment. To promote good health and eating habits.	Each child washes hands in designated sink with <u>staff assistance</u> .
11:30-12:00 PM Lunch	To promote good eating habits and to provide an opportunity for social interaction.	The children sit family style and staff will serve the food. Children are encouraged to use polite eating habits and try new foods.
12:00-2:30 PM Quiet Time/Nap	To provide a healthful rest and time to oneself.	Each child rests quietly by him/herself for the first half hour. When rested each child may play quietly with one or two other friends.
1:30-2:30 PM Toileting, Diapering, Hand Washing and Small Group	<i>See Above</i> To encourage communication and participation. To increase knowledge. To develop socialization skills.	<i>See Above</i> Teacher provides variety of activities: games, books, puzzles, play dough, writing/drawing experience, etc.
2:15-2:30 PM Clean Up	<i>See Above</i>	<i>See Above</i>
2:30-2:45 PM Preparation for Afternoon Snack	To insure a clean and healthy environment. To promote good health and eating habits.	Each child washes hands in designated sinks with <u>staff assistance</u> .
2:45-3:00 PM Afternoon Snack	To promote good eating habits.	Teacher participates with children.
3:00-4:00/5:00 PM Outdoor Play: Large Muscle Time	<i>Same as morning</i>	<i>Same as morning</i>
4:00-5:15 PM Toileting, Diapering, Hand Washing	<i>See Above</i> To keep children from leaving in soiled diapers or clothing.	<i>See Above</i> Late afternoon children are checked for soiled diapers. All toileting procedures continue until all children are gone.
5:00-5:30 Story Time	To promote social interaction within a structured group.	Teacher will provide a time to read to the children.
4:00/5:00-6:30 pm Departure: Self-Interest Time	To prepare children to go home, and say their good-byes.	Make sure all children have belongings and medications.

**Preschool Room Daily Schedule
(Includes School Age Children)**

<u>Schedule</u>	<u>Objectives</u>	<u>Procedures</u>
<p>5:30 – 7:30 AM Arrival</p>	<p>To make each child feel welcome and comfortable. To greet each parent and take a few minutes to discuss any questions or concerns. To offer a variety of activities to engage children’s interests.</p>	<p>Greet each child and parent with a cheerful hello of good morning. Do a quick check for an unhealthy child. Have assorted activities available. <i>(Bathroom Facilities used as needed)</i></p>
<p>7:30 – 8:45 Am Breakfast</p>	<p>To insure a clean and healthy environment. To promote healthy hygiene and good eating habits.</p> <p>To promote good eating habits and to provide an opportunity for social interaction.</p>	<p>Each child cleans up their own table area and gets an opportunity to assist in setting up for breakfast.</p> <p>Each child washes hands.</p> <p>Children that come to the center during breakfast hours will eat as they arrive. Polite eating habits will be encouraged. Children will be served breakfast by staff.</p>
<p>8:00 – 8:45 AM Self Interest</p>	<p>To introduce a variety of activities for learning as well as pleasure. Opportunity to practice social/emotional skills</p>	<p>Read a story, recite finger play, sing songs, listen to music, puppet play, dramatic play, art projects, blocks, books, writing and drawing experiences, etc.</p>
<p>8:45-9:00 AM Clean Up (Diapering/Toileting and Hand Washing)</p>	<p>Learn good health habits, how to follow directions and to develop independence in personal hygiene.</p>	<p>There are 1-2 bath bathrooms containing a total of 1-2 sinks and 1-2 toilets. A changing table and small potty chairs are available for younger children. No child waits too long for his/her turn.</p>
<p>9:00-9:15 AM Circle Time Story Time</p>	<p>To promote social interaction within a structured group.</p> <p>Cognitive and language activities such as concepts of color, objects identification, and following directions.</p>	<p>Begin with “circle time”, giving each child a chance to express feelings or events of the day. The teacher will provide a time to read to the children. Then the teacher selects various activities to coincide with weekly theme, e.g. music, circle games, calendar and weather helper, books, flannel board, etc.</p>
<p>Through Out the Day Juice/Water Break</p>	<p>To promote good eating habits and to provide an opportunity for social interaction.</p>	<p>Each child will receive a healthy beverage and time to socialize.</p>
<p>9:30-10:30 AM Small Group Activities</p>	<p>To encourage communication and participation. To increase skill levels and knowledge. To develop socialization skills.</p> <p>Provide opportunity to promote fine motor skills.</p>	<p>Teacher provides a variety of art activities, games, or special activities. Hand art work, crayons, finger painting, marker, pasting, cooking, sand/water/rice play.</p> <p>Increases and practice fine motor skills.</p>

