

MAAJIIGIN

CHILD CARE CENTER

Family Handbook



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### **Maajiigin Child Care Center**

Maajiigin is a family focused child care center. We provide fee-based child care for infants and toddlers for families who are working or going to school.

#### **Our center has dual goals:**

- 1) We are rebuilding access to Ojibwe cultural knowledge, skills and language for our families, our staff and the children of our community.
- 2) We deliver Ojibwe land based childcare.

#### **Rebuilding Access**

Families and staff will be learning Ojibwe language.

Providing a place for adults to share and gain cultural knowledge.

We'll be creating relationships with community members who hold cultural knowledge and making space for new knowledge holders.

Staff will be learning alongside our families so that they can build experiences for our infants and toddlers that are rich in cultural understanding and Ojibwe language

#### **Ojibwe land-based**

We're providing a space for our children to be in an Ojibwe language and culture rich environment.

Our staff, families and children will grow their understanding of Ojibwe values and practices.

Staff will be learning and speaking Ojibwe to each other and our children, more and more over time.

Our children and staff will be outside much of day, year round in our large outdoor area.

We will have gardens and children will get dirty.

Our approach centers cultural health as a way to build resilient, healthy Ojibwe families and children for generations to come.

The Maajiigin Child Care Center is designed to provide fee based quality child care for children while parents/legal guardians are working or going to school.

The program is licensed to provide full time care for up to 32 children between the ages of 6 weeks and 36 months or the first day of preschool.

The distribution of children is as follows:

Infants (6 weeks – up to 16 months): 4 infants to 2 staff

Toddlers (12 months – 36 months): 8 toddler to 2 staff

The Center has four classrooms with two Team Leaders and ten Teachers

We are licensed by the Leech Lake Band of Ojibwe. We operate according to the Leech Lake Band of Ojibwe normal business hours and follow the Early Childhood policies and procedures.

Contact Information 218-335-4568

Maajiigin Center Coordinator

Child Care Services Program Manager

Early Childhood Director

Ingrid Mesarina-Tibbetts

Rebecca Littlewolf

Lee Turney

### **Hours of operation:**

Four Year Round Classrooms

7:30 am to 5:00 pm (Monday – Friday)

No Services on 1<sup>st</sup> and 3<sup>rd</sup> Fridays of the month

Funding for the services are made available through the Child Care Development Fund (CCDF)

The USDA is an equal opportunity provider



## **Maajiigin Child Care Center**

### **Our Vision**

“An Ojibwe language speaking community built around resilient, healthy Anishinaabe families and children.”

### **Our Mission**

We are an Ojibwe land-based childcare partnering with families to build a teaching and learning community dedicated to speaking Ojibwe and carrying it out into the community. Our dedication to Ojibwe-Anishinaabe ways and language drives our decisions.

### **Our Philosophy**

We make our best effort to shape our programming and guiding our choices with Ojibwe-Anishinaabe thought and practice. It is our responsibility to each other, as Ojibwe-Anishinaabe people, to sustain our lifeways. We must learn and teach our values and traditions in practical ways so that we honor our ancestors by remaining here, as intact as possible, for generations to come.

Our program priority it to provide high quality child care services that reflects and integrates our Ojibwe-Anishinaabe knowledge and practices.

We believe we can develop and sustain our Ojibwe language by creating space in our community for speaking and learning Ojibwemowin. We realize that in order to maintain Ojibwemowin for our babies, we as adults must take responsibility to speak and learn Ojibwe. Our program creates opportunities for our staff and families to learn and transmit gidinwewininaan to our newest generation.

We commit to this vision through our people, our ways of selecting and cultivating learning spaces and materials, and integrating traditional foods. We continue to strengthen our commitment to the community through relevant and culturally-tailored professional development, guidance by knowledgeable community members, and input from our families.

We work always to improve our practice, be it our Ojibwe-Anishinaabe childcare practice, Ojibwe language transmission, or building our community

We follow the guidance of our community, we have an advisory council that consists of community members who model Ojibwe values and have a variety of strengths, skills and knowledge to help guide our practice. They provide guidance and support for our program objectives for children, families and communities.

### **View of Families**

Our families are at the center of our work. We recognize that our families are critical in order for us to be successful in building community, creating opportunity for Ojibwe language and culture, intergenerational transmission of Ojibwe-Anishinaabe lifeways and the delivery of land based childcare. We see our families as community leaders who, in partnership with our staff and community knowledge holders, will make significant contributions to our language revitalization efforts in Leech Lake. They help broaden our language and culture revitalization efforts beyond school settings, into the community and beyond. Parents and guardians are considered as the child's first and foremost teacher whose input is highly valued.

### **View of Children:**

At Maajiigin, we approach our children as sacred beings. We understand that each child has gifts and it is our role to provide experiences and opportunities so they can develop those gifts. We provide care for babies and toddlers, 6 weeks to 3 years of age. Our program is structured to limit the number of transitions between caregivers while at Maajiigin. To the extent possible, an infant entering our program at 6 weeks will remain with their caregiver until they exit our program. Children who reach 36 months of age during a year, are welcome to remain in our program until September 1<sup>st</sup>. or their first day preschool.

### **View of Staff**

We are dedicated to building a respectful, healthy community of colleagues. Each team member brings important gifts, experiences and insights that are critical to our success. Each brings their gifts for the good of the community. Our staff participate in deliberate learning and speaking our ancestral language. They build community with our families through respectful and meaningful relationships. Our staff are professionals who are always growing their skills to create the best care possible for our children and families.

### **Our Language Program**

Our language effort drives our programming. We recognize and embrace the benefits of language learning for our children, but acknowledge that without a systematic approach for language learning we do not have the capacity to create learning opportunities. Therefore, we are focusing on adult language learning. Our staff will study and speak Ojibwemowin. We will speak as much Ojibwe as we know, while continually striving to learn more. We also want our families to speak and learn Ojibwe to build whole-hearted communities of Ojibwe speakers at home and beyond. Gradually, with intention and effort, we will develop increasing language goals up to and including total immersion.

### **Land-Based Approach:**

Understanding and building relationships with our place, our natural environment, is key to Ojibwe-Anishinaabe worldview. Learning takes place outdoors every day, regardless of weather. Children will remain indoors only on days when the weather is unsafe to spend time outdoors. Time spent outdoors, especially in natural settings, has many benefits for both children and adults.

**Approach to Learning:**

At Maajiigin, we provide experiences and opportunities so that our children can find their gifts. Our approach to learning is we build relationships with each child and their family and make observations about their interests and development. We use these observations to make adjustments to our learning environment and to plan experiences and opportunities responsive to each child's interests and development. It's our belief that our children are healthiest and most secure in unhurried, predictable routines.

**Ojibwe Cultural Practices**

We engage Ojibwe-Anishinaabe cultural practices including but not limited to; abaabasigewin (smudging); biindaakoojigewin (passing asemaa); ashangewin (seasoning feasts); aadizookewin (storytelling); and pipe openings. To the extent possible, our staff and families will take leadership in these practices. We will seek guidance from community knowledge holders to build an appropriate Ojibwe-Anishinaabe community of practice.

## **Maajiigin Language Policy**

**Policy:** With increasing frequency and quality, Ojibwe language will be used as the language for communication within the Maajiigin center and beyond. Each adult associated with our center will help create an Ojibwe language rich environment by speaking Ojibwe with increasing frequency and accuracy. Staff and families will be provided support and opportunities to build their Ojibwe proficiency.

**Procedure:**

1. With assistance, families will set Ojibwe language goals and create a plan to reach those goals.
2. Families will have resources and opportunities to increase their Ojibwe proficiency.
3. Throughout the building, Ojibwe language will replace common English interactions, such as greetings, salutations and routine interactions.
4. Language classes will be provided for families and community
5. In the childcare setting, classroom staff and adult visitors will create a language environment which is increasingly Ojibwe only.
  - a. Daily Ojibwe-only time periods will be established in each classroom. These may start with only a few minutes, but will gradually build over time
  - b. In the childcare setting, Ojibwe language used by “chunking” topics. For example, meal time language targets would include vocabulary for eating, conversation, and food. Meal times would then be conducted entirely in Ojibwe.
  - c. The Ojibwemowin Mentor will provide weekly support for classroom teams.
  - d. Children will not be provided language instruction, but will be provided whole language experience by being spoken to in an Ojibwe language rich environment.

## **Ojibwe-Anishinaabe Cultural Practice Policy**

**Policy:** We make our best effort to shape our programming and guiding our choices with Ojibwe-Anishinaabe thought and practice. It is our responsibility to each other, as Ojibwe-Anishinaabe people, to sustain our lifeways. We must learn and teach our values and traditions in practical ways so that we honor our ancestors by remaining here for generations to come.

**Procedure:**

1. We engage Ojibwe-Anishinaabe cultural practices including but not limited to; abaabasigewin (smudging); biindaakoojigewin (passing asemaa); ashangewin (seasonal feasts); aadizookewin (storytelling); and zagaswe'iwewin (pipe ceremonies).
2. We engage in Ojibwe-Anishinaabe gifting and passing asemaa.
3. We will host programming that provides opportunities for families to learn cultural understanding and skills. To the extent possible, our families may take leadership in these practices.
4. We will seek guidance from our advisory council and other community knowledge holders to incorporate Ojibwe-Anishinaabe practice in appropriate ways.
5. Visitors to our program will be welcomed in an Ojibwe-Anishinaabe fashion.
6. Our programming will be shaped by Ojibwe-Anishinaabe worldview, including respect for each other, our children and our natural surroundings. Common practices that we observe at Maajiigin include but are not limited to:
  - a. Cultural understanding that places human beings as part of the natural world, recognizing the right of our relatives, the plants and other beings, to co-exist.
  - b. We approach our surroundings and each other with respect. This includes our children. Children are to be regarded as complete beings with unique gifts. Our role as caregivers is to support and love our children as they discover and develop their gifts.
  - c. We use well-formed speech when engaging with babies, rather than baby talk.
  - d. We recognize our clans and our Ojibwe names.
  - e. We recognize practices of wewebizowin, dikinaagin, and swaddling as central to Ojibwe-Anishinaabe infant child care practice and are prepared to utilize these practices at each family's written request.
  - f. One aspect of care and respect is that we, especially ikwewag, do not step over other beings, food or belongings in order to protect and care for one another. Our children are taught to keep their items picked up and out of the way so that they are not stepped over.
  - g. Creatures and other beings are not sculpted from snow.

