

COYOTE PUPS LEARNING DEN



Parent/Guardian Handbook & Contract 2024-25'

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Coyote Pups Learning Den Price Sheet

Effective August 1, 2024

Full Time Childcare for 0-17 Months	\$1275/Month
Full Time Childcare for 18-35 Months	\$1075/Month
Full Time Childcare for 3 Years of Age (Little Learners Included)	\$1000/Month
Full Time Childcare for 4/5 & Up Years of Age (Little Learners Included)	\$900/Month

*Tuition is due on the 1st and is based off of a 4 week month. Some months will be more days than 4 weeks, some will be less depending how the days fall. Prices are not prorated for that nor for days Coyote Pups Learning Den is closed following the Williston Basin School District #7 Calendar (not including Summer Break).

Little Learners is a program for Coyote Pups Parents and Guardians wanting to make sure their child is ready for kindergarten and develop a love for learning. At Little Learners your child will receive the best education and follow a pre-k curriculum to ensure they are prepared and having fun while doing so. We will start after Labor Day and finish before the first week of May. Our Little Learners classes utilize a combination of curriculum, which is in district alignment with WBSD#7 and ensures kindergarten readiness.

**Must be fully potty trained and able to express basic needs to be in our Little Learners Program*

At Coyote Pups Learning Den, our mission consists of providing a warm and nurturing environment where children feel safe. We wanted to provide Williston with an Early Childhood Education Center that offers activities and childcare that is designed to encourage each child's growth. Through cooperative play and creative activities, kids reach their social, emotional and physical milestones naturally and with ease.

Welcome to Coyote Pups Learning Den!

This handbook contains information regarding Coyote Pups Learning Den Early Childhood Center. It is very important that you read this handbook and keep it handy for the time that your child is part of this center. It will answer many questions that you may have about Coyote Pups Learning Den.

Coyote Pups Learning Den Mission and Philosophy

We strive to find the most caring, energetic, and experienced teachers for our Coyote Pups to learn and grow. Coyote Pups Learning Den is an early childhood education center dedicated to providing a safe and nurturing experience that provides the opportunity for all ages to grow physically, emotionally, socially, and intellectually. By implementing our one-of-a-kind curriculum, play time, exploration, and various activities we are devoted to making learning fun and effective for every child.

Hours of Operation

Our hours of operation are from 7:30 AM -5:30 PM, Monday-Friday.

Coyote Pups Learning Den will operate in accordance to Williston Basin School District #7 calendar for Thanksgiving, Christmas, and Spring and Summer Breaks. We hope this gives parents the opportunity to spend time with their children, and employees time to enjoy some well-deserved time off as well.

Closure Policy

In the event that Coyote Pups Learning Den is closed for any reason we will contact parents through our childcare software app messaging. Closure of the center is at the discretion of the Coyote Pups Learning Den Operator and will follow the WBSD #7 for weather closures. We do our best to operate at all times; however, we will always keep safety and licensing requirements as our top priority at our centers.

Staff

Coyote Pups Learning Den 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 or neglect), sexual performances by children, or any other offense not listed above that has been determined to be not sufficiently rehabilitated. Coyote Pups Learning Den following 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 judgment when making decisions impacting the quality of care;
 - c. Shall verify completion of a department approved basic childcare 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 childcare;
 - 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 childcare program during the first week of employment. The orientation must address the following:
 - a. Emergency healthy, 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 childcare center;
 - f. Rules and policies of the childcare 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 Coyote Pups Learning Den. All staff members are given an employee handbook and are expected to abide by the rules set forth by Coyote Pups Learning Den. All staff members are CPR and First Aid certified.

Staff and Group Size Requirements

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

- For children less than eighteen months of age one staff member may care for four children, a ratio of .25 in decimal form, with a maximum group size of 10 children;
- For children eighteen months of age to thirty-six months of age, one staff member may care for five children, a ratio of .20 in decimal form, with a maximum group size of fifteen children;
- 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 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

Coyote Pups Learning Den accepts children from 6 weeks and older. 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 childcare program and activities.

We would love to show you around our beautiful center before your child starts here to discuss programs and policies and see if we are a good fit for your family.

The following items must be submitted to the Operator prior to or on the first day of childcare and also be updated annually:

- SFN 845 Child Information Sheet
- SFN 847 Parent's Statement on Health of Child
- Proof of Birth Certificate (do not need this on file)
- Immunization Record
- Signed Contract
- Infant Sleep Permission Form (If younger than 12 months)
- Active Childcare Software App Account
- Enrollment Fee and Tuition for first month of childcare (paid in our childcare software app)

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 childcare, 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 or Operator in writing.](#)

Tuition and Fees

There is a NON-refundable registration fee/child. This fee equals one week of cost per child based on their age and this will secure your child's place at Coyote Pups Learning Den. For the following year's enrollment, August tuition is due June 1. This is nonrefundable as we are holding your child's spot through the summer and finalize classroom rosters.

