

Policy Information for Parents

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- A. All families with students enrolling at Laker Prep Early Childhood Center, will be given written or digital notice of the following:
- A. Laker Prep Early Childhood Center is licensed to service children six weeks (Laker Prep enrolls at eight weeks) to kindergarten: daily enrollment will not exceed 20 infants, 21 toddlers, 45 preschoolers.
 - B. Hours of operation at Laker Prep are 7:30 a.m. to 5:30 p.m. Monday through Friday. A total of **seven holidays and two training days** will be included in regular rate. These days include: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Laker Prep will also be closed the Friday after Thanksgiving, and December 26 at no charge to families. Families will be notified a minimum of one month in advance concerning the each maintenance/training day. Should any of the above closing days fall on a Saturday, Laker Prep will be closed the Friday before. Should an above holidays fall on a Sunday, Laker Prep will be closed the Monday following.
 - C. Laker Prep Early Childhood curriculum options are as follows:
 - 1. Laker Prep Early Childhood Center is not affiliated with any religious or political views. The curriculum will include, but not limited to, opportunities for students to grow cognitively, socially, emotionally, and physically. Students will receive age appropriate, daily lessons in early language, literacy, and math skills, along with units covering social studies, science, and art topics. This growth will be delivered and practiced in diverse large and small groups, along with individual work time.
 - 2. Families are welcome to review the curriculum program plan followed at Laker Prep Early Childhood Center, per request to director or lead teacher, at any time.
 - 3. **Families have the right to discuss any traditional or cultural practices relevant to their family with the director, and whether or not they would like them to be included in the routines of the school year.**
 - D. Family conferences will be held twice per year or upon request from teacher or family. Written assessment during these conferences will include, but not limit to: their student's intellectual, emotional, physical, and social development.
 - E. **Upon enrollment, immunization records and all other enrollment forms must be filed. Within 30 days of enrollment, a student's health care summary must be filed with Laker Prep Early Childhood Center.**
 - F. Laker Prep Early Childhood Center will immediately contact families, or emergency contact person, if a student becomes ill or injured to the extent that they will need to leave school. (Fever temperature of 100+ and/or vomiting or diarrhea would fall into this category). Prior to pick up, students will be allowed to rest in a comfortable area, while also being supervised. In the instance where a communicable disease has been reported, (where students may have been exposed), in cases of emergency or injury has occurred, requiring medical attention, families will be informed verbally and/or through written communication.

F1. Children need to be free of fever, vomiting, or diarrhea for 24 hours without medication before returning to school. Certain illnesses may have extended requirements for students to stay home, and each situation will be looked at individually by the director and health consultant.
 - G. All Laker Prep Early Childhood Center staff directly working with students (and qualify to hold a director, lead teacher, or assistant teacher position), will be certified in first aid procedures, and will act upon them appropriately for circumstance at hand. In any instance that is beyond the certification of staff, 911 will be called, and families or emergency contact will be immediately notified.