## **Family Programming Policy**

**Policy :** Families are encouraged to be at our center and are considered partners who commit to our vision of building community around healthy Anishinaabe families. Families are expected to contribute a minimum of eight hours each month towards this vision.

**Our Families:** Our goal is to not only care and teach our children, but to build our capacity as a community to raise healthy Ojibwe children. Maajiigin staff, families, and community members will work together to share resources and learn new skills in Ojibwe language, cultural knowledge and skills, child development, advocacy and community building. We encourage all families to be involved and actively participate in our family program activities as well as events sponsored by other programs in our communities.

### **Family Compact:**

Families are expected to contribute a minimum of eight hours each month towards this vision, however, family contributions may vary based on each families' unique gifts, skills, and resources. Contributions may be met by one or more family members including grandparents, aunts, uncles etc. Families are able to do this in a number of ways including attending Family Programming activities, setting family goals, volunteer work in or out of the classroom, trail maintenance, home learning kits, teaching skills to staff and families, attending parent-teacher conferences, cultural reclamation, health/wellness and other activities that contribute to the goals and success of our Maajiigin community.

1. As a program group, we will host at least 1 family activity per month.
2. Each classroom may offer additional activities each month.
3. Our programming will be adapted to the interests and needs of our families.
4. Families will contribute to the Ojibwe language environment by speaking Ojibwe and increasing their ability to speak more Ojibwe through study.
5. Ojibwe language resources and family language classes will be provided.
6. Program staff will keep in communication with and provide resources for families that need support reaching their minimum contributions.
7. Program staff will track center events attended by families. Families will submit a brief summary and reflection on activities attended outside the center.

### **Family Incentive Program**

1. The Family Incentive Program is based on participation of each child's family.
2. Families can earn points by attending programming, making significant contributions to program or family goals, and meeting or exceeding Family Compact hours.
3. There will be items in our Family Store that families can trade for points such as: diapers, wipes, cleaning supplies, household items, gift cards etc.
4. Our Family Store will be open upon request.

## **Maajiigin Mandated Reporter Policy**

**Policy:** All Maajiigin staff are required by law to report all suspected incidents of child abuse. Any staff member who knows or has reason to believe a child is being neglected, physically, or sexually abused, shall immediately report the information to the Leech Lake Child Welfare Program-Child Protection Department.

**Procedure:**

1. All Early Childhood Development staff are Mandated Reporters.
2. All staff will undergo bi-annual Mandated Reporter Training.
3. All suspected abuse or neglect will immediately be reported to the Leech Lake Child Protection.
4. When reporting an incident, the immediate supervisor and the Child Care Services Manager will be notified.
5. A written copy of the report will be sent to the Leech Lake Child Protection as soon as possible and no later than 72 hours.
6. When unsure if an incident is maltreatment, staff will talk with their immediate supervisor, manager, and/or Leech Lake Child Protection.
7. Any reports made before 8:00 a.m. and after 4:30 p.m. must be reported to the Leech Lake Tribal Police Department if LLCPP after-hours contact is unavailable.

**Mandated Reporting Contact Numbers**

Leech Lake Child Protection	<b>(218) 335-8270</b>	<b>1-800-551-0956</b>
Leech Lake Tribal Police Department	<b>(218) 335-8277</b>	<b>1-888-622-9225</b>
Cass County Sheriff's Department	<b>(218) 547-1424</b>	<b>1-800-450-2677</b>

## **Maajiigin Calendar**

Maajiigin will provide child care Monday through Friday from 7:30 a.m. to 5:00 p.m. year round. We will close for Leech Lake Band of Ojibwe closures and the first and third Friday of each month for professional development and administration days. Families will receive a calendar and reminders so that they can plan accordingly.

Leech Lake Band recognizes the following holidays this is subject to change:

New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Juneteenth  
Leech Lake Days

Labor Day  
Battle of Sugar Point Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

## **Maajiigin Enrollment Policy**

**Policy:** Maajiigin will accept applications year round and notify families when they are offered a spot. Families will also be notified if they are placed on the waitlist. Families can update their application at any time but will be required to update their application every 6 months to remain on the waitlist.

**Procedure:** Enrollment at Maajiigin will act in accordance with the following process:

1. Openings will be advertised through flyers, Child Care Services website, Leech Lake Band of Ojibwe & Child Care Services newsletters, Child Care Services Facebook page, Leech Lake Band of Ojibwe Facebook page, partnership agencies etc.
2. Applications will be available from the Maajiigin front desk, and on the website.
3. Parent/Guardians may fill out their child's enrollment paperwork with Maajiigin staff.
4. Once families have completed all required documents, the enrollment packet will be reviewed.
5. The following is a list of priorities of the program, those children that meet the highest number of needs will be enrolled first.
6. Enrollment priorities are determined as follows:
  - Children with Special needs: Homeless Children, Children of parents in recovery programs, Children identified by a human service agency as being at risk for child placement due to abuse and/or neglect, Children listed with a human service agency to be in foster care. A child who has a hearing impairment, visual disability, speech or language impairment, physical disability, other health impairment, mental disability, emotional/behavioral disorder, specific learning disability autism, traumatic brain injury, multiple disabilities, deaf/or blind disability and needs special instruction and services as determined by the Department of Education.
  - Children with parents under the age of 21.
  - TANF Families
  - Single Parents/Guardians
  - According to income if there is a tie we enroll the lowest income first
7. Once a child is determined to be eligible for enrollment, staff will contact family to meet to sign contract and complete financial agreements and to set up orientation with classroom staff.
8. Children are enrolled according to age of the opening and priority. If there is a waiting list, the list applies as well.
9. If there are no priority children we will enroll according to points system the family with the highest points will be selected

Applicant Name:		Points	Comments
*Homeless			
*Parent in Recovery Program			
*At Risk for Child Protection			
*Foster Care			
*Special Needs			
*Parent Under 21			
*Children of Parents on TANF			
*Single Parents			
Parent is completing High School Diploma/GED	50		
Child is on HS/EHS waiting list	20		
Parent is enrolled in college or vocational school	20		
Parent is an Employee of ECD	20		
Sibling is enrolled in program	20		
Child is in Kinship Care	50		
Tie Breaker: Families with the income closest to the poverty guideline. If families are both under the poverty level then the lower income is to be awarded points.	10 pts		
<b>TOTAL</b>			

7. \*Homeless, Foster Care, and Protective Services have a 45 day grace period for documentation to be gathered.
8. We require all families to complete program orientation and meet with their assigned teacher before their child can start.
9. If there is a waiting list they will be added it.

**Enrollment documents:** required before a child can attend the Maajiigin program

1. Name, birth date and current home address of the child
2. Full name of Parents/Guardians, address, and telephone number of the child's parent
3. Work/school address and telephone number of where Parents/Guardians may be reached when the child is attending the center
4. Names, addresses, and telephone numbers of the child's source of regular medical and dental care to be used in case of an emergency
5. Names, addresses, and telephone numbers of two persons to be contacted if a parent cannot be reached in an emergency or when there is an injury requiring medical attention
6. Names and telephone numbers of any persons authorized to take the child from the center
7. Written authorization for the license holder to act in an emergency, or when a parent cannot be reached or is delayed
8. Basic health history to include documentation of any dietary or medical needs, allergies and any health problems of the child

9. Immunization record
10. Written authorization to administer medication and other nonprescription products
11. Special instructions for children age six weeks to 36 months, a description of the child's eating, sleeping, toileting, and communication habits, and effective methods for comforting the child
12. The caregiver shall ask Parents/Guardians for information regarding the child's development, health and behavioral status and any individual needs
13. Documentation of any individual child care program needs for the child
14. Billing arrangements
15. Parent Handbook review verification

**Family Orientation:** required with the child's teacher before a child can attend the Maajiigin program. The orientation will cover the following:

1. The ages and numbers of children the center is licensed to serve to include hours and days of operation.
2. Maajiigin's Vision and Mission and program overview
3. Maajiigin's center policies
4. Maajiigin's required documents from parent/guardian
5. Billing and financial arrangement
6. Authorization for picking up child policy
7. Type and level of liability insurance coverage held by license holder for the center and for all vehicles owned and operated by the license holder for the transportation of child care children
8. Telephone number of the Leech Lake Child Welfare Program and Leech Lake Child Care Services Program
9. Individual parent conference schedule
10. Answer any questions or concerns of parent/guardian

## **Maajiigin Billing Policy**

**Policy:** All families are required to have a form of payment in place before their child/children can participate in programming at Maajiigin. Failure to pay for services will result in termination of services.

**Procedure:** Billing will act in accordance with the following process:

1. Our program charges a contracted rate per week.
  - a. Infant- \$150 per week
  - b. Toddler- \$140 per week
2. Payments are due on Fridays of our biweekly payment schedule, as per your contract, regardless of a child's absence for any reason. These include a child's illness, family illness, vacations, doctor appointments, parent's days off work, etc.
3. Families will receive reminders the week the payment is due.
4. All families are required to complete and sign a financial agreement contract before their child/children can start.
  - a. Employees are required to have a payroll deduction form completed.
5. We take the following forms of payments:
  - a. Third Party Programs -Child Care Assistance, Subsidy, Early Learning Scholarship
  - b. Personal checks or money orders if a payroll is not allowed through employer

At this time we do not take cash or credit cards. Payments are to be made to: **Leech Lake Early Childhood**

6. Late Payment Fee: There is a late payment charge of \$10 for any payments received after the Friday that they are due. Special payment arrangements may be made, in advance, with the Center Coordinator, if this causes a hardship to any family.
7. Services will be terminated if families fall 35 days behind and fails to make special arrangements with the Center Coordinator.

