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9025 Tamarack Road
Woodbury, MN 55125
Phone: 651-731-2608
Fax: 651-731-9100

February, 2011

Dear Parents:

Thank you for your interest in Peace of Mind Early Education Center. We are confident that you will find our Half-Day Program to be a valuable and unique way to begin your child's early childhood education! We are thrilled to offer this program for the eighth year to those who are interested in having their children involved in an educational and social setting, on a campus with much to offer! We are also very excited to bring the Core Knowledge curriculum to our programs. We think you will find the addition of Core Knowledge to be an exciting enrichment to the level of quality you have come to know and expect from Peace of Mind!

There are many aspects of our program that make it one-of-a-kind in education. One is our *structured, goal-oriented* setting for our entire class time together. This means a balanced, enlightening and engaging day full of play, imagination, wonderment. Success awaits the children daily! We have included an outline of the daily schedule here, so that you may see what a typical day will be like for your child.

Another compelling feature is our philosophy regarding curriculum. A copy of the curriculum is provided for your review. It is impossible to cover every aspect of our awesome program on paper. In order to get a true appreciation of why our preschool program is different from others, you really need to visit in person. You are encouraged to ask questions, get answers, and **see for yourself** how it "feels" here. You will witness what makes our program so special.

Because we value small class sizes, each POM Half-Day session has a 1:9 ratio, with a maximum class size of 18. All of our teachers are highly educated and have experience teaching in a structured learning environment. There are three sessions to choose from. Your options for enrollment are as follows:

Option #1: Tuesday and Thursday from 9am-2pm (designed for 3 and 4 year old students)

Option #2: Monday, Wednesday, Friday from 9am – 2pm (designed for 4 and 5 year old students);

Option #3: Tuesday and Thursdays from 9am – 2 pm (a special, Spanish Enrichment program, designed primarily for children ages 4 and 5).

For more information please contact us at [651-731-2608](tel:651-731-2608) to schedule an individual tour. Enrollment is limited in all three programs! We would love to see you there on the first day of school!

Sincerely,

Nicole Robbins
Founder
NRobbins@footprintsacademy.com

Angela Nalipinski
Director
Analipinski@footprintsacademy.com

Mission Statement

We are a service driven team of individuals, dedicated to the unified goal of providing quality, worry-free educational child care for our community's children.

Driven by our goal, together we pledge to add value to the services we provide to ensure that our children's parents can achieve the ultimate goal –

Peace of Mind!

Statement of Values

In order to be able to follow the path to success, the road we are following needs to be seen by all. These values shall be our guide to reaching our aspirations...

Creatively Motivated

We will teach creativity to our children, allowing them to dream, build and create using their imaginations. We will also encourage creativity among our associates, providing incentives for entrepreneurial ideas which can be used to improve our organization and further our creative spirit. Motivated by creativity, we are bound to produce quality services which have never before been provided.

Career Oriented

We are committed to the individual success of our employees, as well as to the success of the early education center as a whole. Employees will be encouraged to pursue educational and experiential opportunities which will further the development of careers. Promotion will be from within whenever there is a qualified employee available for the position. Rewards will be given to employees who consistently take the initiative to add value to our organization through continued education and learning experiences.

Dedicated to Our Patrons

Being aware of the competitive nature of our industry, we must remain focused on providing the best service available anywhere. We must listen to our children's parents and to our associates and provide the services they desire. Open communication both within our organization and with our patrons is essential for our success as a whole.

The Team

No one of us alone can travel the road to success. We must trust each other, we must listen to each other and we must be dedicated to becoming a very strong team, sharing responsibilities, duties and ideas fully to promote our continued success.

Peace of Mind's Philosophy of Curriculum and Child Care Program Plan

1. Peace of Mind Early Education Center ~ hours of operation are Monday through Friday, from 6:00 a.m. – 6:00 p.m.

We are open one Saturday each month (September – May) from 5:00 p.m. - 10:00 p.m. for Parents' Night Out for children currently enrolled in our programs.

2. The following age categories will be served by Peace of Mind Early Education Center, Inc.:
 - a. Infants 6 weeks through 16 months
 - b. Toddlers 16 months through 33 months
 - c. Preschool 33 months through pre-kindergarten
3. All children must be under the supervision of qualified staff members, at all times. **Under no circumstances may a child be left alone at any time.**
4. Our early educational program is based on the belief that children need many things. Children must have the opportunity to learn and grow educationally, emotionally, and physically. Through freedom they develop their own creativity. Our staff is committed to give them the tools that they need to be successful in school and in life, modeled in a structured environment.
5. Our number one goal for all of our children is that they are always safe and happy, while in our care. Our staff is dedicated to providing the absolute best child care available. We will strive to meet and to promote each child's individual physical, intellectual, social and emotional development.

Specifically, our goals and objectives for each of the individual age groups are as follows:

To promote emotional growth by:

- a. Building self-confidence and a sense of self-worth by allowing choices within limits and building on successful experiences.
- b. Providing a warm, loving and accepting environment for each child to work and play in.
- c. Encouraging curiosity and a sense of wonder with an emphasis on self motivation.
- d. Building a well-rounded individual with commitment to self, family and the community.
- e. Our unique program provides an integrated academic and emotional growth curriculum designed to meet the needs of the family as a whole.
- f. Providing appropriate alternatives to angry and aggressive behavior and strengthening inner emotional controls.

To promote social growth by:

- a. Building self-confidence and a sense of self-worth by allowing choices within limits and building on successful experiences.
- b. Providing a warm, loving, accepting environment for each child to work and play in.
- c. Encouraging curiosity and a sense of wonder with an emphasis on self-motivation.
- d. Assisting in the development of self-discipline in each child.
- e. Providing appropriate alternatives to aggressive behavior and strengthening inner emotional control.
- f. Promoting and instill a sense of caring and sensitivity toward others through modeling.
- g. Developing recognition of individual needs as well as group needs.
- h. Aiding in the development of problem solving skills through modeling and clear expectations.
- i. Encouraging individual decision-making power so that each child feels a sense of control over their own lives.
- j. Teaching our children to learn and seek the rewards of giving of themselves unconditionally for the benefit of others, and reminding each other to do the same.