- H. If at all possible, students should take any needed medication before or after school. If this is not possible, Laker Prep Early Childhood Center must receive written directions and signature from families for over the counter medicine (including Tylenol, cold medicine, skin creams, etc). In situations where prescription medicine is needed, a written and signed note from the family doctor, and administering directions will be needed. All medicine will be kept in original container, held in secure location, and out of reach of children. No medicine will be administered beyond the expiration date. All administered medication will be documented and kept on file.
- I. Upon enrollment, each student will need signed permission from family to participate in walking field trips that extend the school property. Field trips that require other forms of transportation will require additional written permission from family prior to participating in field trip. Families can opt to sign a bulk permission form for all bus-transported field trips, yet be notified prior to these field trips occurring, and attendance will be on record for those days.
- J. In the event that Laker Prep Early Childhood Center is involved in research, an experimental procedure, or public relations event, families will have the opportunity to give written permission of student's participation in **each** situation. If permission is not granted, by denial or absence thereof permission, the student will not be involved.
- K. Students will be served breakfast, lunch, and an afternoon snack each day for children who have begun eating solid foods. Meals and snacks will be prepared by Laker Prep Early Childhood Center, which has been licensed and certified by the state of MN. Bag lunches may be asked to be brought, from home, on rare occasion. Families should notify Laker Prep Early Childhood Center of any food allergies, or other food specifications, with paper work on file, at the time of enrollment (or as needs change), so that their student's dietary needs can be met. In cases of extreme allergies, alternate meal options may be planned for student.
 - 1. **Infants** are to provide premade bottles with formula and/or breast milk, in personal containers each day. Each bottle must be labeled with name, date, contents, and amount provided, and will be stored in classroom refrigerators.
 - 2. **Breast feeding mothers** will have access to space within Laker Prep Early Childhood Center, to feed their child(ren) on site any time during the day. Mothers are asked to keep in close communication with the infant staff and director to ensure sufficient and consistent feeding of their child(ren).
 - 3. **Our goal is to help children** be comfortable with trying new foods, without overwhelming them all at once. *Fruits and/or vegetables are included in each lunch, and a goal to include within at least one snack per day. We work to have whole grains and lean meats served in the majority of lunches each week, as per our kitchen. Milk is always served at lunch (type, depending on age), water is readily available all day, and if juice is served, it is 100%, and limited. Children will also be part of the lunch planning, and snack serving process, as much as possible, to encourage healthy eating and choices.*
 - 4. Children with food allergies, or choosing to exclude certain ingredients from their child's diet, will be asked to: 1) bring a doctor note 2) will be asked to provide alternative drinking milk, and/or may be asked to provide other meal alternatives, 3) or pay for additional costs incurred above typical meal pricing.
- L. Laker Prep Early Childhood Center will offer and supply copies of the behavior guidance policies and procedures to families at the time of student's enrollment in the program. The policies can also be obtained prior to enrollment.
- M. Laker Prep Early Childhood Center may own pets to enhance curriculum, but will notify families prior to the students coming into contact with the animal. Families will give permission for their student to participate in feeding, handling, and caring for any pets.
- N. Parents/Guardians of students enrolled at Laker Prep Early Childhood Center may visit for any period of time during hours of operation, scheduled or unscheduled.
- O. For further questions regarding MN Child Care Center licensing policies and procedures, families may contact the Department of Human Services (DHS), Division of Licensing (651)-431-6500.

I. Nap and Rest Policy

The following are procedures and guidelines that are developmentally appropriate for the students enrolled at Laker Prep Early Childhood Center.

- A. Confinement limitation. No students will be required to remain at their crib or resting cot for longer than 30 minutes of quiet resting time.
- B. Placement of equipment. Nap and rest time will be located in a quiet area physically separate from any other children who are working quietly, so that their napping and resting is not to be disrupted. There will be adequate aisle space between cribs and cots, on at least one side, for students and staff to move between resting space(s). Cribs and cots will not be stacked at any time while being used.
- C. Bedding. All students will have the option of supplying their own blankets for rest time, or have Laker Prep Early Childhood Center supply separate, individual blankets for them. Blankets and sheets will be washed weekly, unless soiled or wet; in which case, will be washed immediately.
- D. Crib Standard. Laker Prep Early Childhood Center will provide one crib per infant in which the center is licensed to provide care for. Each piece of equipment will be safe and sturdy, and constructed with materials that abides to federal crib standards. Cribs will be inspected monthly to insure safety of infants.
- E. Reduction of risk of sudden unexpected infant death. In order to prevent the risk of sudden unexpected infant death, Laker Prep Early Childhood Center will place each infant on back unless a physician has directed alternative sleeping patterns for the infant, and record is on file at the center. Any infant, who is more than six months old, or has a signed statement from parents, has rolled onto his/her stomach after being placed in crib on back for rest, may remain sleeping on stomach while at Laker Prep Early Childhood Center.
 - a. ***Although inconvenient, but for the safety of the child, it is not recommended that an infant be sleeping at the time of drop off. Staff members will need the child awake to ensure the overall health and condition of the child upon arrival each day.***
- F. Each infant enrolled at Laker Prep Early Childhood Center will be placed on a firm mattress, with a tightly fitted sheet, which matches the mattress size, and overlaps the underside of the mattress. This will not allow the sheet to dislodge by pulling on the sheet with reasonable force. No additional items will be placed inside a crib, with exception to a pacifier.
- G. When an infant falls asleep prior to being placed in a crib, the infant should be placed in the crib as soon as practicable, and keeping the infant in line of sight and sound. If an infant were to fall asleep in a teacher's arms, Laker Prep Early Childhood Center staff will make their best judgment as to when to place infant in the crib, while keeping the supervision and needs of other children a top priority. Infants who are sleeping will not be placed or allowed to be sleeping in a position which may block the airway, or with any item covering the infant's face.
- H. It is not recommended to swaddle any infant when putting down to sleep in any licensed childcare setting. It is also prohibited to do so, for an infant who has begun to roll over independently. In the event that a parent or legal guardian completes a written consent, according to this statement, Laker Prep Early Childhood Center may place an infant who has not begun to roll over independently, down to sleep if suited in a one-piece sleeper which is equipped with a connected system that only crosses the upper torso, and does not constrict hips or legs, which creates a swaddle. Prior to any use of swaddling, Laker Prep Early Childhood Center requires parent or guardian of the infant to complete the proper consent form for swaddling of an infant and prepared in partnership with MN Sudden Infant Death Center.

