

Policy Information for Parents

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- A. All families with students enrolling at Laker Prep Preschool, will be given written notice of the following:
- A. Laker Prep Preschool is licensed to service 20 preschoolers, and 10 school age students.
 - B. Hours of operation at Laker Prep Preschool are 7:30 a.m. to 5:30 p.m. Monday through Friday. A total of six holidays will be included in regular rate. These days include: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day. Laker Prep Preschool will also be closed the Friday after Thanksgiving, Christmas Eve, and December 26, and two additional days for maintenance and/or training per year. 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.

For classroom transition purposes, Laker Prep Preschool will also be closed the entire week following Memorial Day, and the week following Labor Day. Families will not be charged for these days, and limited availability may be offered at Laker Prep Early Childhood Center for those days.
 - C. Laker Prep Preschool curriculum options are as follows:
 1. Laker Prep Preschool 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 Preschool, 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 offered 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 Preschool.**

- F. Laker Prep Preschool 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.***
- G. All Laker Prep Preschool 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 Preschool must receive written directions and signature from families for over the counter medicine (including aspirin, 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, locked 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 Preschool 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 occasion.
- a. 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, along 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. Skim or Almond milk is always served at lunch, 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.

Families should notify Laker Prep Preschool of any food allergies, or other food specifications, with paper work on file, at the time of enrollment, so that their student's dietary needs can be met. In cases of extreme allergies, alternate meal options may be planned for student.

- L. Laker Prep Preschool 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 Preschool 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 Preschool 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 Preschool.

- 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. Crib standards do not apply at Laker Prep Preschool.
- E. Reduction of risk of sudden unexpected infant death. Although staff are trained in SUIDS at Laker Prep Preschool, SUIDS risk does not apply.
- F. Cribs are not used at Laker Prep Preschool.
- G. Safe sleep positions for infants do not apply at Laker Prep Preschool.
- H. Swaddling does not apply at Laker Prep Preschool.

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 __Mary Rotter/Director__ (name or position). If this individual is involved in the alleged or suspected maltreatment, __Eric Rotter/Director__ (name or position) 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.

MN Department of Human Services Division of Licensing November 2014

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**. Additional individuals can be added in writing at any time.

Enrollment Deposit: 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. This deposit will be kept until the final week of attendance at Laker Prep Preschool, and applied at that time.

Weekly Rate: A weekly rate is attached to each age group, and applied according to the age of each enrolled child. Each family is asked to make a weekly payment **during** each week of attendance. 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 Preschool 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 will incur a yearly fee of \$13.00.

Part Time Schedules: Laker Prep Preschool 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).

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.

Absences/Drop Off/Pick Up: Families are expected to let Laker Prep Preschool know of any absences, or changes in drop off or pick up times, as soon as possible. Phone calls, emails, or texts to the director, are preferable when child(ren) will be absent or late. Written notes or verbal notification to classroom teacher are also acceptable.

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

Free Days: A child enrolled at Laker Prep Preschool will be granted free days equivalent to weekly attendance, free of charge days 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. Please try to notify center a minimum of one week in advance, when planning on using free days, for billing and booking purposes.

Change in Attendance or Termination of Enrollment: If either a family, or Laker Prep Preschool 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.

Severe Weather: In the event of severe weather, Laker Prep Preschool ensures the best attempt to stay open. If our program should decide to close, due to weather, all families who had planned to attend, will be refunded for that day. If a family so chooses to keep their child home when ISD #22 public schools are closed, or their home district, (i.e. LPA, Frazee, etc...) due to severe weather, they will not be charged.

~A full description of service rates can be viewed upon request.

Community Resources

Detroit Lakes Community Education

- ECCE Classes
 - 218-847-4418

Becker County Human Services

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

Detroit Lakes Early Childhood Special Education

- 218-846-1863
- 218-847-1106

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