



2025-26

Minnewaska Area Schools Little Lakers Child Care

ENGAGE EVERY STUDENT, EVERY DAY!

Minnewaska Area School District Little Lakers Childcare Center Handbook Serving Infants, Toddlers, and Preschool

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This handbook goes into effect July 1, 2025. Minnewaska Area Little Lakers Childcare Center reserves the right to change or update policies at any time of which parents/guardians will be given written notification.

Child Care Coordinator's Welcome

Thank you for your interest in the Minnewaska Little Lakers Childcare Center. We are proud to offer an exceptional licensed childcare option for families in the Minnewaska area. We follow the Minnesota State Statutes, best practices, and the Minnesota Departments of Education's Indicators of Progress.

At Little Lakers Childcare Center, we are dedicated to providing a comprehensive educational experience for children from infancy through preschool. We recognize our important role in the developmental journey of each child, fostering positive relationships with peers and adults, and guiding them towards becoming productive members of the community.

Our center provides a nurturing, loving, and educational environment where your child will engage in daily activities filled with friendship and opportunities for collaborative learning.

Our professional staff delivers a well-rounded curriculum designed to address the social, emotional, intellectual, and physical development of each child. Our child-centered approach ensures a harmonious balance of flexibility and consistency, tailored to meet individual talents and skills.

We deeply value family support and participation. We encourage you to volunteer or visit the center whenever possible. We view it as a privilege to partner with parents in the education of their children and strive to build a strong sense of teamwork between our staff and families, ensuring the highest quality of care for your child.

We appreciate the opportunity to serve families during these formative years and take our responsibility to provide the best early childhood education seriously. Once again, welcome to the Minnewaska Little Lakers Childcare family.

Our Philosophy

Mission Statement: At Little Lakers Child Care, we are committed to creating an inclusive and nurturing environment where every child can thrive. Our exceptional learning experiences enhance strong connections between families and our community, ensuring that each child's unique potential is recognized and celebrated.

Vision: We aspire to be a leader of support for local families, providing top-quality care and age-appropriate educational experiences. By instilling

timeless values and promoting lifelong learning for children aged 6 weeks until the child reaches kindergarten, we aim to strengthen the bonds between work, family, and school, enriching our rural community in the process.

Purpose: Our purpose is to provide every family with a stable, structured environment that nurtures growth and learning. We believe that when children feel loved and supported, they are empowered to explore and discover their world.

Impact: We are dedicated to delivering quality care and education that positively impacts the lives of children in our community. By supporting the professional growth of our childcare staff, we ensure that our team is equipped to provide the best possible experiences for our children, fostering a brighter future for all. All of our staff are expected to model Laker Pride by being RESPECTFUL, RESPONSIBLE, AND SAFE.

About our staff

Our staff are carefully chosen for their experience and training in the fields of Early Childhood and Child Development. Every child is monitored for physical, emotional, cognitive, and social development progress. Parents are encouraged to keep teachers and staff informed of any difficulties they are having at home so we can help extend and grow the skills they are trying to develop.

Little Lakers Child Care values and advocates for growth within the Early Childhood Education field. We allow college students from surrounding communities to come in and make observations, lesson plans, or research. We will, however, get written permission from each parent before the college student comes into the classroom.

Parent Aware Accreditation

More information to come.

Center Hours of Operation and Holidays

Hours of Operation: Our center is open Monday through Friday, 6:00 am – 6:00 pm. Hours may change based on the demand for childcare from our enrolled families.

Paid Holidays: All families enrolled in our program are entitled to paid holidays. If a holiday falls on a Saturday, the center will be closed on the Friday prior. Conversely, if the holiday falls on a Sunday, we will be closed on the Monday following the holiday.

Additional Closures: Throughout the year, the center may also close for various reasons, including staff training, unmanageable illnesses, inclement weather, and maintenance days. Parents will be notified as soon as possible about these closures, and we will make every effort to keep them to a minimum.

Holidays Observed: The center is closed on the following holidays:

- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day; July 4th
- Labor Day
- Thanksgiving
- The Friday after Thanksgiving
- Christmas Eve
- Christmas Day

- New Year's Eve

Center Closing: In the event that adverse weather conditions force the Center to be closed during regular business hours, the closing will be posted on the Minnewaska Area Schools Facebook Page, and an email will be sent out to all our current families. The Center will remain open if at all possible unless it is severely cold, travel is not advised for our area, or if we do not have enough staff able to cover the center for attendance in all rooms. Non-scheduled closings or late starts such as, but not limited to, snow days or staff in-service days, will be charged as regular days.

