

Civic League Day Nursery Family Handbook



427 6th Avenue SW
(507) 282-5368

Civic League Day Nursery Mission:

To provide a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children of all cultural and economic backgrounds.

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Accidents

The staff is trained to be alert to dangerous situations, but occasionally accidents will happen. Parents will be notified if the injury is serious enough to warrant medical care. Permission is needed to act in an emergency situation, if the parent cannot be reached. In case of emergency, Gold Cross Ambulance will be called, and the child will be taken to the nearest hospital. However, parents are required to specify the emergency medical and dental source of their choice (e.g., St. Mary's Hospital) on the child's emergency card.

For bumps and bruises, ice or a cold cloth will be applied to reduce swelling and for minor cuts and scrapes, soap, water and band aids will be used. All accidents are documented on an 'owie' notes. Parents should sign the 'owie' note when an accident to their child is reported. 'Owie' notes are left on the sign in/sign out sheets and are placed in the child's file after the parent has signed it.

Our staff has the required training in First Aid, C.P.R., safety rules and emergency procedures.

Animals

Naturalists, such as our friends from Oxbow Park or Quarry Hill, may visit and bring an assortment of wild animals, birds, etc. Parents are notified 24 hours in advance of any animal visiting the center. Parents must inform the center if their child is allergic to any animals. Due to our liability insurance, dogs and cats are not allowed to visit Civic League.

Arrival & Departure

Consistency is important to children and parents are encouraged to have regular arrival and departure times whenever possible. This is also helpful for planning appropriate staffing at the beginning and end of each day.

Children should be at Civic League by 9:00am. If a child is not at Civic League by 9:00am, the center reserves the right to refuse care for that day. The core part of our day begins at 9:00am. This policy helps to ensure that all students are provided enrichment and that our classrooms run smoothly.

Parents must notify their classroom teacher at least one day before a doctor appointment, etc. Notifications to the center must be made prior to 9:00am if the child is going to be late or absent. If your child is absent for five consecutive days without notification to the center, their placement will be terminated.

Cars must be parked in the designated areas when delivering or picking up a child. Please do not park in or block the driveway. The child must be accompanied into the building and to the classroom by an adult. When picking up

a child, the adult must accompany the child to their cubby and off our premises. Parents assume full responsibility for their child once they are signed out of the clipboard.

SAFETY NOTE: Parents are advised to carefully supervise their children as they enter and exit the building or playground. Holding your child's hand is recommended. All doors and gates are to be operated **by adults only.**

The adult dropping off and picking up the child must complete the sign in and sign out sheet daily. This sheet is kept with the children at all times. Please fill in the sheet completely and use first and last names.

Children will only be released to parents or authorized persons listed on the child's emergency card. Civic League Day Nursery cannot allow a child to leave with an unauthorized person. Parents are responsible for notifying Civic League Day Nursery if someone other than themselves will be picking up their child. Civic League Day Nursery checks photo identifications on all non-custodial pick-ups.

If an unauthorized person, or a person who is incapacitated or suspected of abuse, attempts to pick up a child, the Executive Director and/or Assistant Executive Director must be alerted. If the Parent/Guardian cannot be reached, the child will be kept at the center or have an authorized back-up person come for the child. The Executive Director and/or the Assistant Executive Director will decide if the police must be called.

If the family is involved in a custody dispute, protection order, etc., we must have written information as to whom we may release the child to. We will adhere to all legal documents that we have on file. Any legal updates shall be provided to Civic League Day Nursery in writing by an authorized person.