To promote intellectual growth through:

- a. Sparking excitement in children about the opportunity to learn and encourage curiosity, risk taking, imagination, persistence, and reflection.
- b. Empowering each child to take charge of their education, without limiting the methods they may use to do so.
- c. Encouraging children to seek knowledge in areas where the child is interested by giving them the flexibility to explore those interests and desires.
- d. Stimulating children's minds by providing an atmosphere where children have multiple opportunities to discover and explore.
- e. Teaching independence by learning how and where to find solutions.
- f. Engaging in play, exploration and imagination with the children taking their play to a more sophisticated level.
- g. Providing a wide variety of activities within an atmosphere where cooperative play is encouraged.
- h. Changing the environment to reflect themes children are interested in and include activities in the curriculum areas of art and creativity, literacy (listening, speaking, writing, reading), language (Spanish and American Sign Language), fine motor, science, dramatic play, sensory, movement, music, and cooking!
- i. Supporting children with their learning so that they learn to trust their own feelings about what is learned, heard, seen and done, and begin to share these experiences with others.
- j. Helping children to develop a lifelong love for learning by showing our own excitement for learning through our actions in the classrooms and by what we learn from them!

To promote physical/motor development by:

- a. Teach each child to use their body in a variety of active ways by participating in fine motor activities, both indoors and outdoors, such as lacing, painting, cutting, tracing, dressing, pouring and writing.
- b. Teach each child to use their body in a variety of active ways by participating in large motor activities, both indoors and outdoors, such as dancing, balancing, running, skipping, pumping on swings, catching, and playing with balls.
- c. Promote physical health and well being by demonstrating and using physical activity daily.

To promote literacy and language development by:

- a. Modeling appropriate conversations with others, both adults and children during activities, playtime and meals.
- b. Responding appropriately and genuinely to children's comments.
- c. Creating lists, charts, webs and labels with children using appropriate print and displaying it in the room.
- d. Reading aloud to children everyday, several times a day, with enthusiasm and animation.
- e. Providing opportunity for and encourage children to listen respectfully while other children talk, speak in front of others with confidence, write their own stories and draw their own pictures using a variety of writing utensils, and read books on their own in comfortable surroundings.
- f. Expecting children to listen, speak, write and read successfully promoting self-confidence of their capabilities.
- g. Asking open-ended questions to provoke thought and conversation.
- h. Promoting literacy skills by offering literacy building activities such as patterning, sequencing, letter exposure, pencil grip, concepts of print, and writing and reading.
- i. Introducing and defining new words often through themes and classroom activities.
- j. Understanding and respecting languages of personal and other backgrounds, including (but not limited to) Spanish and American Sign Language

6. We will provide activities that are designed to promote the intellectual, physical, social and emotional development of each child. These activities will be consistent with the child’s cultural background. Specifically, children will participate in the following activities:
 Children will learn about other cultures through the use of many different methods and techniques. For example, we will use different themes to promote cultural awareness: holidays, National Cultural Awareness Weeks, etc. will be used as tools to inspire children’s interest in different nationalities of people. We will have activities such as cooking unique foods, listening to diverse music, hearing speakers of different ethnic backgrounds, field trips to museums and art exhibits and plays. We will bring in clothing and other examples of how cultures are celebrated and encourage children to learn and accept people of all different ethnic backgrounds.
7. As a matter of policy, the intellectual, physical, social and emotional progress of each child will be documented on an ongoing basis. Copies of these records will become a part of each child’s file and will be shared with the child’s parent(s) during parent teacher conferences. A portfolio including photos, individual goals, samples of the child’s work and anecdotal notes will be developed – built upon from year to year. Parents will be given the final portfolios at the child’s graduation from the program.
8. Our teachers are dedicated to our philosophy and to our children therefore, we give them the freedom to plan activities for their classes which are consistent with the centers philosophy. The director shall oversee all activities on a daily basis.
9. Peace of Mind Early Education Team feels it is extremely important for children to have the opportunity to develop their own creativity. Children need guidance, but not constant direction. Children will be invited to participate in a wide variety of activities, both quiet and active, both teacher-directed and child initiated. However, the final decision regarding what takes place in each child’s day will remain partially a matter of their own choice.
10. We will provide a wide variety of activities that require the use of various equipment and materials.
11. This Child Care Program Plan is always available for parents to review. In addition, we welcome input and suggestions from parents at all times. We are here to provide you and your children a service. We encourage and sincerely welcome any suggestions you may provide.
12. This Child Care Program plan will be evaluated in writing by Peace of Mind Early Education Center’s, owner and director annually. In addition, all team members and parents are encouraged to provide suggestions and feedback regarding the plan. Suggestions will be accepted both verbally, and in writing, by the owner and director at any time throughout the year.

This Child Care Plan Program has been reviewed and updated by:
Nicole J. Robbins, President and **Angela Nalipinski, Director** on the date written below.

 Nicole Robbins, President

 Date

 Angela Nalipinski, Director

 Date

Commonly Asked Questions

What makes Peace of Mind different than other programs?

One aspect that makes us very different from other programs is the way that we structure the children's time with us. We believe children learn by doing, and play is their work. We offer a setting that has a good balance of teacher-initiated and child-initiated activities, but all of which are planned and structured by the teacher who has specific objectives in mind. The teacher's ability to pick up on the children's cues and ask open-ended questions can further enhance the children's interest in each activity they try. You won't find the teacher simply "maintaining" or managing the classroom, but rather you will find the teacher involved and "engaging" the classroom as an active partner, listening to and encouraging the children's work and play.

What are the teacher's qualifications?

POM requires that our lead teachers have a four-year degree in Early Childhood Education, Elementary Education or another closely related field. Each lead teacher works closely with the founder, who holds a Master's Degree in Early Childhood Education. The lead teacher of the half day pre-school program, Sue Peisert, has been with Peace of Mind since 2003, and truly enjoys working with young children. She is an especially patient, caring, kind and understanding teacher who appreciates the delicate balance of giving students the time to work independently and to interact with the teacher.

What are your goals for the children?

Our main goal for the children in the half-day program is to develop the desire they already have to learn, and to prepare them for a life long love of learning as they begin a long journey through their school years. We wish to help each child learn and grow as much as possible within the scope of each school year. That is why, we benchmark each child at the beginning of each school year, and set goals that are individual to the child in partnership with parents, and then use these goals as we are setting the curriculum for the entire class. Of course, we have minimums that we expect each class to meet that are "on track" for a child's age and stage of development, but most importantly, we take into consideration what each parent has in mind for their child, and what the child wishes to accomplish as well.

Which session is for the three-year-olds?

