



## Welcome to Here We Grow!

We are so happy that you have chosen our facility as a learning environment for your child. We hope to make your child's transition into a new environment an exciting adventure for you and your little one. This policy packet was designed to explain our center policies and procedures. Communication is key to a wonderful experience; please do not hesitate to ask questions about anything that is important to you! Always feel welcome to discuss any concerns or ideas with your child's teacher or administrator.

### Hours of Operation:

Monday - Friday

7:00 am - 6:00 pm

[admin@herewegrowdraper.com](mailto:admin@herewegrowdraper.com)

(801) 553-9937

[12243 S. 700 W. Draper, UT 84020](#)

Visit us on [Facebook](#) and [Instagram](#)!

# TABLE OF CONTENTS

## [Schedules](#)

### [Absences](#)

### [Holidays & Center Closures](#)

- Scheduled Closures
- Inclement Weather

### [Drop Off/Pick up](#)

- Drop Off & Pick Up Safety
- Late Pick Up

### [Tuition & Fees](#)

- Tuition
- Payments
- Registration/Enrollment Fee
- Military/Veteran Discount
- Waiting List

### [Withdrawal](#)

### [Security](#)

- Open-Door Policy
- Release of Children
- Confidentiality

### [Discipline](#)

### [Biting Policy](#)

### [Photo & Media Use](#)

### [Family Communication](#)

### [Personal Belongings](#)

### [Dress Code](#)

### [Illness & Injury](#)

- Illness Policy
- Outbreaks
- COVID-19, Monkeypox, & Other Health-Related Issues
- Illness Prevention
- Injuries & Emergency Plan for Injuries
- Medication
- Allergies
- Staff Health

### [Emergency Information](#)

- Emergency Contact Information
- Emergency Drills
- Travel Safety

### [Our Staff](#)

- Staff Training
- Background Checks

## [Meals & Nutrition](#)

- CACFP Meals
- CACFP Application
- Food Program and Allergies
- Non-Discrimination Statement
- Nutrition Policy
- Role of Staff in Nutrition
- Weekly Menus
- Professional Development
- Celebrations

## [Infant Care](#)

- Safe Sleep Practices
- Diapering Procedures

## [Breastfeeding](#)

- Breastfeeding Policy
- Feeding Breastfed Infants
- Storage & Preparation of Breastmilk

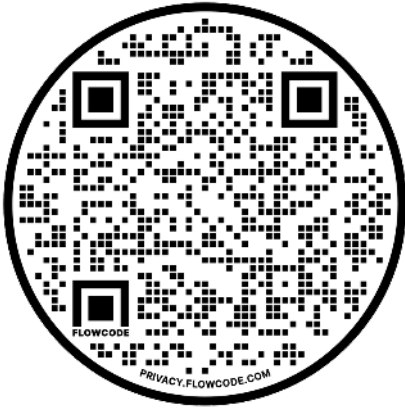
## [Physical Activity](#)

- Physical Activity Policy
- Screen Time Limitations
- Role of Staff in Physical Activity
- Physical Activity/Outdoor Play
- Physical Activity & Punishment
- Appropriate Dress for Physical Activity
- Professional Development

## [Referral Bonus](#)

## [Disclaimer](#)

# SCHEDULES



Schedule and routine are very important for young children. For this reason, your child's classroom will have a predictable schedule with meals and activities being roughly the same time each day. While we do not have set drop off times, it is helpful if you refer to your child's classroom schedule and plan to bring them at times when the class is not in the middle of structured activity (i.e. circle time, nap time, etc.)

Scan the QR code (left) to view all of our classroom schedules.

## ABSENCES

In the event that your child will not be in attendance we ask that you call the center to inform his or her teachers. For part time schedules, children who attend programs on specific days may not switch days.

*Example: A child who attends M, W, F preschool and is absent Monday, may not attend on Tuesday or Thursday to replace the day.*

If your child is enrolled as a full time student, their schedule may not switch back and forth between part time and full time. Full time students receive discounted tuition because we depend on their consistent payments. We are staffed based on the number of full time children and we cannot change staffing on a week-to-week basis. If your child misses a day during the week due to illness, vacation, etc. the parent/guardian is still responsible for the full tuition payment.

Refunds are not given due to absences, holidays, etc.

## HOLIDAYS & CENTER CLOSURES

### Scheduled Closures

Here We Grow will be closed on the following holidays and training days. If the holiday falls on a weekend, a Monday or Friday will take its place. In the event of an unscheduled closing, you will be given as much notice as possible.

