



Wolf Pup Learning Center Parent/Guardian Handbook

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TABLE OF CONTENTS

Price Sheet	page 2
About our Center.....	page 3 - 5
Info, Mission, Philosophy, Hours, Closure, Holidays, Staff, Staff & Group Size	
Enrollment.....	page 5 – 7
Eligibility, Tuition & Fees, Late payment, NSF fees, Trial period, Termination policy, Check in & out procedures, Court Order, Attendance, Monthly schedule	
Policies & Procedures.....	page 8 – 10
Authorization to pick up child, Birthdays, Children’s arrival, Confidentiality, Field trips, Emergencies & Evacuation, Liability insurance, Nutrition, Outdoor play, Parking, Media policy, Transportation	
Program.....	page 11 – 12
Curriculum, Preschool schedule	
Guidance & Socialization Policy.....	page 12 – 14
Positive Guidance, Behavior Management	
Parents in the Program.....	page 14 – 16
Mandated Reporter, Communication, Parent/Guardian Partnerships, Parent Involvement	
Health & Safety.....	page 16 – 19
Incident Reports, Children w/special needs, Emergency, Illness, Handwashing Policy, Healthy Policies, Immunization, Medication, Lotions and Sprays, Pets, Personal Belongings, Toilet Training	
Item Checklist.....	page 20
Signature Pages.....	page 21 - 24

PRICE SHEET

Part time preschool services (2 days/week; Tuesdays, Thursdays)	\$120/month
Part time preschool services (3 days/week; Mondays, Wednesdays, Fridays)	\$180/month
Full time preschool services (5 days/week)	\$260/month

WELCOME TO WOLF PUP LEARNING CENTER

This handbook contains information regarding the preschool services program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many questions you may have about our program.

ABOUT OUR CENTER

INFO

Wolf Pup Learning Center opened in October 2019. We will have 4 classrooms to service the preschool aged children in our community.

MISSION

Wolf Pup Daycare was established to provide the highest quality child care to the children of Watford City and the surrounding communities. Our mission is to provide a comforting, stimulating, educational, supportive, and healthy place for the children and families we service, and the employees we support.

PHILOSOPHY

We believe that all children should be in an environment that is safe, nurturing, age-appropriate, and full of endless opportunities. We also believe that all children learn by social, emotional, physical, and intellectual activities through both independent and group play. We understand that every child has different needs and different ways for those needs to be met.

We value time spent outdoors, and serve healthy snacks and meals. We also believe that a good education happens when children are happy and healthy.

HOURS OF OPERATION

Wolf Pup Learning Center hours of operation are from 8:30 to 11:30 and 12:00 to 3:00, Monday through Friday. Our daycare hours of operation are from 7:30 to 5:30, Monday through Friday.

CLOSURE POLICY

In the event that Wolf Pup Learning Center is closed due to an emergency, there will be a recorded message on the main phone line by 6:30 am, (701-842-3075). We will also update our Facebook page if it is going to be closed. Closure of the learning center is at the discretion of the Wolf Pup Learning Center Director and Daycare/Learning Center Operator.

HOLIDAYS

We will not operate on the following days in order for all of our families to celebrate together:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Eve
- Christmas Day

Wolf Pup Learning Center will follow McKenzie County School District #1 calendar, with a few exceptions. A Wolf Pup Daycare calendar will be handed out at the beginning of each school year.

STAFF

Wolf Pup Learning Center will not employ any individual who has pled guilty to or pled no contest to: homicide, assaults-threats-coercion, kidnapping, gross sexual imposition, corruption or solicitation of minors, sexual abuse, sexual assault, robbery, burglary, facilitating prostitution, child procurement (abuse and neglect), sexual performances by children, or any other offense not listed above that has been determined to be not sufficiently rehabilitated. Wolf Pup Learning Center follows the guidelines set by the State of North Dakota.

1. The minimum qualifications for all staff members responsible for caring for or teaching children are as follows:
 - a. Shall be at least fourteen years of age;
 - b. Shall be individuals of good physical, cognitive, social, and emotional health and shall use mature judgement when making decision impacting the quality of care;
 - c. Shall verify completion of a department approved basic child care course within the first three months of employment;
 - d. Shall certify the staff members own annual successful completion of the department approved training related to child care;
 - e. Shall not place a child in an environment that would be harmful or dangerous to the child's physical, cognitive, social, or emotional health;
2. Receive a two-day, onsite orientation to the child care program during the first week of employment. The orientation must address the following:
 - a. Emergency health, fire, and safety procedures for the center;
 - b. The importance of handwashing and sanitation procedures to reduce the spread of infection and disease among children and staff members;
 - c. Any special health or nutrition problems of the children assigned to the staff member;
 - d. Any special needs of the children assigned to the staff member;
 - e. The planned program of activities at the child care center;
 - f. Rules and policies of the child care center; and
 - g. Child Abuse and neglect reporting laws;
3. Ensure safe care for children under supervision.

All employees are required to fill out background checks prior to working at Wolf Pup Learning Center. All staff members are given an employee handbook and are expected to abide by the rules set forth by Wolf Pup Daycare/Learning Center. All staff members are CPR and First Aid certified. Employees over the age of 18 are required to have a pre-employment drug test and all employees are subject to random drug tests.

A staff member with current CPR and First Aid is on duty whenever children are present.

STAFF AND GROUP SIZE REQUIREMENTS

The minimum ratio of staff members responsible for caring for or teaching children in child care centers and maximum group size of children must be:

- For children three years of age to four years of age, one staff member may care for seven children, a ratio of .14 in decimal form, with a maximum group size of twenty children;
- For children four years of age to five years of age, one staff member may care for ten children, a ratio of .10 in decimal form, with a maximum group size of twenty-five children;

- For children five years of age to six years of age, one staff member may care for twelve children, a ratio of .08 in decimal form, with a maximum group size of thirty children;

ENROLLMENT

ELIGIBILITY

Wolf Pup Learning Center accepts potty trained children from 3 to 5 years old. We do not discriminate on the basis of race, sex, color, national origin, religion, age, or disability in admission, access to, or treatment in the child care program and activities.

We would love to give you a tour of our learning center before your child starts and to discuss the program and policies. You will also receive written notice of any significant changes in our program services and policies.

