

Endless Journey Child Care
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2026 Rates

These rates are in effect starting 1/5/2026

Class:	2 days:	3 days:	4 days:	5 days:
Infants: 6 weeks – 16 months	-----	\$295.00	\$340.00	\$375.00
Toddlers: 16 months – 33 months	\$235.00	\$285.00	\$320.00	\$350.00
Preschool: 33 months up to kindergarten	\$225.00	\$270.00	\$300.00	\$320.00
Kindergarten and School-age (non-school days & summer)	\$190.00	\$220.00	\$250.00	\$270.00
Kindergarten and School-age (school days)	\$170.00	\$190.00	\$210.00	\$230.00

There is a 5% discount off tuition for families with 2 or more children enrolled full-time.

Endless Journey Child Care is closed for the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the Friday after, Christmas Eve & Christmas Day. If the Holiday falls on Saturday, we are closed on Friday. If the Holiday falls on Sunday, we are closed Monday. All Holidays are to be paid for by all families whether you are part-time or full-time.

Welcome:

The staff of Endless Journey Child Care would like to welcome you and your family to our center.

The following paragraphs communicate the policies of Endless Journey Child Care. These policies were designed to make the child care experience a happy one for you and your child. We encourage you to read through these pages carefully in order to know what to expect at this center. You will also come to understand what is expected of you as the participating parent. The policies below are set forth by Endless Journey Child Care and are in accordance with the Department of Human Services, Licensing Division, in the State of Minnesota. These guidelines and accompanying contracts become effective upon acceptance by the parent and the center.

Operation:

Endless Journey Child Care is licensed to serve children Monday-Friday from 6:00am to 6:00pm. The center serves children from six weeks to 12 years (through the summer after 5th grade), including 16 infants, 27 toddlers, 50 preschoolers, and 20 school-agers. EJCC is licensed for a maximum of 113 children present at one time.

Licensing Information:

Endless Journey Child Care is licensed by the State of Minnesota. The license is displayed by the sign-in sheets in the entry area. The center is inspected periodically by regulatory agencies to ensure the best child care for your child. The telephone number for the Department of Human Services is 1-651-431-6500. The staff to child ratios are as follows:

Infants: 1 to 4; ages 6 weeks to 16 months; capacity 16

Toddlers: 1 to 7; ages 16 months to 33 months; capacity 27

Preschool I: 1 to 10; ages 33 months to 4 years; capacity 20

Preschool II: 1 to 10; ages 4 to 5 years; capacity 30

School Age: 1 to 15; ages Kindergarten through 5th grade; capacity 20

Communication:

The staff of Endless Journey Child Care believes that daily communication with parents is vital. When your family starts at our center, we encourage you to communicate any concerns or questions that may arise. The Endless Journey Child Care staff feels that we can work as a team with your family while caring for your children. Children tend to feel more secure when they know that there is consistent communication between their parents and their caregivers. We are open to discuss any special needs or situations

pertaining to your child. Any information that you share with us will remain private and confidential. We will send home children's work, monthly newsletters and/or daily reports in your child's cubby. Please check your child's cubby daily so that you don't miss any important information.

Conferences:

Endless Journey Child Care will offer a pre-enrollment conference each time a parent tours the facility. Parent -teacher conferences will be offered twice a year to discuss your child's social, intellectual, emotional, and physical development. Additional conferences are available at your request. When a conference takes place, you will receive a written copy of the information. There will also be a copy kept in your child's file in the office.

Our Program:

The Endless Journey Child Care teachers will plan various activities to be done throughout each day. Social development will be encouraged by providing opportunities for sharing, making friends, resolving conflicts, solving problems, helping others, recognizing and accepting differences, cooperating on projects and building self-esteem. Emotional growth will be developed through verbally expressing thoughts and feelings, experiencing rules and limits, recognizing and accepting emotions in others, and through a consistent environment of kindness, justice and empathy. The children will develop responsibility for their own actions through the learning of self-help skills, safety in play, and appropriate independence. Physical development will be promoted through large motor games and activities. Fine motor skills will be advanced through the use of manipulative toys, blocks, puzzles, etc. Creativity will be encouraged through a variety of materials and activities: musical experiences, open-ended art projects, dramatic play, and literature. The intellectual development of the children will increase by means of learning centers that involve basic concepts and skill-building activities. Child Care Program Plans are posted in each classroom and are available for you to review.