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving and Friday After
- Christmas Week

Please see the list of Important Dates in your Enrollment Packet calendar or on the website for a complete list of early closings or holidays. Full tuition is still required during holiday and center closings. Tuition rates have been adjusted based on the year's closing schedule.

## Inclement Weather

In the event of inclement weather, we will follow the Canyon School District. If the public schools are closed, we will be closed. If they are on a delayed opening, we will do the same. All major television news stations and radio stations as well as the TV channel announce school closings and delays. Tuition payment is still due if we must close for inclement weather or any other act of nature.

## DROP OFF & PICK UP

### Drop Off & Pick Up Safety

Please be sure that your child's teacher or an administrator is aware that you are leaving your child or picking up your child. Children should be walked directly to a teacher or administrator. Please do not drop off children in the parking lot, even if they are school age.

### Late Pick Up

It is important that you adhere to center hours. Our center hours are 7:00 am - 6:00 pm, Monday - Friday with a maximum of 10 hours per day. Late fees will apply at 6:01 pm. \$15 per child between the first 1-15 minutes with an additional \$1 per minute thereafter will be charged to your account.

## TUITION & FEES

### Tuition

Tuition for all programs is due in advance. By enrolling your child in one of our programs you are agreeing to pay the cost of tuition until your child ages out of our program or a two week written notice of withdrawal is given. Tuition rates are reviewed and maybe be increased before the beginning of each fiscal year. We will give plenty of notice before rates increase.

### Payments

Payments are due each Friday for the upcoming week. If paying monthly or every other week, payments are due on the 1<sup>st</sup> of each month, or the 1<sup>st</sup> and 15<sup>th</sup>. Tuition can be paid by check, cash, credit/debit card, or through our automatic draft system, Tuition Express.

If you choose to use Tuition Express, payments may be drafted from your account either Wednesday or Thursday of that week to allow time for processing. There is a 3% convenience fee for all credit/debit and Tuition Express transactions. Tuition Express is the preferred method of payment as it expedites payments for everyone. If payment is not received by close of business on Friday, then a \$35.00 late fee will be added to the account.



### Registration/Enrollment Fee

These fees are non-refundable and due upon enrollment and then again annually on September 1st regardless of the original start date. The enrollment fee for all programs is \$100.00 per family. An

activity fee for Summer Camp is due at the beginning of summer registration in addition to the enrollment fees. This amount varies from year to year and is calculated based upon the activities and trips planned each summer.

### Military/Veteran Discount

Here We Grow wants to honor our Parents and Guardians who are or have served our country with a 10% discount on monthly tuition. To qualify, a valid Military/VA ID or DD214 must be presented.

## WAITING LIST

At the time Here We Grow does not have any openings in a particular area of our program, your child will be placed on a waiting list. To be placed on our waiting list, the following requirements must be met:

- Completion of our Waiting List Form
- \$100 family non-refundable Waiting List Fee paid

Our Director will call parents/guardians of children on the waiting list the first week of each month to update them on their child's status. In the event an opening becomes available, positions will be offered to those on the waiting list in the following order:

1. Full Time openings are filled first - families who have a child currently enrolled at Here We Grow are giving priority.
2. Remaining openings will be offered to families who have been on the waiting list the longest
3. If a family refuses an opening, they will be passed on the list and the next family in line will be offered the opening.

## WITHDRAWAL

In the event that you decide to remove your child from our facility, a one month written notice is required. You will be obligated to pay for that month whether your child remains in the program or not during this one month period. A form is available in the front office for this purpose. No exceptions will be made to this policy. (Here We Grow reserves the right to end a student's enrollment at any time for any reason not prohibited by law, for non-payment of tuition, behavior issues, if you feel that we are not meeting the child's needs, or if a child's parents or guardians are uncooperative or abusive to school directors or staff.)

## SECURITY

Safety and security of our children is of the utmost importance at Here We Grow. Our classrooms are located behind a locked door and the only entry into the building is through Keypad code system that will authorize person will be allowed to enter the building.

### Open Door Policy

Families at Here We Grow have free and unrestricted access to their child at any time.

## Release of Children

It is a requirement of our facility that all children be signed in and out on the keypad / APP each time they come and go, even if they leave and return in the same day. Children will only be released from the center to persons authorized on the form found in your registration packet. Please advise anyone that is picking up your child that they will be asked to present a photo ID. This is to insure the safety of your child as well as all of the children in the facility. Also, photos will be taken into the software system that we use. Please let us know when someone other than you will be picking up your child.

## Confidentiality

All of the children's files at Here We Grow are kept confidential. Only staff members and licensing agencies will have access to these files. Parents are allowed access to their own child's files only. Children's information will not be copied, posted on a website or disclosed to unauthorized persons without written consent from the child's parent.

