

Welcome to Mayo Employee Back-Up Care Center

Dear Mayo Employee,

Welcome to you and your family! Our staff at Mayo Employee Back-Up Care Center can't wait to meet you.

As part of the enrollment process, you will need to complete the necessary Enrollment Forms. These forms can be downloaded online in your child's care profile, completed and printed/uploaded into the system at your convenience.

You will need to complete these standard forms listed (in your child's care profile online):

- **Bright Horizons Care Profile**- you can download instructions on how to print off your child's individual care profile, review, sign and date
- **Back-Up Informed Consent Form** – Please review, initial and sign as indicated
- **Personal Care Plan/Developmental History form** (specific to the age range your child is currently in)
- **MN Child Care Immunization Form**- your child's physician can fill out this form, or you can upload a copy of your child's immunization records in this area too.
- **MN Health Care Summary**- your child's physician is required to fill out this form. The form must be signed by a doctor, either by hand or electronically. The forms off of the portal are no longer signed electronically following the Epic conversion.

If your child has any allergies, diagnosis, or special medical conditions then you will need your child's Physician to fill out (in your child's care profile online):

- **Health Care Plan-Asthma** – needed if your child has asthma.
- **MN Allergy Health Care Plan**- if your child has any allergies (not including medication allergies).
- **Individual Education Plan (IEP)** – Needed if your child has been diagnosis with a special need that requires any accommodation in the classroom
- **MN Medication Authorization Form**- if your child needs any medication because of allergies and if the medication is stated on the Allergy Health Care plan.
- **Suspected Allergy/Food Intolerance Form** – if your child has a suspect, but not yet diagnosed allergy, or if they have an intolerance to any foods. This can be filled out by a parent. *If the suspected allergy gets listed on your child's Health Care Summary as an allergy then it would be treated like an allergy and need the Physician to fill out the MN Allergy Health Care Plan.*



Mayo Employee Back-Up Care Center

3535 40th Avenue NW #100

Rochester, MN, 55901 | 507.282.2707

mayo.rochester@brighthorizons.com | brighthorizons.com/mayorochester

If you do not see a form that fits with your child's needs (EG: diabetes form) please let us know and we can email you the specific form.

***Note:** *If you have Adobe Acrobat 8 or higher, we encourage you to save the files to your desktop. This will allow you to complete each form electronically and save a copy of the form to your computer. This will be convenient in the future as we are required by licensing to have these reviewed and signed annually. **

Once you have completed the forms please upload them into the system the center will verify the forms and put an expiration date to the forms. One month before these forms are due to expire, the system will email you to alert you that the forms will be expiring soon.

Additional information we need from you are:

- **2 emergency contacts** (other than parents/guardians) that you will authorize to pick up and/or give medical advice in an extreme emergency. We need names, addresses & phone numbers.
- **Other parent** – name, address and phone number (if applicable)
- **Dentist** – name, address and phone number (no matter what age the child is - if the child is under 3 and does not have a dentist, then please supply a parent's dentist)
- **Physician's name/Clinic name/Phone number**

Other helpful information:

1. **Our Website:** to view our parent handbook, take a virtual tour, meet our staff, or to view your child's age group calendar. (www.brighthorizons.com/mayorochester)
- **Directions to the Mayo Employee Back-Up Care Center-** We are located in the Valley High Business Center building at 3535 40th Avenue NW in Rochester. From the front, it appears to be a nondescript brown brick office building. Our main entrance is on the back side of the building facing circle drive/county road 22. When you enter the parking lot from 40th Avenue, drive past the building to the rear parking lot and you will see our playgrounds located next to our main entrance. You will be looking for a glass door with a sun on it that says Bright Horizons and Mayo Employee Back-Up Care.
 - **Food:**
 - We provide 2 snacks (AM and PM), Breakfast and Lunch. Parents of children who wish to eat food from home must provide lunch by either bringing in a bag lunch or taking your child out to lunch (you may also come and eat with them). Parents of infants who are not yet eating a full menu of table food must provide their own food, since that age group is on a more individualized eating plan. Attached is a handout with cold lunch suggestions. It includes a list of age appropriate food choices, as well as suggestions for packing a safe lunch. We are a peanut/nut safe center as well- so please refrain from sending foods that have nuts of any kind in them or have been process in a facility that contains peanuts/tree

nuts. Thermoses can be used to keep food warm and ice packs can be used to keep the food cold in the lunch boxes. Please follow USDA meal guidelines while preparing lunches.

- We ask that you keep all water bottles at home. We do provide single use cups to use for water in between meal and snack times.
- If your child is not able to drink whole or 1% milk, please be sure to provide a milk alternative for your child. Milk alternatives must be in the original container and be nut free. Some choices for milk alternatives would include soy milk, rice milk, hemp milk, goat's milk, lactose free milk, etc.

- **Overview of our curriculum**

Per MN Licensing we are required to give you this important information:

- **Ready to Respond Hotline** -in case of emergencies this is a number you can call and they will tell you what is happening: 1-800-420-1970
- **Child Care Emergency Plan** – a description of our plan in case of emergencies with evacuation information: Child Care Emergency Plan
- **Parent Handbook**- has important information for using this benefit and our policies and procedures: Bright Horizons Back Up Parent Handbook
 - **Handbook Addendum for Mayo Employee Back-Up Care Center:** Handbook Addendum
- **Maltreatment of Minors information for the State of MN:** Maltreatment of Minors

Please let us know if you have any questions or need assistance with the forms.
We look forward to having you join our family!

The staff at the Mayo Employee Back-Up Care Center