We anticipate that the T/Th class is best suited for children ages three and four. The M/W/F class will be structured for students ages four and five. However, we will offer some flexibility within that, as is our philosophy...on a case by case basis. Please discuss this with the founder or director during your enrollment tour if you would like to enroll in a different class. The teacher assesses each child's strengths and abilities, and then uses this information to develop lesson plans geared to each individual child. This means, children will be challenged, but not overwhelmed. We also truly believe, and research strongly supports, that a mix of ages among the children has great benefits in the learning process for preschoolers. The younger children learn from those who have mastered some advanced skills, and the older children learn by teaching others.

How is discipline handled?

Our primary form of discipline is to use redirection. We also make eye contact, use reasoning skills and help the children to understand and make decisions that everyone can be satisfied with. We DO NOT use time out as a regular form of discipline. Children are also involved in developing a set of classroom expectations, and for determining logical consequences if expectations are not met.

How do you assess the children's progress?

We use a portfolio system to assess the children in several different areas and tasks each month. We hold conferences twice a year, in the fall and in the spring. At the fall conference, we "show" you one sample of each of those tasks and where your child is starting out for the year, and also ask you to share your goals for your child with the teacher. Then at the spring conference, we share three or four

samples of each portfolio task and celebrate how much your child has learned and progressed during the year. Assessment is ongoing through the school year, and is used by the teacher to shape the lesson plans for the entire group!

What if my child is not potty trained?

To meet the state requirements and rules of our license we hold for this program, children DO need to be potty trained for our M, W, F program. They need to be “nearly potty trained” for the Tuesday/Thursday class – and we’ll talk about what “nearly potty trained” means in person. If they are close...they will probably be ok. We don’t want a child who is three to miss out on a whole year of pre-school because they are not quite potty trained in September. We understand that accidents sometimes happen and we are prepared for that. We recommend keeping a change of clothes in your child’s backpack in case of an accident or spill.

Does my child need to be three years old by September 1st?

Your child does not need to be three by September 1st to attend our program, they must however, be at least **33 months** old by Sept. 1st to apply. They also need to be “nearly” potty trained. Besides the fact that your child must be “nearly” potty trained, the biggest thing to consider is the structure and philosophy of the program and whether or not you feel it will work for your child.

Do you have transportation?

For reasons of timing and safety, we do not provide any transportation to or from the program for any of the sessions offered.

What if I can’t be there to pick up by 2:00

The class you choose for your child begins and ends at a certain time, just like a swimming class would at the YMCA. However, additional care may be available by contract, for a supplementary fee, if arrangements are made in advance. The additional fee for child care after class is \$8.00 per hour, for a child already enrolled in the preschool program. A late fee of \$15 for every quarter hour will apply if a child remains after class has ended, and previous arrangements have not been made for care.

Why is your tuition different from other part day programs in the area, like the one offered by my church or the local school district?

Our rates may be different for a couple of reasons. First, we are a completely independent program. We don’t receive a subsidy from anyone – not a church or the local school district, or anyone, so our tuition covers the entire cost of running the program, where many other programs may not cover their entire cost. Secondly, it has always been our goal to provide the absolute best in quality of care and programming. To do so requires that we set high standards for our teaching team. We charge the lowest rate that we can, while maintaining the high quality that is essential for our children and families. We believe that once you experience our program, you will quickly understand the differences between our program and all others, and that you will find our program to be a good value for your child!

M, W, F - Half-Day Daily Schedule

9:00 to 9:20	<u>Arrival, Morning Greeting/Free Play:</u> When your child arrives, different activities will be set up in the room. The children may choose these activities or any others while waiting for everyone to arrive. They will sign themselves in, in a way that will be a part of the learning process.
9:20 to 9:50	<u>Circle Time/Morning Meeting:</u> Our first circle time of the day begins by singing “hello” to each other. It also includes the calendar, the letter and number of the week, discussion of the theme, other cognitive games, sign language/Spanish and reviewing our agenda for the day.
9:50 to 10:15	<u>Center time/ Planned Work and Play:</u> “Work” play is a time of the day where the children can choose to go to different centers in the room. Some of these centers include dramatic play, sensory table (changes weekly), library, science, math, writing/manipulative, fine motor, blocks, and art, with letter. This is also when the teacher spends one-on-one time with each child or observes the children during their interaction and play. Centers are available to the children in-between planned projects as well.
10:15 to 10:30	<u>Snack:</u> Snack is provided by Peace of Mind and includes nutritious things like cheese and crackers, cereal, fresh fruit or veggies, yogurt, granola bars, and milk or juice. Parents also occasionally provide snack for the children. We are a “peanut-free” environment. Any snack given to the children whether provided by the center or a parent should be free from any traces of peanuts.
10:30 to 11:40	<u>Planned Projects:</u> This time is for the projects the teacher has planned for the day that are related to the theme of the week, and can be done as a whole group, small group or individually. These projects include art, language, literacy, cognition, fine motor, movement, music, science and occasionally cooking! As children finish up and/or the teacher is cleaning up one project and getting set up for another, the children can choose any activity in the room to stay busy. Approximately three projects are accomplished in this time.
11:40 to 11:55	<u>Children’s Literature and Music:</u> This is our second circle time of the day and is when we read books or listen to music/or stories on tape related to our week’s theme. We always have to close by singing songs! Some old favorites and some new ones we learned from our theme! Children will explore classic literature, nursery rhymes, poems and finger plays.
11:55 to 12:00	Prepare for lunch!
12:00 to 12:30	<u>Lunch:</u> Peace of Mind provides a nutritious lunch for all students. Students eat right in their classroom, and we all eat together, family style. Students are responsible for preparing the table for meal time, and for assisting with clean up after the meal.
12:30 to 1:00	<u>Outside:</u> Although large motor activities are part of our day anyway, the extra time on Wednesday allows for some time outside on the playground. The Half-Day class will be the only class out on our area of the playground at this time.
1:00 to 1:55	<u>Planned Projects:</u> Additional projects related to the class theme will be planned for the students during this time. These projects will include both child-initiated and teacher-initiated activities. This will also be a time for children to review the day’s activities.
1:55 to 2:00	Clean up and Good-Byes!

** Times and activities are subject to change at the teacher’s discretion. Children’s needs and class functioning will be deciding factors in changing the schedule. **

Parent Quote Sheet!