Tuition and fees will be evaluated and set annually (August 1) and are at the discretion of the Operator. While we try to keep our prices reasonable, we pride ourselves on providing high quality childcare for each child enrolled in Coyote Pups Learning Den and paying our teachers accordingly.

You are required to pay the monthly fee regardless of whether your child is present or not. You will be required to submit bank information into our childcare software platform. A statement will be sent over email before withdrawal takes place. You will always pay in advance for your childcare services (the first of every month.)

Late Payment Fees

A late charge of \$25 will be charged on Monday after the payment processing for any unpaid balances and additional \$10/day will be charged after that. (unless other arrangements have been made with the operator, in writing.)

Trial Period

There is a 2-week trial period during which time either you or Coyote Pups Learning Den may terminate childcare services without advance notice.

Termination Policies

Coyote Pups Learning Den reserves the right to terminate care in circumstances of non-payment of tuition that is 4 weeks behind payment schedule. Notices will be provided in writing of late tuition.

Coyote Pups Learning Den reserves the right to terminate care, immediately and without notice, in instances of inappropriate behavior on the part of the child or parent/guardian. Please refer to the sections regarding behavior/discipline. This includes but is not limited to: slander of our center, our staff feeling we cannot accommodate your child or families needs or demands, any negativity or inappropriate behavior brought into our center.

If you wish to terminate your childcare, 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 registration fee once again.

Check In & Out Procedures

Each day upon arrival, an approved parent/guardian is required to check in their child at the front desk. Children may not be checked in before 7:30 AM. Please escort your child to their classroom to check in with the teacher and drop off outerwear and belongings in cubbies. Please follow the same procedure when picking your child up. Please walk to the child's classroom, gather belongings, and check out with the teacher.

Children can only be checked in/out by authorized personnel. All personnel authorized to check children in/out must be listed in file and identification will be checked at the front desk. If someone not listed in your file will be checking out your child for the day, you must notify Coyote Pups Learning Den 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 operator and law enforcement officials will be contacted.

Check out must occur no later than 5:30 PM each day for all day children. A fee will be assessed for late pick up as follows:

- 0-15 minutes late= \$25
- 15-30 minutes late= \$75
- 30-45 minutes late= \$125

In the event that you are more than 45 minutes late, Coyote Pups Learning Den reserves the right to terminate your childcare services immediately. In the event that you are late (any length of time) more than three times, Coyote Pups Learning Den reserves the right to terminate your childcare services.

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

If your child is scheduled to come to Coyote Pups Learning Den and fails to arrive, we will message the parent/guardian by 9:00 AM to ensure that both parties are aware of the child's

whereabouts. If you cannot be reached, we will then begin to call your emergency contacts. If we cannot connect with anyone, ND DHHS may be notified to ensure family and children are safe. Attendance is very important, and consistency is necessary if children are to feel totally safe and comfortable at Coyote Pups Learning Den and get the most out of their experience.

Sibling Discount

If you enroll more than one child in Coyote Pups Learning Den, the price will be decreased by \$100 a month for any child after the first.

Children's Arrival/Parent's Departure

When dropping off your child in the morning

- Please take off your shoes and children's shoes at the door if they are muddy or wet;
- Walk your child to their class;
- Take your child's coat and belongings and hang them in their cubby;
- Exchange information about your child with staff members; and
- Say your good-byes, please do not linger as this makes it more difficult for your child to start their routine

Parents should remove their infant from the car seat as well as any outerwear upon arrival. Parents should place their own child in a car seat and secure safety straps when picking up the child to go home.

Confidentiality

All information that is shared with Coyote Pups Learning Den 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 Coyote Pups Learning Den environment.

Please do not share pictures of your child's schoolmates online without permission from their parents/guardians.

Noncompete Agreement

Parents in our program will not recruit other families or teachers to leave the program. Once an employee leaves the program, they may not be employed by a Coyote Pups family for 6 months.

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, a 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 at all locations. Fire extinguishers are located throughout the building, near the exits, by the furnace room, in the elevator closet and in the kitchen.

In the case of a fire inside the building, we will evacuate the building immediately and gather across the street. Fire drills are held throughout the year. All staff members are required to be certified in CPR and First Aid.