The following items must be submitted to the office prior to or on the first day of preschool and also be updated annually (August):

- Child Information Sheet
- Parent's Statement on Health of Child
- Copy of Birth Certificate
- Immunization Record
- Signed Contract
- ACH Tuition Express Form
- Enrollment Fee
- Food program form

For children who are not immunized, parents must also submit a signed Certificate of Immunization. If the child is not adequately immunized, a grace period of 30 days will be given in order for the immunizations to be brought up to date.

If your child has a care plan due to an allergy or health problem, this must be submitted to the office on or before the first day of child care, along with a written doctor's note.

All records are kept confidential. If information needs to be updated at any other time, please notify the Director in writing.

TUITION AND FEES

There is a NON-refundable \$150 registration fee/child.

TOTAL DUE UPON ENROLLMENT = \$150 REGISTRATION FEE

Preschool fees will be charged the last Friday of the month for the following month.

Tuition and fees will be evaluated and set for each enrollment period (June through May).

You will be required to pay the tuition regardless of whether your child is present or not. You will be required to submit a voided check or credit card for ACH withdrawal. An emailed statement will be sent out the Wednesday before the withdrawal takes place. An ACH withdrawal will be taken from your account once a month. You will always pay in advance for your preschool services.

PRESCHOOL SERVICES

Families will have an opportunity to enroll their child in preschool services on a half day schedule five days a week. If you desire less than five days, you will be required to seek a family to "timeshare" this spot with you and can visit with the Director if there are other families seeking this arrangement. You will be required to pay for all five days if you are unable to find another family for this arrangement.

Monthly tuition for children for full time preschool services only will be \$260/month.

Monthly tuition for children for part time preschool services only (2 days/week, Tuesdays and Thursdays) will be \$120/month.

Monthly tuition for children for part time preschool services only (3 days/week, Mondays, Wednesdays, and Fridays) will be \$180/month.

The AM session will be from 8:30 am to 11:30 am. The PM session will be from 12:00 pm to 3:00 pm. Doors will open at 8:15 for the AM session, and 11:50 for the PM session. This will allow for less parking issues and less congested traffic.

LATE PAYMENT FEES

A late charge of \$25 will be charged on the Monday after payment processing for any unpaid balances; an additional \$5/day will be charged after that, unless arrangements have been made in advance with the front desk at Wolf Pup Daycare (325 3rd St SE).

NSF FEES/POLICIES

If there are insufficient funds in your account when the ACH withdrawal occurs, you will be charged an insufficient funds fee of \$50. If you are unable to reconcile your account by the next withdrawal event, preschool services will be regrettably terminated. We will be unable to guarantee that your child will be able to return to care if your account is not made current.

TRIAL PERIOD

There is a 2 week trial period during which time either you or Wolf Pup Learning Center may terminate services without advance notice.

TERMINATION POLICIES

Wolf Pup Learning Center reserves the right to terminate services in circumstances of non-payment of tuition that is 2 weeks behind payment schedule. Notices will be provided in writing of late tuition.

Wolf Pup Learning Center also reserves the right to terminate care, immediately and without notice, in instances of inappropriate behavior on the part of a child or parent/guardian. Please refer to the section regarding behavior and discipline.

If you wish to terminate your preschool services, after the 2 week trial period, a 2 week notice must be given, in writing, by the terminating party. You will be charged for up to two weeks from the day of your written notice. If you choose to re-enroll your child, you must pay the \$150 registration fee.

Withdrawal forms can be picked up at the Wolf Pup Daycare front desk. (325 3rd St SE)

CHECK IN & CHECK OUT PROCEDURES

Each day upon arrival, an approved parent/guardian is required to check in their child at the drop in area. All children and parents/guardians must enter through the main entrance at the front of the building.

Children can only be checked in or out by authorized personnel. All personnel authorized to check in or check out your child must be listed in your file and identification will be checked by the child's teacher. If someone not listed in your file will be checking out your child for the day, you must notify Wolf Pup Learning Center in writing of this allowance. If a person incapable of providing adequate supervision attempts to pick up a child, the staff is required to notify the Director and law enforcement officials will be contacted.

Check out must occur no later than 11:30 am for children receiving morning preschool services and no later than 3:00 pm for children receiving afternoon preschool services. A fee will be assessed for late pick up as follows:

- 0 - 15 minutes late = \$15 (1st offense), \$25 (2nd offense), \$75 (3rd time and up offense)
- 15 - 30 minutes late = \$65 (1st offense), \$75 (2nd offense), \$130 (3rd time and up offense)
- 30 - 45 minutes late = \$115 (1st offense), \$125 (2nd offense), \$230 (3rd time and up offense)

In the event that you are more than 45 minutes late, Wolf Pup Learning Center reserves the right to terminate your services immediately.

In the event that you are late (any length of time) more than three times, Wolf Pup Learning Center reserves the right to terminate your services. Warnings will be issued in writing for each occurrence.

COURT ORDER

If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents, family members, and/or guardians, you must provide us a copy of that court order in order for us to attempt to adhere to its rulings.

ATTENDANCE

Your child's attendance is very important. Consistency is necessary if children are to feel totally comfortable in preschool and if they are to get the most out of their experience.

MONTHLY SCHEDULE

In the middle of each month, you will be provided a blank calendar. We ask that you fill in the dates your child will attend as best as possible. We understand that plans do change and ask that you notify your child's teacher as soon as you know of any alterations to your schedule. This will ensure that we have adequate staff available to care for the children who will be attending preschool services at Wolf Pup Learning Center. We will do our best to accommodate your schedule change, but it is not a guarantee.

POLICIES AND PROCEDURES

AUTHORIZATION TO PICK UP CHILD

Children will only be released to persons the parents/guardians have listed on the appropriate documents. If an adult is authorized to pick up the child but does not have a fingerprint on file, identification will be checked before picking up the child. If an adult is not listed in your file, you must notify Wolf Pup Learning Center in writing of this allowance.

If a person who is allowed to pick up the child is impaired due to alcohol/drug use, we will call the emergency contact to get the child instead. If the emergency contact is not able to pick up the child, McKenzie County Social Services will be called.

BIRTHDAYS

Birthdays are a very special day with our friends. If you would like to bring a snack on your child's birthday or a day close to it, you are welcome to do so. Please let your child's teacher know in advance, so we can give you a list of allergy restrictions.

