

PARENT HANDBOOK

Culturally Growing Child Enrichment Center, we recognize the importance of a quality early childhood experience for all children and we also value partnerships with families. We realize that children learn both at home and at school, therefore our program is family focused and facilitated a child's learning in all developmental areas (cognitive, communication, physical and social/emotional).

Culturally Growing Child Enrichment Center is designed for children 6 weeks-12 years old and offers the advantages of a small group setting with the benefits of regular wider group interaction through excellent playgroup facilities. We offer developmental and educational activities specified to your child's age and individual needs. Our commitment is to provide you and your child with the best in childcare and education. In addition to this handbook which acquaints you with our policies and procedures, we are licensed by the State of North Dakota and abide by state rules and regulations.

As a parent you will put great consideration into choosing the right childcare and early education for your child. We know that good experiences in early learning help our children build a solid foundation for becoming life-long confident Learners.



This handbook has been developed to help facilitate the relationship between teachers and parents by providing you with specific information about our center. Our professional staff will be happy to work with you in meeting any special needs or addressing any concerns regarding your child's care. We hope that this parent handbook will help in the communication process by explaining our policies, guidelines, and procedures. It is written with the best interests of your child in mind, in addition to maintaining the integrity and quality of our program. We have an opendoor policy and encourage you to contact us if you have any questions regarding this handbook, please feel free to contact us by phone or email. We look forward to serving you and your child.

OUR CENTER'S PHILOSOPHY:

We believe in the development of the whole child. Our curriculum is designed to focus on the creative, emotional, intellectual, physical, and social growth of everyone. The purpose of our approach is to foster competency in the young child. While the emphasis is on children, family involvement is encouraged and supported.



Our Center Provides Parents with Convenience to Parents With:

- ★ Year-round operation open for most snow days, school closings and throughout the summer
- Full or part-time preschool and school age options
- 🜟 Handicap accessibility
- Accepting of ND and MN Childcare
 Assistance
- ★ Bright Wheel communication smart tool



Your Child's Safety Is Important, We Provide:

- 🜟 Fenced playground area
- ProCare electronic station/Bright Wheel Safety Check In and communication app
- 🜟 Key access security system
- 24 camera recording and surveillance inside and outside of our facility
- Supervision during transportation pickup / drop-offs C
- PR / first aid certified teachers
- 🌟 Authorized pick up security

CHILD CARE REGULATIONS

EARLY CHILDHOOD SERVICES - CASS COUNTY SOCIAL SERVICES

Culturally Growing Child Enrichment Center, LLC is licensed by the State of North Dakota. We are licensed for children ages 6 weeks (about 1 and a half months) to 12 years of age.

The purpose of these regulations is to establish minimum standards for licensed childcare centers and to assure that those standards are maintained. Should a parent suspect a licensing violation or want to report a complaint contact the local county social service office. Reports can be made in person, by telephone or in writing. Culturally Growing Child Enrichment Center, LLC admits students of any race, color, and national or ethnic origin.

CHILD ABUSE AND NEGLECT LAW

Culturally Growing recognizes the basic human and legal rights of each individual served. It is the policy of our center that all staff and volunteers treat individuals with dignity and respect. Physical abuse, verbal, or neglect of any individual within or outside the center is strictly prohibited. Any staff or volunteer who has knowledge of abuse or neglect of an individual or has reasonable cause to believe that an individual has been abused or neglected, MUST report this information to the Director and to the appropriate authorities. Failure to report abuse/neglect may implicate the observer and may lead to disciplinary measures. In addition, all possible abuse/neglect situations will be reported to the county of residence as required by North Dakota Century Code 50-25.1.

HEALTH

The center will have annual health and sanitation inspections completed by an environmental health practitioner. The center follows guidelines as suggested by North Dakota Health Services.



FIRE



The center will have annual fire inspections completed by local or state fire authorities. Fire evacuation drills will be performed in accordance with the state fire department's guidelines.

TORNADO

Drills will be performed in accordance with state fire department guidelines.

CONFIDENTIALITY

Information pertaining to the admission, developmental progress, health, or transition of a child is confidential. Access shall be limited to staff, parents, students, and persons who possess a written authorization form from the child's parent or legal guardian and Officers of the law or County Social Services.



LIABILITY INSURANCE - Pending

RATIOS

The Center meets or exceeds the adult/child ratios established by the North Dakota Department of Human Services. The ratios are:

STAFF TO CHILD RATIO

HOURS OF OPERATION

Culturally Growing Child Enrichment Center's hours of operation are 24 hours Monday to Friday and open every other weekend. 7 a.m. until 11:59 p.m. Monday to Friday.