Incident reports will be filled out and ND DHHS will be notified of any emergencies involving serious injury, serious illness or death.

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

Liability Insurance

Coyote Pups Learning Den has and is required to carry liability insurance.

Nutrition Policy for All Children

Infants will not be given cow's milk until they reach the age of 12 months. At that time, they will be provided whole milk until they reach the age of 2 years. Prior to reaching the age of 12 months, Coyote Pups Learning Den will require that parents bring either breast milk or formula for their child during the day. **Lunch is not provided, please send your child with lunch each day.** If your child is sent to school without a lunch and no lunch is dropped off before 11 AM:

1st offense: We will make your child a lunch with what we have

2nd offense: You will be charged \$25 to your account & required to bring a lunch

3rd offense: You will be charged \$50 to your account & required to bring a lunch

More than 3 times may be subject to removal from our center. Coyote Pups is committed to promoting the health and well-being of all children in our care. We believe that proper nutrition plays a crucial role in children's development and overall health. This policy provides guidelines for parents when packing lunches for their children attending our daycare.

Guidelines:

1. Nutritional Balance:

- Please pack lunches that include a variety of foods from different food groups, such as fruits, vegetables, whole grains, lean proteins, and dairy or dairy alternatives.
- We suggest including foods rich in essential nutrients like vitamins, minerals, and fiber.
- We discourage the inclusion of foods high in added sugars, sodium, and unhealthy fats.

2. Food Safety:

- Please pack lunches in insulated containers with ice packs to keep perishable foods safe until consumption, if needed.

We will create a positive mealtime environment that encourages children to try new foods and develop healthy eating habits.

Water is offered and visible throughout the day.

Meals and snacks will be low in sugar, low in fat, and will include fruits and vegetables.

- Breakfast will be provided between 7:30-8:30 AM. If your child will arrive after this time, please provide them with a balanced breakfast prior to arriving at The Learning Den.

Children in care for more than 3 hours will receive a snack or meal. Children are encouraged to eat, but we do not use coercion or force feeding.

- Lunch: 11:30 AM (*Lunch is not provided, please send your child with lunch each day.*)
- PM Snack: 3:00 PM

Please encourage your child to wash their hands before breakfast, and the teacher will have them wash their hands before all other meals/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 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, meals or treats provided accommodate this allergy. Your child's teachers will update you on what allergies your child's friends may have.

Rest Time

We feel that all children need and benefit from a rest period each day. While some children may not actually sleep, we feel this time allows them to experience quiet time and respite from the busy routine of the day.

All full-time children will rest between 12-2 PM. Children may bring a blanket to use during rest time. Please do not send pillows with your child as we do not have a way to store them in a way that is sanitary. Children that do not take naps will still be required to lie quietly for 30 minutes; they may then finish out the remainder of their rest time with quiet activities.

All the children's blankets and mat covers get washed at least once a week. In the event that the child is sick, we will send them home to be washed more often.

Outdoor Play

Part of our philosophy is that outdoor time is very important based on our own experiences and the research of others. Not only do children need time each day to participate in outdoor activities in order to burn off energy and develop fit habits, they also need outdoor time to provide emotional, cognitive, and social benefits. The outdoors allows 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 be taken outside when temperatures are above 15 degrees F (wind chill or temperature) and below 90 degrees F. 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 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 too sick to be in school. Coyote Pups Learning Den 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.

Media Policy

Coyote Pups Learning Den will occasionally take pictures of your child for our website or our childcare software app account. We will not place names or photos of our children on our

website, Social Media, newspaper, or any other venue that will be seen outside of the center without your permission.

Parents are expected to follow the same guidelines to support the rights and privacy of other parents and individuals.

Transitions

Transitions can be hard on children and we would like the difficulties to be as minimal as possible. We would like consistency for all children. We do transition children when they age out, when staffing changes require it, and with the maturity of your child. When we are getting ready for your child to transition to another room, we will notify you when they are moving and to which classroom. We would then like to give you a tour and introduce you to your child's new teacher. Throughout the week before they are going to switch classrooms, we prefer to slowly get the child introduced to their new room. We believe that primary caregiving establishes an environment in which meaningful and lasting relationships can develop between children, staff, and families.

Transportation

Coyote Pups Learning Den will not provide any motorized transportation except in cases of emergency. In all other cases we will walk to our destination.

Aquatics

There will not be any swimming activities onsite at Coyote Pups Learning Den. Our center may plan field trips to the Splash Pad or Pool however. (please see Aquatic Policy Permission Form)

Visitors

All visitors are required to check in immediately. Parents are welcome at any time; but due to safety reasons, we need to know who is in the building at all times.

