



# Wolf Pup Daycare/Learning Center Parent/Guardian Handbook

Wolf Pup Daycare/Learning Center  
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**\*Wolf Pup Daycares denotes both Wolf Pup Badlands and Wolf Pup Fox Hills**

**\*Wolf Pup Learning Centers denotes both Wolf Pup Learning Center and Wolf Pup Learning Center Portables**

## PRICE SHEET

Full time daycare for 0 – 18 months	\$285/week
Full time daycare for 19 – 35 months	\$260/week
Full time daycare for 3 year olds	\$250/week
Full time daycare for 4 & 5 year olds	\$250/week
Part time daycare for 0 – 24 months	\$80/day
Part time daycare for 2 & 3 year olds	\$70/day
Part time daycare for 4 & 5 year olds	\$65/day
June & July hold fee	Half a month tuition for each month spot is held
Yearly supply fee	\$75/year

## WELCOME TO WOLF PUP DAYCARE/LEARNING CENTER

This handbook contains information regarding the learning centers/childcare programs. 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 Daycare is a nonprofit 501c3 childcare center with four locations in Watford City, ND, that provides quality child care to the community and surrounding areas. Wolf Pup Daycare cares for children from birth through 12 years old. Wolf Pup Daycare Badlands opened in August 2014 and is licensed for up to 211 children. It has 16 classrooms, an indoor multipurpose room, a commercial kitchen, and 3 fenced playgrounds. It is within walking distance to many child friendly amenities. Wolf Pup Daycare Fox Hills opened in August 2024. It has 15 classrooms, an indoor multipurpose room, a commercial kitchen, and 3 fenced playgrounds that connects to the Linear Park Fitness Trail. Wolf Pup Learning Center opened in October 2019, and is licensed for 74 children. It has 4 classrooms to service children aged 3 to 5, in our community with preschool-like services. Wolf Pup Learning Center Portables opened in October 2023 and consists of 4 modular buildings, 2 classrooms in each, with to service children aged 3 to 5, in our community with preschool-like services.

#### 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 Daycares hours of operation are from 7:30 am to 5:30 pm, Monday through Friday. Wolf Pup Learning Centers hours of operation are from 8:30 to 11:30 and 12:00 to 3:00, Monday through Friday.

#### CLOSURE POLICY

In the event that Wolf Pup Daycares or Learning Centers are closed due to an emergency, there will be a text message sent out to the primary and secondary payers on each account. We will also update our Facebook page if we are going to be closed. Closure of the daycare/learning center is at the discretion of the Wolf Pup Daycares/Learning Centers Operator.

## HOLIDAYS

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

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

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

## STAFF

Wolf Pup Daycares/Learning Centers 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 Daycares/Learning Centers 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 Daycares/Learning Centers. All staff members are given an employee handbook and are expected to abide by the rules set forth by Wolf Pup Daycares/Learning Centers. 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 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 ten 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-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; and
- For children six years of age to twelve years of age, one staff member may care for twenty children, a ratio of .05 in decimal form, with a maximum group size of forty children.

## ENROLLMENT

### ELIGIBILITY

Wolf Pup Daycares/Learning Centers accepts children from birth through 12 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 beautiful facilities before your child starts at either of the centers 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 child care/preschool-like services and also be updated annually (June):

- Child Information Sheet
- Parent's Statement on Health of Child
- Copy of Birth Certificate
- Immunization Record
- Signed Contract

- Infant Form (If younger than 12 months)
- ACH Tuition Express Form
- Enrollment Fee and Tuition for 1 week of daycare
- 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/preschool-like services, 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. This includes a loaner key fob, to be returned when services have been terminated.

TOTAL DUE UPON ENROLLMENT = \$150 REGISTRATION FEE PLUS FEES FOR ONE WEEK OF CHILDCARE

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

You will be required to pay the weekly fee regardless of whether your child is present or not, or if the center is closed. You will be required to submit a voided check or credit card for ACH withdrawal. An emailed statement will be sent out before withdrawal takes place. An ACH withdrawal will be taken from your account every two weeks. You will always pay in advance for your childcare.

### BIRTH THROUGH 18 MONTHS

Weekly full time tuition for children aged 0 – 18 months is \$285/week.

Weekly full time tuition for children aged 19 – 35 months is \$260/week.

Weekly full time tuition for children age 3 years old is \$250/week.

Weekly full time tuition for children age 4 and 5 years old is \$250/week.

Part time schedules are available upon approval from the Director. Anything over 3 days of care will be charged a full time rate.

Part time tuition for children aged 0 – 18 months is \$80/day.

Part time tuition for children 2 – 3 years old is \$70/day.