“Whereas many programs end up being mostly free play, Peace of Mind offers a structured but fun program with a good mix of circle time, reading, singing, arts and crafts and other activities centered around themes. Peace of Mind actually delivers what they promise.”

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“Both of my children had a wonderful experience. They love coming, learned a lot, and clearly have a great deal of fun. It has been interesting to see two children with such different personalities thrive in this.”

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“Peace of Mind has given our daughter far more than we ever expected from a program. The curriculum and staff are second to none!”

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“The environment for learning is ideal! The teacher to student ratio is very low! My son really loves going to school everyday he is scheduled. I have never had a morning when my son didn’t want to attend class.”

~~~~~

“Our daughter started with Peace of Mind mid-year and we are amazed with her excitement and desire to learn. Every week she is thrilled to go to school and she always talks about her activities and the lessons she learns on a continuous basis.”

~OFFERED SNACKS~

FOR HALF-DAY

- | | |
|--|------------------------|
| Fresh fruit | Yogurt |
| Canned fruit | Popcorn |
| Carrots sticks and dip | Pretzels |
| Granola bars (peanut free) | Vanilla wafers |
| Cheerios (or other sugar free cereals) | Mini muffins |
| Cheese and crackers | Bread and jam |
| Graham crackers | Trail mix (NO PEANUTS) |
| Cottage cheese and pineapple | Goldfish crackers |
| Breadsticks and dipping sauce | Bagels & cream cheese |

There are several special occasions throughout the year where parents can choose to bring in a snack themselves (like birthdays or our Top Banana activity). Please be sure that any snacks brought in are **store bought** and **peanut free!**

Note: Plain M & M's contain traces of peanuts! Please read labels carefully, most candy/cookie companies are good at listing "traces of peanut or peanut butter products" on their labels.

*Milk/juice or water will be served with each snack.

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# Peace of Mind Early Education Center Family Services

As a member of the Peace of Mind Family we offer many services to help your family. Some of those services are listed below. If you have questions about these please ask your child's teacher or the director.

Drop-In Child Care

Birthday Party Planning

Holiday Gift Wrapping

Professional Photography

Open Gym Times

Dance Classes

Music Classes

Dry Cleaning

Grocery Shopping

Hair Cuts



## Community Building Events

Annual Halloween Party

Family Dinner Nights

School Carnival

Toys for Tots Drop Off Site



And much, much more....

## PEACE OF MIND EARLY EDUCATION CENTER, INC. INFORMATION FOR PARENTS

A. Peace of Mind Daycare, Inc. is presently located at:

9025 Tamarack Road  
Woodbury. Mn 55125  
(651) 731-2608

License Number 806532  
Licensed for: 25 Infants  
Licensed for: 155 Toddler/Preschool  
/School age combination

**HOURS ARE: 6:00 a.m. – 6:00 p.m. Monday through Friday.**

In all Peace of Mind programs, age groups are defined as follows: Infants – 6 weeks – 16 months; Toddlers – 17 months – 32 months; Pre-school, 33 months – 5 years old. However, some variances may occur based on individual circumstances and transition schedules. Please consult the director or owner if you have any questions about age designation for your child.

B. Our center is licensed to provide full time, part time and drop in child care. We believe that children should be allowed to be children, with full license to play freely! We will give them the tools that they need to be successful in school and in life, and we will give them the opportunity to use those tools as they desire. Parents are encouraged to review the attached copy of our child care program plan, and to tour the center prior to enrollment. We also invite you to visit our website at [www.peaceofminddaycare.com](http://www.peaceofminddaycare.com) to find out what makes our program truly unique. We believe that by hiring the best and brightest teachers and giving them the support and tools they need, we have created a truly wonderful and unique environment for children. It is second to none.

Within the context of our pre-school program, our teachers have a great deal of flexibility to develop curriculum, but they are also given wonderful tools to use to help make certain that the children in their care are successful. We believe in the benefit of research supported, tried and true methods for children. We are a Core Knowledge friendly school, utilizing the curriculum and assessment tools developed by the Core Knowledge foundation as a support to what takes place in our classrooms. Core Knowledge curriculum is Sequenced, Solid, Shared and Specific, and includes specific goals and a framework for learning, in the following thirteen areas: Movement and Coordination; Autonomy, Social Skills and Work Habits; Language Development; Oral Language; Nursery Rhymes, Poems, Finger Plays, and Songs; Storybook Reading and Storytelling; Emerging Literacy Skills in Reading and Writing; Mathematical Reasoning and Number Sense; Orientation in Time; Orientation in Space; Scientific Reasoning and the Physical World; Music; and Visual Arts;

C. We offer parent teacher conferences twice each year. The first conference is intended to be joint goal setting meeting, during which, parents and teachers work as partners to develop a plan for each child's learning experience for the school year. During these conferences, parents will be provided with a written assessment which includes information on their child's intellectual, physical, social, and emotional development. Parents are also encouraged to participate in a pre-enrollment conference before their child begins attending the center.

D. Parents must submit a Health Care Summary within 30 days of the date of enrollment. A signed immunization record is required on or before the child's first day of attendance. For drop in care, the Health Care Summary is required by the child's second visit.

- E. When children become sick at the center, parents will be contacted immediately, and ill children will be sent home. Our first goal is to keep everyone as healthy as possible. We have hired a pediatric nurse to consult with us on a monthly basis, in order to maintain the best possible health practices. We follow her recommendations, along with Guidelines in the Hennepin County Disease Handbook. When determining whether or not a child should be sent home, we also review the child's behavior and symptoms, as well as an understanding of what is typical for the child as an individual, taking into account any other factors which may be impacting the program.

We recognize that it is never easy for working parents to be away from work, and we keep that in mind prior to sending any child home. Our guide on this and every policy is keeping the best interests of each child in mind. We maintain strict exclusion policies in the hopes that, if there is an outbreak of illness, the spread is limited.

If there is ever a question about whether or not a child should be excluded from the program, or when a child may return to the program, the owner will make the final determination. The owner's decision will supersede a doctor's note if there is a discrepancy or a question about a particular situation. The owner reserves the right to extend exclusion on a case by case basis if she determines that by a child attending, it may be increasing the exposure risk to other children. In all cases, we take into account the health and safety of all children, what is happening within the program, and the needs of individual families, as well as exclusion policies which we are required to follow.

The center will post a notice to the parents of children who are exposed to a contagious reportable disease the same day a parent notifies the center of the child's illness or condition.