Although Coyote Pups Learning Den has secured doors, please do not let other parents/guardians in if you are unaware of who they are. This is for the safety of our children, and you do not have to feel obligated to open the door for a visitor you do not know.

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; however, they need and expect guidelines, rules and routine in order to feel safe and secure. It is our goal and duty as caregivers and 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:

- 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.
- 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 appetizing food.
- Our Little Learners classes utilize a combination of curriculum, which is in district alignment with WBSD#7.

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 believe that quality education happens best when children are happy and healthy.

Infant/Toddler Daily Schedule

Coyote Pups Learning Den infant/toddler schedule is flexible and used as a guideline to foster a daily routine of good health habits, self-discipline, adequate indoor/outdoor play, rest/sleep, with time and opportunity for various experiences. The environment protects children 0-12 months from physical harm without restricting physical, intellectual, emotional and social development. Environment and interaction requirements are complied with and reviewed.

7:30-8:15 AM: Drop off, greeting, breakfast

8:15-9:00 AM: Free Play

9:00 AM: Diapers

9:00-9:30 AM: Morning Activities/Nap if needed

9:30-10:00 AM: Arts and crafts, play time, outdoor play or gym play

10:00-10:30 AM: Wash hands/morning snack

10:30-11:30 AM: Arts and crafts, play time, outdoor play or gym play

11:00 AM: Diapers

11:30-12:00 (Lunch preparation, wash hands) Lunch

12:00-2:00 PM: Rest time/Quiet time/Diaper upon waking

2:00-3:00 PM: Outdoor play/free play

3:00-3:30 PM: Wash hands/afternoon snack

4:00 PM: Diapers

3:30-5:30: Activity time/Centers/Outdoor or gym play, free play, pick up/goodbyes

Preschool Programming Schedule (Little Learners during scheduled times)

Coyote Pups Learning Den Preschool Programming schedule is flexible and used as a guideline to foster a daily routine of good health habits, self-discipline, adequate indoor/outdoor play, rest/sleep, with time and opportunity for various experiences. The environment protects

children months from physical harm without restricting physical, intellectual, emotional and social development. Environment and interaction requirements are complied with and reviewed.

7:30-8:15 AM: Drop off, greeting, breakfast

8:15-9:00 AM: Free Play

9:00 AM: Bathroom Break

9:00-9:30 AM: Morning Activities

9:30-10:00 AM: Arts and crafts, play time, outdoor play or gym play

10:00-10:30 AM: Wash hands/morning snack

10:30-11:30 AM: Arts and crafts, play time, outdoor play or gym play

11:00 AM: Bathroom Break

11:30-12:00 (Lunch preparation, wash hands) Lunch

12:00-2:00 PM: Rest time/Quiet time/Quiet Activities

2:00-3:00 PM: Outdoor play/free play

3:00-3:30 PM: Wash hands/afternoon snack

4:00 PM: Bathroom Break

3:30-5:30: Activity time/Centers/Outdoor or gym play, free play, pick up/goodbyes

Positive Guidance

Coyote Pups Learning Den believes 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 Coyote Pups Learning Den.

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.

Discipline at Coyote Pups Learning Den 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 child interested and engaged. You are welcome to inquire about your child's behavior at any time and we encourage this discussion. Appropriate behavior is acknowledged and appreciated.

Inappropriate behavior will be quietly addressed as soon as it is observed.

All Coyote Pups Learning Den staff is expected to follow our seven-step behavior 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 operator, and parents and then be sent home with a parent and a copy kept in the students file

1. The first step will include a reminder of proper school behavior. (ex. Our feet belong on the floor so that way we do not 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 now, how about reading a book or working with the blocks, which option do you choose?)
3. If these attempts to change inappropriate behavior fail, we will give the child time apart to help diffuse the situation and give the children a chance to redirect themselves. Each classroom has a “quiet area” where a child can sit along and work with some sort of manipulation. This quiet area is not a place where children go when they are “in trouble,” rather an area that children can choose to work in at any time. The teacher will suggest this area if they feel 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 a teacher and child sit together and work on something or visit.
4. In extreme cases, if the behavior continues and is disrupting the learning environment, the child will be removed from the group and visit the Director. They will then begin a formal request to meet with parents within a week to discuss a safety/action plan.
5. Parents/Guardians will be contacted for a conference with management when a child appears to be stressed, anxious, or otherwise motivated to engage in negative behavior. At this point, management may ask for the parents to sign a Standard Safety Plan (a contract between management and parents so that if a child becomes a danger to other children, staff, themselves, or refused to cooperate 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 a ½ hour.) An action plan will be created for the child to help them with their needs. This includes possible steps from suspension 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. Coyote Pups Learning Den reserves the right to withdraw a student if the learning environment is compromised, or the safety of other students and/or teachers is at risk.