CHILDREN'S ARRIVAL AND PARENTS DEPARTURE

When dropping your child off for preschool:

- Exchange information about your child with the staff members; and
- Say your good-byes

CONFIDENTIALITY

All information that is shared with Wolf Pup Learning Center staff will be kept confidential. All staff and parents/guardians are expected to keep all information confidential, including names, paperwork, and anything that occurs in the preschool environment.

The privacy of all families at Wolf Pup Learning Center is very important to us. We ask that all parents refrain from discussing concerns and complaints with other families, especially with the use of other children's names. While you are at our facility, you may also hear information about children or see a family interaction. **We ask that you respect the privacy of other families, and we will expect them to respect your privacy.** Please do not share pictures of your child's schoolmates online without permission from their parents.

FIELD TRIPS

Wolf Pup Learning Center staff may take your children to various activities around the community, including the library, area parks, and other community activities. If a field trip includes the use of vehicles, a permission slip will be provided for that special event. For walking field trips, we will utilize a general permission slip for the entire year that must be submitted with your enrollment forms.

EMERGENCIES AND EVACUATION PROCEDURES:

In case of emergency, parents or their designees will be notified as soon as possible. Our first priority is to redirect or relocate for the safety of the children and staff.

Scratches and scrapes are inevitable when children play. These minor injuries will be treated with clean water and a bandage. In the case of an accidental injury of a more serious nature, we will make an immediate attempt to contact a parent/guardian, unless doing so endangers the child's life. In that case,

necessary steps will be taken by putting the child's safety first (including calling the ambulance, a family doctor, or poison control). If for any reason we are unable to contact a parent/guardian, we will call the emergency contact number given at the time of enrollment. It is very important and the responsibility of the parent/guardian to ensure that all the information we have on file is current and correct at all times.

First aid kits are available in all the classrooms. Fire extinguishers are located throughout the building.

In the case of a fire inside the building, we will evacuate the building immediately and gather across the street to the west at City of Watford City, City Hall. Fire drills are held on a monthly basis. We also participate in Fire Safety week each year so that our students become more comfortable with fire trucks and fire fighters.

In the event that we are required to leave the premises due to a natural disaster, we will go across the street to City Hall.

In the case of a tornado, each classroom will go into the hallway. We will practice for a tornado drill annually.

All our staff members are required to be certified in CPR and First Aid.

Incident reports will be filled out and McKenzie County Social Services will be notified of any emergencies involving serious injury, serious illness, or death.

In case of evacuation, we will relocate to:

1. City of Watford City, City Hall

Parents or their designees will be notified as soon as possible as to our location.

LIABILITY INSURANCE

Wolf Pup Learning Center has and is required to carry liability insurance.

NUTRITION POLICY FOR ALL CHILDREN

Recommendations for the American Academy of Pediatrics, the USDA School Food Programs, and general nutrition guidelines will be followed in planning meals and snacks.

Children are encouraged to eat, but we do not use coercion or force feeding.

AM Snack is served at 10:00 am.

PM Snack is served at 1:30 pm.

The teacher will have them wash their hands before snacks.

The tables and chairs are washed and sanitized after every use. The tables are washed before children sit down to eat a meal or a snack.

Please advise us immediately of any food allergies that your child may have. We are happy to accommodate them as much as possible, with a doctor's note.

In the event that there is a child with a life-threatening allergy, we will do our best to eliminate this food item. We will also ask that any outside snacks or treats provided accommodate this allergy. Your child's teacher will update you on any allergies that your child's friends may have.

OUTDOOR PLAY

Part of our philosophy is that **outdoor time is very important**. We believe, based on our own experiences and the research of others that the benefits of outdoor time go beyond the benefits of gross motor activities. Not only do children need time each day to participate in outdoor activities in order to “burn off” energy and to develop fit habits, they also need outdoor time to provide emotional, cognitive, and social benefits. The outdoors allow children to recharge and de-stress, and has also been found to increase creativity and improve social interactions, among other things.

National Standards for Child Care recommend that children are taken outside when temperatures are above 15°F (wind chill or temperature) and below 90°F (heat index). It is extremely important for children to have outdoor play time on a daily basis. If parents request their child not to go outside, it is mandatory for parents to obtain a written order from their child’s health care provider. If you feel your child is too sick to go outdoors, then they are probably too sick to be at preschool. **Wolf Pup Learning Center reserves the right to override any health care provider’s order if necessary. Since we will go outside throughout the year in all conditions, please make sure that children have appropriate gear to do so.**

PARKING

Please park in the parking lot adjacent to the building. If there are not spots available, it is acceptable to utilize the on-street parking on 2nd St NE. Please always utilize the front door for entry into the building.

MEDIA POLICY

Wolf Pup Learning Center has security cameras equipped in all rooms and common areas. Footage is viewed frequently by the Director and management team.

Wolf Pup Learning Center staff will occasionally take pictures of your child. We utilize these photos for our classrooms, and our year end slideshow.

We will not place names or photos of our children on our website, Facebook page, newspaper articles, TV or radio advertisement, or any other venue that will be seen outside of the center without your permission. Parents are also expected to follow the same guidelines to support the rights and privacy of other parents and individuals.

In addition, outside media such as the local newspaper may visit and take your child’s picture. By signing the permission slip you allow the local media to take your child’s picture and include it in the newspaper.

Finally, it is expected that parents/guardians may take pictures of their children during special events. However, at no time will it be acceptable for either employees or parents/guardians to place these pictures on Facebook or other social networking sites if they include children other than their own.

TRANSPORTATION

At this point, Wolf Pup Learning Center will not provide any motorized transportation except in cases of emergency. In all other cases we will walk to our destination. In the case that we use motorized transportation, a separate permission form will be used for that event.

PROGRAM

CURRICULUM

The curriculum is based on our knowledge that children learn best through the firsthand sensory experiences of feeling, listening, smelling, tasting, and observing. Children need to handle, manipulate, experiment, and explore, but they also need and expect certain guidelines, rules, and routine in order to feel safe and secure. It is our goal and duty as educators to provide a safe environment filled with materials and experiences that each child needs for optimal learning. The activities in each classroom are carefully planned to:

- Facilitate intellectual growth and the development of problem-solving skills through manipulative games, puzzles, and other learning tasks that help the child classify, label, and distinguish cause and effect.
- Foster the child's imagination and appreciation through dramatic play, puppetry, art, music, and movement. The emphasis is always on creativity, not imitation.
- Instill a love of literature and communication skills by providing a relaxed, supportive atmosphere that encourages verbal expression through on site story times and off site library visits.
- Encourage physical coordination and the development of motor skills through equipment outdoors and indoors.
- Teach a basic knowledge of good nutrition through opportunities to grow, harvest, prepare, and eat nutritious, appetizing food.