Learning Centers:

Endless Journey Child Care implements **The Creative Curriculum** in our learning centers for infants through preschool. The Creative Curriculum is used by many child care facilities in the United States. The Creative Curriculum is endorsed by the Minnesota Department of Education. Each staff member is trained to use this curriculum. If you would like to learn

more about the Creative Curriculum, please check out their website at www.creativecurriculum.net.

Enrollment:

Your child's enrollment information packet will need to be completed with the emergency numbers, immunization record, tuition policy, etc. before your child will be allowed to stay at the center. The health care summary will need to be completed, signed by a physician, and returned within 30 days of enrollment.

Tuition:

We have included a Tuition Rate Form, Tuition Policy, and Tuition Express Form in your Parent Pack. Please review these and return the filled out Tuition Policy and Tuition Express Form. There is a \$25 registration fee per child. This pertains to new enrollments, as well as to any returning child who has previously been enrolled and withdrawn. Tuition is due on Mondays. Each Monday we will pull the tuition for the week from your checking/savings account or credit card. There is a 2% fee for using your credit card. If your payment is denied, the tuition plus a \$30.00 service charge will be due by Wednesday of that week. If this happens more than once, we will need to have an alternate form of payment.

Arrivals and Departures:

There is a sign in/out clipboard for each class, pens, and a clock located in the entry hallway near the office. Each day upon arriving you are required to sign your child in by noting the time under the proper day. This is to be followed by signing your child out at the end of each day. This gives us a written record of your child's attendance and hours. At pick up, please do not allow your child to leave the center and enter the parking lot without you. It is very helpful if you notify us if you will be picking up your child early or late. Also, call us if your child will be absent on a scheduled day. Some parents find that when they arrive to pick up their child, the child begins to act up and has a hard time listening to directions. When two authority figures are in the same room together, children will naturally test the boundaries. Please help show your child that you respect the center rules and the staff by reminding him/her that the rules still apply while you are present. When parents enter Endless Journey Child Care to pick up their children, they are no longer under the supervision of the center staff.

The parents are responsible for the safety and behavior of the children at that time.

Late Fee:

Your child needs to be picked up by 6:00pm each day. There is a \$15.00 late fee per child starting at 6:01pm. The fee increases by \$15.00 for each additional 15 minutes. This fee is paid to the staff member who prolonged his/her day.

Meals:

If your child is present at meal times, s/he will be served breakfast, lunch and an afternoon snack; the meal times are as follows:

Breakfast: 8:00 Lunch: 11:00 Snack: 3:00

Your child must be present at the start of the meal to eat. If your child cannot arrive at the start of the meal, please feed him or her before you come. Endless Journey Child Care participates in the Minnesota Department of Education "Child and Adult Care Food Program". The menus are reviewed by food program officials and are posted in the classrooms and next to the kitchen. Due to the fact that there are children with special dietary needs, food may not be brought into the center without prior approval by your child's teacher. The center needs to be notified in writing of any children with food allergies. This information should include any symptoms that result from the allergy, as well as the remedies and precautions necessary. A doctor's note is required for any child who is unable to eat food off of our menu due to any reason (except for religious reasons).

Nap/Quiet Time:

All children, ages five and under, are required to lie down for a nap/quiet time each day. Your child will not be forced to sleep, but s/he must lie down quietly. After your child has rested quietly for 30 minutes, s/he will be given books to look at.