Behavior Guidance Policy

Civic League Day Nursery believes that all children are developing socially and emotionally throughout their early years. We believe in guiding children in learning to self-regulate and to express their emotions in safe and appropriate ways. Our approach encompasses a multi-step model:

- Step 1: Establish trusting relationship. Communication is key! It is essential that families be made aware of mistaken behavior and that families keep staff aware of home situations that may affect the child's behavior at Civic League.
- Step 2: Gather information to understand behavior and possible contributing factors
- Step 3: Select Positive Strategies and track outcomes
- Step 4: Implement Individualized Guidance Plan with family
- Step 5: Document and Evaluate as identified in Individual Guidance Plan

Civic League will work with community resources to ensure all avenues have been explored. If at such time, Civic League is not able to meet the child's and family's needs, we will provide the family with information on other options in the community.

Biting Policy

Civic League Day Nursery will look at the individual age and behavior of each child and each incident that occurs. We will work with the individual child and the behavior. If biting is a reoccurring problem, we will put a behavior plan in place. If a child is bitten, parents of both the biter and the child who was bitten will be notified.

Bottles & Pacifiers

Bottles are not consistently used at Civic League Day Nursery. However, if a child still utilizes a bottle, we will work with families to transition the child to a cup. Pacifiers are only allowed for nap time in the toddler classroom. Children are not permitted to use a pacifier in the preschool or school age classrooms.

Our Center

CLDN is licensed for up to 84 children.(14 toddlers and 70 preschoolers) Our license is on display in the muscle room. Children may attend full time or part time (minimum of two full days per week. Depending on availability). We group our children based on need while remaining below Minnesota State's required child to teacher ratio.

Classroom	Age	Group Size	Number of Staff
Minnows	16 -30 months	14	3
Guppies	30-36 months	14	3
Jellyfish	3-4 years old	15	2
Sharks	4-5 years old	14	2
Manatees	4-5 years old	13	2
Dolphins	5 years old	13	2

Children with Special Needs

Parents are responsible to inform the center of special health and development needs of the child and special services currently being used. When a child with special needs enrolls, a physician and/or a consultant from the appropriate service(s) must be available for consultation to establish a program plan.

Clothing

It is very important that children be dressed in play clothes so that they can fully and safely participate in all the wonderful exploration and learning opportunities. We encourage you to select shoes that are safe and comfortable. Cowboy boots, clogs, jelly shoes or flip-flops are not suitable in our environment.

Each child needs a complete extra set of indoor clothing to be kept in their cubby. Coats, boots, mittens, snow pants, hats and scarves (all clearly marked with the child's first and last name) are essential in the cold weather months. Outdoor play opportunities happen twice a day weather permitting.

We encourage independence in the children, so whenever possible, choose indoor and outdoor clothing that will allow them to master self-dressing skills. We strongly recommend duplicates of hats and mittens as they tend to get very wet in the winter months. Mittens are preferred as they encourage self-dressing skills. During the winter, winter clothing may be left at the center and taken home on Friday's for laundering.

Communication

Civic League Day Nursery newsletters, classroom notes, bulletin boards, and phone calls are all ways the centers use to communicate with families. Please feel free to discuss with the Executive Director and/or Assistant Executive Director or your child's teacher if there are other, preferred ways for us to communicate with you. The office is staffed M-F 8:00-5:00.

Parents of children in our Toddler classroom are provided with daily written notes about the child's food intake, sleeping/resting, bowel/urine habits, and general behavior.

Diapering

If your child wears diapers, they must wear disposable diapers at Civic League. Cloth diapers are not allowed due to licensing rules and regulations. Parents must provide diapers, diaper wipes and diaper cream for those children who are not yet toilet trained. Families must give written permission for the staff to apply diaper cream. The diaper cream must be labeled with your child's first and last names. Children are allowed to wear diapers in the Minnow (Toddler) and Guppy (Preschool 1) classrooms. Once they enter Jellyfish, Dolphins, Sharks or Manatees, diapers are not permitted and children must be toilet trained.

Diet

Parents of children with special dietary needs must consult with Civic League Day Nursery's Executive Director and/or Assistant Executive Director regarding substitutions. If your child has an intolerance or allergy to an item on our required food program, a special diet form must be completed. This form must be signed by your child's health care provider, and submitted to Executive Director and/or Assistant Executive Director before we can offer your child a menu substitution.