Part time tuition for children 4 - 5 years old is \$60/day.

### PRESCHOOL-LIKE SERVICES FOR DAYCARE CHILDREN

\*Children ages 3 and up will also receive preschool-like services. Our teachers are individuals with strong academic credentials and backgrounds in education. The benefits of early childhood education are numerous, and help prepare them for their school years.

Children in the younger 3 year old classes, will be attending preschool-like services in their classroom, Monday through Friday mornings from 9:00 – 11:00. The other part of the day, they will be doing daycare activities.

Older 3 year olds and older children will be attending preschool-like at Wolf Pup Learning Centers, Monday through Friday mornings from 8:30 to 11:30, or afternoons from 12:00 to 3:00. The other part of the day, they will be doing daycare activities.

#### JUNE/JULY HOLD FEE

Pay half the tuition per month to hold your child's spot for the month of June and the month of July. Your child will not be able to attend the month of June or July if you choose to do the holding fee. ACH will resume August 1.

#### DROP-INS

The drop in fee is \$90/day for infant through 5. There is no guarantee that space will be available for your child. You must call ahead to check for availability. All enrollment forms must be submitted on or before the first day.

#### SUPPLY FEE

An annual supply fee of \$75 will be charged every year after your first year of enrollment. The supply fee helps cover the cost of supplies used throughout the center.

#### 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 Director.

#### 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, childcare 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 made current.

#### CHILD CARE ASSISTANCE

Child Care Assistance is allotted to help with the cost of child care. Please ask the front desk for the information. All Child Care Assistance goes through Mountrail McKenzie Human Service Zone.

#### TRIAL PERIOD

There is a 2 week trial period during which time either you or Wolf Pup Daycares/Learning Centers may terminate child care &/or preschool-like services without advance notice.

#### TERMINATION POLICIES

Wolf Pup Daycares/Learning Centers 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.



Wolf Pup Daycares/Learning Centers 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 childcare &/or preschool-like 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 front desk at Wolf Pup Daycares.

### CHECK IN & CHECK OUT PROCEDURES

Each day upon arrival, an approved parent/guardian is required to check in their child from the Procure: Childcare App or the Procure computer, located at the front desk of both daycares. Children may not be checked in prior to 7:30 each morning, and you will have to be on the premise to check them in. At Wolf Pup Daycares, all children and parents/guardians must enter through the main entrance at the front of the building. At Wolf Pup Learning Centers, all children and parents/guardians must enter through the designated door.

At Wolf Pup Badlands, we ask that the elevator be avoided and only used as necessary.

Please escort your child to his/her classroom to check in with the teacher and drop off outerwear and belongings in cubbies. Please follow the same procedure with picking your child up. Please walk to your child's classroom, gather their belongings and check out with the teacher.

If you are dropping off or picking up your child from Wolf Pup Learning Centers, the doors are open from 8:15 am – 8:30 am, 11:20 am – 11:30 am, 11:50 am – 12:00 pm, and 2:50 pm – 3:00 pm. If you are picking your child up or dropping them off outside these hours, please ring the doorbell of your child's teacher and they will let you in the front door. Wolf Pup Daycares/Learning Centers uses the same check in/check out software.

Security doors will be restricted by key fob access (see details below).

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 at the front desk. If someone not listed in your file will be checking out your child for the day, you must notify Wolf Pup Daycares/Learning Centers 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 5:30 pm each day for daycare children. Children will be brought to the front desk area to be picked up. A fee will be assessed for late pick up as follows:

- 0 - 15 minutes late = \$15 (1<sup>st</sup> offense), \$40 (2<sup>nd</sup> offense), \$100 (3<sup>rd</sup> time and up offense)
- 15 - 30 minutes late = \$65 (1<sup>st</sup> offense), \$100 (2<sup>nd</sup> offense), \$130 (3<sup>rd</sup> time and up offense)
- 30 - 45 minutes late = \$115 (1<sup>st</sup> offense), \$125 (2<sup>nd</sup> offense), \$230 (3<sup>rd</sup> time and up offense)

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

In the event that you are late (any length of time) more than three times, Wolf Pup Daycares/Learning Centers reserves the right to terminate your childcare/preschool-like 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

If your child is scheduled to come to daycare and fails to arrive, we will call the parent/guardian by 9:00 am to touch base and 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, social services may be notified to ensure family and children are safe.

Your child's attendance is very important. Consistency is necessary if children are to feel totally comfortable in daycare/preschool-like services 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 for the upcoming month. 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 and the front desk 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 Wolf Pup Daycares/Learning Centers. 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 access to the Procure: Childcare App or the Procure computer, identification will be checked before picking up the child. If an adult is not listed in your file, you must notify Wolf Pup Daycares/Learning Centers by calling or in writing.