# DISCIPLINE

We follow Conscious Discipline by Dr Becky A. Bailey

Conscious Discipline is a leader in brain-based social-emotional learning that builds resilience in children, families, educators and schools.



## WE DO

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

## WE DO NOT

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children. • Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

## BITING POLICY

At Here We Grow our staff has been trained in all areas of early childhood education. One of the biggest issues that distresses parents and staff alike is biting. Biting is a natural behavior that occurs in very young children for several different reasons including stress, frustration, gaining an adult's attention, lack of language skills or a means of persuading another child to give them something that they want. Because biting is so distressing to everyone and children have the right to be safe, we have developed the following plan of action:

- Staff will give hugs and encouragement to every child every day to help reduce stress.
- Staff will respond to and reinforce positive behavior.
- Staff will avoid any immediate response that reinforces the biting or calls attention to the biter, while providing caring attention to the child that has been bitten.
- The biter will be removed from the situation to regain self-control.
- Staff will not overreact to biting.
- The staff will never bite a child back.
- We strongly encourage parents to never bite back or teach their children to bite back. The bite will be washed with soap and water. If possible, the biter will help with this process.
- If the skin is broken, we will call the parent. It will be at the parent's discretion whether or not to go to the doctor.
- Parents of both the biter and the child that was bitten will receive an incident report.
- Staff will shadow the biter to prevent more biting as much as possible.
- Staff will teach children socially acceptable behavior.
- Staff will teach non-biting responses and reinforce acceptable behavior.
- Staff will provide language which includes "biting hurts" or "teeth are for chewing food".
- Staff will provide teething rings for children that need something to chew.
- Where possible, no child will be excluded from attendance at Here We Grow because of biting.

If you ever have a concern or question, please speak to your child's teacher or to a Director in the office. We will strive to make every child here have a safe and happy experience. We have a full 3-ring binder full of many professional articles on biting available in the front office.

## PHOTO & MEDIA USE

We will take your child's picture for their cubby labels and for identification in our computer system. Teachers will use the children's pictures in a variety of ways in the classroom, including but not limited to: center play, handmade books, job charts, classroom blogs, visual schedules, and documentation of learning bulletin boards. Here We Grow also uses Facebook / Instagram as a means of communication with our families and the local child development community through our social media pages. We will post pictures of center events, classroom activities, and celebrations throughout the center. Each parent will need to initial that they understand our photo policy and the means in which their child's photos will be used.

## FAMILY COMMUNICATION

Your satisfaction with our program is critical to us. We are open to questions, suggestions or concerns at any time. If you are unsure about anything, please speak with our director. Teachers often forget the anxiety parents may have because they spend time with the children and know how things are going in the classroom. Younger children often will not communicate what they do in class. You will receive a daily activity report about your child's day and you are also welcome to visit the facility at any time. You may also call the center to speak with your child's teacher to check on his/her day at any time. If at any time you have a concern or comment, please speak with our directors.

## PERSONAL BELONGINGS

All personal belongings should be clearly marked with your child's name. Please keep two seasonal changes of clothes here at all times. Please let us know if you have lost an



item. We will do our best to find it. However, we are not responsible for lost items. Please do not bring toys from home unless they are for comfort or security reasons. There are plenty of items to be played with in our classrooms. Bringing toys from home only invites fighting over sharing. The only time it is appropriate to bring toys from home is when they are requested by the teacher for show and tell activities or other special events.

## DRESS CODE

Please remember that most of your child's day is spent learning through play and often messy hands on experiences. With this in mind, please send your child to school in clothes that can get messy. Please be prepared for your child to get messy or have accidents. It is part of growing up! For the purpose of modesty, girls should have shorts on under their dresses for when they are sitting criss-cross applesauce during circle time or when they are climbing on outdoor equipment.



Because preschool children are gaining their independence, they need to have clothes that they can take off and put on in the event of an accident or when going to the restroom. Please put children in clothes that they can manage themselves. Clothing with complicated buttons or closures, especially overalls do not help them with these tasks. For safety's sake, please put rubber soled, closed toed shoes on your child. Sandals and flip-flops are responsible for most accidents in the classroom and on the playground.

## ILLNESS & INJURY

### Illness Policy

We can only accept WELL CHILDREN at our facility. This is for your child's benefit as well as the well-being of other enrolled children. We depend on you to help us maintain this policy. If symptoms of illness are observed (fever over 100°4, vomiting, diarrhea, discharge from the eyes, lice, etc.) during the school day, you will be notified to pick up your child immediately. Please do not bring a child with fever or any communicable disease. If your child is not well enough to participate in day to day school activities including going to the playground, they should be kept at home until they are well. YOUR CHILD MUST BE FEVER AND SYMPTOM FREE WITHOUT MEDICATION FOR 24 HOURS BEFORE RETURNING TO SCHOOL.