#### **Parent notification requirements...**

The parent must inform the center within 24 hours, if an injury was received, or a child was exposed to a contagious illness which required medical assistance. The center will then notify the department of human services within 24 hours of all accidents or injuries which required a physician's care.

The center will also notify the health authority of any suspected case of reportable disease as specified on the attached, within 24 hours of receiving the parent's report.

- F. All of our teachers and assistant teachers, as well as most of our teacher's aides are certified in First Aid and CPR. This training is updated every three years. There is at least one staff member who is certified in CPR and one staff member who is certified in First Aid present in the center at all times.

First aid treatment will be given to any child in need of attention. If the circumstance requires more medical attention than staff members are able to provide, an ambulance will be called, and the child will be transported if necessary to the nearest hospital for Emergency care. If an ambulance is required, all costs would be borne by the parents.

- G. The center will receive written permission before administering medicine of any type, including diaper products, sunscreen lotions, ointments, Tylenol and insect repellents. Non-prescription medicines, will be administered according to the manufacturer's instructions unless there are written instructions for their use by a licensed physician or dentist. A physician's signature is required to dispense Tylenol or other fever reducing medications to children less two years of age.

The center must get and follow written instructions from a licensed physician or dentist before administering each prescription medicine. Medicine with the child's name and current prescription information on the label constitutes instructions. Prescriptions for one child **may not** be distributed to any other child **including siblings**.

All medications must be kept in their original container (have the pharmacist split your prescription so that you have one for home, one for school) and have a legible label which includes the child's name. The medicine must be given only to the child whose name is on the label. The medicine must not be given after an expiration date on the label, and any unused portion must be returned to the child's parent or destroyed. The center must ensure that the administration of medicine is recorded and gives the name of the child, name of the medication or prescription number, date, time, dosage, and the name and signature of the person who dispensed the medicine. The record must be available to the parent and maintained in the child's record.

Sunscreen lotions and insect repellents in the classroom supply may be used on more than one child. A product to control or prevent diaper rash, including pre-moistened commercial wipes that cannot be dispensed in a manner that prevents cross contamination of the product and the container as determined by the health consultant, must be labeled with the child's first and last name and used only for the individual child whose name is written on the label.

Medications, insect repellents, sunscreen lotions and diaper rash control products must be stored according to the directions on the original container and so that they are inaccessible to children.

- H. The center will receive written permission from each child's parent before each field trip, at least two weeks prior to the date of the field trip. The permission slip will include the proposed date, the destination of the trip, the intent of the trip, the cost of the trip, and the method of transportation.
- I. The center will receive written permission from each parent before a child is involved in experimental research or public relations activity involving a child while at the center, for each occasion of research, experimental procedure, or public relations activity involving a child.
- J. The center will provide meals including breakfast, lunch and afternoon snack to all children who are present during meal and snack times.
- K. The center uses only non-corporal punishment. To prevent unacceptable behavior, we model appropriate behavior for children, arrange the classroom environment to enhance the learning experience for children; redirect children and groups away from problems toward constructive activity in order to reduce conflict; and protect the safety of children and staff persons by providing immediate and directly related consequences for a child's unacceptable behavior. Each classroom teacher also develops a set of classroom expectations which the children are familiar with, and which is posted in the classroom for all to see. The teachers and all staff consistently follow through with consequences when expectations are not met.

We use separation from the group as a form of punishment, only when less intrusive methods have been used first. When separation from the group is used with a child, they are separated only until the behavior is controlled. No child between the age of six weeks and sixteen months will ever be separated from the group as a means of behavior guidance.

If there is persistent unacceptable behavior, a member of the team will meet with parents and the program director, as well as other professionals as necessary to create a plan which will support the child and family. In addition to the behavior plan, staff will also observe and record the behavior of the child, and the staff response to the behavior. Persistent unacceptable behavior which interrupts learning will not be tolerated. Parents, staff and other professionals will work together to create a plan to support a child so that persistent unacceptable behavior will not interrupt the learning within the classroom.

- L. The center does not allow pets to visit the program as a matter of policy, as many students have allergies to pets and this may create an environment which is not safe for all children. On a case by case basis, classes may be allowed to have certain pets, if all students within the room and program are in agreement with the addition of a classroom pet. Some examples of acceptable pets may be: goldfish, tadpoles, or other pets which are conducive to classroom learning.

- M. Parents who have children enrolled in the program are encouraged to visit the center at any time during the hours of operation. Parents also have a standing invitation to join us for any meal or special event! We also encourage extended family members to become involved in the program, and welcome this addition to the program as a real enrichment to learning. Please consider having a grandparent, special aunt or uncle or other family member meet with the program director or volunteer coordinator to learn about volunteer opportunities. We love the assistance within the program, and welcome family support. Please do note, that we do background checks on all individuals who will be regular volunteers within the program, and have an orientation program for volunteers as well. Center staff members are always the primary caregivers for the children, and staff to child ratios are maintained in all classrooms at all times.
- N. The phone number for the Department of Human Services, Division of Licensing is (651) 296-3971.
- O. If parents should have a grievance of any sort, after attempting to reach an agreement with the staff member involved, they are invited to schedule a time to meet personally with the owner of the program. All grievances will be handled by the owner within a two week time period. The owner can be reached by cell phone, at 651-216-0763 if not available at the center contact number, which is 651-731-2608.

## Reportable Disease List:

Please be advised that if a child has any of the conditions listed below, they will be sent home, and expected to remain at home until they have been symptom free, or treated with medications for 24 hours and are no longer contagious to other children.

1. They have a reportable illness or condition as specified on the attached list;
2. They have chicken pox, until the child is no longer infectious or until the lesions are crusted over;
3. They have head lice, until they are completely nit free;
4. They vomit one or more times since admission in any given day;