Parent requests for vegetarian or religious/cultural substitutions are accommodated on a case by case basis so long as they are within our government and program guidelines. Please ask the Executive Director and/or Assistant Executive Director for a special diet request form which must be completed before menu substitutions will be made.

Civic League Day Nursery is not required to make food accommodations that are not verified by a physician.

Enrollment

The parent and child will complete a mandatory orientation prior to the first day of attendance. At this time, the child will participate in the program to ensure a comfortable entrance and the parent will meet with the Executive Director or the Assistant Executive Director for an orientation session.

Required forms include the following:

- A. A Health Care Summary form completed by his/her physician or other health care professional within 30 days of starting. A new health care summary is required at 33 months and when starting kindergarten.
- B. A record of his/her immunization dates – child may not attend without it. It must be on file and signed by a physician or parents. Immunizations must be kept up-to-date and current.

Families will also be asked to complete a Background Information Form regarding their child's napping habits, food preferences, methods of discipline used at home and any other pertinent information that may help the staff understand the child.

The child's file is open to the Executive Director, Assistant Executive Director, Lead Teachers and Parents. Parents may review their child's file during normal office hours under the supervision of the Executive Director. Parents are required to give an advance written request to view the file. Civic League Day Nursery policies will be explained during orientation and the weekly fee established.

Enrichment Fee

Civic League Day Nursery does not charge an Application Fee however an ENRICHMENT FEE of _____per family is due upon the first day of attendance and once yearly thereafter. This fee helps off-set the cost of providing Enrichment Programming such as Music, Yoga, Art and our friends from Oxbow and Quarry Hill teaching us throughout the year.

Emergency Preparedness

Our Emergency Preparedness policies and procedures are posted on the board in the Muscle Room and are available at family orientation and anytime upon request.

Hours & Days of Operation

The center is open from 6:30 A.M. to 6:00 P.M. The office is staffed from 8:00 AM. to 5:00 PM.

Monday through Friday. The center and office are closed on the following days each year:

- Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, and New Year's Day. Civic League closes at 3:00pm on Christmas Eve Day and New Year's Eve Day.
- Civic League is also closed on the third Friday in April and the third Friday in October for mandatory staff training and development.

The above days are outlined in your Tuition Agreement. In the event that the holiday falls on a weekend, there will be a day of Observance during the week and Civic League Day Nursery will be closed at that time.

Children should be at the Civic League by 9:00 A.M as the core part of the day begins at 9:00 A.M. This helps to ensure that all students are provided enrichment and that our classrooms run smoothly.

Parents must notify teachers the day before of doctor appointments, etc. Notifications to the centers must be made if the child is late or absent prior to 9:00 A.M. If the child is absent for five consecutive days, without notification to the center, the child's placement will be terminated.

Tuition & Payment

Payment is due on Friday of each week. **Tuition fees are based on enrollment not on attendance.** Sick days, absent days, non-school days, weather-related days, holidays and the two staff development days are considered to be part of the enrollment schedule.

Civic League Day Nursery offers an automatic withdrawal payment option. If you choose this option, funds will be withdrawn from your account each Thursday. If Thursday falls on a holiday, the funds are withdrawn on Friday. All other payments are DUE BY FRIDAY each week. Payment by check should be made out to Civic League Day Nursery. On the advice of our accountants and for the safety of all parties involved, cash payments must be handed directly to the, Office Manager, Executive Director or the Assistant Executive Director. The cash will be counted in your presence, noted on the envelope and signed by all parties witnessing the transaction. The envelope will then be sealed and submitted as a tuition payment.

Parents should expect a receipt for all payments submitted. Parents should inquire with the Executive Director, Assistant Executive Director or Office Manager if a receipt is not received within one week's time of submission.