### Outbreaks

Here We Grow requires all parents report outbreaks of contagious disease or conditions including Head Lice. Once an exposure is reported, the school will post a notice to all parents informing them of the situation.

### COVID-19, Monkeypox, & Other Health-Related Issues

Here We Grow follows the Covid-19, Monkeypox, and other guidelines for childcare centers laid out by the CDC and Utah Department of Health.

### - COVID-19 -

Please keep your child home if they have symptoms or tests positive for COVID-19, even if they have been vaccinated or had COVID before.

#### **If your child has symptoms, keep them home until:**

- They have been fever-free for 24 hours without using medicine,
- Their symptoms have improved for 24 hours,
- It has been at least **5 days from the day they were tested**. The day they test positive is called day 0. Keep your child home until it has been a full 5 days after they test positive (days 1-5).

Your child may still need to stay home longer than 5 days if their symptoms have not gotten better. Though some symptoms, like losing sense of taste and smell, can last for weeks or months even when they are no longer infectious and don't need to stay home anymore.

#### **If your child tests positive but never showed symptoms, keep them home until:**

- It has been at least **5 days since the day they were tested**. The day they test positive is called day 0. Keep your child home until it has been a full 5 days after they test positive (days 1-5)

**If your child has been exposed to someone with COVID-19 within your household:**

- Please quarantine your child at home for 5 days, unless your child has tested positive for COVID-19 in the last 90 days, and if possible, keep your child out of close contact with the person who tested positive while they are still in isolation.

If your asymptomatic child develops symptoms during their isolation period, the 5-day isolation period starts over.

Please send your child to Here We Grow with a mask for 5 days after they have ended their isolation at home.

For more information on Covid-19, visit <https://coronavirus.utah.gov>

**- Monkeypox -**

Here We Grow follows all child care operational guidelines that reduces the transmission of Monkeypox and other infectious diseases, such as washing hands regularly, providing personal protective equipment (PPE) for staff, maintaining routine cleaning and disinfecting practices, and asking children and staff to stay home when sick.

If your child develops a rash or fever, Here We Grow will follow our standard Illness Policy when attending to your child. Your child will be able to return to Here We Grow after they have been fever-free for 24 hours without use of medication and their rash has cleared up, or with written notice by a medical professional after their rash has been evaluated.

Per CDC guidelines, if your child tests positive for Monkeypox, we will work with your healthcare provider and the Utah Department of Health to decide when your child can return to Here We Grow.

Illness Prevention

Upon arrival, our staff instruct or assist those children who need help with washing their hands. Along with daily or more frequent cleanings, which include disinfecting toys, furniture, playground equipment, and other high-touch areas, our teachers and staff perform

weekly deep cleans from ceiling to floor in their classrooms and in all other rooms in the center, as well as weekly a steam cleaning of toys and equipment. Additionally, professionals are brought in three times each week to make our center extra squeaky clean.



## Injuries & Emergency Plan for Injuries

All of our staff is certified in Infant/Child/Adult CPR and First Aid. If a child obtains a minor injury while at school, we will inspect and care for the injury. We also may call you to let you know about the accident instead of waiting for pick up time. This call does not mean that you will have to pick up your child. You will receive an "accident report" detailing what happened when the injury occurred and how it was treated and the signature of the teacher who was with the child. A copy of this report will be placed in your child's file.

For serious emergencies, we will call 911. After this call, we will notify parents by telephone. If the child requires transportation to the nearest emergency room, a staff member will stay with the child until the parents arrive. Any injuries requiring medical attention are reported by the director to DSS within 24 hours of the occurrence.

## Medication

Here We Grow only stores or administers rescue medications (inhalers or epi-pens), prescription medications, or over-the-counter medications (Tylenol, nose drops, etc.) after parents have filled out, signed, and dated a Medication Authorization Form. This form can be obtained from the Director and/or Assistant Director.

All medications are stored in a locked cabinet that is inaccessible to children. Medications must be in their original containers, clearly labeled with the child's name and birth date, and should only be given directly to a Director, front desk staff member, or Nutritionist. Only directors will administer medications. Please do not store medications in your child's backpack or bring medications into your child's classroom, including infant tummy gas drops, and cough drops.