5. They have three or more abnormally loose stools since admission on any given day;
6. They have contagious conjunctivitis or pus draining from the eye;
7. They have a bacterial infection, such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
8. They have unexplained lethargy;
9. They have ringworm or scabies that is untreated and contagious to others;
10. They have a 99.6 degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given;
11. They have an undiagnosed rash or a rash attributable to a contagious illness or condition;
12. They have significant respiratory distress;
13. They are unable to participate in child care program activities with reasonable comfort; or
14. They require more care than the program staff can provide without compromising the health and safety of the other children in care.

We will notify parents immediately when their child becomes sick at the center.

The parent must inform the center within 24 hours, exclusive of weekends and holidays, when a child is diagnosed by a child's source of medical or dental care as having a contagious reportable disease specified in the attached, or lice, scabies, impetigo, ringworm or chicken pox.

The center will post a notice to the parents of children who are exposed to a contagious reportable disease the same day a parent notifies the center of the child's illness or condition.

The center will also notify the health authority of any suspected case of reportable disease as specified on the attached, within 24 hours of receiving the parent's report.

# Reporting Policy for Programs Providing Services to Children

## Who should report child abuse and neglect?

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

## Where to Report

- ✎ If you know or suspect that a child is in immediate danger, call 9-1-1.
- ✎ All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.
- ✎ Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (651) 430-6457 or local law enforcement at (651) 739-4141.
- ✎ If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 296-3971.

## What to report

- ✎ Definitions of Maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- ✎ A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to that action.
- ✎ An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

## Retaliation Prohibited

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

## Failure to Report

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

**The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information**



Peace of Mind's Early Education Center enrollment process includes specific steps. This checklist has been designed to help you as you go through the enrollment process.

Please do not hesitate to contact us at (651) 731 – 2608 with any questions.

- Getting to know Peace of Mind
  - ☆ Visit our website [www.peaceofminddaycare.com](http://www.peaceofminddaycare.com)
  - ☆ Read through our parent handbook
  - ☆ Schedule a tour of our facility
  
- Complete and submit your Enrollment Agreement with the \$75.00 non-refundable registration fee to:

**Peace of Mind Early Education Center  
New Family Admissions  
9025 Tamarack Road  
Woodbury, MN 55125**

For your Enrollment Agreement to be considered, it must be completed in full, signed, and the \$75 registration fee included.

If you are enrolling 60 days prior to your official first day please also submit a check (payable to Peace of Mind) for the total of the first two weeks of tuition.

- Complete and Return Enrollment Forms
  - ☆ Child Emergency/Health Information Form
  - ☆ Parental Permission Form
  - ☆ Health Care Summary (may require doctor's assistance)
  - ☆ Child Care Immunization Record (may require doctor's assistance)
  - ☆ Consent for Non-Prescription Medication Form  
(if you child is under two years of age will require doctors' assistance)
  - ☆ Home Environment and Social Development Form
  - ☆ Contract
  - ☆ Behavior Guidance and Philosophy Statement

- If there are special dietary concerns, schedule and complete a meeting with the center's head cook.

- Center Forms

Our administration team will also make certain you receive any other pertinent forms such as: school calendar, class directory, important upcoming events, supply lists, etc.

- Feel free to contact us with further questions/concerns.  
We will see you on your first day!

Welcome to the Peace of Mind Family☺

# **Peace of Mind Early Education Center Half-Day Program 2011-2012 Tuition & Registration Policies**

## **REGISTRATION AND TUITION FEES:**

Parents and children are strongly encouraged to visit the program before enrollment. The parents will have the opportunity to see our program, meet some members of our staff, and receive the necessary registration information. The parent(s) must return the completed registration forms prior to the first day of enrollment.

On the first day of class, parents will participate in a one hour admission conference to discuss our program and any special needs of the child. A \$75.00 non-refundable yearly registration fee is due at the time of enrollment.

All tuition is due in advance. You will receive ONE monthly tuition statement for the tuition. You must pay the full monthly tuition, at the beginning of each month (June tuition, if applicable, is due along with May tuition on May 1<sup>st</sup>). Children will not be admitted to the center if fees are not current. There is a \$25.00 penalty for all payments received after 3:30 on the day that they are due.

If you would like a receipt for tuition payments, please write the word "receipt" in the memo of your check and we will return a receipt for payment to you within a few days.

## **SNACKS:**

Peace of Mind provides a daily snack for each child. Parents are invited and encouraged to bring in snack for special events, birthdays, etc. **We are a "peanut free" environment! All snacks, whether provided by the parents or the center, should be free from any trace of peanuts.** A sample snack list will be provided by the classroom teacher later in the enrollment process. All snacks must be provided in their original store purchased containers. Sorry, we cannot accept any home made treats.

## **ABSENCES AND ILLNESSES:**

Because our program and licensing regulations require us to engage staff based on the number of children enrolled, we cannot refund tuition for days your child is absent or ill.

## **SNOW DAYS AND EMERGENCY CLOSINGS:**

In the event that the center declares a snow emergency day, a closing will be announced on KARE 11 TV. Please turn to KARE 11 for details. You may also contact the owner or director to inquire about snow emergency days if you have any questions. Full tuition will be charged if the center closes due to bad weather, power outages or other emergencies.

## **RETURNED CHECKS:**

There is a minimum \$25.00 service charge for each check returned for insufficient funds or late payment.

## **WITHDRAWAL FROM THE PROGRAM:**

Parents are required to register for one school year and sign a contract for enrollment. Tuition is due for the full school year regardless of actual attendance. Please fully and carefully read the contract prior to signing and note that it is legally binding for the full school year. If you have any questions or special circumstances please contact the owner directly.

## **CARE AGREEMENT:**

Upon enrollment in the program, parents must submit an Enrollment Agreement specifying the days and time their child will attend the program. Regardless of actual attendance, tuition must be paid for contracted days.

## **SCHOOL SCHEDULE/HOLIDAYS:**

There are NO classes during certain events throughout the year. A school calendar will be handed out with exact dates at the Open House. School closing dates may be different from the actual holiday depending on the class schedule. Please see the final Peace of Mind school calendar for information, posted no later than July 15<sup>th</sup> at [Peaceofminddaycare.com](http://Peaceofminddaycare.com)