We believe that all children should be in an environment that is safe, nurturing, age appropriate, and full of endless opportunities. We also believe that all children learn by social, emotional, physical, and intellectual activities through both independent and group play. We understand that every child has different needs and different ways for those needs to be met.

We value time spent outdoors, and serve healthy snacks and meals. We also believe that a good education happens best when children are happy and healthy.

Our preschool curriculum is called Easy Breezy Preschool which uses Frog Street Press Publication. Some of the items covered are reading skills, colors, shapes, spelling, handwriting, art, math, science, social skills, and classroom etiquette. Our goals are to meet the standard of the kindergarten assessment given by McKenzie County School District #1.

PRESCHOOL SCHEDULE

The preschool daily routine fosters the development of food health habits, self-discipline, adequate indoor/outdoor play, with time and opportunity for various experiences.

MORNING SESSION

8:30 am - 9:00 am – Check in, choice time – color, worksheets, bathroom

9:00 am - 9:30 am – Circle Time

9:30 am - 10:00 am – Group worksheet

10:00 am - 10:15 am – Morning snack

10:15 am - 11:15 am – Centers

11:15 am - 11:30 am – Folders, closing activities

AFTERNOON SESSION

12:00 pm -12:30 pm – Check in, choice time – color, worksheets, bathroom

12:30 pm - 1:00 pm – Circle Time

1:00 pm - 1:30 pm – Group worksheet

1:30 pm - 1:45 pm – Afternoon snack

1:45 pm - 2:45 pm – Centers

2:45 pm - 3:00 pm – Folders, closing activities

GUIDANCE AND SOCIALIZATION (DISCIPLINE) POLICY

POSITIVE GUIDANCE

At Wolf Pup Learning Center, we believe that behavior guidance issues seldom arise when the children are actively involved with other children, staff, and the activities they are presented throughout the day. Daily activities are designed to be developmentally appropriate for the individual age groups of the children that attend the center. Harsh or threatening methods of discipline will not be permitted at Wolf Pup Learning Center.

Preferred behavior guidance techniques include setting clear, enforceable limits, modeling acceptable behavior, structuring the environment to maximize good behavior, planning enough activities, giving choices, teaching the use of acceptable alternatives, anticipation of possible problems, redirection, and use of direct and logical consequences. Children may be separated from the group temporarily, if less intrusive methods of behavior guidance have been ineffective and the child's behavior threatens the well-being of other children or staff.

BEHAVIOR MANAGEMENT

Discipline at Wolf Pup Learning Center is structured to help the child understand and accept limits by making directions explicit, stating reasonable rules clearly and firmly, and adhering to them from the beginning. **Our first method for avoiding discipline problems is to keep the children interested and engaged.** A child feels more secure when caregivers keep him/her within acceptable limits. Redirection, problem solving, and role modeling techniques are used to help a child learn self-control and conflict resolution. You are welcome to inquire about your child's behavior at any time and we encourage this discussion with your child's teacher. Appropriate behavior will be acknowledged and appreciated. Inappropriate behavior will be quietly addressed as soon as it is observed.

A seven step behavior process will be utilized at Wolf Pup Learning Center. All staff is expected to follow this process:

1. Redirect
2. Warn
3. Time In (based on child's age, 1 min/year)
4. Time apart
5. Removal from group
6. Safety Plan/Action plan
7. Possible Withdrawal

Behavior Reports are used to communicate behavioral concerns with the office and with parents. These forms will be signed by staff, the Director and parents and then be sent home with the parent and a copy will be given to the Director to be filed in the students file.

1. The first step will include a reminder of proper school behavior (ex. "Our feet belong on the floor at school that way we don't fall and get hurt.")
2. If further attention is needed, a redirection of activities will be suggested (ex. "We need to find something else to do, how about reading a book or working with the blue blocks? Which option do you choose?")
3. If these attempts to change inappropriate behavior fail, we will give the child time apart to help defuse the situation and give the children a chance to redirect themselves. Each classroom has a "quiet area" where a child can sit alone and work with some sort of manipulative. This quiet area is not a place where children go when they are "in trouble", rather it is an area that the children can chose to work in at any time. The teacher will suggest this area if (s)he feels that the child would benefit from the quiet area. As a coping skill, children are encouraged to recognize feelings within themselves that signal the need for quiet time. We also use **time in**, where the child and teacher sit together and work on something or visit.
4. In the extreme case, if the behavior continues and is disrupting the learning environment, the child will be removed from the group and visit with the Director in the office. The Director will then begin a formal request to meet with parents within a week to discuss a Safety Plan/Action plan.
5. Parents/Guardians will be contacted for a conference with management when a child appears to be usually stressed, anxious, or otherwise motivated to engage in negative behavior. At this point, the management may ask for the parents to sign a Standard Safety Plan. (A standard safety plan is a contract made between management and parents so that if a child becomes a danger to other children, themselves, or staff or refuses to cooperate with staff to a point where every option has been exhausted, the parents/guardians are called and expected to make arrangements to pick their child up within ½ hour.) Additional resources and professionals will be sought to help the child, family, and staff manage persisting negative behaviors. An Action Plan will be created for the child to help them with their needs. This includes possible steps for suspensions and/or expulsion from school. (An Action Plan consists of steps that the staff/management, parents, and specialists create to help the child reach certain goals. Parents, staff, and children must work together to meet these goals.)
6. Wolf Pup Learning Center reserves the right to withdraw a student if the learning environment is compromised, or the safety of other students and/or teachers are at risk.

If unruly behavior continues, parents/guardians will be informed so that we can work together to find the best way to improve the child's behavior. A parent/guardian meeting will be set up with your child's teacher and the teacher's supervisor and/or the Director. Additional resources can be called in for assistance including Wilmac Special Education Unit. If none of the above steps results in improvement, Wolf Pup Learning Center reserves the right to terminated preschool services.