Payment is considered past due if not received by Friday of each week. We reserve the right to charge a late fee of \$10.00 if payment is not received by this time. The Office Manager will notify you of your late fee balance. If you need information on tuition assistance, please let the Office Manager know.

Delinquent payments past two weeks may result in the termination of your child's spot. Prior to termination, you will receive a notice from the Executive Director about your overdue balance and a deadline for payment submission.

Late Pick-Up Fee

Civic League Day Nursery closes at 6:00 P.M. each day. The definition of "late" is physically being located within our buildings after 6:00 P.M. A per child late fee is charged anytime parents or guardians arrive after 6:00 P.M. to pick up their child(ren). Please call if possible when you know you will be late. If you call, you will still be charged the late fee, but this will give our staff and your child(ren) assurance of your arrival time.

Times	Late Fee Assessed
6:01-6:15	\$15.00
6:16-6:30	\$30.00
6:31 or later	\$60.00

Non-Satisfactory Funds

We will charge a handling fee for the processing of any check returned due to insufficient funds. The check will be resubmitted to the bank. If the check does not clear after two attempts, the check will be returned and payment will need to be made in cash or cashier's check.

Vacation Policy

Families paying **full fee** are allowed two vacation weeks per year at a reduced rate if enrolled before July 1st. If enrollment occurs July 1st or after, families will receive one week of vacation. Vacation rate is ½ of the weekly rate of your child's age group.

Long-Term & Extended Absences

Notification is requested as soon as plans have been made by a family who will be gone for an extended period of time. Families can use their two weeks of vacation, if applicable and then pay full fee for the remainder to cover the spot. Or you may choose to not pay and your child will go back on the waitlist.

Withdrawal of Service

Two weeks written notice of termination of care is requested. In the event that a written note is not provided two weeks in advance, you will be charged your tuition rate for those weeks.

Parent Information

Upon admission, each child is assigned a cubby. This cubby may contain daily reports, newsletters, tuition receipts and other important information. Please check the cubby daily.

A parent bulletin board is located in or outside each classroom. Weekly schedules, menus and other important parent/ staff communication can be found on this bulletin board. In the cubby area, an information board contains a brief description of the activities that your child participated in that day. Please take time to read this board so you can discuss the day's events with your child.

Parent Involvement

Civic League Day Nursery encourages and welcomes family involvement. We are always open to having parent volunteers in our Center. Families are encouraged to attend the various family events and fundraisers held throughout the year.

Parent-Teacher Conferences

Parents are offered planned conferences with their child's teacher twice a year. Children's developmental progress at Civic League Day Nursery is reviewed at these times and parents are encouraged to participate in these scheduled conferences. It is at these times that parents and teachers set individual goals for the children. Either parents or staff may call additional conferences as needed.

Medications

Staff may only give medications with written permission from a parent. The medication must be in the pharmacy container, professionally labeled and prescribed by a physician. Civic League Day Nursery does not administer non-prescription medications. Parents are welcome to come to the Center and provide this type of medication to their child as they see fit. The only injectable medication Civic League staff is allowed to give is an Epinephrine Pen (Epi-Pen).

Field Trips & Transportation

Parents must give signed permission prior to all field trips or the child cannot go. Shuttle Busses, City Busses, or School Busses transport the children on field trips when the destination is too far for walking.

Civic League Day Nursery requires children to be 30 months old to be eligible to ride school busses. Children who are younger than 30 months can still join us on field trips if parents transport them to and from the field trip destination. Care will be provided on-site for those who are not able to ride school busses and parents elect not to transport them.

Children frequently take walks, without a specific destination, in the neighborhood for which no signed permission is required.

Civic League Day Nursery cannot call or pay for cab services to transport a child even though the parent signs a permission form. A cab can only be used if a parent pays for and arranges for cab service herself/himself in advance. Children being transported by car must be placed in or wearing the proper seat restraint as required by federal regulations.