### Parent Responsibilities

1. Upon pick up and drop off, Parents/Guardians are required to sign their child in and out and must sign weekly attendance sheets verifying the hours are correct.
2. Any enrollment changes should be reported as soon as possible for billing purposes.

### Withdrawal

1. A one week (5 business days) written notice, is required for children withdrawing from the program. After one week (5 business days) of consecutive absents, without

notification from Parents/Guardians, will constitute an immediate withdrawal from the program. If at any time a child(ren) has been withdrawn from the program, for any length of time, families will need to re-apply.

#### Child Care Assistance/Third party billing:

Families that participate in any child care assistance programs will be required to follow all requirements of these programs, if at any given time you are found to be out of compliance with these program policies/procedures, the program has the right to request any information pertaining to work schedules, time cards, income verification and/or household information. Written notification of our finding will be sent to you and the appropriate personnel within these programs.

1. Families are responsible for any co-payments and they are responsible for any charges denied by the Child Care Assistance (CCAP) programs.
2. Families are responsible to ensure vouchers are signed and accurate.
3. Co-payments need to be paid by payroll deduction or in full by the 10th of each month unless other arrangements have been made with Maajiigin.
4. Families are responsible for monitoring absent days and inform staff of any issues.

#### Early Learning Scholarships:

If the child is awarded an Early Learning Scholarship, the Scholarship will cover the cost of tuition (CPC – Cost per child) and includes 25 absent days. An absent day is any day the child does not attend when scheduled to be there. Anything over the 25 absent days is at parent's expense.

The Early Learning Scholarship will consider exemptions to the 25 absent day policy if the child, or an immediate family member is impacted with a medical emergency that would prevent the child from attending their program. Check with the Area Administer for more information regarding medical exemptions.

Private pay families must have a payroll deduction in place, if unable to payments must be paid in full every two weeks unless other arrangements are made according to the financial contract.

Payments are to be made to: **Leech Lake Early Childhood**

#### Payroll Deduction process:

Families employed are required to sign a payroll deduction agreement. Should the parent/client choose to adjust a payroll deduction without making prior arrangements with the Maajiigin staff or Program Manager, services will be terminated. Parents will be charged for a contracted 5 days beyond the last day of service.

Families who are unable to sign a payroll deduction are responsible to submit payment every two weeks. Payments are to be made by money order or bank checks. Personal checks and cash will not be accepted.

Payments are to be made to: Leech Lake Early Childhood

If payments are not received by the due date, services will be suspended until payment, including an outstanding balance is paid in full. Failure to comply with any financial agreement will result in discontinuation of program services.

**Other information:**

The person/client who paid for the services will receive an end of the year statement of all child care fees paid to the Leech Lake Early Childhood Program by January 31st of each year. To obtain this information, the person(s) paying child care cost must have their social security number on file.

**Additional Billing requirements:**

Parent must notify the Center Coordinator of any financial, employment, education or third party billing information that could affect family eligibility for the program, within 5 business days of the change.

### **Electronic Usage Policy**

**Policy:** While caring for children, electronics will solely be used to support documentation of child development and growth, or research pertaining to classroom activities.

**Procedure:**

1. Staff will not use their cell phones for personal use while children are in their care unless being utilized to contact child's parents or guardians or emergency purposes.
2. Research on a center issued electronic should happen outside of instructional time.
3. No pictures or recordings of children should be taken using a personal device.
4. Staff will only use a center issued electronic device to support gathering observations of children for the purposes of documentation and planning. This includes any photos and videos of children and families.
  - a. Abuse of cell phones for personal use while providing care for children may result in employee write up.
5. Children will not watch television, movies or engage in screen time while at the center.
6. A parent/guardian written consent is required:
  - a. To take pictures/videos of a child.
  - b. To post pictures of a child on social media.

**Use of Videos:**

In order to reflect and improve our childcare practice and Ojibwe language use, we will frequently utilize videotaping in the learning environment. Learning team staff will utilize these videos to analyze teaching and language skills as well as to document a child's developmental skills. Video including individual milestones and observations may be shared with families utilizing and storing on center-issued devices only.

## **Training and Professional Development Opportunities**

Policy: Staff must continue to develop as early childhood educators. Training and professional development opportunities will be required for staff and will also be extended to our families upon request or as part of a family needs assessment.

Procedure:

1. Annual training plan is developed in accordance with the Leech Lake Licensing requirements. It will help assist staff in acquiring or increasing the knowledge and skills they need to fulfill their job responsibilities.
2. Maajiigin will close for professional development days. These are critical staff development days designed to meet training requirements as detailed by licensing, to provide training to support the professional development of our learning team staff,
3. In accordance with the Leech Lake Licensing Requirements the following will be completed:
  - a. Adult and Infant CPR/First Aid
  - b. Basic Nutrition
  - c. Mandated Reporting
  - d. Fire Safety and Fire Extinguisher Use
  - e. Sanitation and Infection Control
  - f. Sudden Infant Death Syndrome
  - g. Shaken Baby Syndrome
  - h. Child Car Seat Safety
  - i. 16 additional training hours: for staff with direct contact with children

### **On Site Staff Development:**

In addition to training required by licensure, our staff participate in ongoing professional development, including Ojibwe language and culture practice study, professional training, mentorship, and reflective practice. Our learning teams utilize their daily/weekly observations of each child to plan and modify the environment and activities to support each child's development.

### **Use of Videos:**

In order to reflect and improve our childcare practice and Ojibwe language use, we will frequently utilize videotaping in the learning environment. They will be used to analyze teaching and language skills as well as to document a child's developmental skills. Video including individual milestones and observations may be shared with families using and storing on center-issued devices only.

## Maajiigin Guiding Children's Social and Emotional Development Policy

**Policy:** We will use positive approaches to promote healthy social/emotional development and guide behavior for every child. As our children are learning and developing, every child may demonstrate ordinary behaviors, such as hitting and biting. While these behaviors are often frustrating to adults, they are typical of certain stages of development. Staff work closely together and with the parents/guardians/families when challenging behaviors arise to develop a plan to provide proper support and guidance so that children learn more appropriate methods of getting their needs met as they grow.

**Procedure:** Some challenging behavior is developmentally appropriate for children to display as they learn to manage strong emotions.

1. Classroom teams will build positive relationships with each child to support appropriate behaviors.
  - a. Teachers will support each child's social and emotional development by interacting with children through play and conversation, and by responding to each child's needs.
  - b. Staff will help children learn to have positive interactions and engagement with others while at the program.
  - c. Appropriate behavior will be encouraged and modeled by adults.
2. The learning will be carefully tailored in an ongoing way to reflect the interests and developmental level of each child.
  - a. Desired behavior will be encouraged by providing materials that are engaging and interesting to the children.
  - b. The environment will be set up to promote social/emotional development.
  - c. Clear, consistent expectations will be established in the learning environments.
3. To support appropriate behaviors in the learning environment, a coordinated approach to behavior management will be used. Program staff will work alongside families to use similar behavior management techniques at home and at Maajiigin.
  - a. Staff and families will establish and use predictable routines.
  - b. When children express heightened emotions, we will remain calm.
  - c. When challenges arise, staff will communicate with families. They will identify if similar behaviors occur at home and how they are managed. Staff and families will strategize solutions together.
  - d. Staff will plan ahead to prevent potential problems.
  - e. Approaches to children will be individualized to meet the needs and temperament of each child and take developmental level into consideration.
  - f. Staff will redirect children to other activities as needed.
  - g. Children will be involved in problem solving to help develop self-regulation.
  - h. Adults will acknowledge each child's effort by offering encouragement throughout the day.
  - i. Approaches such as distraction, redirection, role modeling, natural consequences and "taking time" to stay calm or regain composure may be used.
4. When conflict arises between children, staff will utilize the following steps:

- a. Calmly approach children and stop any hurtful actions; use a calm voice and gentle touch; not taking sides.
  - b. Acknowledge each child's feelings. Say something simple such as "You look really upset;"
  - c. If the conflict is over the object, the adult will hold the item in question.
  - d. Gather information.
  - e. If children are able to communicate, listen and restate the problem: "So the problem is..." Use and extend the children's vocabulary. If they are not yet talking, model a problem state, "It seems like the problem is..."
  - f. Ask for solutions and choose one together. Ask "What can we do to solve this problem?" Encourage children to think of a solution but offer options if the children are unable to at first.
  - g. Be prepared to give follow-up support. Acknowledge children's accomplishments, e.g., "You solved the problem!" Stay nearby in case anyone is not happy with the solution and the process needs repeating.
5. While many challenging behaviors occur during the course of typical child development, some children may experience a higher than typical level of intensity and/or frequency of particular behaviors. When this occurs, the learning team will strategize a plan of action to address the increased challenges. Regular communication with families will occur.
  - a. Incidents of challenging behavior will be documented on the appropriate forms and signed by the staff and parents/legal guardian. Center Coordinator will review documented paperwork and paperwork will be placed in child's file..
  - b. Behaviors that cause harm to other beings are not tolerated and will be addressed.
  - c. If an incident occurs involving other children, incidents and any injuries will be documented and shared with each family. Although children may say who was involved, the names of the other children involved in the incident will never be identified by the staff to the other family.
  - d. Staff and families will identify if there are similar incidents at home and discuss how they are managed. It will also be important to identify if there are any possible disruptive factors in the child's life: parental stress, changes in household, illness, etc.
  - e. Parents/guardians and staff will discuss adjustments that will be made (environment, schedules, and/or routines) to reduce the incidents.
6. If extreme behaviors persist, or by family or teacher request, a behavior meeting will be scheduled. The goal of these meetings is to further strategize and correct any problems in routines, environment, or relationships that may be preventing a child from successfully engaging in the environment.
  - a. The meeting will include, but is not limited to, the parents/guardian/family, the teachers, and the center coordinator. A parent or guardian must be present for this meeting to take place.
  - b. Together they will discuss the challenging behaviors and additional ways to address them. Expectations for the child, parent, and teachers will also be discussed.
  - c. If needed, referrals will be made, by the center coordinator, to appropriate agencies to provide additional support to the child, parents/guardians, and staff.
  - d. This meeting will be documented and a copy placed in the child's file.