The center will observe the following paid holidays during which we will be closed:

CHILDCARE CLOSURES VACATION & MAJOR HOLIDAYS

Dear Parents/Guardians,

As part of our commitment to providing high-quality care and ensuring a healthy work-life balance for our staff, we have established the following policy regarding childcare closures on major holidays. Please review this information carefully and mark your calendars. accordingly.

Closure Policy:

Childcare will be closed on the following major holidays:

- * New Year's Day
- Martin Luther King, Jr.
- Inauguration Day
- Washington's Birthday
- * Memorial Day
- Juneteenth (June 19)

- Independence Day (July 4)
- * Labor Day
- * Columbus Day
- Veterans Day (November 11)
- * Thanksgiving Day
- Christmas Day (December 24- 25)

EXTENDED CLOSURES:

If a holiday falls on a weekend, childcare will be closed on the Friday before or the Monday after the holiday. This ensures that both children and staff can enjoy the holiday festivities with their loved ones.

CHRISTMAS BREAK CLOSURE:

In observance of the Christmas holiday season, childcare will be closed from Christmas Eve (December 24th) until January 3rd. This extended closure allows our staff, including the owner, to spend quality time with their families during this special time of the year.

OWNER'S VACATION POLICY:

The owner will have 30days (about 4 weeks) of vacation time per year, not including holiday closures. The provider will give a minimum of two weeks' notice prior to taking vacation unless there is a family emergency. If any of these holidays fall on a Saturday, we will observe the holiday on the Friday prior. If any of these holidays fall on Sunday, we will observe the holiday on the Monday following.



OUR PROGRAMS

Our Culturally Growing Child Enrichment Center business is founded on the principle that early childhood education should not only nurture children's academic skills but also celebrate and embrace the rich diversity of cultures within our community. Unlike traditional childcare facilities, we prioritize cultural education and immersion as integral components of our program, creating a nurturing environment where children can explore, learn, and grow while embracing their own cultural heritage and discovering those of others.



At our childcare center, we recognize that each child comes from a unique cultural background, and we celebrate this diversity by integrating cultural learning into every aspect of our curriculum. From multicultural Storytime and language lessons to traditional music and dance activities, our daily schedule is designed to expose children to a variety of cultural traditions, languages, customs, and celebrations. Through hands-on experiences and interactive learning opportunities, children develop a deeper understanding and appreciation for the world around them, laying the foundation for global citizenship and cultural competency.

In addition to cultural education, we prioritize the holistic development of each child, providing a safe, nurturing, and inclusive environment where they can thrive. Our qualified and dedicated staff members are committed to supporting children's social, emotional, cognitive, and physical growth through developmentally appropriate practices, individualized attention, and positive reinforcement. We believe that by fostering a sense of belonging, respect, and empathy, we empower children to become confident, compassionate, and culturally aware individuals who are prepared to navigate an increasingly diverse and interconnected world.

Furthermore, we recognize the importance of family engagement and community involvement in supporting children's learning and development. We actively encourage parental involvement through regular communication, family events, and workshops, providing opportunities for parents to participate in their child's educational journey and strengthen connections with other families and the broader community.



Overall, Culturally Growing Child Enrichment Center business is committed to providing high-quality childcare services that not only meet the needs of children and families but also celebrate the rich tapestry of cultures that make our community vibrant and unique. Through our innovative approach to early childhood education, we strive to cultivate a generation of global citizens who embrace diversity, foster inclusivity, and contribute positively to our interconnected world.

PROGRAM EXPECTATIONS

FOR CHILDREN:

- Children can expect to be in a safe and supportive environment.
- Children can expect to use all of the program equipment, materials, and facilities on an equal basis.
- Children can expect to have respectful treatment.
- Children can expect to have discipline that is fair and non-punitive.
- Children can expect to receive nurturing care from staff members who are actively involved with them.
- Children can expect to experience learning activities that are fun and creative and appropriate to the developmental level of the individual child.

FOR PARENTS:

- Parents can expect that their children will be cared for in a safe and supportive environment.
- Parents can expect to have the opportunity to talk to the teacher or the program coordinator about concerns related to their child or the program.
- Parents can visit the program at any time.
- Parents are always welcome to help in the classroom or attend field trips if they wish.
- Parents will be regularly informed about the program activities.
- Parents will have open communication with the classroom staff.
- Parents will inform the center of changes in the child's enrollment status, living status, or other areas that could affect the well-being of the child.









(6 weeks to 18 months)



Your baby will have a primary teacher while at the center. He/she will be rocked, sung to, and danced with throughout the day. You will hear music playing most of the day and teachers singing to your child. His / her schedule or the day will depend on his / her individual needs.

We will follow your child's schedule on feeding and napping. Your child will have a crib that no other child will sleep in, individual spot for diapers, wipes, and personal items. Your child will learn with all senses and will be talked to all day as well as being introduced to Baby Signs – a sign language program for infants.

Our main goal in the infant program is that your baby is happy and you are comfortable that your child is safe in our care.