II. **Program Grievance Procedure for Parents**

- A. All families that are enrolled at Laker Prep Early Childhood Center can submit a grievance, in writing, to the director.

III. Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs

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 911.
- 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 **(218) 847-5628** or local law enforcement at **(218) 847-4222**.
- 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 should be attached to this policy.
- 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.

Failure to Report

- A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

- An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

The internal review will be completed by Eric Rotter/Director. If this individual is involved in the alleged or suspected maltreatment, Mary Rotter/Director will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

V. Enrollment and Rate Policies

The following statements include information concerning enrollment deposit, weekly tuition, absences, and late payment policies at Laker Prep Early Childhood Center:

Forms: Upon enrollment, parents/guardians of each student will identify a **minimum of two** individuals, other than themselves, who are allowed to pick up their child from school. Information required for alternate pickup arrangements include, **name, relationships to the child, phone number, and current address**. Each authorized individual (other than parents) will need to sign a transportation form may be asked for signature before the first pick up.

***Copies of custody reports are also required to be on file.*

Enrollment Deposit: Once a family has been offered enrollment, a start date will be agreed upon by family and director, and has 30 days in which to start. At that time, families enrolling children will be asked to place a deposit equivalent to one week's attendance at Laker Prep Preschool, according to the age of the child upon enrollment. Should a family choose not to enroll within this time frame, their deposit is then forfeited, or can choose to continue to pay the weekly rate, until their desired start date .. A family wanting to be placed at a later date, a new interest form will need to be placed with the center, to be on the wait list.

Deposits for enrollment will be kept in a separate account, until the final week of attendance at Laker Prep Preschool, and applied at that time, given the two week, end of care policy is followed, or child is entering Kindergarten, whichever comes first.

Potty Training Expectations: Children enrolled who are entering preschool classrooms (33 months and older), are expected to be working with teachers on potty training both at home and in the school setting. Children enrolled in the YELLOW preschool room, will be transitioning from pull-ups to underwear, as quickly as possible, according to progress of the child. Children enrolled in the RED room or LAKER PREP PREK room, will be expected to be fully potty trained, not using diapers or pull-ups throughout any part of the day. Should any family feel their child needs an alternate time line, or has concerns with their child's potty training progress, it is recommended to visit family physician/pediatrician for further recommendations, and will need to be discussed with teacher/director.

Clothing/Supplies: Laker Prep Preschool and ECC will provide all school supplies throughout the year. Each child is asked to have a minimum of one complete change of clothing on hand at school at all times. In the event a child is potty training, it is recommended to have several changes on hand, should an accident or spill occur while at school.