## **Maajiigin Child Attendance and Late Pick Up Policy**

Our program must track attendance and promote regular attendance for all enrolled children. Our goal is 90% attendance for all children. Children thrive when they experience steady routines.

Attendance will act in accordance with the following process:

1. **Maajiigin Hours:** Our center offers care from 7:30am-5pm. Steady routines help our babies and children in their development as they learn self-control, develop security and emotional stability. When families develop a consistent pick-up and drop-off schedule, children benefit from arriving during familiar routines. We advise our families that transitions will be smoother when we keep consistent routines for drop-off and pick-up.
2. If your child is going to be absent for any reason given, we require families to inform their child's teachers or call the front desk. Some reasons a child maybe absent are:
  - A household member has an injury or contagious illness.
  - The child is unwell and is unable to comfortably participate in all of the scheduled activities.
  - The child has a contagious illness.
  - A household member is hospitalized.
  - Other emergency health issues.
  - A death in the family.
  - Scheduled family vacation.
  - Doctor Appointments.
3. **Absence Follow Up:** When a child is unexpectedly absent and there has not been any contact with the family, program staff will attempt to contact the family to ensure the child's well-being.
  - Days 1 through 4 of the child being absent will result in a daily phone contact with the child's family. This should be documented.
  - After 5 days of the child being absent and no contact with the family, a letter will be mailed to the family stating a date the child's slot will close.
4. **Late Arrival Policy:**
  - Arrivals after breakfast disrupt the center routines and create stressful situations for the children and teachers. Please plan to routinely drop-off your child by 9 AM for breakfast.
  - Exceptions may be made to accommodate appointments or doctor's visits. Program staff must be notified in advance and a doctor's note must accompany a child arriving late to the program.

### **Late Pick-up Policy:**

Our programming hours are from 7:30-5 pm. Staff are unable to provide child care beyond this time. In order to respect our program staff's obligations, children must be

picked-up no later than 5 pm closing time. Parent/Guardians must make prior arrangements if they're unable to make it by that time.

- In the event of an emergency that prevents the parent/guardian from picking up a child on time, program staff should be notified as soon as possible.
- If a child is not picked up on time, staff will reach out to emergency contacts on file. Parent/Guardians must ensure emergency contact information is updated at all times.
- In the event that a child is not picked up and emergency contacts are unavailable, the center is obligated to consider the child's safety and will notify Leech Lake Child Welfare and/or Tribal Police.

Following an event where a child is not picked up by 5pm the following will occur:

- First occurrence: A documented meeting between the parent or guardian and teacher will take place about the importance of arriving as scheduled and discuss any needs.
- Second occurrence: A home visit between the parent or guardian, teacher, and center coordinator will take place discussing the needs and or obstacles the family may be experiencing. A referral will be made to outside programs if needed by the family.
- Third occurrence: A suspension of services until a meeting is held between the parent or guardian, teacher, center coordinator, and management staff to discuss and implement a plan to prevent further occurrence.
- If late pick up persists after following the steps above, or parent/guardians refuse to meet with center staff, termination of services may occur.

## **Maajiigin Outdoor Policy**

**Policy:** Understanding and building relationships with our place, our natural environment, is key to Ojibwe-Anishinaabe worldview. Time spent outdoors, especially in natural settings, has many benefits for both children and adults. Outdoor nature play helps the child develop in many areas of development; social/emotions, cognitive, language, mathematics, science, and physical. It also promotes positive health outcomes, as well as better mental health, lowering the impact of stress, and increased resiliency.

**Procedure:**

1. Children enrolled in the Maajiigin Center will be outside for much of the day. In general, any activities that can be conducted outside will be done so. Infants will be outside as much as tolerated. Providers will use caution to monitor infants and toddlers closely and adjust outdoor times as needed.
2. Teaching teams will incorporate our outdoor spaces into daily learning plans.
3. Teaching teams will spend this time outside engaging with the children.
4. Classroom staff will obtain permission from family members before applying sunscreen and bug spray on a child. Staff must apply sunscreen 15-30 minutes prior to going outside and every 2 hours that children continue to be in the sun.
5. Staff will check children for ticks when returning from outdoor play and during extended periods outdoors. If any ticks are found attached, staff will remove ticks with a tweezer, clean the spot and mark the area for observation. Staff will save attached ticks and inform the family of the incident.
6. Families will provide weather appropriate outdoor clothing for the children; the teaching team will communicate what type of clothing will be needed.
  - a. If families encounter barriers to securing appropriate outdoor clothing, center staff will help identify solutions.
7. All staff and children will wash hands after outdoor play.

### **Maajiigin Extreme Weather**

1. Children will not be outside on days when the weather is unsafe.
  - a. Outdoor play time will be enjoyed in shorter periods of time when combined temperature and wind chill is between 0°F and 15°F.
  - b. A brief outing can be beneficial even on days when it is too cold for extended outdoor play. When the combined temperature and wind chill is below zero, providers must monitor weather conditions, clothing/gear, and observation of children in care, to determine the length of time that is appropriate.
    - i. When combined temperature and wind chill is -10°F or below we will remain indoors.
2. Children and staff will address appropriately in layers for the weather during winter months. The rule of thumb we will use is to dress infants and toddlers in one more layer of clothing than adults are comfortable in.
3. When the heat index exceeds 90°F extended periods of outdoor play in dry, unshaded areas is not recommended.

**Maajiigin Active Play**

- Toddlers should be allowed 90 minutes for moderate to vigorous physical activity. When outdoor times are limited due to adverse weather conditions, indoor physical activity will be increased.
- Infants should have supervised tummy time every when they are awake. Caregivers will interact with an infant on their tummy for short periods (3-5 minutes) increasing the amount as the infant shows interest.
- Infants should never be seated for more than 15 minutes at a time, except during meals or naps. Least restrictive environment is encouraged at all times. Mobile walkers will not be used in the center.
- Active play will never be withheld from children as a form of punishment.

## **Maajiigin Nutrition Policy**

**Policy:** Our program promotes healthy lifestyles and serves food to help support the health and development of the children in our program. The Federal Program Standards and the Minnesota State Child and Adult Care Food Program (CACFP) mandates are followed.

**Procedure:**

1. Provide two-thirds the daily nutritional needs including an afternoon snack.
2. Share nutritional information with our children and their families helping to follow healthy food choices.
3. Serve fresh fruits and vegetables and non-processed foods.
4. An emphasis will be put on indigenous foods.
5. Food will not be used as a punishment or reward. All children are encouraged, but never forced to taste their food
6. Infants and toddlers' eating habits, such as, schedules, amounts, and new foods will be shared with families on a regular schedule.
7. Infants and toddlers receive food appropriate to their nutritional needs, developmental readiness and feeding skills.
8. The children are always encouraged to set the table and to serve themselves in a family style setting, unless other guidance is given from CACFP or the CDC.
9. Staff will eat the same food as the children and converse with the children during the meal time.
10. Menus will be primarily written in Ojibwe and posted in the classroom.
11. Maajiigin is a Peanut and Treenut free facility.

The meals are served at:

Breakfast at 9:00am

Lunch at 11:30pm

Snack at 2:30pm

The menus are planned with input from the Nutrition Coordinator, Cook, and Child Care Services staff. Maajiigin families will have the opportunity to review the menu each year. The menu will reflect foods that are high in nutrients and low in fat, sugar and salt.

The CACFP nutrition requirements for children vary with age. The ages of six weeks to five years old require different serving sizes and types of foods. Formula is provided for infants, along with baby food. One to five year olds follow a meal pattern for their needs.

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## **Maajiigin Meals and Feeding Policy**

**Policy:** Staff will eat meals with the children. Families are encouraged to join their child during meals. Staff will ensure each child's health and safety during meals and feedings. Staff will follow CACFP guidelines and regulations

### **Procedure:**

1. A written description of each child's feeding history and instructions will be obtained during the application process. The child's classroom teacher will review and follow the instructions or make recommendations to the parent/guardian.
2. Tables should be cleaned and sanitized before and after meals.
3. Staff and children must wash hands before and after meals. *See Hygiene Policy*
4. Staff will eat family style meals with the children and engage in conversation and social interactions with the children.
5. No outside food or drinks allowed in the classroom, with the exception of events, which will need the approval of the Center Coordinator prior to event. \*Water in an enclosed (non-glass) bottle is okay if kept out of reach of children.
6. Children may eat outside at our center, while following outdoor sanitation policy.
7. Children are always seated to eat and never rushed.
- 8 Each meal time, Infant/Toddler will be provided with a clean cup.

### *Infants*

1. Infants under the age of 11 months will be fed formula or their mothers' breast milk.
2. All infants will be held when bottle fed.
3. All bottles will be labeled with the child's name, the date, and time it was made.
4. Bottles will only be given to the child whose name is on the label.
5. All infants will be fed on demand.
6. All bottles will be emptied and washed after each feeding.
7. Infants will be introduced to solid food when developmentally ready and not before 5 months of age.
8. A plan to introduce age-appropriate solid foods will be created by the child's classroom teacher and the child's parent/guardian.
9. On hot days, infants receiving human milk in a bottle are offered additional human milk, and those receiving formula mixed with water are offered additional formula mixed with water.