Infant sleeping Licensing Regulations – All infants under 12 months of age will be placed completely flat on their backs in a crib for sleep. Parents are required to remove their infant from the car seat as well as any other outerwear when they arrive. Infants are not allowed to sleep in car seats. If you wish our program to place your infant in an alternate sleep position, or in another device/equipment for sleep, you must provide a written order from a health care provider stating the medical reason and time frame to follow the order as well as written parental permission.

- Our program reserves the right to refuse to enroll your infant if we do not feel comfortable following the order.
- **Cloth Diapers** Cloth diapers are not prohibited by licensing, but are prohibited by Caring for Our Children unless they are medically necessary and ordered by a physician. Since the city ordinance requires programs to follow Caring for Our Children, cloth diapers are not allowed.



- **Diaper changes** Diapers are changed every two hours and more frequently if needed.
- Shoe-Free Area Since infants are on the floor and put everything in their mouths, the carpet area in the infant room is a no outside shoe area. Please help the infant teachers by either removing your shoes before entering the gated carpeted area.
- © Center formula, baby oatmeal/rice cereal, and baby food are provided until the age of 12 months. At that time, you would be able to transition your child to table food, or you are welcome to bring the supplies of your preference from home.

TODDLER PROGRAM (18 months to 3 years)

Your toddler is a ball of energy and we at Culturally Growing Child Enrichment Center understand this! Your child is continuing to learn about how they move around the room. He / she will be encouraged to try new skills. He / she will continue to have teachers who will keep you updated with what your child has tried each day.

Language is an important skill your child will gain. Daily conversations with your child will happen at meals, diapering, large group time and individual play time. Your young toddler will have activities in art, science, math, story time, sensory, dramatic play, and music. Most important is that your young toddler will begin to make friends and learn to socialize with other children. Preschool (3 years to 1st day of kindergarten).



This is a time for discovery in a child's life! In our full day preschooler will gain independence and positive self-worth. He / she will have the opportunity to create art work with material found in the art area, perform science experiments, listen to stories in a large group, move to music and sing, plan their day, learn math skills and the foundations of reading and be a positive member in the center by choosing a daily "job."

The focus is hands-on learning from experiences with a variety of classroom activities.



- The classroom environment and curriculum are designed to provide experiences that stimulate a child's social, physical, intellectual and language development.
- Each activity is chosen based on the developmental skills of the children. This practice promotes independence and enhances thinking skills.
- The classrooms are well equipped with developmentally appropriate materials.
- All children are exposed to technology in the classrooms as well as appropriate games and activities to enhance language and problem solving skills.
- The site has a playground for outdoor play which is used by each group twice daily (weather appropriate).
- The environment and planned activities are designed to give opportunities for self-expression and the development of a positive self-image.

SCHOOL AGE PROGRAM (Kindergarten to 12 years)

Our before and after school program helps your school aged child become responsible for themselves and to be a positive role model to others. In the morning he/she will be offered a healthy breakfast! Your child will be dropped off in the designated drop off zones established by the school and monitored by a center staff member until they reach the school entry way.

We offer a nutritional snack to your child when they return from school, ask them if they have any homework that needs to be done, and provide a wide variety of activities, stories, and structure throughout the afternoon. They will be given the opportunity to socialize with others, make art projects with a variety of materials around the room. The center is open during most snow days, school holidays and all summer.

Your older toddler is always on the move and believes that he / she is the center of the world, and at Culturally Growing he / she is the most important person! In this program your child will learn how to share toys, communicate his / her needs, and begin to develop social skills.

Your child will have the opportunity to experiment with many different art methods, learn about science, develop pre-math skills, develop pre-reading skills, and learn to plan for their day. He / she will continue to have the opportunity to experiment with language while sitting at mealtime, joining large group time, talking to an adult or friend at individual work time or singing and dancing to music.

We work with you and your family on potty-training. All children have their own schedule to be potty-trained and we respect this choice. We will follow the same schedule you have at home to make training more positive.

We highly discourage any food-based motivation. We motivate and encourage with the use of stickers and special incentives.

As always, outside time is vital to having a healthy child. All age groups do go outside daily; except for when the wind chill/temperature is below zero degrees Fahrenheit or at or above ninety degrees Fahrenheit. Children are required to go outside unless they have a written order from a health care provider.

OUR TEACHING TEAM

Culturally Growing Child Enrichment Center has a team of experienced teachers who enjoy working with young children. Our team implements a program that is child centered by planning activities that are engaging and educational. The following are important facts for you to know about our team: Our staff has vast experience working with young children. We consult a childcare health consultant on a regular basis to ensure our policies and procedures area always a priority and up to date. All staff are required to participate in ongoing curriculum training and enrichment opportunities for professional development. Our teachers are trained in CPR and First Aid Our teachers have background checks prior to beginning employment in our center

ENROLLMENT PROCEDURES

Parents may enroll their child at our center offices or via email to our site director. If your child cannot be immediately enrolled, they will be placed on a waiting list and the two weeks of tuition will not apply until your child can be enrolled. Please see the information below regarding enrollment procedures.