For prescription medications, a parent or guardian must administer the first dosage under their supervision. Prescription medication will only be given at Here We Grow if it is not able to be given at home (ex: Twice daily can be administered at home. Three times per day requires a middle of the day dose, which can be given at the center.) With any prescription antibiotics, children may not return to care until they have had a full 24 hours of dosage, are no longer contagious and ready to participate in the full childcare day. Only the directions on the bottle will be accepted by staff for administering the medication. In all instances, staff need to know when the child received his or her last dosage of the medication, to ensure it is given at appropriate times consistently. Over-the-counter medications will only be given for special circumstances, and always with parent approval.

## Allergies

If your child has a severe, life-threatening allergy, you will need to provide us with Benadryl and an Epi-Pen to keep at Here We Grow in case of an anaphylactic reaction.

## Staff Health

All staff members follow the same Illness Policy as the children who attend Here We Grow. Staff members wash hands frequently throughout the day (including upon their arrival at the center, before and after meals, after coming inside, after diapering a child, after sneezing, blowing nose, or coughing, etc.) with soap and warm water for at least 20 seconds. Staff members who feel ill at all, but are cleared by a medical professional to work are required to wear masks to prevent the spread of germs.

# EMERGENCY INFORMATION

## Emergency Contact Information

It is imperative that you keep your emergency contact information up to date. Please notify the office of any changes to your phone numbers, address or employment. This information is vital in the event of an emergency.

## Emergency Drills

Evacuation drills are conducted at least once a month. Children are taught to line up at the appropriate exit door in their rooms and follow the teacher to their designated meeting place when an alarm is sounded. Children are also encouraged to have emergency drills at home with their families. Children are also taught that the red pull boxes on the walls are not toys. If the fire department wastes a trip to our facility because a child has pulled the alarm, they may miss an opportunity to help someone that is truly in need

## Travel Safety

When classes are participating in field trips, a book is taken with each class that includes emergency contact information for each child, field trip emergency procedures, directions to the location and a checklist record when each child gets on and off the bus.

# OUR STAFF

## Staff Training

All of Here We Grow staff are required by regulating agencies to have 20 training hours per year in the Early Childhood field. They all must also have current certification in Infant/Child/ Adult CPR & First Aid, Food Handlers.

## Background Checks

All staff members have background checks completed by the FBI, SLED, and Central Registry. When staff members are first hired, they are hired as provisional staff. They will work under a regular co-teacher until all their paperwork and background checks are processed.

# MEALS & NUTRITION

## CACFP Meals

Our facility participates in the USDA Child and Adult Care Food Program (CACFP). We provide breakfast, lunch, and snack for your child. Breakfast is served between 7:00 am to 8:30am. If your child needs to eat breakfast here, please have your child here during that time. We also serve Morning snack at 10:00am, Lunch between 11:00am - 12:30pm, Afternoon snack at 2:30, and a Late snack at 5:00pm.

## CACFP Application

In the registration packet, there is an application for free and reduced priced meals. We require that all parents complete this application, even if you do not qualify. Here We Grow receives partial reimbursements for some of our food supplies, per child, even if their family does not qualify for free or reduced price meal.

## Food Program and Allergies

If your child has allergies to any type of food product on our menu, you will need to bring them food from home. On the CACFP program, we have to serve what is on our menu. No substitutions will be made. Milk will not be watered down. If your child is allergic to cow's milk, you must provide a comparable milk alternative like soy milk or rice milk. Water or juice will not be substituted for milk. We MUST have a doctor's note on file for any substitutions needed.

It is a CACFP requirement that children have a balanced, nutritional breakfast and lunch every day.

This meal includes meat or a meat alternative, milk, 2 fruits or vegetables and grain or grain alternative. Please keep these requirements in mind when packing your child's lunch if they cannot eat what we serve. Food that needs to be heated must be sent in containers suitable for microwave heating. If food needs to stay cold before serving, place an ice pack in the lunch box. Refrigerator space is not available for lunches brought from home. In the event that you forget to bring lunch, a PBJ sandwich will be served as a main course.

## NON-DISCRIMINATION STATEMENT

This institution participates in the Child and Adult Care Food Program (CACFP), a program administered by the United States Department of Agriculture, and adheres to the federal Civil Rights compliance requirements for the CACFP. These regulations require all institutions participating in the CACFP to be in compliance with Title VI of the Civil Rights Act of 1964 and are prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. Any person alleging discrimination who wishes to file a complaint of discrimination can write to: USDA, director, Office of Civil rights, 1400 Independence Avenue, SW, Washington, DC, 20250-9410 or call (800)795-3272 or (202)720-6382(TTY). USDA is an equal opportunity provider and employer. The Civil Rights Discrimination Complaint form can be used when filing a complaint. Please note that any complaints must be filed within 180 days of alleged discriminatory action.

