

**THE BRIDGES CHILD CARE CENTER AND PRESCHOOL**  
**MARY KAYE AND CAL ERVASTI/OWNERS**  
**MS. MARIA/DIRECTOR**

Celebrating 41 Years of Caring for Children!

Located on a quiet 2-acre site at:

14950 Dodd Boulevard

Rosemount, MN 55068

Telephone: (651) 423-2527

Fax: (651) 423-2616

Email: [thebridgeschildcare@gmail.com](mailto:thebridgeschildcare@gmail.com) Website: [www.thebridgeschildcareandpreschool.com](http://www.thebridgeschildcareandpreschool.com)

**A BRIDGE TO LOVE – LIFE – KNOWLEDGE – UNDERSTANDING & FRIENDS**  
**“WHERE YOUR FAMILY BECOMES OURS”**

The Bridges, Inc. has been designed to meet the needs of parents and children. In a home-like atmosphere, we have created an environment of learning to help each child grow socially, physically, intellectually, and emotionally.

It is our intent and concern to provide a positive self-concept for each child by exposing him or her to a variety of learning experiences. Through group play and involvement, children grow as individuals and learn to cope with various situations.

The staff wishes to welcome you and asks that we work together to make this year a worthwhile and memorable experience for your child. We devote our care and concern to each child, as together, we build a bridge to life, knowledge, understanding, and friendship.

We have designed a curriculum to help your child accomplish various tasks exposing him or her to a new world of learning. Below are some of the many areas where we will be working to encourage your child to develop at his or her own pace.

**MUSIC/MOVEMENT**

Rhythm Instruments  
 Marching  
 Sing-Alongs  
 Music Appreciation  
 Listening Experiences  
 Creative Movement  
 Fine and Gross Motor Skills

**CHILDREN'S LITERATURE**

Creative Expression  
 Puppets  
 Flannel Board Stories  
 Dramatics  
 Storytelling/Story Time  
 Finger Plays/Poetry  
 Nursery Rhymes

**ART**

Pasting  
 Cutting with Scissors  
 Crafts  
 Working with Clay  
 Coloring/Painting  
 Group Art  
 Sculptures

**SCIENCE**

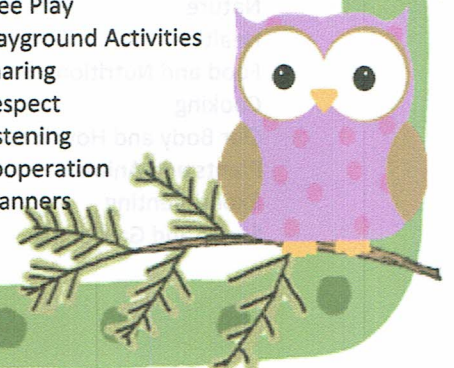
Nature  
 Health  
 Food and Nutrition  
 Cooking  
 Our Body and How It Works  
 Plants and Animals  
 Experimenting  
 Seeds and Gardening

**CONCEPTS**

Colors  
 Shapes and Sizes  
 Numbers and Letters  
 Sorting and Matching  
 Counting and Measuring  
 Labeling and Identifying  
 Telling Time  
 Calendars: Days/Months

**SOCIALIZATION**

Free Play  
 Playground Activities  
 Sharing  
 Respect  
 Listening  
 Cooperation  
 Manners



## Child Care Parent Policies and Agreement

The staff at The Bridges asks that all parents observe the following rules in order to ensure orderly operation and to provide maximum service to parents and a quality program to children.

1. The Bridges is licensed by the Department of Human Services (651) 296-3971 to serve 50 children from 2 ½ years of age through 12 years of age.
2. Insurance for the Center is provided by Capitol Indemnity Corporation, Policy #BFO0158188, and the liability is \$1,000,000.00. Auto Insurance is through Farmers Insurance Company of MN.
3. The Bridges is open Monday through Friday from 6:00 a.m. to 6:00 p.m. If parents fail to pick up a child by 6:00 p.m., The Bridges Staff will initiate calls to parents, to emergency contacts, and ultimately to the police.