Weekly Rate: *(Effective August 1, 2016)* A weekly rate is attached to each age group, and applied according to the age of each enrolled child. Families will be asked to pay the first week payment on or before the first day of attendance. Each concurrent week's payment will be due **on Monday** of each week. Any alternate payment methods, such as bi-weekly or monthly will need to be made in advance. If payments are consistently late, late fees will be applied. In the event payments cease, Laker Prep Early Childhood Center may terminate enrollment permanently, or freeze attendance until all charges are paid in full.

Automatic payments are another available method of payment and will be made every week. These automatic payments incur a yearly fee of \$13.00 (or prorated).

Part Time Schedules: Laker Prep Early Childhood Center enrolls part time students when scheduling permits. Part time families are asked to choose days in which their child will attend each week (ex. M, W, F). If a family would like to alter attendance days on a given week, this may be granted with availability and will be charged additional daily rates (ex. Child attends M, W, F, but attends M, W, TH one week, the account will be charged for four days), unless using an accrued vacation day.

Part time students (three days or less per week) will be charged a daily fee of five dollars \$5.00 in addition to the average rate per day. Credit card payments are available upon request, and will incur the standard user surcharge.

Absences/Drop Off/Pick Up: Families are expected to let Laker Prep ECC know of any absences, or changes in drop off or pick up times/individuals, as soon as known, and no later than 9:30 the day of absence/late arrival. Phone calls, emails, texts, or written notes to the director, are acceptable when

child(ren) will be absent or late. Families will be contacted by 9:30 to inquire about attendance, if attendance is unknown.

To respect our staff members' personal time, a late fee will incur on accounts where children have been picked up after 5:30 p.m.

In the event a child will be absent for any reason, families are responsible for payment of absent days, unless further notifying Laker Prep Early Childhood Center of using a 'free day' (see below).

Free Days: A child enrolled at Laker Prep Preschool will be granted free days, free of charge, equivalent to weekly attendance per calendar year, 30 days after the first day of attendance (Five days/week=five free days; two days/week=two free days). These days can be used at will of the family, as long as payments are current. Depending on timeliness of absence, free day credit will be applied for current week, or the following.

Change in Attendance or Termination of Enrollment: If a family chooses to alter a child's attendance, or terminate enrollment, a written, two weeks notice, is required by the changing/terminating party. Charges will remain the same until the notice is fulfilled.

Laker Prep may terminate at will that will include a written notice.

Severe Weather: In the event of severe weather, Laker Prep ECC ensures the best attempt to stay open. If our program should decide to close, due to weather, all families who had planned to attend that day will be refunded at their daily rate. If a family so chooses to keep their child home when Detroit Lakes ISD #22 public schools are closed, or their home district is closed (i.e. LPA, Frazee, etc...), due to severe weather, and Laker Prep is open, a daily rate will still be charged.

Community Resources

ISD #22 Detroit Lakes Public Schools

- 218-847-9228

ISD #22 Detroit Lakes Community Education

- ECFE Classes
 - 218-847-4418

ISD #22 Detroit Lakes Public Schools

- Early Childhood Screening
 - 218-847-5628
- Early Childhood Special Education
 - 218-846-1863
 - 218-847-1106

Lakes and Prairies Community Action

- Child Care Assistance
 - 218-512-5100
 - 877-773-5778
- Early Learning Scholarships
 - 218-512-1584

Becker County Human Services

- Public Health
 - Early Childhood Screening (ISD #22 Contract)
 - Vision/Hearing Screening
 - 218-847-5628
- Medical Assistance
 - 218-847-5628
- MFIP (Minnesota Financial Investment Program)
 - 651-431-4000

Mental Health and Social/Emotional Screening

- Sanford Clinic
 - 218-846-2000
- Essentia Health Clinic
 - 218-844-2300
- Solutions Behavior Healthcare
 - 218-844-6853

Dental Services

- Apple Tree
 - 218-483-1038
- Lakeridge Dental
 - 218-847-9214
- West River Dental

- 218-846-1900
- Dental Associates
 - 218-847-2624
- Posch Dentistry
 - 218-847-8765