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, Mountrail McKenzie Human Service Zone 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 off your child in the morning:

- Please take off your shoes and your child's shoes at the secured door if they are muddy or wet. You can also cover your shoes with booties;

- Walk your child to their class;
- Take off your child's coat and hang it in their cubby;
- Exchange information about your child with the staff members; and
- Say your goodbyes

If dropping off your child at the Learning Centers, teachers will meet you at their classroom door or in the inside front lobby door for drop off. If your child is not going back to daycare and you plan to pick them up at the Learning Centers, please let the teachers know.

Parents should remove their infant from the car seat as well as any outwear upon arrival.

Our rest time during the day is between the hours of 12:00 pm and 2:00 pm. Please note that is a very hard time for most children to get dropped off during the day. If at all possible, please bring them before or after this time period.

Parents should place their own child in their car seat and secure the car seat safety straps when leaving.

### CONFIDENTIALITY

All information that is shared with Wolf Pup Daycares/Learning Centers 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 daycare environment.

The privacy of all families at Wolf Pup Daycares/Learning Centers 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 daycare or the learning center, 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 Daycares/Learning Centers staff may take your children to various activities around the community, including swimming lessons, parades, the library, the splash pad, pool, area parks, and other community activities. If a field trip includes the use of a bus, 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.

We will take children of all ages to the Wild West Water Park Splash Pad. Please bring a labeled towel and swim suit for your child to leave at daycare for the summer months. The splash pad permission slip must be signed before your child will be permitted at the splash pad.

We will take children that are age 3 and over to the Wild West Water Park. Life jackets or puddle jumpers are a must. Please bring a labeled life jacket/puddle jacket, towel and suit for your child to leave at daycare for the summer months. A swimming pool pass will be required for your child to go to the pool. The swimming pool permission slip must be signed before your child will be permitted in the pool.

## 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 all of the buildings, near the exits, by the furnace room, in the elevator closet, and in the kitchen.

In the case of a fire inside Wolf Pup Daycare Badlands, we will evacuate the building immediately and gather across the street to the east in the Badlands Elementary School Parking Lot. In the case of a fire inside Wolf Pup Learning Center, we will evacuate the building immediately and gather across the street to the west at the City of Watford City, City Hall. In the case of a fire inside Wolf Pup Fox Hills, we will evacuate the building immediately and gather across the street to the south where Wolf Pup Learning Center Portables are located. In the case of a fire inside Wolf Pup Learning Center Fox Hills, we will evacuate the building immediately and gather across the street to the north at Wolf Pup Daycare Fox Hills. 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 either of the daycares due to a natural disaster, we will go across the street to the elementary schools. In the event that we are required to leave the Learning Center due to a natural disaster, we will go across the street to city hall. In the event of a natural disaster at Wolf Pup Learning Center Fox Hills, we will go across the street to the elementary school. In the event of any of the Wolf Pup premises needing a different location to relocate, we will utilize the Rough Rider Center.

In the case of a tornado at Wolf Pup Daycare Badlands, each downstairs classroom will utilize their in-room bathroom for shelter. The children in the rooms upstairs will move downstairs to interior bathrooms or hallways. In the case of a tornado at Wolf Pup Learning Center, each classroom will go into the hallway. In the case of a tornado at Wolf Pup Daycare Fox Hills, each classroom will go into their interior bathroom. In the case of a tornado at Wolf Pup Learning Center Fox Hills, 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 NDDHHS will be notified of any emergencies involving serious injury, serious illness, or death.

In case of evacuation of Wolf Pup Daycare Badlands, we will relocate to:

1. Badlands Elementary School (701-444-2985)
2. Rough Rider Center (701-842-3665)

In case of evacuation of Wolf Pup Learning Center, we will relocate to:

1. City of Watford City, City Hall (701-444-2533)
2. Rough Rider Center (701-842-3665)

In case of evacuation of Wolf Pup Daycare Fox Hills, we will relocate to:

1. Fox Hills Elementary School (701-444-2985)
2. Rough Rider Center (701-842-3665)

In case of evacuation of Wolf Pup Learning Center Fox Hills, we will relocate to:

1. Fox Hills Elementary School (701-444-2985)
2. Rough Rider Center (701-842-3665)

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

### KEY FOB

One key fob will be provided to all families upon enrollment. This key fob must be returned in working condition on your child's last day, or there will be a \$10 charge to your account.

Additional key fobs may be issued for a rental fee of \$10.

If you do not have your key fob when you drop off or pick up your child, a staff member will assist you but this occurrence will be noted in your file. If you continue to forget your key fob (more than 4 times), you will be required to purchase an additional fob.