Meals

Civic League Day Nursery has a cook on site. The cook plans well-balanced meals, following the stringent guidelines set up by the U.S.D.A. and Minnesota Child and Adult Care Food Program (CACFP). The on-site cook is certified by the State of Minnesota as a Food Manager. Weekly menus are posted and are available to parents upon request. All meals are served family style. New foods are introduced frequently, and all children are encouraged to taste. Breakfast, lunch and a mid-afternoon snack are served daily. Children who are in care at Civic League for more than 10.5 hours per day are required by CACFP to be served a second snack

Our meal service is partially funded and supervised by the Minnesota State Child and Adult Care Food Program (CACFP). Food is purchased from local providers and other vendors.

In accordance with Federal Law and the U.S. Department of Agricultural Policy, Civic League Day Nursery is prohibited from discriminating on the basis of race, color, national origin, age, sex, or disability. Civic League Day Nursery adheres by this standard. To file a complainant of discrimination, write to the address below:

USDA Director Office of Adjudication
1400 Independence Avenue SW
Washington, D.C. 20250.

Hearing Impaired or Speech Disabilities may contact the USDA through the Federal Relay Service at: 800-877-8339 or 800-845-6136 (Spanish)

Foods Brought From Home

All food should be left at home unless special permission is given by the teachers.

Birthday treats must be discussed with the Lead Teacher first, as some cakes and cookies are not suitable. All treats brought into the centers must be commercially prepared, as the Minnesota Health Department does not allow us to serve home prepared foods. Gum is not allowed at the center. Because of allergies and dietary restrictions, all treats must be consulted with the classroom teacher prior to being brought to Civic League.

Grievance Procedures

Civic League Day Nursery staff strives to maintain a mutually supportive partnership with families.

Should a concern arise about some aspect of the program, the following procedure will be followed:

- Discuss the (child related) problem with the child's lead teacher If not resolved...
- Discuss the problem with the Executive Director If not resolved...
- Discuss the problem with a member of Civic League Day Nursery's Executive Board If not resolved
- Call State Licensing Inspector
1-651-296-3971

Licensing grievances will be addressed in ten (10) working days.

Mandated Reporting Responsibility

In accordance with state law, childcare staff must report suspected cases of child neglect or abuse to the Department of Human Services and Child Protective Services.

As mandated reporters of child abuse and neglect, CLDN staff are required to make a report, within 24 hours, if there is a reason to believe or suspect that a child is being neglected or abused or subjected to witnessing domestic abuse.

WHO SHOULD REPORT CHILD ABUSE AND NEGLECT?

- Any person may voluntarily report abuse and neglect.

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) 297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring outside the facility, within a family or in the community should be made to the local county social services agency at 328-6400 or 281-6248.
- 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) 296-3971.

WHAT TO REPORT:

- The name of the child
- The person(s) believed to be responsible for the abuse or neglect of the child
- The nature and extent of the abuse or neglect
- The reporter’s name, address, and relationship to the child

Definitions of maltreatment are contained in the Reporting of Maltreatment of Minor Act (Minnesota Statutes, section 626.556) and are available upon request.

Philosophy

Civic League Day Nursery has been caring for children since 1930, when it was founded to meet the needs of working parents.

We believe that children need a safe, healthy and loving environment where they can learn by discovering life for themselves. Adults should gently guide children through this ongoing process by filling each day with stimulating experiences and opportunities for interpersonal relationships. Building a positive self-image is essential to a child’s sense of wellbeing. The ability to develop trusting relationships with other adults, play happily and independently with their peers and take responsibility for themselves should be encouraged. Children thrive in small groups with sufficient well-trained staff to give individual attention in an atmosphere that makes learning enjoyable and satisfying. A carefully planned, developmentally appropriate, daily program helps the children develop to their full potential.

A mutually supportive partnership between the families and the staff should be nurtured and maintained.

Cooperation with community agencies such as, United Way, schools, social services, health providers, Head Start and Families First of Minnesota are stressed in order to utilize all the available services.