## **VACATIONS:**

Because our school calendar runs only nine months of the year, and has several scheduled breaks, we do not allow a tuition credit for vacations taken at other times during the year. Full tuition is charged for all months, regardless of your child's actual attendance. However, please let your child's teacher know if your child will be absent because of a scheduled vacation. Your child's teacher may be able to prepare some "homework" or special activities for your child to work on during your vacation if you wish.

If a child is absent for more than two days without payment of the regular tuition, the child will be dropped from the enrollment list and the vacancy may be filled. In order to be re-enrolled, an opening will have to be available, and a new registration fee paid.

## **TUITION:**

Tuition for the Monday, Wednesday, Friday program is \$500 per month, due on the 15<sup>th</sup> of August through the 1<sup>st</sup> of May. June's tuition is \$145 and is due on the 1st of May, with regular May tuition. Classes run from September through May/June. Please refer to your child's school calendar.

Tuition for the Option #2, Tuesday, Thursday program is \$365 per month due on the 15<sup>th</sup> of August through the 1<sup>st</sup> of May. June's tuition is \$ 100 and is due on the 1st of May, with regular May tuition. Classes run from September through May/June. Please refer to your child's school calendar.

Tuition for the Option #3 Spanish Enrichment/Tuesday, Thursday program is \$415 per month due on the 15<sup>th</sup> of August through the 1<sup>st</sup> of May. June's tuition is \$115 and is due on the 1st of May, with regular May tuition. Classes run from September through May/June. Please refer to your child's school calendar.

**Parent education classes, as well as parent/child activity classes may be offered throughout the year. The information on those classes will be posted along with any additional fees, which may apply.**

**Peace of Mind Early Education Center, Inc.**

**9025 Tamarack Road  
Woodbury, MN 55125  
651-731-2608**

**ENROLLMENT AGREEMENT  
FOR SERVICES ~ 2011-2012**

I understand that my child \_\_\_\_\_ is enrolled in PEACE OF MIND EARLY EDUCATION CENTER, INC.'s HALF-DAY PROGRAM, scheduled to begin on SEPTEMBER 6th, 2011 or SEPTEMBER 7<sup>th</sup>, 2011.

I have elected the following program option:

Option #1- Traditional Class  
\_\_\_\_\_ Monday, Wednesday, Friday 9:00 – 2:00 p.m.

Option #2 – Traditional Class  
\_\_\_\_\_ Tuesday & Thursday 9:00 – 2:00 p.m.

Option #3– Spanish Enrichment Class  
\_\_\_\_\_ Tuesday & Thursday 9:00 – 2:00 p.m.

**\*Parents are required to sign a contract for educational services and commit to the entire school year, in order to secure the spot.**

By signing below, I acknowledge that I have received a copy of the center’s Tuition and Registration Policies, as well as the center’s policy regarding sick children including information about when sick children may return to the center. I agree to comply with the center’s policies as provided to me.

Parent’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Both parent’s must sign if two custodial parents)

Child’s Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

**Return this form with a deposit of \$75 to reserve a spot for your child.**

**CONTRACT FOR EDUCATIONAL SERVICES AT  
Peace of Mind Early Education Center**

I understand that my child \_\_\_\_\_ is enrolled in the Half-Day Program at Peace of Mind Early Education Center for the 2011-2012 school year, scheduled to begin on September 6<sup>th</sup> or 7<sup>th</sup>, 2011.

My child will be involved in the program as specified on the enrollment agreement.

I hereby accept the available opening for my child's attendance at Peace of Mind. I understand that by signing this contract, I am committing to Peace of Mind for my child's education and will be held responsible for all tuition charges for the school year. If I choose to withdraw my child from Peace of Mind at any time, I understand that I am still responsible for all tuition charges for the year.

I have received a copy of Peace of Mind's Tuition and Registration Policies and agree to comply with the policies as provided to me.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Both parents must sign if two custodial parents)**

**Child's Date of Birth:** \_\_\_\_\_

- Your child's enrollment WILL BE SECURED upon the return of this contract.  
Thank you for choosing Peace of Mind Early Childhood Center!

**Peace of Mind**  
Early Education Center  
9025 Tamarack Road  
Woodbury, MN 55125  
651-731-2608

# Child Emergency/Health Information Form

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Child's Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_

Child's Home Phone \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Address of above (if different from child's) \_\_\_\_\_

Place of Employment \_\_\_\_\_ Occupation \_\_\_\_\_

Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Phone where parent can be reached when child is in school \_\_\_\_\_

Email Address \_\_\_\_\_

Parent's Name \_\_\_\_\_

Address (if different from child's) \_\_\_\_\_

Place of Employment \_\_\_\_\_ Occupation \_\_\_\_\_

Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Phone where parent can be reached when child is in school \_\_\_\_\_

Email Address \_\_\_\_\_

**Who most likely will be dropping your child off in the morning?**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Who most likely will be picking your child up in the afternoon?**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Who else would you like to have permission to pick-up your child from the program?**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Is there anyone who does NOT have permission to take your child from school?**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**PLEASE NOTE: A copy of the court decision must be on file in order for the school to not release a child to his/her non-custodial parent.**

EMERGENCY CONTACTS: If we are unable to get a hold of you directly, who could we contact in case of an emergency?

**\*\*\*STATE LAW REQUIRES THAT YOU LIST AT LEAST TWO LOCAL CONTACTS OTHER THAN YOURSELVES\*\*\***

**NOTE: Emergency contacts must also be authorized to pick up your child in an emergency.**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Physician's Name \_\_\_\_\_

Physician's Address \_\_\_\_\_

Physician's Phone \_\_\_\_\_

My child takes the following medications: \_\_\_\_\_

This medication affects my child in the following way(s): \_\_\_\_\_

My child is **allergic** to the following foods/and has the following special diet instructions: \_\_\_\_\_

My child has special health concerns as follows: \_\_\_\_\_

Dentist's Name \_\_\_\_\_

Dentist's Address \_\_\_\_\_

Dentist's Phone Number \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_ D.O.B \_\_\_\_\_

# Parental Permission Form

**PERMISSION FORM FOR:** \_\_\_\_\_  
(Child's Name - you may list more than one child on this form)

## EMERGENCIES:

I hereby grant permission to the Peace of Mind staff to act in a medical emergency situation and for appropriate medical staff to administer emergency medical treatment to my child. I agree to be responsible for any charges which may occur as a result of any treatments administered to my child. I give permission to the Peace of Mind staff to call 911 on behalf of my child in a medical emergency.

Signed: \_\_\_\_\_

## NAME RELEASE:

I give my permission to have my child's name, home phone number and home address to be printed on the class roster to be distributed to parents of children in the class and to staff and board members. (i.e.: School Directory, Valentines list, play list with phone numbers, etc.)

Signed: \_\_\_\_\_

- I grant permission; however, I would like to be notified prior release of this information.

## PHOTOGRAPHS:

I hereby give my permission for my child to be photographed in the program, program functions and field trips and for the photographs to be displayed. I understand that the photographs may be taken by school staff, professional photographers, news media and other parents. I understand that I will be notified if any photos are to be used for publicity purposes and that I have the right to refuse permission.

Signed: \_\_\_\_\_

- I grant permission; however, I would like to be notified prior to use of any photographs of my child.