Biting Policy:

1. Prevention Measures:
 - We educate our caregivers and parents on the causes of biting behavior in young children.

- Supervise children closely to anticipate and prevent biting incidents.
 - Teach children alternative ways to express themselves when they feel frustrated or upset.
2. Immediate Response to Biting Incidents:
 - When a biting incident occurs, the caregiver intervenes immediately to separate the children involved calmly.
 - Attend to the victim's needs, providing appropriate care and comfort.
 - Offer support to the child who bit, helping them understand why their behavior is not acceptable and guiding them towards more appropriate responses.
 3. Documentation and Communication:
 - Document the incident.
 - Communicate with the parents of both the child who bit and the child who was bitten.
 4. Progressive Discipline:
 - For the first biting incident, the caregiver works to develop strategies to prevent future occurrences.
 - For the second biting incident, the caregiver implements more intensive interventions, such as a plan with the family, closer supervision or temporary separation from certain activities.
 - After a third biting incident in one day, the child is sent home for the day. This decision is made in consultation with the parents, and a plan is developed to address the behavior going forward.
 5. Follow-Up and Support:
 - After any biting incident, follow up with both sets of parents to ensure understanding and support.
 - Provide resources and guidance to help parents address biting behavior at home.
 - Continuously monitor the situation and adjust strategies as needed to promote a safe and positive environment for all children.

This policy aims to balance the needs of the children involved, maintain a safe environment, and support parents in addressing challenging behaviors effectively. We offer care to children with physical and cognitive disabilities and Coyote Pups reserves the right to enforce the plan based on the specific situation. Coyote Pups Learning Den is an all-inclusive program and we will do our best to provide care to each and every student within these means.

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, 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 food as a form of discipline, kick, punch, spank, shake, bite, roughly handle, strike, retrain, or physically mistreat a child, force a child to ingest substances that would cause pain or discomfort, withhold active play from a child as a form of discipline or punishment, beyond a brief period of separation (no more than one minute per year of the child's age unless a class has been made to a parent and the child is waiting in the office to be picked up.)

Parents in the Program

If you have 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 that location's Director. If the issue has not been resolved to your satisfaction, then please bring your concerns to our Operator: Kenzi Brown.

If you suspect that we are in violation of our center license or feel your complaints are not being heard, please call Moriah Rademacher Early Childcare Licensing Specialist 701-630-0308.

Mandated Reporter: Licensing requires all staff members are mandated reporters and they will report any suspected child abuse or neglect as required by North Dakota Century Code 50-25.1-03. Child Abuse & Neglect Reporting Line 1-833-958-3500

Procedure:

1. The Operator will report suspected abuse/neglect and document all concerns and have staff document their concerns.
2. If unsure whether to report the situation, the Operator will contact ND DHHS.
3. Staff, volunteers, and back up staff will document concerns, discuss concerns with Operator or supervisor, and follow the recommendations.
4. Staff, volunteers, and back up staff will use their own judgment, document and report concerns to ND DHHS when a situation is warranted, and Operator and supervisor are not available. If unsure whether to report the situation, they should contact ND DHHS.. The Operator will be informed immediately upon return.

All suspicions of child abuse will be documented and reported to the local authorities. The employees/staff members of Coyote Pups Learning Den are mandated reporters and required by law to report any suspected child abuse or neglect.

Communication

We will communicate through our social media pages, our childcare software app, website, email, and cell phone. Therefore, please keep an updated email address and phone number in our system at all times. We will communicate regularly about your child's physical, emotional, social, and intellectual growth. Upon request, parents will be provided progress reports on their children.

Daily Reports: Parents will be given daily reports via our communication app, and may request daily reports for their child/children, including details regarding eating, napping, and diapering if more details are needed.

Parent/Guardian Partnerships

At Coyote Pups Learning Den, 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 them. We would like to build a partnership with you, as 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.

We will strive to do our best to provide quality care everyday but are not perfect. If you have any concerns, we encourage you to voice them to us immediately. You may speak with the Director or Operator at any time and are encouraged to give your input/suggestions so that we can continually improve our services.