According to state law, a child may not be:

- Subjected to physical harm, fear, or humiliation
- Isolated in a locked room or closet
- Punished for lapses in toilet training
- Force fed or coerced to eat, unless medically prescribed and administered under a medical provider's care

And a staff member may not:

- Use verbal abuse or make derogatory remarks about a child, or a child's family, race, or religion when addressing the child or in the presence of a child
- Use profane, threatening, unduly loud, or abusive language in the presence of a child
- Use deprivation of meals or snacks as a form of discipline or punishment
- Kick, slap, punch, spank, shake, pinch, bite, roughly handle, strike, mechanically restrain, or physically maltreat a child
- Force a child to ingest substances that would cause pain or discomfort, for example, placing soap in a child's mouth to deter the child from biting other children
- Withhold active play from a child as a form of discipline or punishment, beyond a brief period of separation

PARENTS IN THE PROGRAM

There is a parent information board in the front reception area with information on it. Wolf Pup Learning Center likes to keep our parents updated with information.

If you have any concerns about your child within the classroom, please talk with your child's teacher first. If you and your child's teacher are unable to resolve the concern, the next step would be to talk to the Wolf Pup Learning Center Director, Marit Frick. If the issue has not been resolved to your satisfaction, please bring your concerns to our Operator, Tessa Moberg.

If you suspect that we are in violation of our center license or feel your complaints are not being heard, please call McKenzie County Social Services. The address for McKenzie County Social Services is 201 5th St NW, Watford City, ND 58854. The phone number is 701-444-3661.

MANDATED REPORTER

All teachers who have reasonable cause to suspect that a child has suffered harm as a result of abuse or neglect, must immediately report that information as required by North Dakota Century Code Chapter 50-25.1.

All staff members are trained on the policy, procedure, and confidentiality in relation to child abuse/neglect. All documentation of suspected abuse/neglect is kept in a confidential file and is locked.

Procedure:

1. The Director will report suspected abuse/neglect and document all concerns and have staff document their concerns.
2. If unsure whether to report the situation, the Director will contact county social services to discuss the situation and follow recommendations.
3. Staff will document concerns, discuss concerns with Director, and follow recommendations.
4. Staff will use own judgement, document and report concerns to county social services when a situation is warranted and the Director is not available. If unsure whether to report the situation, staff should contact county social services. The Director will be informed immediately upon return.

Any suspicions of child abuse will be documented and reported to the local authorities. The employees/staff members of Wolf Pup Learning Center are mandated reporters and are required by law to report any suspected child abuse or neglect.

COMMUNICATION

Your child's teacher will have important information for you and may provide updates or newsletters in your child's folder. The teacher is the first and most appropriate way for you to learn about your child's day when you arrive for pick-up. The folder will need to go back and forth between school and home each day. This is our way of tracking each child's behavior and keeping parents updated on what is going on with our preschool services.

Our biggest way of communicating needs is through email, Facebook updates, and our clock in/out messages. Please make sure to keep an updated email address in the office. We also have a website at www.wolfpupdaycare.com and a Facebook page (<https://www.facebook.com/WolfRunVillageInc/>).

*As noted before: Photos of children will NOT be posted on our website or Facebook page unless we have written permission from their parents/guardians.

PARENT/GUARDIAN PARTNERSHIPS

We recognize that parenting is one of the most difficult and intense activities any adult can undertake. We want you as parents/guardians to share your thoughts, hopes, and dreams for your children. We know that you want what is best for your child and that your job is to advocate for and protect your child. We would like to build a partnership with you. You are the expert regarding your child, and we would like to work with you to ensure that your child is getting the best care possible.

Our center maintains an "Open Door" policy for parents who wish to visit or telephone their child at any time during the day.

We, as staff, will strive to do our best to provide quality care every day. But we are not perfect. If you have any concerns, we encourage you to voice them to us immediately. You can speak with the teacher or the Director at any time. We need your input and suggestions so that we can continually improve our services.

You are always welcome to participate in your child's classroom when you are available, and many teachers may ask for this help from time to time. Even if the teacher does not ask, please let them know if you have a special talent to share, a craft or activity to teach, or if you simply would like to share a story with your child and his/her classmates.

PARENT INVOLMENT:

RIGHTS:

- Parents have the right to come and visit or pick up their child at any time. They are encouraged to visit and become involved.
- Parents have the right to written and oral communication about their child's progress.
- Parents have the right to schedule additional parent teacher conferences.
- Parents have the right to have their child educated in a safe, healthy, caring, and enriching environment.
- Parents have the right to be notified immediately of any emergencies involving their child and/or their child's teachers.
- Parents have the right to ask questions to the teacher about their child's progress.

RESPONSIBILITIES:

- Parents have the responsibility to be involved in their child's education. This can include volunteering in the classroom, attending parent teacher conferences, and communicating with their child about what they are doing in daycare/preschool.
- Parents have the responsibility to communicate with the teacher about any issues or concerns they might have.
- Parents have the responsibility not to disrupt the classroom when they come to visit and/or pick up their children early.
- Parents have the responsibility to bring their child's backpack and folder to and from preschool each day, as well as checking your child's folder on a daily basis.
- Parents have the responsibility to let the teacher know as far in advance as possible about any vacations, moves, etc., that might affect a child's attendance, enrollment, or performance in class.

HEALTH & SAFETY

INCIDENT REPORTS

Incident reports will be filled out on all minor and major injuries. Parents will need to sign and date each incident report and may request a copy. If there is a serious injury, illness, or death, McKenzie County Social Services will be notified.

CHILDREN WITH SPECIAL NEEDS

When a child with health, developmental or behavioral concerns is enrolled, the teacher and Director will meet with the child's parents to discuss the specific concerns and possible needs to prepare for their time at our school. All children with diagnosed special health needs are required by licensing to have a current care plan signed by a parent/guardian, health care provider, and updated at least yearly. Emergency medication and/or equipment specified in the care plan is recommended to be available at the program at all times and when the child is taken off site during childcare hours.

EMERGENCY

In the case of an accidental injury of a more serious nature, we will make an immediate attempt to contact a parent/guardian, unless doing so endangers the child's life. In that case, necessary steps will be taken by putting the child's safety first (including calling the ambulance, a family doctor, or poison control.) If for some reason we are unable to contact a parent/guardian, we will call the emergency contact number given at the time of enrollment. It is very important and the responsibility of the parent/guardian to ensure that all the information we have on file is current and correct at all times.