### LIABILITY INSURANCE

Wolf Pup Daycares/Learning Centers 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.

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, Wolf Pup Daycare will require that parents bring either breast milk or formula for their child during the day. We do provide one brand of formula, which is stated on our food program form. If you choose this formula, please mark the appropriate box. If you do not choose this formula, you will be required to bring your own.

Once an infant reaches 6 months of age, beginner foods can be introduced. Jarred/packaged baby foods will be offered and will focus on pureed vegetables and fruits without any sugar added. Meals and snacks are properly prepared, in a sufficient amount of time, and are served at appropriate hours in a safe and sanitary manner.

Low-fat milk will be provided for breakfast and lunchtime to full-time daycare children aged 2 and older. Water will be provided during snack time. If your child cannot drink cow's milk, you may provide an alternative milk for them to drink (such as almond milk or soy milk), with a doctor's note.

Meals and snacks are prepared onsite and will be low in sugar, low in fat, and will include fruits and vegetables. A monthly menu is available at the front desk and is subject to change.

Breakfast will be provided between 7:30 - 8:15. If your child will arrive after this time, please provide them with a balanced breakfast prior to arriving at daycares/learning centers. Children in care for more than 3 hours will receive a snack or a meal. Children are encouraged to eat, but we do not use coercion or force feeding.

Breakfast is served from 7:30 - 8:15

AM Snack is served at 10:00

Lunch is served at 11:30

PM Snack is served at 3:00

Please encourage your child to wash their hands before sitting down to breakfast and the teacher will have them wash their hands before all other meals or 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.

### REST TIME

We feel that all children need and benefit from a rest period each day. While some children may not actually sleep, we still 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 the hours of 12 pm - 2 pm. If you are needing to pick up your child during this time period, we will not keep the children from napping after 12:15pm. Children receiving afternoon preschool-like services will not have this break due to their short schedule.

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 wash them more often.

### 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 in daycare. **Wolf Pup Daycare/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

At Wolf Pup Daycare Badlands, please park in the parking lot adjacent to the building. The parking lot is a one-way entry and exit with the entry on 3<sup>rd</sup> Street SE and the exit on 4<sup>th</sup> Avenue SE. If there are not spots available, it is acceptable to utilize the on-street parking on 4<sup>th</sup> Avenue SE. Please always utilize the front door for entry into the building. At Wolf Pup Learning Center, please park in the parking lot adjacent to the building. The parking lot is a two-way entry and one-way exit with entry on 2<sup>nd</sup> St NE and the exit on 3<sup>rd</sup> Ave NW. If there are not spots available, it is acceptable to utilize the on street parking on 2<sup>nd</sup> St NE. At Wolf Pup Daycare Fox Hills, please park in the parking lot adjacent to the building. The parking lot is a one-way entry and exit with the entry and exit on Cottontail Road. At Wolf Pup Learning Center Fox Hills, please park in the parking lot adjacent to the building. The parking lot is a one-way entry and exit with the entry and exit on Cottontail Road.

## MEDIA POLICY

Wolf Pup Daycares/Learning Centers has security cameras equipped in all rooms and common areas. Footage is viewed frequently by the Director and management team. Live cameras can be viewed in the front reception area.

Wolf Pup Daycares/Learning Centers staff will occasionally take pictures of your child. We utilize these photos for our bulletin boards, your child's classroom, and our end of the year slide show for the program/graduation.

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 or new station may visit and take your child's picture or video. By signing the permission slip you allow the outside media to take your child's picture or video and include it in the newspaper or on the local news.

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.

## 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 give you a letter stating when they are moving, and what classroom

they are moving to. We then would 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 the new room, starting off a few hours a day, up to the majority of the day. If you have any questions with your child's transition, please let us know.

Here at Wolf Pup Daycares/Learning Centers we believe that primary caregiving establishes an environment in which meaningful and lasting relationships can develop between caregivers and children as well as between caregivers and families. These relationships rest on satisfying relationships within the caregiving team, which call to mind the principle of continuity of care.

## TRANSPORTATION

Wolf Pup Daycares/Wolf Pup Learning Centers will provide transportation to and from various locations throughout Watford City, ND and its immediate surrounding area via bus, van, or other means of transportation whether by third-party transportation providers or otherwise. Children that attend Wolf Pup Daycare Badlands will ride a bus to attend preschool-like services. In some cases we will walk to our destination. A release of liability will need to be signed before your child is able to get transported.

## VISITORS

All visitors are required to check in at the front desk. Parents are welcome at any time (open door policy) but due to safety reasons, we need to know who is in the building at all times.