Civic League Day Nursery is a non-profit organization governed by the Board of Civic League Day Nursery of Rochester. All donations are tax deductible.

Dependable financial support must be maintained so that we can care for children from all economic levels.

Phone Numbers

Civic League Day Nursery	282-5368
Families First of Minnesota	
Referral.....	287-2020
Child Care Assistance.....	529-4637
Family Support Network.....	287-2020
Head Start.....	287-2009
School Readiness.....	287-2020
Crisis Nursery.....	287-1499
Olmsted County Public Health Department.....	285-8370
State of Minnesota Department of Human Services Licensing Department.....	1-651-296-3971

State of Minnesota Department of Human Services Maltreatment Intake.....	1-651-297-4123
County Social Services.....	328-6400
After 5:00 P.M.....	281-6248
Local Law Enforcement (non-emergency).....	328-6800
PAIR.....	328-4020
Poison Control.....	1-800-222-1222

Program

Our preschool program is planned for the enrichment of the child's intellectual, social, emotional and physical growth and development.

Each teacher team plans their weekly activities focusing on a monthly theme. The planned daily schedule is posted on each classroom's bulletin board.

Young children learn best by exploration and need to discover life for themselves.

The Staff of Civic League Day Nursery are trained in the care and teaching of young children. All Civic League Day Nursery staff meets licensing requirements for teachers and assistant teachers. Each year the Executive Director, Assistant Executive Director and teaching staff at Civic League Day Nursery are required by state law to participate in relevant training equal to 1 to 2 percent of annual hours worked. Staff also participates in annual health and safety training.

Rest Time

A nap or rest time for each child is scheduled after lunch. Each child is provided with his/her own cot with a sheet and a blanket from home. The bedding is changed and washed at the Civic League. Blankets are sent home on Friday to be washed and returned on Monday. Children who do not fall asleep after resting quietly for 30 minutes may be given quiet activities to do. A special stuffed animal or blanket, which is important to the child's sense of security, may be used at nap time. Pacifiers are only allowed in the Toddler classrooms.

Separation Difficulties

Plan to talk to your child's teacher regarding separation difficulties to ensure a smooth transition.

Here are some tips to help your child prepare for spending the day at the centers:

1. Try to follow the same routine each morning.
2. Be casual and matter-of-fact about leaving.
3. Reassure your child that you will pick him/her up at a specific time.
4. Show confidence in your child's ability to cope successfully with the separation.

Sickness

If a child exhibits signs of sickness upon arrival, the parent will be asked to take him/her home. If a child becomes sick during the day, they will be taken to a quiet area away from the other children where they can rest and be supervised. The parent will be asked to come and get the child immediately as the center is not licensed to care for sick children. Notices will be sent home, as well as posted in the centers as Exposure Notices, if there is a case of a communicable or infectious disease going around Civic League.

A sick child is defined as one:

- with a reportable illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;
- with chicken pox until the child is no longer infectious or until the lesions are crusted over;
- who has vomited two or more times since admission that day;
- who has had three or more abnormally loose stools since admission that day;
- who has contagious conjunctivitis or pus draining from the eye;
- who has a bacterial infection such as strep throat or impetigo and has not completed 24 hours of antibiotics;
- who has unexplained lethargy;
- who has lice, ringworm, or scabies that is untreated and contagious to others;
- who has a 100 degree Fahrenheit auxiliary or higher temperature of undiagnosed origin before fever reducing medication is given;
- who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- who has significant respiratory distress;
- who is not able to participate in child care activities with reasonable comfort;
- who requires more care than the program staff can provide without compromising the health and safety of other children in care; or
- who has not received the results of the 24 hour strep test.

Children must be symptom free (fever, diarrhea, vomiting, rash, etc.) for 24 hours, without the use of medications, before returning to the centers.