**Preschool Room Daily Schedule
(Includes School Age Children)**

<u>Schedule</u>	<u>Objectives</u>	<u>Procedures</u>
10:30-11:20 AM Outdoor Play: Large Muscle Time	To allow for outdoor play (weather permitting). To develop cooperation, self-reliance, and creative expression. For relaxation and enjoyment. Provide opportunity for large motor skills.	Outdoors: games, walks, free play, sandbox, special exercise activities, riding toys, etc. Activities to encourage large motor skills: running, jumping, climbing, etc.
11:00-11:20 AM Toileting, Diapering, Hand Washing	<i>See above</i>	<i>See above</i>
11:20-11:30 AM Preparation for Lunch	To insure a clean and healthy environment. To promote good health and eating habits.	Each child washes hands in designated sink.
11:30-12:00 PM Lunch	To promote good eating habits and to provide an opportunity for social interaction.	The children sit family style and staff will serve the food. Children are encouraged to use polite eating habits and try new foods.
12:00-1:30/2:00 PM Quiet Time/Nap	To provide a healthful rest and time to oneself.	Each child rests quietly by him/herself for the first half hour. When rested each child may play quietly with one or two other friends.
1:30-2:00/2:15 PM Toileting, Diapering, Hand Washing and Small Group	<i>See Above</i> To encourage communication and participation. To increase knowledge. To develop socialization skills.	<i>As needed, use bathroom facilities.</i> Teacher provides variety of activities: games, books, puzzles, play dough, writing/drawing experience, etc.
2:15-2:30 PM Clean Up	<i>See Above</i>	<i>See Above</i>
2:30-2:45 PM Preparation for Afternoon Snack	To insure a clean and healthy environment. To promote good health and eating habits.	Each child washes hands in designated sinks.
2:45-3:00 PM Afternoon Snack	To promote good eating habits.	Teacher participates with children.
3:00-4:00/5:00 PM Outdoor Play: Large Muscle Time	<i>Same as morning</i>	<i>Same as morning</i>
4:00-4:30 PM Toileting, Diapering, Hand Washing	<i>See Above</i> To keep children from leaving in soiled diapers or clothing.	<i>See Above</i> Late afternoon children are checked for soiled diapers. All toileting procedures continue until all children are gone.
4:00/5:00-6:30 pm Departure: Self-Interest Time	To prepare children to go home, and say good-bye.	Make sure all children have belongings and medications.

Family Assistance Addendum

Assistance Programs: Child's Play is committed to supporting children and their families. As part of this commitment we will help direct families in need to community and state resources. During the enrollment process, and while using our services, we will assist families in getting support as needed in the following areas:

Child Care Assistance Program (CCAP) – helps parents with lower incomes pay for child care. CCAP includes:

- Basic Sliding Fee (BSF), for parents who are working, or going to school
- MFIP Child Care, for parents on MFIP
- Transition Year Child Care, for parents in the first year after leaving MFIP

Minnesota Family Investment Program (MFIP) – the Minnesota Family Investment Program (MFIP) is Minnesota's program that assists low-income families with children to achieve economic stability through work. MFIP grant includes a cash grant, food assistance and employment services. Cash and food benefits are issued automatically through Electronic Benefit Transfer (EBT).

Supplemental Nutrition Assistance Program (SNAP) – helps people with lower incomes pay for nutritious food, which helps kids to grow up strong and helps adults to stay healthy. SNAP (formerly Food Support and often referred to as "food Stamps") does not pay for all the food that a person or a family needs each month, just some of it.

Women, Infants and Children (WIC) – is a nutrition and health program that helps eligible pregnant women, new mothers, babies and young children eat well, learn about nutrition, and stay healthy.

Public Health Services – The Public Health Department promotes and protects the health of residents through education, prevention service, and community groups to address and resolve health issues and concerns.

- Discount Prescription Card Program – helps residents pay for prescriptions
- Emergency Preparedness – emergencies such as pandemics and natural disasters
- Environmental Health – reduce exposure to environmental health hazards
- Maternal & Child Health – helps women take care of themselves during pregnancy for the health of the baby
- Minnesota Statewide Health Improvement Program (SHIP) – helps to make changes in organizations that make it easier for Minnesotans to incorporate healthy behaviors into their daily lives

Medical Assistance (MA) – is Minnesota's Medicaid program. It provides health care coverage for low-income families. Most enrollees get their health care through health care plans. The rest get care on a fee-for-service basis, with providers billing the state directly for services provided. MA is for people who are:

- Under age of 21 or over age 65
- Pregnant
- Blind
- Disabled
- Some parents or caretakers of a child under age 19

Bridge to Benefits – <http://mn.bridgetobenefits.org> Bridge to Benefits is a multi-state project by Children’s Defense Fund-Minnesota to improve the well-being of families and individuals by linking them to public work support programs and tax credits. By answering a few simple questions, you will be able to see if you or someone else may be eligible for public work support programs.

County Services:

Benton County Human Services

PO Box 740
Foley, MN 56329
(320) 963-5113
www.co.benton.mn.us

Sherburne County Human Services

13880 Hwy 10
Elk River, MN 55330
(763) 241-2600
co.sherburne.mn.us

Public Health (763) 241-2750
Social Services (763) 241-2600

Stearns County Human Services

705 Courthouse Square
St. Cloud, MN 56301
(320) 656-6075
co.stearns.mn.us

Public Health (320) 656-6000
Human Service (320) 656-6000

See the Director for all other county contacts.