Parent Involvement

Rights:

- Parents have the right to come and visit or pick up their child at any time. They are encouraged to be 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 a responsibility to be involved in their child's education. This can include volunteering, attending parent teaching conferences, and communicating with their child about what they are doing at Coyote Pups Learning Den.
- Parents have a responsibility to communicate with the teacher about any issues/concerns they may have.
- Parents have the responsibility not to disrupt the classroom when they come pick up their child early and/or visit.
- Parents have the responsibility to let the teacher know in advance as possible about any vacations, moves etc. that might affect the child's attendance, enrollment, or performance in class.

Health & Safety

Incident Reports

Incident reports will be filled out on all minor and major injuries within 24 hours. If there is a serious injury, illness, or death, ND DHHS will be notified.

Children with Special Needs

When a child with health, developmental, or behavioral concerns is enrolled; the teacher and Operator 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 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 care, 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 contact 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 your 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,) or do not require additional support. However, light green runny noses and constant cough 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 staff, due to illness, please keep your child home.
- If a child becomes sick at school, the parent/guardian will be notified so that they can pick the child up from the center within 1 hour. If the parent/guardian cannot be reached, we will contact the emergency contacts listed on file.

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 the 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 the last incident.
- Influenza: until fever free for 24 hours without taking fever reducing medication.
- Covid-19: Quarantine according to CDC Guidelines
- 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.
- RSV: with the danger level to small children of this virus, we require an 8 day isolation from a positive test.
- Scabies: until treatment has been completed.

- Lice/Nits: until there are no nits present and lice has been treated.
- Strep Throat: until 24 hours after prescription treatment.
- Fever of 100.4 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 (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 cannot stop crying or is excessively irritable.
- Any child who has difficulty breathing, wheezing, or is coughing excessively.
- Any child with a bad stomach ache.
- Any sick child, who cannot be adequately cared for in a group setting, will be sent home.

Please use good judgment when making the decision to bring your child to Coyote Pups Learning Den. If your child is sick and lethargic, not only is it difficult for them to be away from you (their main source of comfort) but bringing them to school continues the spread of illness in other children. We appreciate your cooperation in this matter. [Coyote Pups Learning Den 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 the toilet facilities, and after any other procedure that may involve contact with bodily fluids.

Health Policies

Parents/Guardians will be notified of communicable diseases that are present or have been present in their child's classroom. We may also email the information out if necessary. As a

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

In the event of a pandemic, this overrides the current illness policy. We will follow CDC guidelines and continue to operate as we are able.

Back to Sleep Policy (Infants)

All infants under 12 months of age shall be placed on their backs on a firm, tight fitting place for sleep. Unless a child has a note from a physician specifying otherwise, infants shall be placed on their backs to lower the risk of Sudden Death Syndrome, per recommendations from the American Academy of Pediatrics.

When infants are able to easily turn over to the prone position, they shall be put down to sleep on their back but allowed to sleep in any position that they prefer.

Licensing requires written parental permission from infants to use a blanket, sleep sack, security item, or pacifier. All parents for children under 12 months of age must fill out an infant sleep form included in the enrollment packet before early childhood learning services are provided.

Immunizations Policy

All children must have verification that they have received all immunizations appropriate for the child's age, are 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 the center 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 Coyote Pups Learning Center Operator or Director, only if written permission is given by the parent/guardian. All medication will be kept in a locked cabinet in the kitchen and the medication requested must be in its original labeled container. We are not able to accommodate medication requests that require a significant amount of time, such as those necessitating a 1:1 child-to-staff ratio. We want to ensure that each child receives the attention and care they deserve at all times. If your child requires such medication, we recommend discussing alternative arrangements with their healthcare provider. Over the counter medications will only be given a maximum of 3 days. If you would like your child to be given over the counter medication longer than 3 days, a written order from your family doctor is required. Morning doses of medications should be given at home prior to arrival at Coyote Pups Learning Den.

[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 their teacher to be kept out of reach of 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.](#)

Written permission is required for us to apply an over the counter product such as diaper cream, lotion, teething gel/tablets, antibacterial first aid ointment, sunscreen, or bug spray.

Personal Belongings

Please label personal belongings with your child's name. If possible, please send a pair of clean slippers or indoor shoes to wear at school.

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 for the day before arriving at Coyote Pups Learning Den. 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. Summertime shoes need to be appropriate for walking/playing in.

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.
- For infants: diapers, wipes, diaper cream, teething medicine, blanket, pacifiers, bottles, breastmilk and/or formula, and sunscreen and bug spray if applicable.
- For toddlers: diapers, wipes, diaper cream, water bottle, extra clothes, blanket for naptime, and sunscreen and bug spray if applicable.
- For potty training children and older: extra clothes, water bottle, blanket for rest time, and sunscreen and bug spray if applicable.