Parents must inform the center within 24 hours if their child has lice, scabies, impetigo, ringworm, chicken pox or a contagious reportable disease. The center must be notified when a child is kept home because of an illness. Symptoms should be described to a staff member or when leaving a voicemail message. The staff uses the Olmsted County Health and Safety manual for first aid and medical information. This manual specifies exclusion periods for various conditions.

Touch

Appropriate, affectionate touch is essential when working with young children. Hugs, being held, kisses on the cheek or forehead and back rubs above the waistline at naptime are considered appropriate.

Toys

Toys brought from home present problems for the children and staff at Civic League Day Nursery. Personal possessions are often difficult to share or may get lost or broken. It is for these reasons we advise parents not to allow their child to bring toys from home unless given special permission by the teacher.

Balloons are not allowed at the center as they can be a safety concern with young children.

Volunteers

Civic League Day Nursery utilizes community volunteers to enhance our program. Volunteers are trained and oriented to the program. Volunteers are recruited from several different community programs and may include:

- United Way
- University Center Rochester Students (Child Development, Sociology, Nursing Programs, etc.)
- Foster Grandparents
- Mayo Clinic Pediatric Residents
- Work Study Students
- High School Students (Community Action Program)

Weather Closing

We realize that we provide an essential service and usually do not close for bad weather. Should closing, late start or early closure become necessary, it would be announced on our website www.cldnmn.org and on local radio and television networks. Notification will be listed on our homepage.

Tornado drills are practiced once a month April through September. We suggest you use your own judgment about picking up your child in the event of any severe weather.

In the event of a bomb threat, the children will be evacuated to a safe designated location. Families will be notified to arrange for transportation of their children.

Fire drills are practiced once a month to ensure that children and staff are prepared in the event of a fire. In case of an emergency, families will be contacted.

WIC Information

More people are eligible for WIC than you may think...

WIC Serves...

- Pregnant, postpartum, and breastfeeding women
- Infants and children to age 5
- Many working families

WIC Participants Receive:

*Healthy foods like milk, cheese, cereal and eggs

*Nutrition and health information

*Breastfeeding information and support

*Referrals to health and social services

*Infants who are partially or not breastfed may receive iron fortified formula

Llame hoy mismo para obtener Informacion sobre la clinica de WIC mas cercana a su domiciliio 1-800-WIC-4030	Huh nub rau qhov chaw lis ddenjnum WIC uas nyob ze koj 1-800-WIC-4030	Maantaba was bulaan socod eegtada WIC ee kuugu dhow 1-800-WIC-4030
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For more information and for a clinic near you call 1-800-WIC Ext: 4030 or visit the website: <http://www.health.state.mn.us/divs/fh/wic>

This institution is an equal opportunity provider and employer

Just Playing
Written by Anita Wadley

When I'm building in the block room,
Please don't say I'm "Just playing."
For, you see, I'm learning as I play,
About balance, I may be an architect someday.

When I'm getting all dressed up,
Setting the table, caring for the babies,
Don't get the idea I'm "Just Playing." I
may be a mother or a father someday.

When you see me up to my elbows in paint,
Or standing at an easel, or molding and shaping clay,
Please don't let me hear you say, "He is Just Playing."

For, you see, I'm learning as I play.
I just might be a teacher someday.

When you see me engrossed in a puzzle
or some "playing" at my school,
Please don't feel the time is wasted in "play."
For you see, I'm learning as I play.
I'm learning to solve problems and concentrate. I
may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is "Just Play."
I'm learning to follow directions and see the differences.
I may be a cook someday.

When you see me learning to skip, hop, run, and move
my body, Please don't say I'm "Just Playing."
For, you see, I'm learning as I play.
I'm learning how my body works.

I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today,
And I say, "I just played." Please don't misunderstand me.

For, you see, I'm learning as I play.
I'm learning to enjoy and be successful in my
work. I'm preparing for tomorrow.

Today, I am a child and my work is play.