A \$10.00 late fee will be charged for each 15-minute period after 6:00 p.m. These late fees should be added to the next tuition payment.

4. The Bridges Staff requires parents to complete an Emergency Form for their child listing alternate persons authorized to pick up the child. To protect children, The Bridges requires the following:
  - alternate pick-up persons must be listed on the Emergency Form;
  - parents must provide a written note detailing the alternate pick-up plans;
  - The Bridges staff will check the ID of the alternate person.
5. Parents may visit the Center during hours of operation, 6:00 a.m. to 6:00 p.m.
6. The Bridges is open year-round except for the official observances of New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve, and Christmas Day. If the Center is closed on any additional days, parents will be notified in advance. Holidays will be charged at the regular daily rate.
7. One child does make a difference in terms of both programming and staffing. For these reasons, the Center requires parents to call (651) 423-2527 by 8:30 a.m. on those days the child is absent.

Parents whose child rides a District #196 bus are requested to notify the Center when the child will not return to the Center from school by bus.

8. Children enrolled five days a week are permitted ten absence days to be taken from September 1<sup>st</sup> to the next September 1<sup>st</sup>. These days do not accumulate from year to year. Absences in excess of the ten days must be paid for at the regular rate. Children enrolling after January 1<sup>st</sup> are given five absence days. Children enrolled

part time (four or fewer days) do not receive absence days and are charged whether or not they attend.

9. Payment of Fees—No bills are mailed out, and parents are responsible for prompt payment. Tuition must be paid in advance on Friday of each week or the following Monday upon the child's arrival. If the tuition is not paid by Monday, a late fee of \$10.00 is added and the child may not return to the Center until tuition is paid in full. The Center requests that parents, when paying by check, indicate the dates for which they are paying on the memo line of the check. Also, parents should indicate when they are using absence days.
10. Children enrolled part-time may not switch days without confirming space availability in advance. Children attending the Center five hours or more are charged the full day rate.
11. Child care rates are subject to change at any time during the year.
12. All part-time children are required to pay for a minimum of two days per week. Parents who have work schedules that change weekly or monthly must bring in a schedule in writing on Friday of each week or by the first of each month. Tuition will be charged according to the submitted schedule.
13. A two-week's written notice must be given when withdrawing a child from the Center. If no written notice is given, the parent will be charged for the entire two-week period.
14. The Center holds a pre-admission conference with the parents and child. Formal conferences are held with the teacher in the winter and in the summer during evening hours. Staff will document the child's development intellectually, emotionally, physically, and socially. At all times, parents should feel free to ask about their child's progress and development. Staff will address areas of concern when needed.
15. Parents must furnish completed application, development form, health care summary, immunization form, and emergency card on the first day of child care. As required by the State of Minnesota, children must meet state medical regulations. If forms are not complete, the child will not be enrolled. If any of this information changes, please notify the Center immediately.
16. Children attending the Center are required to have a lunch box which contains a thermos for milk and eating utensils. The child's name should appear plainly on the outside of the lunch box. State of Minnesota licensing requires the child's lunch to include the following: milk, vegetables and fruits, protein (e.g., peanut butter, meat or cheese), and something from the bread group. This will ensure that the child is eating a nutritious and well-balanced meal. Morning and afternoon snacks are provided by the Center. Please do not send soda pop, sippy cups, or lunches in brown bags.
17. Because outdoor play is part of the Center's daily program, all children are expected to participate except when staff judge the weather to be inclement. Parents are asked to provide appropriate outdoor clothing and label each item with

the child's name. Concern for proper supervision of children prevents the Center from accommodating individual parent requests for his/her child to remain inside.