Forms that need to be completed before your child starts in the center include:

- ★ Enrollment Packet
- ★ Age appropriate "All About Me" form
- ★ Certificate of Immunization (updated as new immunizations are given)
- ★ Parent's statement on health of child (annual form)
- ★ Tuition Express form
- ★ Care plans for children with asthma, allergies, or a chronic illness as well as a release of information form (care plans must be updated at least yearly)
- ★ Birth Certificate (copy)

All forms will be kept on file in the director's office and entered into the childcare database system.

Before your child attends Bright Futures, a short pre-admission conference will be scheduled with Center Director and classroom teacher. Visiting the program allows both the parent and child to become comfortable with our environment, staff, and schedule. During the year, if you wish to change your enrollment status from a full-time position to a half-time position or vice versa, you can only do so if there is a position available. To change your enrollment status, please submit a written request to the Director.

The child's name will be placed on the "waiting list" for the type of position you are requesting. There is nonfinancial obligation to join the Center's waitlist. Please check with the Director for openings and availability prior to starting the enrollment process.

WAITING LIST

The Director will maintain an enrollment list. Priority on this list will be given as follows:

- 🧕 Culturally Growing Child Enrichment Center employees.
- As openings occur within the Center, those children already enrolled in the program will have priority.
- 🧕 Siblings of children in the program.
- 🧖 Remaining families on the list by date and center receipt of application.

If parents do not accept an opening within 48 hours of when they are offered it, they have the option of staying on the waiting list but will drop to the bottom or are taken off completely. Enrollment Fee A non-refundable registration fee of \$50 per child or \$70 per family is required upon enrollment. The registration fee and completed enrollment contract will reserve your child's spot. We will do our best to accommodate your requested start date; however, we need to know your requested start date at least 4 weeks in advance in order to make the proper arrangements. Once a start date has been determined, two weeks' prepayment of tuition is required.

TUITION

Prepayment of two weeks childcare tuition is required. Childcare tuition is fixed-no deductions for holidays, absence due to illness or inclement weather. Payments can be made by automatic credit card (Visa or MasterCard), automatic ACH from check or savings account, a check or money order payable to Culturally Growing Child Enrichment Center Payments must be made each Friday by 6:00PM unless you have prior arrangements with the Director. Payments received after close of business on Friday will be charged a \$10.00 late fee per business day. These fees must be paid before your child is accepted for care. Any violation of these policies will be brought to your attention verbally and documented. After two violations we will notify you in writing.



Three violations of these policies will result in dismissal from the center. As your child's legal guardian, it is your responsibility to work out payment arrangements with an estranged spouse, relative, or other entity.





CULTURALLY GROWING CHILD ENRICHMENT CE

3247 39th St South Fargo 58104

\$360/week Infants (6 weeks to 18 Months) \$300/week ■ Toddlers (18 months to 36 Months) Preschool (36 months to 1st day of Kindergarten) \$280/week School age care – after school (September to May) \$95/week No school day rate - Additional \$25 per non-school day \$75/week School age care – after school only (September to May - Elementary) \$150/week School age care - before and after school -(September to May- Elementary) No school day rate - Additional \$25 per non-school day \$30.00 Summer Care - must have completed Kindergarten \$225/week School age care – daily option (Typically August to May) Daily rate from 3:00-6:00PM (3 day minimum) \$25/day

FEES

ENROLLMENT FEES

\$50 per child

\$70 for a family of 2 or more children

LATE PAYMENT FEE

\$10.00 per business day after 6PM on Friday

RETURNED CHECK FEE

LATE PICK UP FEE (after 6PM)

\$1/minute per child

2 weeks tuition down payment

NROLLMENT CONTRACT SIGNATURE PAGE

I have read and understand the policies set forth in the Parent Contract and Fee Schedule. I agree to abide by the policies and procedures outlined. I understand that I am responsible for the financial obligations throughout the service of this contract. I have, in my possession, a copy of the parent handbook and will refer to it with questions as they may arise. I understand that Culturally Growing will NOT provide medical subsidy for accidents or injuries- please be ensured that you have proper medical insurance information on file.

Today's Date:	
Child's Name:	Child's Date of Birth
Parent Signature: Parent Si	gnature:
Requested Start Date:	
Family Contact Information:	Please ensure you have provided the following:
Parents First and Last Names:	Deposit Received (\$150 for 1 child; \$75 for family)
Address:	Registration PaperworkCopy of updated Immunizations
 Гelephone(s):	ND Health Statement

Email Address: _____