First Aid and Medical Care:

First aid will be administered as needed. All staff are trained in first aid and CPR. Should an injury occur that requires medical attention, you will be notified immediately. Please remember to keep your emergency phone numbers current in the office. The center will call 911 in case of a medical emergency and your child will be taken to the hospital listed on your child's registration form. The director or teacher will stay with your child until you can arrive. You will receive a copy of all accident reports when first aid is

administered.

Medication:

If your child needs medication administered at the center, you will be asked to complete a medication form. This form will list the type of medication, the amount to be given and the times the medication will be administered. All medications need to be kept in the original container with the prescription label.

Public Relations:

Parent permission must be received before your child can be a part of any public relations activity or any research experiment procedure. Should your child be required to take part in any of these activities, you will be asked to sign a letter granting permission.

Child Abuse and Neglect:

Endless Journey Child Care is required by law to report any form of physical, sexual or emotional abuse of any child in our care. If we notice any signs of injury at any time, we will alert the child's parents immediately both verbally and in writing, along with a full description of the signs (bruises, sores, sudden extreme behavioral changes, etc.) The signs of neglect include a child being transported in a vehicle without the proper car seat restraints. We will document the same information for our records and, if necessary, the proper authorities will be contacted. You will receive an accident report if your child is injured while in the care of Endless Journey Child Care.

Pets:

Endless Journey Child Care does not have any animals at the center. You are allowed to bring in a pet to show the children, but the pet may not be left for the entire day. The animal must be healthy and fully vaccinated. Parents of the other children will be notified in advance of any animal visitation. The liability for injury is covered under each individual parent's homeowners insurance.

Visitation:

You are allowed to visit Endless Journey Child Care during the hours of operation: 6:00am-6:00pm, Monday - Friday. If you have a special interest or talent that you wish to share with the children at the center, you are invited to do so. You will need to talk to the teacher about a day and time that will work for the class. The children enjoy having visitors.

Centers Closings:

Endless Journey Child Care will be closed on the following major holidays:

- * New Years Day
- * Memorial Day
- * 4th of July
- * Labor Day
- * Thanksgiving and the Friday after
- * Christmas Eve
- * Christmas Day

If the holiday falls on a weekend, the center will be closed on the Friday before or the Monday after. It is our policy to charge the regular weekly fees for these days.

Vacations:

During each calendar year, every family may take a one week vacation with no tuition due. The vacation week must be Monday - Friday of one week. Please give us a two week notice when your child will be on vacation.

Sick Days:

When your child is sick and not able to attend child care, a regular fee for that day is due. This applies if your child does not come to the center or is picked up early due to illness. We have included an illness policy with your parent pack which is out of the Department of Human Services Rule 3 handbook. Please review this policy carefully. If your child becomes ill during the day you will need to pick your child up within one hour. Your child will not be allowed back in the center until s/he is fever free and symptom free for 24 hours. If your child needs a fever reducer in the morning, s/he needs to stay home and recover. School-age children who are too ill to be at school are also too ill to be at Endless Journey Child Care. We implement these policies to keep the other children and staff healthy. Please notify us if your child is diagnosed with any contagious illness to. pink eye, strep throat, chicken pox, and head lice.

Center Rules:

- * Always be respectful and kind.
- * Don't hurt anyone on purpose.
- * Help others if you can.

- *Clean up after yourself.
- *Use your manners (please, thank you, excuse me, etc).
- *All children will be supervised.
- *Only bring in toys from home on special share days. No violent toys, weapons, or action figures are allowed.
- * The use of tobacco, alcohol, or any illegal substance is strictly prohibited on center grounds.
- *This facility bans guns or any other weapons.

Behavior Guidance:

All staff members are instructed to use redirection or distraction for behavior guidance. We believe that the most effective ways to encourage positive behavior are: to respect each individual child, praise constructive efforts and give positive reinforcement. No child will be yelled at or physically or mentally harassed. Food, drink, light, warmth, clothing or medical care will never be withheld. Swearing and name calling are not considered acceptable behavior by staff or children. Other unacceptable behaviors are fighting, hitting and biting. When a child is involved in conflict with another child or adult, we will guide the child to negotiate, compromise, brainstorm and remain respectful of the other person. In the event of persistent unacceptable behavior, where separation from the group becomes necessary, the behavior and the staff person's response will be recorded. The child's return to the group is contingent on the child's ability to stop the behavior and bring him or herself under control.