18. The Center requests that preschool children enrolled in the all-day program keep an extra change of clothing at the Center. The Center is not responsible for providing an extra change of clothes. Therefore, please remember to always check for a change of clothes in the child's cubby and in backpacks daily. These pieces of clothing, as well as outer wear, should be clearly labeled with child's name. The Center is not responsible for lost articles. Unclaimed clothing will be donated to charity.
19. The Center requests that any family vacation schedules and known days of absence be communicated in writing.
20. When a child becomes sick at the Center, staff will call the parents to pick up the child. If the parent can't be reached, the person indicated on the child's emergency card will be called. The child may be put on a cot and will be supervised until the parent or indicated emergency contact person arrives. Parents shall be notified by notes posted on the parent bulletin board if their child has been exposed to a contagious illness. Notices will be posted the day the illness is reported to the Center. When there is an emergency or injury requiring medical attention, the parent or the emergency contact person designated in the child's file will be notified by staff by phone.
21. The staff is trained in first aid and CPR. The Center is equipped with a first aid kit to handle minor injuries. Any injury needing more than ice, soap, water, or band aid will be reported to the parent. If a more serious injury occurs, staff will call 911 and the parent.
22. Medication must be administered by Center personnel and may be administered only if the medicine is in its original container with label affixed containing doctor's name, prescription number, name of drug, date, and directions. Medication permission slips signed by parent must accompany each medication. No non-prescription medicines may be given unless a doctor's note accompanies it. Parents are expected to deliver the medicine directly to Center personnel and pick it up at the end of the day. Parents must sign a permission slip authorizing the administration of Ipecac Syrup.
23. Children with fever, sore throat, pink eye, diarrhea, excessive cough, upset stomach, head lice, skin rashes, etc. should be kept home from the Center. Children may not return until fever has been normal for 24 hours or until they are no longer contagious. In cases where strep is suspected, children may not return until a negative throat culture is obtained or until medication has been in effect for 24 hours. The Center asks that parents please use special care concerning their child's health and be considerate of other children who are being exposed. Parents must notify the Center within 24 hours when their child has a contagious, reportable illness.
24. The Bridges does not take the children off the premises for field trips.

25. Permission slips will be sent out to parents prior to each occasion of research, experimental procedure, or public relations activity involving a child. Signed and returned slips will be placed in the child's file.
26. Staff uses positive reinforcement to create an understanding in each child of what constitutes appropriate behavior. A step-by-step discipline procedure is outlined in the Center's Behavior Guidance Policies and Procedures, which is available for parent review upon request.
27. No pets are allowed in the Center.
28. Grievances: We recognize that periodically misunderstandings and problems can arise. We believe that it is important that such problems be resolved as quickly as possible. When you have a problem, discuss it with the Manager. If you are still not satisfied, discuss with the Director.
29. The Center requests that children do not bring gum, toys, or other materials from home, unless requested to do so by the Center.
30. The staff encourages children to celebrate birthdays and holidays with their classmates. Treats may be brought at any time to be shared. Treats must be purchased at a store or a bakery. Health Department regulations prohibit home-made treats.
31. When arriving and departing, please angle-park. This facilitates the smooth flow of traffic. Please DO NOT park on the grass.
32. To ensure the child's safety, parents should escort the child to and from the Center, and should check in with the teacher. Parents should assist the child with boots, coats, etc. Clearly label all belongings with the child's name.
33. Please check the parent bulletin board daily. Our weekly curriculum, as well as special notes, will be posted.
34. Concerns about data privacy prevent the Center/Preschool from sharing children's addresses and phone numbers.
35. Periodically, parents will request to take class pictures. Parents who object may contact the Manager.
36. In the interests of ensuring an excellent child care experience for children, the Center reserves the right to disenroll children whose behavior distracts or endangers others or whose parents flagrantly disregard Center policies.

Detach this page and return signed to The Bridges on the first day of day care.

**ACCEPTANCE OF PARENT POLICIES**

I have read and accept the above policies.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

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