## IMPROMPTU WALKS:

I hereby give my permission for my child to go on impromptu walking field trips in the neighborhood.

Signed: \_\_\_\_\_

- I grant permission; however, I would like to be notified prior to my child starting any walks.

## INFANTS ONLY:

We do not allow blankets in the crib with infants, unless you grant permission by signing below. I hereby give my permission for my child to sleep with a blanket. I understand and have been advised by the POM Staff that the recommendation is for children to sleep without blankets to prevent SIDS. I make an informed decision to have my child sleep with a blanket.

Signed: \_\_\_\_\_

# Health Care Summary

MUST BE COMPLETED BY HEALTH CARE SOURCE

Date of Enrollment: \_\_\_\_\_

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Parent(s) or Guardian \_\_\_\_\_

Date of last physical examination \_\_\_\_\_ How long have you seen this child? \_\_\_\_\_

How frequently do you see this child when they are not ill? \_\_\_\_\_

Does this child have any allergies (including allergies to medications)? \_\_\_\_\_

Is a modified diet necessary? \_\_\_\_\_

Is any condition present that might result in an emergency? \_\_\_\_\_

What is the status of the child's... Vision \_\_\_\_\_

Hearing \_\_\_\_\_

Speech \_\_\_\_\_

Please list below the important health problems

| Important health problems | Followed by you | Followed by other Med Source (name) | Requires special Attention at Center |
|---------------------------|-----------------|-------------------------------------|--------------------------------------|
|                           |                 |                                     |                                      |
|                           |                 |                                     |                                      |

Other information helpful to the child care program \_\_\_\_\_

**Signature of Health Source** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**Date** \_\_\_\_\_

Address \_\_\_\_\_

Return form to:  
Peace of Mind Early Education Center  
9025 Tamarack Road  
Woodbury, MN 55125

# Consent for Non-Prescription Medication

***PLEASE NOTE: This form requires a physician's signature for children under two years of age.***

CHILD'S NAME \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_  
(Each child requires a separate form)

I hereby give Peace of Mind Early Education Center permission to apply any of the following external preparations that are checked, in accordance with directions for use on the appropriate container:

- |                                                                                                                                                                                                        |                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Soap<br><input type="checkbox"/> Baby Wipes<br><input type="checkbox"/> Baby Lotion<br><input type="checkbox"/> Sun screen<br><input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Diaper Ointments (non prescription)<br><input type="checkbox"/> Teething Gel<br><input type="checkbox"/> Baby Oil<br><input type="checkbox"/> Bug spray<br><input type="checkbox"/> Fever reducing medication |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Please Note:** Physician signature is required for fever reducing medication such as Tylenol® and Motrin® for all children under the age of two years.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Child's Physician

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Child's Parent/Guardian

**Physician, please indicate proper dosage for any fever reducing medications authorized.**

| Name of medication | Child's Weight | Dosage | Physician Initials |
|--------------------|----------------|--------|--------------------|
|                    |                |        |                    |
|                    |                |        |                    |
|                    |                |        |                    |
|                    |                |        |                    |
|                    |                |        |                    |

Please return this form to:  
 Peace of Mind Early Education Center  
 9025 Tamarack Rd  
 Woodbury, MN 55125

## Home Environment and Social Development

Child's Name: \_\_\_\_\_

List brothers and sisters:

| Name | Sex | Date of Birth |
|------|-----|---------------|
|      |     |               |
|      |     |               |
|      |     |               |

Who lives in the home with your child?

| Name | Relationship |
|------|--------------|
|      |              |
|      |              |
|      |              |

How often does the child play with friends? (Daycare, Sunday school, athletics, dance, etc.):

Describe your child's experience with other children:

---

### Medical history

Allergies:

| Food | Medicinal |
|------|-----------|
|      |           |

Is your child on any regular medications? (please circle): YES or NO  
 If yes, how does it alter your child's behavior?

Has child had any surgery or bone fractures?

Has physician ever been consulted with regard to speech, hearing or vision problems?

Are there any health problems in the family? Please describe how it may affect your child:

Has you child had any contagious diseases? If yes, please list:

---

## Sleep Routine

Length of time \_\_\_\_\_  
(hours and minutes)

My child no longer takes naps \_\_\_\_\_ (please initial)

Night time Routine: In bed at: \_\_\_\_\_ p.m.

Asleep at: \_\_\_\_\_ p.m.

Up around: \_\_\_\_\_ a.m.

---

## Toilet Training

Is your child potty trained? (Please circle): YES OR NO

What does child say for urination?

Bowel movement?

---

## Behavioral Tendencies

What redirection practices are used in the home?

In what particular ways can we help your child this year?

---

Anything else you think would be helpful in caring for your child?

**To complete registration, please enclose the non-refundable registration fee of \$75.00  
(If reserving more than 60 days in advance, pre-payment of the first week's tuition is required)**

## Peace of Mind

### Behavior Guidance and Philosophy Statement

It is our philosophy at Peace of Mind Early Education Center that we will work with every child, through every situation. We believe that as early childhood educators, we have a responsibility to help children develop appropriate behaviors, and to work through difficult periods. Many behaviors, such as biting, and other aggressive behaviors, can be very upsetting to the child's parent and the other parents in the group. We will devote the necessary resources to protect the children in our care, while also working to meet the needs of the child that is experiencing the difficult behaviors. We will respect each child's right to confidentiality, and communicate with the child's parent regularly regarding the child's progress. We expect cooperation from parents in these efforts. If we have parent cooperation, we fully anticipate that we will be able to help every child. Each situation is considered individually, and the parents are involved from the very beginning to develop a behavior guidance plan that is individualized to meet the needs of each child. In very rare circumstances, all parties may determine that group care is not the best situation for a child. If a child requires one-on-one care for an extended period of time, and the behaviors are not improving, it may be best to remove the child from group care for a period of time. In that case, we reserve the right to terminate childcare if and only if, we feel it is in the best interest of the child.

In all circumstances, the team at Peace of Mind Early Education Center, Inc. shall provide each child with guidance that helps the child acquire a positive self-concept and self-control, and teaches acceptable behavior. Discipline and behavior guidance used by each caregiver will at all times be constructive, positive and suited to the age of the child. Time outs are never used with infants or toddlers.

I have read, understand and agree with the Peace of Mind Behavior Guidance and Philosophy Statement

Please sign and return upon enrollment.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Child Care Immunization Record