### *Breastfeeding*

1. We encourage and support all breastfeeding mothers to continue breastfeeding.
2. Mothers can breastfeed their child openly at our program. Our program also provides a clean, private area in our building with comfortable furniture for mothers to use to breastfeed their child. This area has an electric outlet available to use a breast pump. Any employees who are breastfeeding may also use this area.
3. Infant formula will not be fed to a breastfed infant without the guardians' written permission.
4. All stored breast milk shall have child's full name, date and time milk was expressed.
5. All breast milk (if not frozen) will be refrigerated until immediately before use.
6. Frozen breast milk will be thawed under cold running water or in the refrigerator.

7. Any unused expressed breast milk will be discarded after 48 hours if refrigerated, or after 2 weeks if frozen.

*Formula*

1. Formula will come to the facility in a factory-sealed container
2. Formula is prepared and stored by the instructions on the formula container.
3. No foods will be mixed in the bottles unless the child's doctor provides written documentation.

## **Maajiiigin Nap and Rest Policy**

**Policy:** Children need sleep for their health and growth, our program provides consistent, safe and comfortable opportunities for rest.

**Procedure:**

1. Toddlers will be provided individual cots for rest time.
2. Each child may bring a blanket from home for rest time.
3. All sleep equipment will be labeled with the child's name, until it can be cleaned for another child's use.
4. All sleep equipment will be sanitized daily.
5. Children will be placed to sleep 3 feet apart with children laying head to foot placement to prevent the spread of germs.
6. Staff will check on each child frequently to ensure they rest comfortably.
7. While children are resting or napping, there will be lighting sufficient enough to ensure that children can be seen by the staff.
8. From time to time, while at Maajiiigin, children may have nap/rest time outside, the following guidelines will be followed:
  - a. Weather must allow for safe sleeping.
  - b. The temperature outside must allow a child body temperature to remain at a regular temperature of around 97.4 degrees Fahrenheit
  - c. Children must be laid on a blanket on the ground
  - d. For infants, nothing should accompany the child while sleeping, with the exception of a pacifier or a swaddle blanket.

*Additional **infant** procedures:*

1. Sheets must be used in a crib.
2. Infants will always be placed on their backs for sleeping.
3. Infants will be allowed to nap as needed.
4. With written parent consent, children may be swaddled when put to sleep. However, swaddling will not be used as a means of restraint. If a child shows distress while swaddled, the staff must immediately un-swaddle the child.
5. To reduce the risk of Sudden Unexpected Infant Death Syndrome (SUIDS), nothing may accompany the child in the sleeping equipment

*Additional **toddler** procedures:*

1. Nap time will run for approximately 2 hours following lunch.
2. Children who wake up early will be given a quiet activity. Children will not be required to go back to sleep.
3. Staff will assist in helping the children go to sleep.

## **Maajiigin Health and Emergencies Policies**

**Policy:** All efforts will be made to create a safe, engaged learning environment for each child. Staff will be trained in first aid and CPR to prepare for health emergencies or injuries that may arise at Maajiigin. In the event that a child becomes seriously ill or sustains an injury requiring medical attention, parents/guardians will be notified immediately. All instances will be documented.

**Procedure:**

1. All staff will be trained in First Aid/CPR.
2. First aid bags and family contact information will always be stocked and readily available.
3. Emergency phone numbers shall be posted in each classroom. This shall include the local fire department, police department, emergency transportation, child protection services, and poison control center.
4. All children will have updated contact information and authorization for emergency care on file and readily available. The contact information will include:
  - a. Parents/Legal Guardian phone numbers and address: Home, Work, and School
  - b. Two emergency contact persons for each child
  - c. Parents/Guardians preferred hospital
  - d. Child's physician
  - e. Child's dentist
5. When an injury occurs at the center, the staff will attend to and comfort the injured child and apply first aid care if necessary.
6. Each child's file must contain an authorization form signed by the parent/guardian allowing staff to transport children in case of an emergency.
7. Naagaanizid Gekinwaa'amaaged (Lead) will immediately notify Parents/Guardians by phone or in person in the event of an emergency involving their child. If the parent/legal guardian cannot be reached, an alternate emergency contact person will be notified. Continuous attempts will be made to contact the Parents/Guardians in emergencies where children are transported off-site.
8. An incident/accident report will be completed any time an injury or health emergency occurs. This report will be given to the parents/legal guardians and a copy will be kept in the child's file.
9. Staff will determine the cause of the injury and make adjustments to prevent it in the future.
10. If a child becomes seriously injured while in the care at the center, the Center Coordinator will be notified. They will review the documentation and determine if additional safety measures need to be taken.
11. The Center Coordinator will be responsible for notifying the Leech Lake Child Care Services Program Manager or Licensur before the close of business. Seriously injured is defined as any injury that requires medical attention.

## **Maajiigin Medication Administration Policy**

**Policy:** Medication will only be administered with written authorization from the parent/guardian. All medication will be labeled, and a record of the medicine administration will be kept. All medication will be locked and kept out of reach of children.

**Procedure:**

1. Staff and children will wash hands before and after administering medication.
2. All medication will be stored as directed, labeled, and locked up. This includes medication for children and staff.
3. Written permission will be obtained from the child's parent/legal guardian prior to administering medication.
4. All prescription medication must be in the original container and labeled by a pharmacist. The Label must include:
  - a. Child's name
  - b. Name of medication
  - c. Date of prescription
  - d. Name of physician
  - e. Expiration date
  - f. Directions for administration, storage, and disposal
5. All over-the-counter medication, diaper products, sunscreen lotions, and insect repellents must be administered according to the manufacturer's instructions, unless different instructions are provided by a licensed physician. Each container should be labeled with the child's name and only used on that child.
6. Sunscreen lotion, and insect repellents supplied by the program may be used on more than one child.
7. All medication administered will be recorded. This record will be kept in the child's file. The record will include:
  - a. The child's name
  - b. The name of the medication
  - c. Date
  - d. Time
  - e. Dosage given
  - f. Signature of the person who administered the medication
8. Any unused medication will be returned to the child's parent or destroyed.

## **Maajiigin Hand Hygiene Policy**

**Policy:** To reduce the risk of infectious diseases or other illnesses children and adults will wash their hands when hands become soiled and at the designated times throughout the day.

**Procedure:**

1. Hand washing procedure (for older infants-adults):
  - a. All parts of hands will be washed for a minimum of 20 seconds with soap and water.
  - b. Hands will be rinsed with water.
  - c. Paper towels will be used to dry hands and turn off faucet handles.
  - d. Paper towels will only be used once.
  - e. Staff will monitor hand washing and assist children who need assistance.
  - f. Water accessible to children must not have a temperature that exceeds 120 degrees Fahrenheit.
2. Hand washing procedure (younger infants unable to support their heads)
  - a. Staff will wash infant's hand with a disposable wipe.
3. All staff, volunteers, and children will wash their hands:
  - a. When they arrive
  - b. Before and after eating
  - c. Before and after giving medication
  - d. After outdoor play
  - e. After diapering, toileting, cleaning, and the handling of body fluids (even if gloves are used)
  - f. After handling animals, animal waste, or animal cages
  - g. After cleaning or handling garbage
  - h. As needed
4. Hand Sanitizers will only be used if running water is not available.
  - a. Children must be older than 24 months.
  - b. Hands must not be visibly soiled.
  - c. A staff member must supervise the child to ensure it is used as directed on the manufacturer's label.

## **Maajiigin Child Illness Policy**

**Policy:** To limit the spread of illness we partner with families to observe and share information about any potential illnesses that a child has or that our program encounters. Children are required to stay home when they are ill. Illness includes any ailment that prevents a child from comfortably participating in regular activities or symptoms that may be contagious to other children.

**Procedure:**

1. Staff are expected to tell their immediate supervisor of any symptoms or illness they experience themselves.
2. Families should keep children at home if they are sick enough that they are unable to participate in regular activities and/or if they might be contagious.
3. Daily health checks will be completed and documented by the classroom teacher upon arrival. The teacher will determine whether those who are ill or injured can or cannot have their needs and those of the other children met, and if the child can participate in the program that day. The daily health check shall include:
  - a. A friendly greeting
  - b. Asking the parent/guardian about the child's and family's wellbeing since the child was last at the program.
  - c. Observing the child for signs of obvious illness.
4. The staff will take into consideration the following conditions when determining if a child is ill:
  - a. Can the child participate in the program activities with reasonable comfort?
  - b. Does the child compromise the health and safety of the other children at the program?
5. If a child becomes ill while at the center, the follow must take place:
  - a. The child will be removed from direct contact with others
  - b. The child will be kept comfortable
  - c. The symptoms will be observed and documented
  - d. Parents/guardians will be contacted and asked to pick up their child
  - e. If it is an emergency 911 will be called
6. A child may return 24-48 hours after symptoms have subsided or antibiotics have been started for the following symptoms:
  - a. Temperature of over 100 degrees Fahrenheit
  - b. Nausea/vomiting
  - c. More than three abnormal bowel movements (diarrhea)
  - d. Impetigo
7. The following are subject to short term exclusion from the program and a written physician statement must accompany the child when returning to the program:
  - a. Chicken Pox
  - b. Strep Infections
  - c. Parasites
  - d. Conjunctivitis
  - e. Rash of unknown origin

- f. Ringworm
  - g. Scabies
  - h. Influenza
  - i. Significant respiratory distress
  - j. Unexplained lethargy
8. If a child becomes sick with a communicable disease the parent/legal guardian must notify the program within 24 hours to allow the staff to notify the families at the program. Parents/Guardians will be given a list of communicable diseases at the time of enrollment.
  9. The program will notify parents/legal guardians the same day of a positive diagnosis of a communicable disease.
  10. The program will also notify the health officer and the Leech Lake Child Care Services of any suspected case of a reportable disease.

## **Maajiigin Biting Policy**

**Policy:** One of our staff's primary responsibilities is to ensure the safety of all individuals in our center. Biting is quite common in early childhood, and typically stops by age three. There are many reasons children bite. Some of the reasons include:

- ☐ Experimenting
- ☐ Becoming independent
- ☐ Lack of language skills
- ☐ Learning how to play with other children
- ☐ Teething discomfort
- ☐ Using muscles in new ways
- ☐ Frustrated, threatened, overwhelmed, or confused

While biting is common in early childhood, staff will quickly identify any patterns and work diligently to prevent occurrences.