Although Wolf Pup Daycares/Learning Centers has secured doors, please do not let other parents/guardians in if you are unaware of who they are. We have our secured doors for extra security for our children, and you do not have to feel obligated to open a 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, 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 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 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 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.

### INFANT/TODDLER DAILY SCHEDULE

The infant and toddler schedule is very flexible and is used as more of a guideline. The daily routine fosters development 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.

Please inquire with your child's teacher for a more specific schedule, but in general the following schedule will apply to your child's day:

7:30 am - 8:15 am – Drop off, greeting, breakfast

8:15 am - 9:00 am – Free play

9:00 am - Diapers

9:00 am - 9:30 am – Morning activities

9:30 am - 10:00 am – Art and crafts, play time, outdoor play or gym play

10:00 am - 10:15 am – Wash hands/morning snack

10:15 am - 11:20 am – Arts and crafts, playtime, outdoor play or gym play

11:00 am - Diapers

11:20 am - 11:30 am – Lunch preparation – visit restroom, wash hands

11:30 am - 12:00 pm – Lunch

12:00 pm - 2:00 pm – Rest time/quiet time/quiet activities

2:00 pm - Diapers

2:00 pm - 3:00 pm – Field trips, outdoor play, free play

3:00 pm - 3:15 pm – Wash snacks/afternoon snack

3:15 pm - 5:30 pm – Activity time, centers, outdoor play or gym play, free play, pick up, goodbyes

4:00 pm - Diapers

## PRESCHOOL-LIKE SERVICES SCHEDULE

The preschool-like services daily routine fosters the development of food health habits, self-discipline, adequate indoor/outdoor play, rest/sleep 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 Daycares/Learning Centers, 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 Daycares/Learning Centers.

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 Daycares/Learning Centers 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 Daycares/Learning Centers. 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 Daycares/Learning Centers 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 Right Track or Infant Development. If none of the above steps results in improvement, Wolf Pup Daycares/Learning Centers reserves the right to terminated daycare 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

At both Wolf Pup Daycare Badlands/Learning Centers, there is a parent information board in the front reception area with information on it. By our secured doors, we have mailboxes with information as well. Wolf Pup Daycare Fox Hills has a parent information screen in the front reception area with information on it. Wolf Pup Daycares/Learning Centers 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 teacher's supervisor and the center director. If the issue has not been resolved to your satisfaction, please bring your concerns to our Operator, Tessa Moberg at Wolf Pup Daycare.

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

### 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 central intake line at 833-958-3500. The employees/staff members of Wolf Pup Daycares/Learning Centers 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 mailbox in the classrooms. The teacher is the first and most appropriate way for you to learn about your child's day when you arrive for pick up. Children that are age 3 and up will also have a daily folder that needs to go between the daycare/preschool-like services and home, daily. This is our way of tracking each child's behavior and keeping parents updated on what is going on with our preschool-like services.

Our biggest way of communicating needs is through email, text messages, Facebook updates, and through the Procure: Childcare app messages. Please make sure to keep an updated email address in the office. We also have a website at [www.wolfpupdaycare.com](http://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 a supervisor 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 or at the learning center.
- 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 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, NDDHHS 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 child care 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 daycare, 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: unless lesions are seeping, and/or drooling uncontrollably.
- 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 6<sup>th</sup> 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 child care.
- 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 Daycares/Learning Centers. 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 Daycares/Learning Centers 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.

### 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.

### BACK TO SLEEP POLICY FOR INFANTS

All infants under 12 months of age shall be placed on their backs on a firm, tight fitting mattress for sleep in a crib. Unless a child has a note from a physician specifying otherwise, infants shall be



placed on their back to lower the risk of Sudden Infant Death Syndrome, per recommendations from the American Academy of Pediatrics.

When infants are able to easily turn over from the supine to the prone position, they shall be put down to sleep on their back, but allowed to sleep in any position they prefer for sleep. After the child is 8 weeks and/or rolling from back to front, we are no longer able to swaddle children while they are asleep.

Licensing requires written parental permission for infants to use a blanket, sleep sack, security item, or pacifier. All children under 12 months of age must fill out an **Infant Sleep Form** included in the enrollment packet before daycare services are provided.

### 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 Daycare/Learning Center Directors or supervisors, only if a medication form is filled out by the parent/guardian. At Wolf Pup Daycares, all medication will be kept at the front desk and the medication form can be filled out there also. Any medication kept at Wolf Pup Learning Centers will be administered and kept in the possession of the Director. Medication must be in its original labeled container. 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 Daycares/Learning Centers.

**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.**

**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.** You will find the permission slip attached at the end of this handbook.