## Nutrition Policy

Good nutrition is vital to children's overall development and well-being. Here We Grow follows the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. In an effort to provide the best possible nutrition environment for the children in our facility and encourage the development of good eating habits that will last a lifetime, we provide a healthy and balanced diet that includes fruits, vegetables, and whole grains, and limits foods and beverages that are high in sugar and/or fat.

### Fruits & Vegetables:

- Fruit is served at least 2 times a day.
- We offer a vegetable other than white potatoes at least once a day

### Grains:

- We serve whole grain foods at least once a day

### Beverages:

- We do not serve sugar sweetened beverages
- Skim or 1% milk is offered to children age 2 years and older
- Children who are between 1-2 years old who are not on human milk (or using a prescribed formula) will be served whole milk.
- Water is readily available year-round, each day to encourage children to stay hydrated.

### Fats & Sugars:

- High-fat meats, such as bologna, bacon, and sausage, are served no more than two times per week.
- Fried or pre-fried vegetables, including potatoes, are served no more than once per week.
- We limit sweet food items to no more than two times per week.

## Role of Staff in Nutrition

Our staff provide opportunities for children to learn about nutrition at least once each week by planning hands-on games and activities that promote healthy eating, such as planting, tending, and harvesting class gardens, washing and preparing foods, helping with the setup and cleanup of meals, participating in food scavenger hunts and sensory activities.



During meal times, staff join children at the table to talk informally about trying and enjoying healthy foods, encourage social development, and model positive meal time behavior. Staff model healthy eating and drinking habits by consuming the same foods and drinks as children, trying new foods, and eating only other healthy foods in front of children. Children are encouraged to try developmentally appropriate servings of fruits and vegetables and positive reinforcement is offered when a child does so.

Staff ask questions to help children determine if they are still hungry before serving additional portions or before they or the child remove the plate, however, food is never withheld, and children are never forced to eat.

## Weekly Menus

Our menus are carefully planned to follow child care nutrition guidelines, and provide a wide variety of nutritious foods that are different in color, shape, size and texture. All of our child care menus include foods that are culturally diverse and seasonally appropriate. We also like to introduce new and different foods and include children's favorite recipes in our menu planning. Menus are rotated on a six week basis to provide the children with a balance of variety of familiarity. Menus are adapted to incorporate local and fresh in-season produce when available.

Meal and snack times are planned so that no child will go more than 3 hours without being offered food. We provide a variety of nutritionally balanced, high quality foods each day so please do not send your child with outside food and drinks.



## Professional Development

Annual nutrition training is required to ensure that all staff understands the important role nutrition plays in the overall well-being of children.

## Celebrations

From birthday parties to holidays there are many opportunities for celebrations in our child care center. A birthday party will be held monthly in each classroom. If you would like to recognize your child's actual birthday, we request that you send in healthy treats, goodie bags or send a birthday book.

# INFANT CARE

## Safe Sleep Practices

Ensuring infants are safe while they sleep is very important to our program. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) to provide a safe sleep environment and reduce the risk of Sudden Infant Death Syndrome (SIDS).

### Sleep Position

- All infants are placed on their backs in an approved crib or playpen for sleep unless a written note from the infant's health care provider is provided stating the medical reason and the specific time frame that an alternate sleep position or alternate sleep surface (ex. infant swing) is to be followed.
- Once an infant can easily turn from front to back and back to front, the infant can remain in whatever position they prefer to sleep.

### Sleep Environment

- Blankets and other loose items such as stuffed animals are not allowed for infants under 12 months. Swaddle blankets which remain wrapped securely around the infant, or sleep sacks are allowed if extra warmth or swaddling is needed.
- If a pacifier is used during sleep and for comfort, an infant may have one labeled with their name in the crib with them.
- Infants will remain lightly clothed and will not be over-layered to prevent overheating.
- Bibs, necklaces (including teething necklaces), hooded sweatshirts, and hats are removed before an infant is laid down for sleep.

### Crib Cleanliness

- All cribs are labeled for each individual infant - cribs are never shared.
- Prior to an infant moving cribs, the crib and mattress are sanitized, and a new sheet is put

on the mattress.

- Cribs are sprayed with a disinfectant solution at the end of each day, and deep cleaned with fresh sheets put on weekly, or more often if soiled.

### Diapering Procedures

Diapers are required for children who are not toilet trained. Please make sure your child has an adequate supply of diapers and diaper rash cream. Here We Grow provides wipes, but you may choose to provide your own if your child needs a specific kind. Our staff will notify you at least two days prior to your child needing more diapers. In the event your child runs out of diapers, Here We Grow will call you to bring more, and supply them until more diapers are provided at the cost of \$1.00 per diaper.