### **Procedure:**

1. Staff will work to prevent biting before it happens by:
  - a. Partnering with families
  - b. Interacting with the child through play and conversation
  - c. Responding each child's needs
  - d. Having clear consistent rules
  - e. Modeling appropriate behaviors
  - f. Planning ahead
2. If a child bites, the staff will:
  - a. Immediately intervene
  - b. Attend to the child who was bitten
    - i. Comfort, wash the bite, and apply a band aid if the skin was broken.
  - c. Move the child away from the situation if necessary. They will use short phrases to the child who bit using phrases such as, "Biting hurts" and "You hurt him/her; she is crying." Or "Gigii-wiisagamaa." "Mawi." "Gigii-moo'aa."
  - d. Contact the Parents/Guardians of both children, to inform them of what happened.
  - e. Complete an incident/accident form for both children involved.
  - f. Ask the family if behaviors similar to the incident happen at home, how they are managed at home, if there are any possible disruptive factors in the child's life, ie; parental stress, changes in household, illness.
  - g. Discuss with family adjustments that will be made (environment, schedules, and/or routines) to reduce the behaviors.
3. If biting continues, or by family/teacher request, a behavior meeting will be scheduled.
  - a. The meeting will include, but is not limited to, the family, the teachers, and a member of management. The family must be present for this meeting.
  - b. Together they will discuss the behaviors and additional ways to address them. The expectations for the child, family, and teachers will also be discussed.

- c. If needed, referrals will be made to appropriate agencies to provide additional support to the child, family, and staff.
- d. This meeting will be documented, and a copy placed in the child's file.

## **Maajiigin Head Lice Policy**

**Policy:** Children who are discovered to have head lice will be allowed to stay for the remainder of the day. Head checks are to be performed only when classroom staff suspect a child has head lice.

**Procedure:**

1. Head checks will be conducted if there are symptoms that lead to reasonable suspicion.
2. Center coordinator will be notified and staff will determine who will contact the parent/legal guardian to inform them of the situation.
3. The incident will be documented and signed by the staff.
4. Families will be supported with information including a handout with information, lice kits and a lice comb if needed.
5. A notice will be sent home with all other children and those present in the classroom the previous week.
6. The child will be checked for live lice upon return, Parents/Guardians will be required to stay at the program until the head check is completed.
7. If live lice are found, staff will offer support and meet with families to discuss any barriers or additional supplies needed. Child will go home with parent.
11. Mandated Reporting policy will be followed in extreme cases of chronic recurring head lice and/or development of sores due to the lice.

## **Maajiigin Diapering and Toileting Policy**

**Policy:** Diapers will be changed when wet or soiled. All children are different when learning to use the toilet. Typically, children begin using the toilet between the ages of 18 months and 3 years old. Families and staff will work together to help the child independently use the bathroom.

1. Children and staff will wash their hands after diapering and toileting.
2. No other activities other than washing hands, diapering, and toileting are permitted in the toileting areas. Other activities include but are not limited to: eating, food preparations, playing.
3. Children will always be supervised while in the bathroom.
4. Bathrooms are cleaned and disinfected daily. Classroom Staff will clean and disinfect when visibly soiled.

### *Diapering*

1. Diapers and clothing will be changed when wet or soiled. Soiled clothing will be placed in a plastic bag and stored out of the reach of children. Items will be given to the families at the end of the day.
2. Staff will regularly or every 2 hours check a child's diaper to determine if they need to be changed.
3. Staff must remain within reaching distance when children are being changed.
4. The following diaper procedure will be followed (CDC guidance):
  - a. Prepare- staff will ensure they bring all necessary supplies with them to the diapering area. Gloves will always be worn.
  - b. Clean child- the child will be cleaned disposable wipes. Always wiping front to back.
  - c. Remove trash- wipes will be placed in the soiled diaper and discarded in the trash can. Gloves will be removed and discarded
  - d. Replace diaper- place a new diaper on the child- apply diaper cream if needed with a tissue or fresh glove
  - e. Wash child's hands- child's hands will be washed with soap and water thoroughly for at least 20 seconds. Child will then be returned to a supervised area.
  - f. Clean up- any visible soil will be wiped up and the entire surface will be sprayed with disinfectant.
  - g. Wash hands- Staff will wash their hands thoroughly with soap and water.
5. If families choose cloth diapers, center staff will work together with each family to create a plan.

### *Toileting*

1. Staff and parents/guardians will work together to recognize the following signs that a child is ready to use the toilet.
  - a. Shows interest in the toilet
  - b. Has a dry diaper for several hours in a row
  - c. Has balance when sitting on the toilet
  - d. Can follow simple one or two step directions
  - e. Communicates that they need to use the toilet

2. Staff and families will discuss and document a plan on how to help the child learn to use the toilet
3. The plan will be followed at the program.

## **Maajiigin Prohibited Action Policy**

**Policy:** Staff will use positive behavior guidance techniques with each child. Prohibited actions will not be allowed.

**Procedure:**

The following are prohibited actions:

1. Corporal punishment and emotional abuse: No child will be subject to corporal punishment or emotional abuse.
  - a. “Corporal punishment” is defined as non-accidental infliction of physical pain on a child by a caregiver. Corporal punishment includes, but is not limited to; rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
  - b. “Emotional abuse” is defined as the infliction of verbal or psychological abuse on a child by a caregiver. Emotional abuse includes, but is not limited to, name calling, ostracism, humiliation, or frightening the child.
2. Food, light, warmth, clothing, and medical care will not be withheld from any child.
3. Discipline will not be delegated to another child.
4. Children will not be separated from a group except as noted in the behavior policy.
  - a. An infant will not be separated from the group for disciplinary reasons.
  - b. If a child is separated from the group, they must be in an area or separate room that is well-lit, free from hazards, ventilated, and with a caregiver.
5. No child shall be punished for toileting accidents. The toileting policy will be followed.
6. No child will be physically restrained by bonds, ties, or straps for disciplinary purposes.
  - a. If a child must be restrained for medical reasons, that restraint will only occur according to the written instruction of the child’s physician and/or practitioner and the parent’s permission.

## **Maajiigin Missing Child Policy**

**Policy:** Classroom staff will actively supervise children at all times. If a child becomes missing, staff will act quickly to recover the lost child as soon as possible.

**Procedure:**

1. Supervision: preventing missing children
  - a. Classroom staff will regularly count the children throughout the day. At transitions, when leaving an area or entering an area.
  - b. Classroom staff must ensure all children are supervised by line of sight and hearing. Line of sight means the ability to see a child with no more than a turn or tilt of the head.
  - c. Classroom staff will be alert and attentive to children.
  - d. Cell phones will not be used for personal use while supervising children.
2. Missing child
  - a. Classroom staff will notify the Child Care Service Program Manager or Early Childhood Development Director immediately.
  - b. A classroom staff will confirm attendance by checking attendance sheets and the front desk sign out sheet.
  - c. Center Coordinator will immediately begin a search of the grounds.
  - d. The Child Care Service Program Manager or Early Childhood Development Director will initiate a lockdown, where no one will be able to enter or leave the building.
  - e. All available staff shall assist in the search. Each staff member will search designated areas as assigned in the evacuation plan.
  - f. If the child is not found, following a search of the entire building and grounds, the Child Care Service Program Manager or Early Childhood Development Director will call 911.
  - g. The Center Coordinator will notify the family and the incident will be documented.
  - h. Reporting: the Center Coordinator will give a copy of the documentation to the Program Manager and to the Leech Lake Child Care Licensor.

## **Maajiigin Sanitation Policy**

**Policy:** To prevent the spread of illness the building will be regularly cleaned and sanitized.

**Procedure:**

1. A regular cleaning schedule will be followed and the schedule will be posted.
2. All equipment will be kept clean, sanitary, and in operable condition.
3. Any surface contaminated by body fluids will be cleaned and disinfected immediately.  
Gloves will be worn.
4. Cleaned and sanitized daily or when soiled:
  - a. Toilet areas
  - b. Floors
  - c. Rugs
5. Cleaned and sanitized weekly or when soiled:
  - a. Toys
  - b. Bedding and blankets
6. Mouthed toys will be washed and disinfected after each use.
  - a. Toys that are cloth material will be placed in the daily laundry.
  - b. Toys that are other material will be placed in bucket labeled "Mouthed Toys"
    - i. Wash with warm soapy water
    - ii. Disinfect by emerging in bleach water solution and air dry.
7. Liquid hand soap, toilet paper, facial tissues, and single use paper towels will be provided and accessible to children.
8. All children will have separate towels, washcloths, drinking cups, combs, and other personal articles.
9. Garbage will be removed from rooms daily or as needed. All trash will be stored in a closed container that prevents access by children and animals.

## **Maajiigin Severe Weather Policy**

**Policy:** From time to time, the weather may impact our ability to maintain our regular schedule. In those cases, Maajiigin staff will adapt appropriately to the weather conditions to maintain as safe an environment as possible.

### **Procedure:**

#### **Blizzard**

1. When a winter weather advisory is announced the Child Care Services Manager will inform staff of the closure of the center. Following LLBO Policy
2. All children and staff should remain inside.
3. Staff will contact families to inform them of the closure and when to pick up their children.
4. If it is determined that the center has not closed in time for families and staff to return home safely. Staff should plan for extended shelter.  
     Extended Shelter: Staff and children remain inside and continue with regular programming. If parents/guardians come to pick up their children, staff must inform them of the current situation and offer them shelter at the center. It is the decision of the parents/guardians if they stay. The extended shelter will continue until the weather advisory has expired.
6. If the advisory expires after the center's normal hours, staff will call parents/guardians to inform them of the situation and to pick up their children.
7. If the advisory expires within the center's normal hours, staff will call parents/guardians to inform them of the situation, and programming will continue as normal.
8. Reporting: The incident will be reported to the Licensor.