### 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.)

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 on the day before coming to daycare. 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 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.
- For infants: diapers, wipes, diaper cream, teething medicine, blanket, pacifiers, bottles, breastmilk and/or formula, water bottle/sippy for table food eaters, 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: extra clothes, pull-ups, wipes, water bottle, blanket for nap time, and sunscreen and bug spray if applicable.
- For potty trained children: 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. A show and tell day is the only exception to this.

## TOILET TRAINING

Toilet training needs to be a cooperative effort between home and child care. When a child shows interest or readiness, the teacher or caregiver will work with the parents to establish a routine.

Teachers and caregivers 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 back in a pull-up, due to health and safety concerns.

## AQUATIC POLICY FOR WOLF PUP DAYCARE

- As per licensing requirements, written parental permission and a written description of a child's swimming ability is required before your child can participate in any aquatic activity.
- There is no wading/swimming pool at Wolf Pup Daycare.
- The following types of water activities are provided at our child care program:
  - Sprinkler
  - Water balloons
  - Water tables
  - Splash pad
  - Wild West Water Park (children are not allowed to use the hot tub)
- Lifeguards are not considered to be teachers/caregivers. Lifeguards will not be counted in the child to staff ratio at a public pool.
- Children are highly encouraged to wear life jackets dependent on their swimming ability.
- Child to staff ratios will be maintained at all times.
- Wolf Pup Daycare will maintain child to staff ratios as follows when going to Wild West Water Park:

<b>AGE GROUP</b>	<b>CHILD-TO-STAFF SUPERVISION RATIO</b>
Infant/Toddler	This age does not go to the Wild West Water Park
Preschool	4 to 1 ratio

- Staff will not be involved in any activity other than directly supervising the children during water activities.
- Children will be kept in sight at all times during water activities.
- Staff are certified in pediatric first aid and CPR and will be present at all times during water activities.
- A phone and a first aid kit will be readily accessible at all times.
- Children in diapers are required to wear diapers designed for swimming/water activities.
- Children with diarrhea or open sores will not be allowed to participate in water activities.

## ITEM CHECKLIST

### INFANT/TODDLERS

- Diapers
- Wipes
- Diaper Cream
- Bottles
- Pacifiers
- Formula and/or Breastmilk
- Teething medicine
- Water bottle/Sippy cup
- Blanket
- Extra set of clothes
- Sunscreen
- Bug spray

### POTTY TRAINED CHILDREN

- Blanket
- Extra set of clothes
- Sunscreen
- Bug spray
- Water bottle



## ACKNOWLEDGEMENT OF RECEIPT OF POLICIES

I have read the Wolf Pup Daycares/Learning Centers 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 Daycares/Learning Centers Parent Handbook.

Parent Signature:

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Date:

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**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 addresses:

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**WALKING FIELD TRIP PERMISSION FORM**

Wolf Pup Daycares/Learning Centers staff may take your children by walking to various activities around the community, including swimming lessons, parades, the library, the splash pad, pool, area parks, and other community activities.

I hereby give permission for Wolf Pup Daycares/Learning Centers 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 Daycares/Learning Centers 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 Wolf Pup Daycares/Learning Centers. The agreement may be terminated before this date by either party but only with written notification.

Parent/Guardian Printed Name:

\_\_\_\_\_

HomeAddress:

\_\_\_\_\_  
\_\_\_\_\_

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.
- \_\_\_\_\_ Publish your child's photo or video clip in or on the local news channel.

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Parent or legal guardian's signature Date of signature

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Parent or legal guardian's signature Date of signature

---

Director's 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 I provide
<input type="checkbox"/> Skin Lotion	Anything I provide
<input type="checkbox"/> Teething Gel/Tablets	Anything I provide
<input type="checkbox"/> Sunscreen (for children over 6 months) <small>Use No Sunscreen Form if you do not want sunscreen used on this child.</small>	Anything I provide
<input type="checkbox"/> Insect Repellent (for children over 2 months) <small>Use No Insect Repellent Form if you do not want insect repellent used on this child.</small>	Anything I provide
<input type="checkbox"/> Antibacterial first aid ointment	Anything I provide

Parent(s) or guardian(s) name:

\_\_\_\_\_

Signature of parent/guardian:

\_\_\_\_\_

Date:

\_\_\_\_\_



## Water Activity Permission Form

Name of child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

I \_\_\_\_\_ give consent for my child \_\_\_\_\_, to participate in water activities while at Wolf Pup Daycares.