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

Toilet Training

Toilet training needs to be a cooperative effort between home and childcare. When a child shows interest or readiness, the teacher will work with the parents to establish a routine. Teachers welcome your comments and questions, and may ask many themselves, as they work with you to help your child transition out of diapers. If your child has had two accidents during the day while wearing underwear, they will be placed in a pull up, due to health and safety concerns.

Coyote Pups Learning Den Checklist

Infant/Toddlers

- _____ Diapers
- _____ Wipes
- _____ Diaper Cream
- _____ Bottles
- _____ Pacifiers
- _____ Formula and/or Breastmilk
- _____ Blanket
- _____ Extra Set of Clothes
- _____ Sunscreen
- _____ Bug Spray
- _____ Teething Medicine

Potty Trained Children

- _____ Blanket
- _____ Extra Set of Clothes
- _____ Sunscreen
- _____ Bug Spray
- _____ Water Bottle

***Please label all items with your child's name**

Contract

The purpose of this agreement is to make both parties aware they are entering a serious agreement, remind both parties of their obligations and spell out the consequences if the terms are broken. This agreement will be reviewed yearly. You should give a notice (2 weeks) of any proposed changes. Not every family and provider are a good match. **The relationship should begin with a 2-week trial period at which time both parties evaluate if this is a good match.**

Provider: Coyote Pups Learning Den _____

Address: 1905 26th St. W, Williston, ND 58801/1316 12th St. W Williston, ND 58801

Phone Number: 701-609-8632 _____

E-mail: coyotepupslearningden@gmail.com _____

Parent/Guardian: _____

Address: _____

Cell Phone: _____

Work phone: _____

E-mail: _____

Parent/Guardian: _____

Address: _____

Cell Phone: _____

Work phone: _____

E-mail: _____

Child(ren)

1. Name of child:

Date of birth:

2. Name of child:

Date of birth:

1. First Day of Care

- The first day of care will be _____.

2. Regular Hours of Care

- The **childcare hours for the child covered by this contract will be** from 7:30 AM to 5:30 PM Monday-Friday. Late drop-offs do not allow for late pick-ups.

Child Care Rates and Fees

3. Regular Rate

- The fee will be \$ _____ per month.
- The holding fee will be \$ _____ every month. (Half the regular price to hold spot)
- The client will be responsible for paying the normal rate during school vacations/closed days (not including summer break.)

Family Discounts

- There is a discount for two or more children from the same family. That rate is: \$100 off a month for each child after the first.

Rate Increases

- The rate will increase only as Coyote Pups Learning Den sees needed.

Payment

- The client will pay for childcare one month in advance. Fees are due on the first of every month for the upcoming month of childcare.

Late Payment Fees

- If the child care fee is not paid when due, a late payment fee of \$25 will be charged on Monday after the payment processing for any unpaid balances and additional \$5/day will be charged after that. Any unpaid balances longer than 30 days are subject to an 18% interest per annum. Any efforts of Coyote Pups Learning Den, LLC in collection of unpaid invoices including but not limited to attorney fees, costs and disbursements will be paid for by client.

Early Drop-off and Late Pickup Fees

- Check out must occur no later than 5:30 PM each day for all day children and drop off no earlier than 7:30 AM. A fee will be assessed for late pick up as follows:
0-15 minutes late= \$25
15-30 minutes late= \$75
30-45 minutes late= \$125

8. Public Health Emergencies/sickness

- If our center must shut down due to a public health emergency or sickness where we cannot staff our center to operate in ratio, tuition will still be charged. While Coyote Pups Learning Den will try their best to stay open we must pay our employees, so in order to continue running our center we must collect tuition.
- If a parent/guardian voluntarily keeps their child home during a public health emergency or for sickness, they will still be charged their normal rate.

Calendar

- Coyote Pups Learning Den will follow the Williston Basin School District #7 Calendar.

Child Sick Days and Absences

- The client must notify the provider via our childcare software app before the scheduled

starting time whenever a child will not be coming to care due to illness or any other reason. The client will pay for each day whether the child attends or not.

Holding Fees

- The provider agrees to hold a space in the program for one year in advance for the client’s child. The client agrees to pay the holding fee on the 1st of every month to hold their spot.