#### **Tornado**

1. Tornado Drills will be done monthly during tornado season, April to September. It is the Center Coordinator's responsibility to schedule all drills. All staff will be notified of the drills in advance, no unannounced drills will occur.
2. Staff will be notified of a tornado by intercom and by two-way radio.
3. If staff and children are outside:
  - a. They must immediately seek shelter indoors at the closest shelter.
  - b. Count children: check the area quickly but thoroughly
4. When indoors:
  - a. Staff should count and gather children
  - b. Immediately go to designated tornado shelter using the route specified on their emergency drill poster
  - c. Once at the tornado shelter staff will count the children and encourage the children to sit in the tornado safety position: sitting or kneeling facing the wall, with hands over the back of their heads and neck, and tucked into a ball. For infants: staff will place the infants as low to the floor as possible, such as holding and covering the infant with their body.
  - d. Staff and children shall remain in this position until they hear the all clear over their radios.

- e. The Center Coordinator will be notified if anyone is missing.
- 5. Reunification
  - a. Classroom staff will notify Parents/Guardians of the incident and to pick up their children.
  - b. Damage will be assessed by maintenance.
- 6. Reporting: The incident will be reported to the Licensor

## **Maajiigin Evacuation Policy**

**Evacuation:** Fire, carbon monoxide leak, chemical spill, or natural gas leak

Staff will be well informed of evacuation plans. To ensure the safety of the children, drills will be held at least monthly.

**Procedure:**

1. Fire drills will occur once a month and be documented. All staff will be informed of the drills, no drills will be held unannounced. The Maajiigin Center Coordinator is responsible for scheduling all drills
2. After each drill the Maajiigin Center Coordinator will gather data from the drill and review with staff members.
3. Staff must evacuate the building in four minutes or less
4. Emergency Plans will be posted. The plans will include:
  - a. Classroom:
    - i. Who is responsible for bringing the attendance and the first aid bag.
    - ii. Who will clear the room and bring the two-way radio and any medication.
    - iii. How children will be transported from building.
    - iv. Where the meeting point and reunification point are located.
  - b. Administration
    - i. Responsibility chart on who is to clear each area of the building.
5. Staff must:
  - a. Gather children
    - i. Infants, toddlers, and/or special needs children may be carried or transported using an evacuation crib
    - ii. Have children gather and one staff at the front of the group and one at the back
    - iii. Children can use an evacuation rope or bug rope to evacuate
  - b. Count children
    - i. Designated staff on the emergency plan will clear the classroom
    - ii. All classroom staff are responsible for counting the children at the following times: Prior to leaving the classroom, while evacuating, and once arriving at meeting point.
    - iii. Staff will immediately notify the police of center manager if a child is missing
  - c. Use the planned evacuation route
  - d. Meet at the meeting point as outlined on their evacuation plan
  - e. Inform first responders of any injuries. If first responders are not available, staff must administer emergency first aid
  - f. Wait for further instruction from Maajiigin Center Coordinator or First Responders
6. Reunification
  - a. Once approved by First Responders, staff will move children to the reunification site
  - b. Parents/Guardians will be contacted by their child's teacher to pick up their child.
  - c. Only authorized adults may pick up the children. Staff may ask for an ID to verify identity
  - d. Once all children have been picked up, staff will briefly meet regarding next steps.

## **Maajiigin Security Policy**

**Policy:** At Maajiigin, our families are welcome and encouraged to visit the center. At the same time, we will take steps to create a secure environment for the safety of all of us. All individuals entering the building will be positively identified by front desk staff. All visitors will be required to sign in and out. For the child's safety no unauthorized person may pick up children.

### **Procedures:**

#### Background screening for all workers

All staff members, employed or volunteer, will receive background screenings that include criminal record checks, founded reports of child abuse and neglect references and credential checks before they are allowed on the premises when children are present.

#### Preventing Access of Threatening Individuals

1. All building entrances are observed by a staff member and locked from the outside. The doors will be able to be opened easily from the inside by school age children or adults. The front desk staff or designee will be the only one authorized to operate and monitor building entrances.
2. Families are encouraged to visit Maajiigin while their child is in care. To enter the building, families and visitors will buzz the doorbell and staff will identify the individual through camera. If staff is unable to recognize the individual, they will ask for their name and the reason for their visit.

#### Sign In/ Sign Out

1. Without exception, everyone who enters and exits the facility must use the sign in/sign out procedure.
2. Staff will ensure that all individuals entering and exiting the building have signed in and out.
3. The sign in/sign out will consist of the individuals name, the time in and out, destination, and reason.

#### Pick up of a Child

1. Individuals authorized to pick up a child from the program will be listed with their full name in the child's file.
2. No child will be released to anyone who is not positively identified by the staff member who is supervising the child. The staff member will verify the individual by asking to see their ID.
3. Custody issues or court orders will be copied and placed in the child's file. All staff caring for the child will be informed and honor the document.
4. In extenuating circumstances when an authorized person cannot pick up a child, another individual may pick up the child from our program if that person is authorized to do so by the parent or legal Guardian in an authenticated communication.

5. If an unauthorized individual arrives to pick up a child, the parent or legal guardian will be contacted immediately. If the information provided by the parent or legal guardian does not match the information and identification of the unauthorized individual, the child will not be permitted to leave the program. If it is determined that the parent or legal guardian does not authorize this individual to pick up their child, information about the individual will be documented and the individual will be asked to leave. If the individual does not leave and the behavior is concerning to the staff member or if the child is taken by force the police will be contacted immediately.
6. If a parent or guardian arrives who is intoxicated or otherwise incapable of bringing the child home safely or a noncustodial parent attempts to pick up the child without consent, they will not be allowed to take the child and a staff member will call the police to handle the situation.

### A.L.I.C.E. For FAMILIES

#### Policy:

A.L.I.C.E is an acronym for:

1. Alert, notify authorities and those in harm's way of the danger at hand.
2. Lockdown, or shelter in place. By locking down and barricading entry points, you are making yourself a hard target and creating a stronghold that nobody should be able to enter.
3. Inform, give real-time updates.
4. Counter the attacker as a last resort. This should only be used if the violent incident occurred right next to them or they were in an area that was not securable.
5. Evacuate, or get out! This is used to put as much time and distance between staff and children and the attacker. Rally points will be used, these will not be the same rally points as a fire drill.

#### Procedure:

1. All parents/guardians will attend an ALICE Presentation, which will be included in their orientation.
2. Staff will be trained in ALICE once a year.
3. ALICE drills will be scheduled at least once a month. Drills will always be announced to the staff prior to the drill.
4. If there is a threat of a violent intruder, staff will use their best judgement to decide what ALICE strategy they will use.
5. Pre-identified rally locations will be used when using evacuations. These locations will be known by staff and by public safety personnel.
6. Once all children and personnel have been accounted for, the staff will await further instructions from the police or administrators.
7. If a child is missing, the staff member in charge of the child will immediately notify the police, with a description of the child.
8. Once police or administrators give the okay, Parents/Guardians will be notified and asked to pick up their child at the reunification site.
9. Children will be moved to the reunification site and reunited with families.

10. Children will only be released to contacts on the emergency contact form.
11. Psychological support will be available and provided by: Tribal and Community Resources
12. Reporting: The incident will be reported to the Licensor

**Call 911**

Check  
Maamawichige  
Wigamigoons  
(Front mtg rm 103)  
and  
Zaaga'amoowigamig  
(Bathrooms 104, 105)

Exit Front/Side  
door

Front Desk  
Staff

CCS Manager

Shaniya  
Robinson

Becky  
Littlewolf

Check  
Gibichiitaawigamig  
(Staff Break Rm  
102) Kitchen, and  
Maamawichige  
Wigamig  
(Large Motor rm  
101)

Exit out Mud  
Room Door

SNAP ED

Claire  
Chase

Marcus Roy

Sherri  
Seeyle

Check Minogin  
(rm 120) and  
Zaagibagaa  
(rm 124)  
Classrooms

Assist with  
Evacuation

Exit out  
Exterior  
Classroom  
Door

Center  
Coordinator

Early Learning  
Scholarship  
Coordinator

Child Care  
Specialist

Ingrid  
Mesarina

Tonya  
Morris

Nicole  
Collins

Check  
Endazhi-  
anwebing  
(Breastfeeding  
rm 115),  
Nitaawigin (rm  
125) and Zaagakii  
(Rm 129)

Assist with  
Evacuation

Exit out  
Exterior  
Classroom  
Door

Ojibwemowin  
Mentor

Licensing and  
Support  
Coordinator

Waase  
Paulson

Cora Roy

Locate Fire  
and  
Direct Traffic

Maintenance

Gordy  
Giffen

## **Maajiigin Recreational Tobacco Use Policy**

**Policy:** Recreational use of tobacco such as smoking, vaping and snuff is prohibited while on Megwayaak and Maajiigin Center property.

The health and safety of the children at the program is our highest priority. Children who are exposed to commercial tobacco smoke have an increased risk of lower respiratory illness, middle ear effusion, asthma, and sudden infant death syndrome. Particles can cling to hands, clothing, and hair.

