



Discover Magical Moments
Daycare Center, Inc.
Miscellaneous Policies and Procedures
May 2009 Revision

Prepared By:

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Child Care Program

2021 East Hennepin Avenue, Suite 230

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And Discover Magical Moments Daycare Center, Inc.

5450 Royal Place NW Rochester, MN 55901

Miscellaneous Policies and Procedures

Program Drug and Alcohol Policy – All drug and alcohol use is prohibited. All staff, subcontractors, and volunteers, when directly responsible for persons served by the center are prohibited from abusing prescription medications or being in any manner under the influence of a chemical that impairs the individual’s ability to provide services or care. All staff, subcontractors, and volunteers are notified prior to entering their positions regarding this policy.

Name _____ Date _____

Program Grievance Procedure for Parents - Policies and Procedures for Reporting complaints about the Operation of the Program

Parent/Guardian should discuss any observations and or concerns with the child’s Teacher. If the Parent/Guardian continue to have concerns the Parent/Guardian need to bring the concern to the Director’s attention. Discover Magical Moments Daycare Center Director is the high authority within this business due to Renae Loth-Birch is one of the owners.

The Director will research the situation and return results to the Parent/Guardian in 5 business days. This result may be either written or in conference, Parent preference.

Program Administration Records – The following records must be maintained by the program and within the center and be available for inspection at the request of the commissioner:

- Record of information given to parents
- Personnel records
- Children’s records
- Child Care Program Plan
- Accident/injury, emergency, and incident records
- The staff distribution scheduled
- Separation reports as mandated
- The report by the Health Consultant