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*

- Wild West Water Park Splash Pad
- Wild West Water Park/Roughrider Center Pool

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

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

Describe what level/skills your child has in swimming:

\_\_\_\_\_

Has special needs with water activities:

\_\_\_\_\_

**Parent(s) or guardian(s) name:**

\_\_\_\_\_

**Signature of parent/guardian:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_



I request transportation for my student, \_\_\_\_\_, to ride the bus provided for the 2024 – 2025 school year. I hereby agree to hold harmless Wolf Pup Daycares, Wolf Pup Learning Centers, and Wolf Run Village, Inc., its employees, volunteers, contractors, board, and agents from any and all liability of whatsoever nature and injuries, sickness, or other damages suffered during his or her transportation, including but not limited to all claims for compensation, bodily injuries, and property damages whether arising out of alleged negligence. I authorize emergency medical treatment in the event of an accident. I/We understand that every reasonable effort to notify us will be taken upon learning of an accident and/or prior to rendering emergency treatment. I further agree that my student will follow all Wolf Pup rules while on the bus.

\_\_\_\_\_  
Print Student's Full Name

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date



Release of Liability

I, (print name) \_\_\_\_\_, am the parent or legal guardian of (print child's name) \_\_\_\_\_, who is a minor.

I acknowledge that I am signing my child/ward up for an activity(ies) or program(s) run through Wolf Pup Daycares/Wolf Pup Learning Centers or offered outside of Wolf Pup Daycares/Wolf Pup Learning Centers that for which Wolf Pup Daycares will provide transportation, and that there are certain risks of physical injury to participants in the activity(ies), program(s), and transportation. I agree to assume the full risk of any such injuries, damages, or loss, regardless of severity, which I, my child/ward, or any of our heirs, successors, or assigns may have against Wolf Pup Daycare/Wolf Pup Learning Centers and Wolf Run Village, Inc. and their directors, employees, agents, volunteers, chaperones, or representatives resulting from participating in the activity(ies), program(s), or transportation.

I hereby authorize and allow Wolf Pup Daycare/Wolf Pup Learning Centers, as well as its agents, employees, and volunteers, permission to chaperone and transport my minor child/ward to and from various locations throughout Watford City, ND and its immediate surrounding area via bus, van, or other means of transportation whether by third-party transportation providers or otherwise.

I understand, acknowledge, and agree that Wolf Pup Daycares/Learning Centers and Wolf Run Village, Inc., their directors, agents, employees, volunteers, chaperones, or representatives shall not be liable for any injury, up to and including death, that my minor child/ward may suffer which is incident to and/or associated with their participation with Wolf Pup Daycares/Learning Centers or through its transportation or supervision of my child/ward.

I hereby release, discharge, indemnify, and agree to hold harmless Wolf Pup Daycares/Learning Centers and Wolf Run Village, Inc., its directors, employees, agents, volunteers, chaperones, and representatives free from any and all liability arising out of or in connection with my minor child/ward. For purposes of this RELEASE, liability means all claims, demands, losses, causes of action, suits, or judgments of any kind that I or my minor child, or our heirs, executors, administrators, and assigns may have against Wolf Pup Daycares/Learning Centers and Wolf Run Village, Inc., their directors, employees, agents, volunteers, chaperones, or representatives for any personal, physical, or emotional, injury, accident, illness, death, or any loss of or damage to personal property that occurs to my minor child while they are participating with Wolf Pup Daycares/Learning Centers.

\_\_\_\_\_ (Initials) **I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS AGREEMENT AND RELEASE OF LIABILITY. I AM FULLY AWARE OF THE LEGAL CONSEQUENCES OF THIS AGREEMENT AND AGREE TO ITS TERMS AND UNDERSTAND I AM WAIVING CERTAIN RIGHTS AND AM RELEASING WOLF PUP DAYCARES/LEARNING CENTERS AND WOLF RUN VILLAGE, INC. FROM ALL LIABILITES STATED HEREIN.**

Signature of Parent or Legal Guardian:

\_\_\_\_\_

Date:

\_\_\_\_\_



**CHILD INFORMATION SHEET**  
 NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
 EARLY CHILDHOOD DIVISION  
 SFN 845 (5-2022)

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.

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

**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
<b>Physician to Call in an Emergency</b>			Clinic Telephone Number
<b>Dentist to Call in an Emergency</b>			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:

Per North Dakota Century Code section 12-60-26(7)(c), proof of identity means a certified copy of a birth certificate or any other documentary evidence the child care facility considers appropriate proof of identity.

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

- Every 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. (Parents of infants, please fill out the infant participation part as well.)
- Step 2 & 3 are optional.

Dear Family:

Our center has been approved for participation in the Child and Adult Care Food Program (CACFP). The CACFP reimburses the center for the partial cost of meals. Participation in the CACFP enables us to keep our fees lower as well as serve nutritious meals to children in our program.