**Procedure:**

1. All staff, volunteers, families, and visitors are prohibited from the recreational use of tobacco in the following areas:
  - a. inside the building,
  - b. on the grounds (including in parked cars),
  - c. during any activities sponsored by our program,
  - d. or within view of the children participating in any center sponsored activities.
2. Commercial tobacco/Smoke-Free signs will be posted at each entrance.
3. Employees who engage in recreational tobacco use must take extra precautionary measures to ensure the health and safety of the children in our care

ADDENDUMS



Maajiin Cold Weather Guide

All children benefit from the fresh air and sunshine they get during daily outdoor play. During cold weather months, a child care provider should monitor weather conditions and outdoor temperatures to determine:

- The kind of clothing children need to wear
- The length of outdoor time that is appropriate for conditions and the child's age
- If stormy weather will pose a safety threat during the day

Cold Weather Wind Chill		Wind Speed in MPH									
		Calm	5	10	15	20	25	30	35	40	
40	40	36	34	32	30	29	28	28	27	27	
30	30	25	21	19	17	16	15	14	13	13	
20	20	13	9	6	4	3	1	0	-1	-1	
10	10	1	-4	-7	-9	11	12	14	15	15	
0	0	-11	-16	-19	-22	24	26	27	29	29	
-10	-10	-22	-28	-32	-35	37	39	41	43	43	
-20	-20	-34	-41	-45	-48	51	53	55	57	57	

Air Temperature (°F)

Outdoor play is recommended when temperature/wind chill is 15 degrees F or above.

Use caution when temperature/wind chill is between 0 to 15 degrees F.

Outdoor play is not recommended when temperature/wind chill is 0 degrees F. or below.

All staff and children will remain indoors when the temperature/wind chill is -10 degrees F. or below.

Cold Weather Tips

- \* A short walk can be beneficial even on days it is too cold for extended outdoor play.
- \* Mildly ill children, who are active, may also play outdoors. If children are too sick to play outdoors, they are too sick to remain in child care.
- \* Choose play areas that are protected from the wind or have warm shelter nearby.
- \* Scarves and hoods with strings are not recommended due to risk of strangulation.
- \* Infants and toddlers are unable to tell the care provider when they are too cold, so it's best to schedule shorter periods of outdoor play for this age group. Be sure to monitor their skin temperature to make sure they feel warm.
- \* Older children can tolerate longer periods outdoors, but should be monitored to ensure that they do not remove winter gear.
- \* Watch for areas of bare skin on areas such as wrists, ankles, ears, fingers etc., that may become exposed during activities.

Source used: Child Care Weather Watch produced by the Iowa Dept of Public Health, Healthy Child Care Iowa, Natchikcare Weather Chart.

Wind Chill and Heat Index information is from the National Weather Service.

Cold Weather Forecasting Terms

**Blizzard Warning-** Snow and strong winds will produce blinding snow, deep drifts and life threatening wind chills.

**Temperature-** The temperature of the air in degrees Fahrenheit.

**Wind-** The speed of the wind in miles per hour.

**Wind Chill Warning-** Sub-Zero temperatures with moderate to strong winds expected which may cause hypothermia and danger to peoples, pets, and livestock.

**Winter Weather Advisory-** Winter weather conditions are expected to cause significant inconveniences and may be hazardous. If caution is exercised these situations should not become life threatening.

**Winter Storm Warning-** Severe winter conditions have begun in your area.

**Winter Storm Watch-** Severe winter conditions, like heavy snow and ice are possible within the next day or two.



### Maajiig'in Warm Weather Guide

All children benefit from the fresh air and sunshine they get during daily outdoor play. During warm weather months, a child care provider should monitor weather conditions and outdoor temperatures to determine:

- The kind of clothing children need to wear and if sunscreen is needed
- The length of outdoor time that is appropriate for conditions and the child's age
- If stormy weather will pose a safety threat during the day

Warm Weather Heat Index		Relative Humidity by Percent															
	15	20	25	30	40	45	50	55	60	65	70	75	80				
100	96	97	100	102	109	114	118	124	129	136							
98	94	95	97	99	105	109	113	117	123	128	134						
96	92	93	94	96	101	104	108	112	116	121	126	132					
94	90	90	91	93	97	100	103	106	110	114	119	124	129				
90	86	86	87	88	91	93	95	97	100	103	105	109	113				
88	84	85	85	86	88	89	91	93	95	98	100	103	106				
86	83	83	83	84	85	87	88	89	91	93	95	97	100				
84	81	81	82	82	83	84	85	86	88	89	90	92	94				
80	78	79	79	79	80	80	81	81	82	82	83	84	84				

Outdoor play is recommended when temperature/heat index is between 71 and 90 degrees F.  
Use caution when temperature/index is between 85 to 90 degrees F.

Extended outdoor play in dry, unshaded areas is not recommended when temperature/heat index exceeds 90 degrees F.



#### Warm Weather Tips

- \*Offer water often during time outdoors. Avoid high sugar content beverages and soda pop
- \*Choose shaded play areas when possible
- \*Children should dress in lightweight, cotton fabrics and wear a hat to protect them from the sun
- \*Apply sunscreen generously and frequently. Look for sunscreen with UVB and UVA ray protection.
- \*Mildly ill children, who are active, may also play outdoors. If children are too sick to play outdoors they are too sick to remain in child care.
- \*Outdoor play for this age group. Be sure to monitor their skin temperature to make sure they feel warm.
- \*Infants and toddlers are unable to tell the care provider when they are too hot, so it's best to schedule shorter periods of outdoor play for this age group and monitor them closely.
- \*Older children can tolerate longer periods outdoors, but should be monitored to ensure that they do not go without sun protection.

Source used: Child Care Weather Watch produced by the Iowa Dept of Public Health, Healthy Child Care Iowa, Midchildcare Weather Chart.  
Wind Chill and Heat Index information is from the National Weather Service.

#### Warm Weather Forecasting Terms

**Heat Index Warning:**How hot it feels to the body when the air temperature and relative humidity are combined.  
**Temperature:** The temperature of the air in degrees Fahrenheit.  
**Wind:** The speed of the wind in miles per hour.  
**Relative Humidity:** -The percent of moisture in the air.  
**Severe Thunderstorm or Tornado Watch:** -Conditions are favorable for the development of these storms.  
**Severe Thunderstorm Warning:** -When a thunderstorm produces hail 3/4 of an inch or larger in diameter and/or winds equal or exceed 58 MPH.  
**Tornado Warning:** -Tornado is indicated by radar or sighted by storm spotters.  
**Flash Flood Watch/Warning:** -Very heavy rain that falls in a short time period can lead to flash flooding. A watch means there is a possibility. A warning means that a flash flood is imminent or occurring.

## **Maajiigin COVID-19/ Illness Outbreak Policy**

**Policy:** To reduce the spread of serious illnesses like COVID-19, our program will take precautionary measures to ensure the health and safety of the children, families, and staff at our center. This policy is a temporary enhancement to our other policies, all other policies will still be followed. The policy's content is likely to change as the COVID-19 pandemic evolves. Maajiigin will continue to follow the most current information with guidance from the MDH, CDC and LLBO on maintaining a safe workplace.

### **Procedure:**

1. Staff will communicate to families the importance of staying home when sick. Children and staff will stay home if:
  - a. temperature is above 100.4 or two or more COVID-19 symptoms are present. (cough, shortness of breath, fever, chills, headache, muscle pain, sore throat, loss of taste or smell, vomiting, nausea, diarrhea)
  - b. they have a pending Covid-19 test
  - c. a household member receives a positive COVID test result
2. Staff will wash hands upon arriving to work and frequently throughout the day.
3. All adults and children age 2 and over are required to wear a face mask. Masks must be worn properly including covering the nose. Face shields may be used in addition to a face mask. Babies and children under the age of 2 will not wear facemasks due to the risk of suffocation.
4. Staff, families, and visitors may temporarily remove their mask (while maintaining distance) while:
  - a. eating or drinking
  - b. checking identification of people entering the center
  - c. working alone in their offices or classroom who do not have any person-to-person interaction
  - d. communicating with a person who is deaf or hard of hearing.
5. Face masks and hand sanitizer will be available for use at the program.

### *Arrival (Refer to Addendum ECD Reopening Preparedness Plan Section 4.1)*

1. Only staff, visitors and children will be welcome in the building during COVID 19.
1. Prior to entering the building, a designated staff person will do a daily health screening of all individuals entering the building which will include the following:
  - a. A temperature check will be conducted
  - b. Temperature must be under 100.4 degrees in order to enter the facility.
  - c. Ask and observe if a cough and shortness of breath are present
  - d. If any of the above symptoms are present the child will not be allowed to enter the building and will be asked to return home with the parent or caregiver. Staff will encourage the parents/legal guardian to contact their health care provider for further guidance.

- e. If none of the symptoms listed above are present, they will be allowed to enter the building.
2. Once in the building individuals will be instructed to sanitize or wash their hands with soap and water.
3. All staff and visitors will sign in and out.
4. One parent will escort the children to their classroom
5. Staff will complete daily health check and assist children in washing their hands upon arrival in their classroom.
6. All screenings will be documented and placed in the child's file.

**Cleaning and Disinfecting** (*Refer to Addendum ECD Reopening Preparedness Plan Section 6*)

- **Cleaning:** to physically remove dirt, debris, and film by washing, wiping, and rinsing.
- **Disinfect:** to kill nearly all of the germs on hard, non-porous surfaces. Gloves should be worn.
- **Sanitize:** reduces the number of disease-causing germs on cleaned surfaces to a safe level.
- Hands should be washed often during cleaning and immediately after cleaning

**If a child becomes sick** (*Refer to Addendum ECD Reopening Preparedness Plan Section 3.1*)

1. MDH Covid-19 Decision Tree will be referenced to assess symptoms.
2. For one "more common" or at least two "less common symptoms, a parent will be notified as soon as possible to pick up the child.
3. Child will remain with a staff member in an isolated room away from other children.
4. The staff caring for the child should wear personal protection gear and keep a distance of 6 feet when possible.
5. All areas used by the child who is sick will be cleaned and disinfected.
6. Areas should be closed for 24 hours prior to cleaning or disinfecting. If this is not feasible, staff are instructed to wait as long as possible.
7. Once appropriately disinfected, the areas can be opened for use.
8. Child must provide a negative COVID test or alternative diagnosis to return to the center. If a family chooses not to seek health care, the child must self-isolate for 10 days to return to center.

**If a staff member becomes sick** (*Refer to Addendum ECD Reopening Preparedness Plan Section 3.1*)