ILLNESS

If a child is ill, please keep them at home in order to prevent the spread of disease. Common colds with clear runny noses do NOT require exclusion from school unless the child is too ill to participate fully (including outdoor activities). However, light green runny noses and constant coughing will require that the child be excluded from the center until they are better. Our goal is to maintain a happy, healthy, environment for all of the children and staff.

- If your child feels too ill to participate fully and would potentially require more one on one time from the staff, due to illness, please keep your child home.

- If a child becomes sick at preschool, the parent/guardian will be notified so that they can pick the child up from the center within 1 hour. If parent cannot be reached, we will call the emergency contacts listed on the child's registration form.

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms will be excluded from our center until:

A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at our school OR the symptoms have subsided for 24 hours without the aid of symptom masking drugs; i.e. ibuprofen, acetaminophen, etc.

- Vomiting: Child may return 24 hours after last incidence of vomiting.
- Diarrhea: two or more episodes of diarrhea, increasing, coming out of the diaper, causing dehydration, or contains blood or mucus. Child may return 24 hours after last incident.
- Influenza: until fever free for 24 hours without taking fever reducing medication.
- Pink eye or conjunctivitis: with green or yellow discharge or matter until 24 hours have passed since first treated.
- Hand, foot, and mouth disease: until the lesions crust over
- Scabies: until treatment has been completed.
- Lice/Nits, until there are no nits present and the lice have been treated.
- Strep Throat: until 24 hours after prescription treatment.
- Fever of 101.0 degrees or greater: Child must remain home until 24 hours fever free without fever reducing medicine.
- Chickenpox: until the 6th day of rash or sooner if all lesions are crusted and dried.
- Impetigo: until 24 hours after prescription treatment, as long as lesions are covered.
- Pertussis (Whooping cough): until 5 days of antibiotic treatment.
- Mumps: until 5 days after the onset of parotid gland swelling.
- Active Tuberculosis: until a health care provider gives written permission stating that the child is on appropriate therapy and can attend childcare.
- Hepatitis A virus: until 1 week after onset of illness, jaundice, or as directed by the health department when immune globulin has been given to appropriate children and staff members.
- Measles: until 4 days after onset of rash.
- Rubella: until 7 days after onset of rash.
- Methicillin-resistant Staphylococcus aureus (MRSA): if lesions cannot be covered, if a child is running a fever, or if the child cannot participate in activities.
- Rash with fever or rash with behavior changes.
- Ringworm: child may return once rash has improved with treatment or if clothing covers the rash.
- Any child who feels too ill to participate.
- Any child who can't stop crying or is excessively irritable.
- Any child who has difficulty breathing, is wheezing, or is coughing excessively.
- Any child with a bad stomach ache.
- Any sick child, who cannot be adequately cared for in the group setting, will be sent home.

Please use good judgement when making the decision to bring your child to Wolf Pup Learning Center. If your child is sick and lethargic, not only it is difficult for them to be away from you (their main source of comfort) but bringing them to daycare continues the spread of illness in other children. We appreciate your cooperation in this matter. **Wolf Pup Learning Center will override any health care provider's order to return if necessary.**

HANDWASHING POLICY

Staff members and children shall wash their hands, according to recommendations by the federal centers for disease control and prevention, before preparing or serving meals, after diapering, after using toilet facilities, and after any other procedure that may involve contact with bodily fluids, such as coughing, sneezing, or blowing/wiping your nose.

HEALTH POLICIES

Parents/Guardians will be notified of communicable diseases that are present or have been present in their child's classroom. We will hang a note on the classroom door or on the secured doors entering the hallway to the classrooms. We may also email the information out as well.

As a center, we are required to notify the North Dakota Department of Health of certain infectious diseases.

IMMUNIZATION POLICY

All children must have verification that they have received all immunizations appropriate for the child's age, as prescribed by the state department of health, or have on file a document stating that the child is medically exempt from immunizations based on religious, philosophical, or moral beliefs. Children are required to be up to date with their immunizations and parents are expected to provide their child's immunization record.

It is recommended that unimmunized children be excluded from daycare if a vaccine-preventable disease occurs at the program for the duration of the possible exposure.

MEDICATIONS, LOTIONS, AND SPRAYS

Written permission from the parent is required before medication can be dispensed to a child. Prescription medication or over the counter medications may be administered by the Wolf Pup Learning Center Director or supervisors, only if a medication form is filled out by the parent/guardian. All medication will be kept at the Director's desk. Medication must be in its original labeled container. If you would like your child to have medication, you need to complete a medication form daily. Over the counter medications will only be given a maximum of 3 days. If you would like your child to be given an over the counter medication for longer than 3 days, a written order from your family doctor will be required. Morning doses of medications should be given at home prior to arrival at Wolf Pup Learning Center.

Written permission is also required before we can use sunscreen or bug spray on your child. You are responsible for providing your child's own sunscreen or bug spray. Please label it with your child's name and give it to his/her teacher to be kept out of reach of the children. If you do not want sunscreen or insect repellent applied to your child, we have a parent request form that needs to be filled out.

PETS

Only approved contained pets will be accessible to children. All pets must be properly immunized, and the kitchen/eating area is free of pets.

PERSONAL BELONGINGS

Please label personal belongings with your child's name. If possible, please send a pair of slippers to wear at school. (These are great to have in case of fire drill and/or emergencies.) All children need a backpack large enough to fit a folder.

Please dress your child in comfortable, weather appropriate, washable clothing that will enable them to participate freely in the activities each day. Please do not bring them in their pajamas, they must be dressed and ready or the day before coming to preschool. Pajamas are only permitted on special days.

Some activities are messy, and we will protect clothing as much as possible, but please take this into consideration when dressing your child for their busy day.

Please mark all outerwear with your child's first and last name and check the lost and found box regularly for misplaced clothing articles.

Shoes need to be appropriate for walking in as we walk to all the parks in town.

We ask that the following is provided for each child on their first day and resupplied as necessary:

- An extra set of clothing that is appropriate for the current season and size, kept in their backpack.
- For potty trained children and older: extra clothes, water bottle, and sunscreen and bug spray if applicable.

Please do not allow children to bring toys, extra blankets, or other items from home. A Show and Tell day is the only exception to this.