Registration Fees

- There is a NON-refundable registration fee/child. This fee equals 25% of monthly cost per child based on their age at the time of enrollment.
- Tuition and fees will be evaluated and set annually (August 1) and are at the discretion of the Operator. While we try to keep our prices reasonable, we pride ourselves on providing high quality childcare for each child enrolled in Coyote Pups Learning Den.
- There is a 2-week trial period during which time either you or Coyote Pups Learning Den may terminate childcare services without advance notice.

Childcare Software App Fees

- Credit Card Fee: Software app discretion (please see billing in your app)
- ACH Fee: Software app discretion (please see billing in your app)

Termination after the Trial Period

- The client must give a two-week written notice to end this contract. Payment is due for the notice period whether or not the child is brought to the provider for care during that time.
- The client has termination rights also and may do so if they feel the safety of their child is in jeopardy at the program.
- The provider may terminate this contract at will. *(For example, threats or accusations from parents, a sudden serious illness, inability to accommodate a child, or disruptive parents.)*
- The provider reserves the right to immediately terminate this contract without notice if the client does not make each payment in full when due.

The Signatures of the Parties to the Contract

- By signing this contract, clients indicate that they have also read the provider’s contract and policies and agree to follow them.
- Failure to enforce one of more of the terms of this contract does not waive the provider’s right to enforce any other terms of this contract.

_____ 8/1/24

Parent/Guardian Signature

Date of Signature

Kenzi Brown _____ 8/1/24

Operator’s Signature

Date of Signature

Acknowledgement of Receipt of Policies

I have read the Coyote Pups Learning Den 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 Operator for an explanation. I agree to abide by the policies outlined in the Coyote Pup Learning Den Parent Handbook.

Parent Signature:

Date:

Email 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 know about.

Email Address:

If you have Facebook, please follow our Coyote Pups Learning Den page for updates.

Field Trip Permission Form

Coyote Pups Learning Den staff may take your children by walking to various activities around the community. I hereby give permission for this center to walk my child, _____ to various community activities within Williston, ND. Included but not limited to: aquatic activities.

Aquatic Activities Permission Form

Name of child: _____

Date of Birth: ____/____/____ Age: _____

I give consent for my child to participate in aquatic activities at Coyote Pups Learning Den

I understand that my child's care provider will:

- Maintain a safe staff to child ratio while participating in water activities
- Closely monitor my child and will never leave them unattended while they are participating in the water activities listed below.

My child may participate in: *Please check all that apply. Permission is not required for water tables or sprinklers*

- Swimming in pool or participating at the Splash Pad

My child's swimming abilities: *Please check all that apply*

- A non-swimmer
- Has successfully completed formal swimming lessons

Describe what levels of swimming lessons your child has _____

Parent(s) or guardian(s) name:

Signature of parent/guardian: _____

Date* _____

Emergency Transportation Permission Agreement

I hereby give permission for Coyote Pups Learning Den to transport my child, _____ to an emergency relocation site for staff, teachers, and children when it is unsafe to remain at the child care 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 Coyote Pups Learning Den. The agreement may be terminated before this date by either party but only with written notification.

Parent or Guardian Printed Name:

Home Address:

Phone: _____ **Alternative Phone:** _____

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.

_____ Placing your child's artwork or other projects that include their name around the center.

_____ 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.

Parent/Guardian Signature

Date of Signature

Authorization of Non-Prescription Products

Name of Child: _____

Date of Birth: _____

Age: _____

Parent(s) or Guardian(s) Name: _____

All over the counter (OTC) products require written parental permission on a yearly basis. The following OTC product may be applied to my child in accordance with the manufacturer's instructions on the original container:

Type of Product: _____ **Brand Name:** _____

- | | |
|--|-------------------|
| <input type="checkbox"/> Diaper Ointment/Cream | Anything Provided |
| <input type="checkbox"/> Skin Lotion | Anything Provided |
| <input type="checkbox"/> Teething Gel/Tablets | Anything Provided |
| <input type="checkbox"/> Sunscreen (for children over 6 months) | Anything Provided |
| <input type="checkbox"/> Insect Repellent (for children over 2 months) | Anything Provided |
| <input type="checkbox"/> Antibacterial First Aid Ointment | Anything Provided |
| <input type="checkbox"/> Toothpaste | Anything Provided |

Parent(s) or Guardian(s) Name: _____

Signature of Parent/Guardian: _____

Date: _____

Please fill out and attach the following linked documents:

Official Document verifying identification of the child

[SFN 845 Child Information Sheet](#)

[SFN 847 Parent's Statement on Health of Child](#)

[SFN 16038 Certificate of Immunization](#)

<https://ndchildcare.org/providers/safe-sleep.html>