- Each child's diaper is checked and changed every 2 hours, or as needed.
- Diapers are only changed in the diaper changing area, separate from food storage and eating areas.
- Children are not left unattended on the changing table; a teacher has a hand on the child at all times.
- Child and staff member's hands are washed after each diaper change.
- The changing pad is wiped down and sanitized after each use.

## BREASTFEEDING

### Breastfeeding Policy

Breastfeeding is normal nutrition, providing a multitude of health benefits to both infant and mother. Breastmilk components are perfectly matched to provide needed nutrition, immune protection, and be easily absorbed by the immature digestive systems of infants.

Here We Grow is a breastfeeding-friendly facility that promotes and encourages breastfeeding, and demonstrates that breastfeeding is an important health priority by:

- Providing prenatal resources for breastfeeding to expecting mothers.
- Encouraging and supporting breastfeeding mothers to continue breastfeeding, including feeding expressed human milk when the mother is unable to breastfeed her infant.
- Accommodating the comfort and privacy of mothers who wish to nurse on-site.
- Never feeding infant formula to an infant without the mother's written permission to do so.

We encourage breastfeeding mothers to breastfeed at drop-off and pick-up, if she so desires. Mothers are given a comfortable space and are welcomed to breastfeed anywhere in the facility, including the classroom. Our infant and toddler classrooms have comfortable seating for mothers to use during breastfeeding.

### Feeding Breastfed Infants

Our staff currently work with parents to develop a feeding plan for their infant, including feeding practices to help maintain breastfeeding success. Staff plan with parents their baby's regular feeding schedule, how the baby is to be fed, how breast milk is to be stored and served, and what to do if the



baby is hungry and mom is either unavailable or her supply of expressed breast milk is gone.

Formula and solid foods are only provided if the parent requests. Babies are held closely in the employee's arms or on the employee's lap when feeding and bottles are never propped. Feeding plans are coordinated with the mother's schedule and updated as needed upon requests from the parents.


## Storage & Preparation of Breastmilk

ACCESSIBLE VERSION: <https://bit.ly/2dxVYLU>


### STORAGE AND PREPARATION OF BREAST MILK

**BEFORE EXPRESSING/PUMPING MILK**


**Wash** your hands well with soap and water.



**Inspect** the pump kit and tubing to make sure it is clean. Replace milky tubing immediately.




**Clean** pump oils and coupler.




**STORING EXPRESSED MILK**

**Use** breast milk storage bags or clean, food-grade containers with tight fitting lids.



**Avoid** plastics containing bisphenol A (BPA) (recycle symbol #7).



### HUMAN MILK STORAGE GUIDELINES


TYPE OF BREAST MILK	STORAGE LOCATIONS AND TEMPERATURES		
	Countertop 77°F (25°C) or colder <i>(room temperature)</i>	Refrigerator 40°F (4°C)	Freezer 0°F (-18°C) or colder
<b>Freshly Expressed or Pumped</b>	Up to 4 Hours	Up to 4 Days	Within 6 months is best Up to 12 months is acceptable
<b>Thawed, Previously Frozen</b>	1-2 Hours	Up to 1 Day <i>(24 hours)</i>	<b>NEVER</b> refreeze human milk after it has been thawed
<b>Leftover from a Feeding</b> <i>(baby did not finish the bottle)</i>	Use within 2 hours after the baby is finished feeding		

**STORE**

Label milk with the date it was expressed and the child's name if delivering to childcare.

Store milk in the back of the freezer or refrigerator, not the door.

Freeze milk in **small amounts of 2 to 4 ounces** to avoid wasting any.



When freezing leave an inch of space at the top of the container; breast milk expands as it freezes.

Milk can be stored in an insulated cooler bag with frozen ice packs for **up to 24 hours** when you are traveling.

If you don't plan to use freshly expressed milk **within 4 days**, freeze it right away.

**THAW**

**Always thaw the oldest milk first.**


Thaw milk under lukewarm running water, in a container of lukewarm water, or overnight in the refrigerator.

Never thaw or heat milk in a microwave. Microwaving destroys nutrients and creates hot spots, which can burn a baby's mouth.

Use milk **within 24 hours** of thawing in the refrigerator *(from the time it is completely thawed, not from the time when you took it out of the freezer)*.

Use thawed milk **within 2 hours** of bringing to room temperature or warming.

**Never refreeze thawed milk.**




**FEED**

Milk can be served cold, room temperature, or warm.

To heat milk, place the sealed container into a bowl of warm water or hold under warm running water.