TOILET TRAINING

All children must be potty trained and in underwear before attending preschool at Wolf Pup Learning Center. We do not have diaper changing tables at our facilities. Please make sure to pack an extra set of clothes in your child's backpack to leave in there in case of an accident.

AQUATICS POLICY

There will be no swimming or wading pools, sprinklers, field trips to pools, etc. The only water play your child will participate in is water table activities.

ITEM CHECKLIST

- * Backpack big enough for fit a folder
- * 1 box of #2 pencils
- * 6 dry erase markers – any color
- * 4 black sharpie markers
- * 2 yellow highlighters
- * 1 blunt tip scissors
- * 1 pack of twistable crayons (Crayola if possible)
- * 1 box of 24 pack crayons (Crayola if possible)
- * 6 large or 12 small Elmer's glue sticks
- * 2 boxes of Crayola washable markers
- * 2 bottles of washable glue
- * 1 box of Kleenex
- * 1 container of bleach wipes
- * 1 bottle of hand sanitizer
- * Extra set of clothes (kept in backpack)
- * Water bottle (labeled with your child's name to be kept at school)
- * Play-Doh
- * Bingo Daubers



ACKNOWLEDGEMENT OF RECEIPT OF POLICIES

I have read the Wolf Pup Learning Center Parent Handbook and understand the policies contained in it. If at any time I need clarification or explanation of any policy, I will contact the Director for an explanation. I agree to abide by the policies outlined in the Wolf Pup Learning Center Parent Handbook.

Parent Signature:

Date:

E-mail Communication: Please provide your email address so that we may notify you quickly of any important news, announcements, statements, calendars, and any other information we feel you should know about.

Email address:



FIELD TRIP PERMISSION FORM

Wolf Pup Learning Center staff may take your children by walking to various activities around the community, including, parades, the library, area parks, and other community activities.

I hereby give permission for Wolf Pup Learning Center to walk my child,
_____ to various community activities within
Watford City, ND.

Signed and Date:

Parent or Guardian Date



EMERGENCY TRANSPORTATION PERMISSION AGREEMENT

I hereby give permission for Wolf Pup Learning Center to transport my child,

_____,'

to an emergency relocation site for staff, teachers and children when it is unsafe to remain at the childcare facility. I understand that normal safety rules will be followed as much as possible, but that the highest priority is to relocate to a safe location.

This agreement shall remain in effect until the child is no longer enrolled in Wolf Pup Learning Center. The agreement may be terminated before this date by either party but only with written notification.

Parent/Guardian Printed Name:

Home Address:

Phone: _____ Alternative Phone: _____

Special considerations for emergency transportation:

Signed and Date:

Parent or Guardian

Date



PRIVACY PERMISSION AGREEMENT

Our first priority is to protect your child's health and safety. We also wish to protect your family's privacy. Please initial each item to which you give your consent, and sign below:

- _____ Placing photos of your child around the center.
- _____ Posting your child's artwork and other projects that include your child's name around the center.
- _____ Using your child's photo in our year end slide show.
- _____ Using your child's photo or name in our newsletter or on our bulletin boards.
- _____ Using your child's photo or name on our Facebook page or website.
- _____ Publish your child's photo or name in the local newspapers.

Parent or legal guardian's signature

Date of signature

Parent or legal guardian's signature

Date of signature

Director's signature

Date of signature



CHILD INFORMATION SHEET
 NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
 CHILDREN AND FAMILY SERVICES
 SFN 845 (2-2020)

Every Early Childhood Program is required to have certain information on file. These requirements are set forth in the rules and regulations for Early Childhood Services as adopted by the North Dakota Department of Human Services. All information requested herein is required and shall be kept confidential.

Child's Name	Date Child Enrolled	Preferred or Nickname of Child	Date of Birth
Parent's Name	Home Telephone Number	Cell Phone Number	Work Telephone Number
Home Address			
Place of Employment			Hours of Work
Parent's Name	Home Telephone Number	Cell Phone Number	Work Telephone Number
Home Address			
Place of Employment			Hours of Work

EMERGENCY AUTHORIZATION

In case of an emergency and parents cannot be reached, who should be contacted?

Name	Relationship to Child	Work Telephone Number	Home Telephone Number
Name	Relationship to Child	Work Telephone Number	Home Telephone Number
Physician to Call in an Emergency			Clinic Telephone Number
Dentist to Call in an Emergency			Clinic Telephone Number

I hereby authorize the Early Childhood Program to secure emergency medical treatment for my child under the following conditions:

1. An emergency or unanticipated condition necessitates immediate action for the preservation of the life or health of the child, and
2. Reasonable attempts to contact me have failed.

Parent Signature	Date	Parent Signature	Date
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AUTHORIZATION TO RELEASE CHILD

Unless otherwise authorized by you in writing, only the parent or legal guardian may pick up your child(ren) from the Early Childhood Program. List below any others you wish to authorize for this purpose.

Name	Relationship to Child	Telephone Number
Name	Relationship to Child	Telephone Number
Name	Relationship to Child	Telephone Number

These people are NOT allowed to pick up my child.

Name	Relationship to Child
Name	Relationship to Child

For Operator Use Only:

The identification of this child has been verified. As proof of identification, the child's parent has produced: <input type="checkbox"/> Copy of Child's Birth Certificate <input type="checkbox"/> Child's Passport <input type="checkbox"/> Other _____
Signature of Operator



PARENT'S STATEMENT ON HEALTH OF CHILD

ND DEPARTMENT OF HUMAN SERVICES/CFS

SFN 847 (Rev. 11-2008)

INSTRUCTIONS: This form must be completed annually for any child enrolled in a licensed early childhood facility.
This form is completed by a parent or guardian of the child.