Disciplinary Dismissal:

The staff of Endless Journey Child Care is committed to working with each family in order to provide each child with a positive, educational and fun child care experience.

Occasionally a child will experience difficulty in adjusting to a center setting and/or will have trouble abiding to the center's rules of behavior in the classroom. When this happens, the parents will be notified by the teacher or director and a conference will be scheduled. The center staff will work closely with the parents to resolve the problem. The parents will be called immediately anytime a child acts violently (hitting, kicking, slapping or biting another child or staff member or purposefully damaging center property). The parents may be required to pick up their child immediately. As a last resort, the director reserves the right to ask the parents to withdraw the

child from the program. Examples of why the center would terminate your child's care with or without notice include (but are not limited to):

- * Failure to comply with the policies set forth in this handbook
- * Failure to turn in required forms
- * Inability to meet the needs of the child without additional staff
- * Lack of respect for the providers or other children by parent or child
- * Destructive or hurtful behavior of the child that persists in spite of parent cooperation and staff efforts to stop behavior.

If you decide to withdraw your child from Endless Journey Child Care, we require a two week written notice. There will be no hurt feelings and the care your child receives will not change during that two week period.

Liability Insurance:

The liability insurance at Endless Journey Child Care is held with Westbend Mutual. Endless Journey Child Care is not responsible for medical expenses due to injuries caused by another child or by the center's equipment.

Grievance Policy:

Endless Journey Child Care strives to provide a pleasant environment for all children. If you have a concern you should speak with a teacher or the director immediately. The staff prefers to resolve concerns before they become major issues. All grievances will be reviewed and addressed within 48 hours.

Birthdays:

Birthdays are special events for all children. You are encouraged to bring treats for your child to share. Due to special dietary needs of some children, you are asked to discuss with the teacher in advance about what treats to bring.

Licensing requires that all treats be store purchased.

Supplies Needed for Each Child:

It is important for children of all ages to have an extra set of clothing at the center. Please mark each item with your child's name, put the clothes in a bag and hang the bag in your child's cubby. Mittens, hat, boots, and snow pants should also be labeled. Your child needs shoes that s/he can play comfortably in. The center has a no flip flop policy. Shoes at EJCC should have a heel strap on them and toes need to be covered if your child wants to ride the bikes or scooters at the center. Each class goes outside daily (weather permitting) and every

child needs to be dressed appropriately for the temperature of the day. Please bring sunscreen for your child to use during the summer months. Each child also needs a blanket, small pillow, and pillowcase for naptimes. All blankets and pillowcases will be sent home weekly to be washed.

Additional Supplies for Infants and Toddlers:

You will supply diapers and wipes, as well as any creams for your child to use. We provide Member's Mark gentle formula (compared to Enfamil Lipil with Iron, gentle). If you use another formula or breast milk for your child, you will need to provide these. Please leave three bottles at the center, as well as two pacifiers (if your child uses them). Glass bottles are not allowed due to DHS regulations. If your infant uses a sleep sack you will need to supply one. We will provide sheets for cribs. Once your infant is 12 months old, you can bring in a blanket to use in the crib.

All enrolling infants must be able to drink from a bottle by sucking on the bottle (not dripping the bottle contents into the mouth). Any infant who cannot or will not suck from a bottle will be required to postpone his/her start date until the skill is mastered. All infants should be eating table food by one year. Many infants start table food way before the first birthday but should be eating some "big people" food by one year. If a child isn't having table food by one year, a doctor's note is required.