**Do not heat** milk directly on the stove or in the microwave.



Test the temperature before feeding it to your baby by putting a few drops on your wrist. It should feel warm, **not hot**.

Swirl the milk to mix the fat, which may have separated.

If your baby did not finish the bottle, leftover milk should be used **within 2 hours**.

**CLEAN**


Wash disassembled pump and feeding parts in a clean basin with soap and water. **Do not wash directly** in the sink because the germs in the sink could contaminate items.

Rinse thoroughly under running water. Air-dry items on a clean dish towel or paper towel.

Using clean hands, store dry items in a clean, protected area.

**For extra germ removal, sanitize feeding items daily using one of these methods:**

- clean in the dishwasher using hot water and heated drying cycle *(or sanitize setting)*.
- boil in water for 5 minutes *(after cleaning)*.
- steam in a microwave or ultrasonic steam system according to the manufacturer's directions *(after cleaning)*.



FOR MORE INFORMATION, VISIT:  
<https://bit.ly/2dxVYLU>

# PHYSICAL ACTIVITY

## Physical Activity Policy

Here We Grow recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future. We ensure that all children in care are supported and encouraged to engage in active play, develop fundamental movement skills, and have limited screen time.

In order to provide numerous opportunities for a variety of daily physical activities that are both fun and appropriate for each child's age and stage, Here We Grow will:

- Encourage a least restrictive, safe environment for infants and toddlers at all times.
- Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.

- Provide toddlers (ages 1 through 2 year olds) with at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Provide preschoolers and school age children (ages 3 through 12 years old) with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Increase indoor active play time so the total amount of active play time remains the same, if weather limits outdoor time.
- Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

### Screen Time Limitations

We do not permit screen time (e.g. television, movies, video games, and computers) for infants and children 2 years and younger.

### Role of Staff in Physical Activity

Staff encourage children to be physically active indoors and outdoors at appropriate times and provide 5 - 10 minutes of planned physical activities at least 2 times daily for children age 3 and older, such as parachute play, obstacle courses, relay races, tag, hopscotch, sensory walks, yoga, dancing, beanbag toss, and musical chairs.

Infants are provided at least 30 minutes of tummy time per day. Infant teachers will actively supervise each infant during tummy time. While awake, the amount of time infants spend in confining equipment is limited.

Staff talk informally and read books with children about the physical and mental benefits of physical activity, as well as keeping physical activity positive and fun.

### Physical Activity/Outdoor Play

Each classroom is scheduled for a morning and afternoon outdoor time. All children must receive a minimum of 90 minutes of active gross motor play which may include outdoor playground time, nature walks, indoor climbing, and active games such as dancing and exercising. We will take the children outside every day, weather permitting, so it is imperative that you dress your child in weather appropriate layers. We will follow the national Child care Weather Watch chart and its guidelines regarding safe cold and hot weather play. The only time children will not be allowed to play outside is when we are under a weather advisory. In the event of a weather advisory, appropriate indoor gross motor activities will be planned.

### Physical Activity & Punishment

Staff members do not withhold opportunities for physical activity (e.g. not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Staff members never use physical activity or exercise as punishment (e.g. doing push-ups or running laps). Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our center uses appropriate alternate strategies as consequences for negative or undesirable behaviors.

## Appropriate Dress for Physical Activity

We at Here We Grow have a Ready to Play Policy! Please bring your child ready to play and have fun each day. Your child will participate in both indoor play and outdoor play. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate.



We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons. Closed toe shoes are best. In winter, provide a warm jacket, snowsuit, hat, mittens and boots. In spring and fall, provide a jacket or sweater and boots and rain jacket on rainy days. In summer, provide light clothing, swimsuit, towel, hat and sunscreen. Please label all garments with your child's name.

It is our expectation that children will go outside EVERY DAY! The only time we will not go outside is if there is a weather advisory. If you feel your child is too sick to go outside then he/she is too sick to be at the child care center. We request that you keep him/her at home until they are well enough to go outside.

## Professional Development

Annual training on promotion of children's movement and physical activity is required for all staff.

## REFERRAL BONUS

Thank you for allowing us to serve your family! We are confident that you will be happy with our center. We appreciate word of mouth advertising and provide our existing families a one-time discount of \$100 off one month's tuition when the family they refer enrolls with us. See front office staff for more details. Make sure that your referrals let us know that you sent them!

# DISCLAIMER

In accordance with Federal civil right law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discrimination based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Services at (800) 877-8339. Additionally, program information may be available in languages other than English.

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

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary For Civil Rights  
1400 Independence Avenue  
SW Washington, D.D. 20250-9410  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Here We Grow Child Development Center is an equal opportunity provider.