Full Legal Name of Child:		Birth Date:	Enrollment Date:	Please check one: <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Dropin <input type="checkbox"/> B/A School	
Full Legal Name(s) of Parent or Guardian:				Relationship:	
Address:			City:	State:	ZIP Code:
Home Telephone Number:	Work Telephone Number:	Family Dentist:			
Family Physician:		Clinic:	Telephone Number:		
Hospital:				Telephone Number:	
Last Visit to Doctor:		Child's Height:	Child's Weight:		
Does The Child Have Any food, medication or environmental allergies: <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, List Allergies:		Describe Allergy Reaction:		Usual Treatment:	
Please Check If Any Of The Following Conditions Exist:					
<input type="checkbox"/> Asthma	<input type="checkbox"/> Heart Condition	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Behavioral Issues		
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Seizure Disorder	<input type="checkbox"/> Frequent Earaches	<input type="checkbox"/> Other Conditions (please specify):		
<input type="checkbox"/> Vision Impairment	_____				
Please Explain All Checked Items:					
Is The Child Under Current Medical Treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list:					
Are There Any Medications That The Child Takes Daily? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list:					
Describe Any Limitation Your Child May Have For Participation In An Early Childhood Program:					
Is there a health care plan for your child? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach					

INSURANCE:
Liability insurance is not a requirement for a license to provide family or group child care. Please review with your child care provider the liability coverage that is presently in place.

CERTIFICATION:
I certify that the above information is true to the best of my knowledge.

Parent or Guardian's Signature:	Date
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Food Program Packet

*Everyone must fill out the CACFP Enrollment Form even if your income does not qualify. We qualify as a center because we are nonprofit.

*Step 1 & Step 4 are required.

*Step 2 & Step 3 are optional.



CACFP Enrollment Form / Free and Reduced-Price Income Application (Child Care)

Center Name

Wolf Pup Learning Center

STEP 1 REQUIRED The parent / guardian must complete Parts 1, and 4. List ALL Children who attend day care

CHILD'S Last Name, First Name	Date of Birth	Time of Care		Regular Days of Care							Meals Served During Care								
		Arrival Time	Leave Time	M	T	W	T	F	S	S	B	A	M	L	P	M	D	E	V

Foster Child	Migrant	Head Start

Check all that apply

PARENTS OF INFANTS

Your child care center must offer at least one brand of formula if your child is on formula. You have the option of declining that brand and supplying your own formula. Children must be served breast milk or iron-fortified infant formula until they are one year of age. All other food items must be provided by your center when age-appropriate, consistent with CACFP guidelines.

I choose to supply expressed breast milk to my child care provider to serve at meal time.

I choose to accept the iron-fortified infant formula (brand: _____) that my child care center has offered.

My child care center has offered the following brand, _____ I have chosen to decline this brand and provide the formula for my infant.

STEP 2 Optional Do any household members (including you) currently participate in one or more of the following assistance programs: SNAP TANF, or FDRP?

IF NO > Go to STEP 3 IF YES > Write case number here and proceed to STEP 4 (do not complete STEP 3) CASE NUMBER: _____ Write only one case number in this space.

STEP 3 Optional Parent / guardian should fill out household income to determine the amount of CACFP funds the center will be eligible to receive. This form will be placed in our confidential files.

A. Child Income
Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

B. All Other Household Members (Including yourself)
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0' if you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Household Members not listed in Step 1 (Last Name, First Name)	Earnings from Work		How often?		Child Income		How often?		Welfare/Child Support/Alimony		How often?		Pensions/Retirement/Social Security/SSI/VA Benefits		How often?			
	Weekly	Bi-Weekly	Monthly	ZxMonth	Weekly	Bi-Weekly	Monthly	BxMonthly	Weekly	Bi-Weekly	Monthly	ZxMonth	Weekly	Bi-Weekly	Monthly	ZxMonth		

Total Household Members (Children and Adults) Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or other Adult Household Member

STEP 4 REQUIRED Sign and date the application. The form must be signed by the parent or guardian.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that CACFP officials may verify (check) the information. I am aware that if I purposely give false information, the participant/center may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Print Name of Adult Signing the Form _____ Today's Date _____

Signature of Adult _____ Phone/Email _____

City _____ State _____ Zip _____

Address _____

Source of Income for Children	
Sources of Child Income	Examples
Earnings from work	<ul style="list-style-type: none"> A child has a regular full or part-time job where they earn a salary or wages
Social Security - Disability Payments - Survivors Benefits	<ul style="list-style-type: none"> A child is blind or disabled and receives Social Security benefits A parent is disabled, retired, or deceased, and their child receives Social Security benefits
Income from person outside of household	<ul style="list-style-type: none"> A friend or extended family member regularly gives a child spending money
Income from any other source	<ul style="list-style-type: none"> A child receives regular income from a private pension fund, annuity, or trust

Source of Income for Adults		
Earnings from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All other sources of income
<ul style="list-style-type: none"> Salary, wages, cash bonuses Net income from self-employment (farm or business) <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) Allowances for off-base housing, food, and clothing 	<ul style="list-style-type: none"> Unemployment benefits Workers compensation Supplemental Security Income (SSI) Cash assistance from State or local government Alimony payments Child support payments Veterans benefits Strike benefits 	<ul style="list-style-type: none"> Social Security (including railroad retirement and black lung benefits) Private Pensions or disability benefits Income from trusts or estates Annuities Investment income Earned income Rental income Regular cash payments from outside household

OPTIONAL Children's Ethnic and Racial Identities (Optional)

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for receiving meals during care.

Ethnicity (check one): Hispanic or Latino Not Hispanic or Latino

Race (check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, the funds your child care center/provider receives may be impacted. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine the meal reimbursement for your child care center/provider. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for program information. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

MAIL*: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

FAX: (202) 690-7442; or
EMAIL: program.intak@usda.gov
This institution is an equal opportunity provider.

*Only use this address if you are filing a complaint of discrimination.

DO NOT FILL OUT For official use only

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

Total Income How often? Weekly Bi-Weekly Monthly 2x/Month 3x/Month

Determining Official's Signature Date Confirming Official's Signature Date Follow-up Official's Signature Date

Categorical Eligibility Eligibility Free Reduced Denied



Automated Payment Processing
Safe - Convenient - Easy

We are excited to offer the safety, convenience and ease of Tuition Express—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize (business name) to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Form fields for Section A: Cardholder Name, Phone #, Cardholder Address, City, State, Zip, Account Number, Expiration Date, Cardholder Signature, Date

SECTION B (Bank Account)

Form fields for Section B: Your Name, Phone #, Address, City, State, Zip, Bank or Credit Union Name, Bank or Credit Union Address, City, State, Zip, Routing Transit Number (see sample below), Account Number (see sample below), Checking, Savings

Authorized Signature, Date

For Official Use Only

Date Received, Employee Signature



A service of