Toilet Training:

Children in the toilet training phase will need at least two complete changes of clothing. You are required to provide an adequate supply of pull-ups each day. Please use pull-ups that have Velcro on the sides. Toddler families must work with us to potty train. The average age of starting the potty-training process is 27 months. We would like to start potty-training between 27-29 months. Toddlers will not move up to the Preschool One room until potty-training is mastered (with only 1-2 accidents per week). Because toddlers must move up by 35 months (DHS rule), if a toddler is not potty trained by the age of 35 months, the child will need to withdraw from our care until the potty is mastered. If the child does not return by the age of 36 months (3 years), the child's spot in PS I will be rescinded. **We do not enroll children aged 3 years old or older who are not fully potty trained.**

Self-help skills:

Parents take part in allowing their child to develop self-help skills. These skills include being able to pull pants down and up, being able to put socks and shoes on independently and attempting to help pick up after themselves. For potty-trained children, being able to wipe themselves is required. The staff will help when needed, but that is in extreme potty emergencies.

Center Field Trips:

Whenever an outing away from the center is planned, you will be given a permission form stating where, when, the cost and how the children will be transported. The form must be signed by you for the child to go on the trip.

Custody Issues:

Custodial parents/guardians must provide legal court documentation if the noncustodial parent is not allowed to pick up or visit the child. If any letters or documents are needed for the center for court cases, a copy will be provided to both parents. We will only comment on the child's time here.

Equal Opportunity Provider and Employer:

In accordance with federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication and Compliance, 1400 Independence Ave, SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Thank you

Thank you for trusting your child with us. Please feel free to stop by with any questions or concerns at any time.

ENDLESS JOURNEY CHILD CARE ILLNESS POLICY

A child with any of the following conditions or behaviors is a sick child and must be excluded from a center not licensed to operate a sick care program. If the child becomes sick while at the center, the child must be isolated from other children in care and the parent called immediately. The parents have one hour to come and pick up their child. If the parents are unable to come, the people listed on the emergency information form will be called. Parents must inform the center within 24 hours if their child is diagnosed with a contagious disease (or condition), including (but not limited to) strep, lice, scabies, impetigo, ringworm, hand/foot and mouth, or chicken pox. You will be informed if your child is exposed to a contagious disease (or condition) on a letter posted on the bulletin board over the sign-in sheets. The license holder must exclude a child:

With a reportable illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others. Siblings must stay home during the contagious period.
With chicken pox , until the child is no longer infectious or until the lesions are crusted over. Siblings must stay home during the contagious period.
Who has had vomited in the preceding 24 hours. Siblings must stay home during the contagious period.
Who has had three or more abnormally loose stools in the preceding 24 hours. Siblings must stay home during the contagious period.
Who has contagious conjunctivitis or pus draining from the eye. The child needs to be excluded until examined by his/her health care provider and until secretions have subsided to manageable amounts. If the child cannot keep his/her hands off of eyes, the child may not return. Siblings must stay home during the contagious period.
Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy. Siblings must stay home during the contagious period.
Who has unexplained lethargy .
Who has ringworm or scabies that is untreated and contagious to others. The child needs to be excluded until 24 hours after antibiotic treatment begins. Siblings must stay home during the contagious period.
Who has lice . The children may return 24 hours after pediculicidal shampoo has been administered AND until a staff person examines the child and finds no evidence of bugs or nits in the hair. The child's hair will be examined for bugs and nits before s/he enters the classroom.
Who has a 100-degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given. Do not administer a fever reducing medication to your children before bringing him/her to the center. We want to keep the spread of illness to a minimum. Siblings must stay home during the contagious period.
Who has an undiagnosed rash or a rash attributable to a contagious illness or condition . Siblings must stay home during the contagious period.
Who has significant respiratory distress .
Who is not able to participate in childcare program activities with reasonable comfort.
Who has been given laxatives or any stool softeners (either prescription or over the counter). The child must stay out between 24-72 hours, depending on the medication administered.
Who requires more care than the program staff can provide without compromising the health and safety of other children in care.

REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

Who should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 507-328-6400 or local law enforcement at 507-328-6810.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and are available upon request.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.