**The parent/guardian must complete Parts 1 and 4. Part 2 and Part 3 are optional however, if you feel you qualify for either free or reduced-priced meals, those parts are used to determine the amount of CACFP funds the center will be eligible to receive. This form will be placed in our files and treated as confidential information. Note: no white out or erasure should be used. If there is an error cross through, correct, and Initial.**

**Part 1 FOR CHILD ENROLLMENT:**

- **CHILD'S NAME:** List the first and last name of all children enrolled at this center.
- **DATE OF BIRTH:** List each child's date of birth.
- **TIMES OF CARE, DAYS OF CARE and MEALS SERVED:** List the regular times of care for each child by listing their arrival time and leave time, check each day the child will be in care and check each meal type received while in care.
- **FOSTER CHILD, MIGRANT OR HEAD START:** If the child is a foster child (the legal responsibility of a foster care agency or the court), Migrant or Head Start check the box.

**Part 2 FOR A HOUSEHOLD RECEIVING BENEFITS FROM THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), TEMPORARY ASSISTANCE FOR FAMILIES (TANF), OR FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR):**

- Complete Parts 1, 2 and 4.
- Provide the name and case number for the program from which benefits are received.

**Part 3 FOR ALL OTHER HOUSEHOLDS:**

- Complete Parts 1, 3 and 4.
- **HOUSEHOLD NAMES:** Write the names of everyone in your household not listed in Part 1. Include yourself and all other children, your spouse, grandparents, other relatives and unrelated people in your household. Use a separate sheet of paper if you do not have enough space.
- **GROSS INCOME BEFORE DEDUCTIONS:** Write the amount of income each person gets on the same line as their name. Use the appropriate column(s): Earnings from Work, Welfare/Child Support/Alimony, Pensions/Retirement/Social Security or Other Income (see list below). Next to the amount of income write how often the income was received. Income is all money before taxes or anything else is taken out. If a person does not have income, check the box for zero income.  
**OTHER INCOME:** strike benefits, unemployment compensation, worker's compensation, disability benefits, interest/dividends, cash withdrawn from savings, income from estates/trust/investments, royalties/annuities/rental income, and regular contributions from persons not living in the household.  
**MILITARY HOUSING BENEFITS:** Report off-base housing allowance as income. If the housing is part of the Military Housing Privatization Initiative, do not include as income.  
**MY SPOUSE IS DEPLOYED TO A COMBAT ZONE.** If the combat pay is received in addition to their basic pay because of their deployment and it wasn't received before they were deployed, combat pay is not counted as income. Contact your school for more information  
**SELF-EMPLOYMENT:** Report income derived from the business venture less operating costs for net income. The loss from the business cannot be deducted from a positive income earned in other employment. The least possible income is zero.
- **SOCIAL SECURITY NUMBER:** Write the last four (4) digits of the social security number of the adult household member who signs the form. If the adult household member does not have a social security number, check the box. Use of this information is for CACFP use only and is required.

For School Year 2023-2024

Household Size	1	2	3	4	5	6	7	8	Each Additional Person:
Yearly	\$26,973	\$36,482	\$45,991	\$55,500	\$65,009	\$74,518	\$84,027	\$93,536	\$9,509
Monthly	\$2,248	\$3,041	\$3,833	\$4,625	\$5,418	\$6,210	\$7,003	\$7,795	\$793
Weekly	\$519	\$702	\$885	\$1,068	\$1,251	\$1,434	\$1,616	\$1,799	\$183

**Part 4 SIGNATURE AND CONTACT INFORMATION:**

- Sign and date the application. The form must be signed by the parent or guardian.
- Complete the contact information – name, address, telephone number, and employer information.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.





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

Center Name  
**Wolf Pup Daycare**

**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.

**My Choice of CACFP Infant Participation is:**

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

My child care center has offered the following brand, Members Mark Advantage that my child care center has offered.

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

**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' 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	2x/month		Weekly	Bi-Weekly		Monthly	2x/month		Weekly	Bi-Weekly
					\$								
					\$								
					\$								
					\$								
					\$								

Total Household Members (Children and Adults) \_\_\_\_\_

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or other Adult Household Member:      (Mark if No Social Security Number)

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

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

**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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR&20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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: (833) 256-1665 or (202) 690-7442; or  
EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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

*This institution is an equal opportunity provider.*

**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  24month

Household size  Categorical Eligibility  Eligibility  Free  Reduced  Denied

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

# 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)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

#### SECTION B (Bank Account)

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)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			



ROUTING NUMBER

ACCOUNT NUMBER

CHECK NUMBER

#### FOR OFFICIAL USE ONLY

Date Received
Employee Signature

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