Ages and Number of Children Served: Our center is licensed for children 6 weeks until the child starts kindergarten. Our Licensed Capacity is 72 children.
Infant rooms: 6 weeks to 16 months, 1:4 ratio, and Capacity of 12 total infants
Toddler Room: 16 months to 33 months, 1:7 ratio, and Capacity of 20 toddlers
Preschool Room: 33 months to kindergarten, 1:10 ratio, and Capacity of 40 preschoolers

Admission Policy: Before acceptance into our program, all registration on Eleyo and additional documents for enrollment must be completed for each child and accompanied by a non-refundable registration fee of \$50 per child. Registration fees do not apply toward future payments and are assessed each time a family is re-enrolled. In addition to the \$50 registration fee, there is a one-time deposit of one week's tuition per family that is required at the time of registration. This tuition will be credited to your account and applied to the last two weeks of care.

To secure a spot for an infant you must pay the following;

Non-Refundable payment of two weeks' worth of child care tuition fees (\$470), \$50 registration fee, and One week of tuition (\$235): this will go towards the last two weeks of care. You may break these into payments, however, please note, the spot will not be secure until these payments are paid in full.

Tuition Payments/Automatic Withdrawal

Tuition Fees

Rates are as followed	Full time M-F	Part Time 3 days
Infants (6 weeks to 16 months)	\$235	Not Available
Toddlers (16 months to 33 months)	\$210	\$130
Preschool (33months until potty trained)	\$200	\$120
Preschool (Once potty trained)	\$190	\$115
Drop-In Care	\$50 per Day	

Infant care is a full time pay option only due to the demand. Part time families will communicate at least 2 weeks in advance what days the child will be in care to allow us to plan for the appropriate staff in the classroom.

Priority for child care will be given to full time families. If a potential full-time family would like to enroll, the part time family will be given the option to change to full time before the potential family. If they choose not to switch to full time care, the family will then be given a two-week notice. Child care rates will be reviewed yearly and Little Lakers Child Care Center reserves

the right to adjust rates as needed. Parents will be notified of the change by a written notice at least two weeks prior to the rates being changed.

Drop-in Care: To enroll in our drop-in care, you must register in Eleyo and complete all documents BEFORE you start. Drop-in care will be based on staff to child ratios and will only be granted with prior authorization, depending on if the classroom will be within ratio on that day. You must contact the child care coordinator in order to add your child to the class on the specified day.

Payments: Tuition is payable in advance of the service period. We require payments to be made throughout the automatic payment process set up with Eleyo. Our program runs on weekly tuition payments. You will receive an invoice on Friday and your account will be debited on Monday. There is no refund for days missed while your child is enrolled.

Families applying for daycare assistance will be responsible for the registration fee and one week tuition payment before their first day of child care. You will then be responsible for the difference in our tuition fee and what CCAP covers. CCAP is processed every two weeks. Once the county processes the tuition, your payment will be due upon receipt.

In case of non-attendance, enrollment fees will continue for two weeks after the last day of attendance. The child's spot will then be released to another enrollee unless other arrangements are made with the center. You are financially responsible for the tuition incurred during this time.

Trial Period: Little Lakers child care center offers a two-week (for full time) and a four-week (for part time) trial period of child care for your family. During this time, if it is determined that the arrangement is not a safe or successful fit

for your child, child care services will be discontinued. This will be evaluated with the lead teacher and the child care coordinator.

Dismissal/Termination: Little Lakers reserves the right to terminate for the following reasons (but not limited to):

- Lack of compliance with our handbook policies
- Failure to pay or pay on time
- Failure to complete required forms
- Lack of parental cooperation
- Disrespect toward the teachers, aides, and or coordinator
- False information given by parents either verbally or in writing
- Consistent late pickups/early drop offs
- Failure of the child adjusting to childcare after reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Serious illness of a child

Little Lakers reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the wellbeing of staff or other children in attendance. If there is a child that is too difficult to handle, the Center does retain the right to terminate care for your child. A dismissal or termination can be for any reason thought necessary by the childcare coordinator. Little Lakers Child Care must enforce all policies and procedures to ensure the safety of all children and staff. When a family refuses to follow policies that are in place, the following action will be taken;

1st Offense: Verbal written reminder of the policy. This will be signed by the child care coordinator and a copy given to the family; a copy will remain in the child's file

2nd Offense: Written up. This will be signed by the child care coordinator, and a copy will be given to the family; a copy will remain in the child's file.

Reminder of the policy.

3rd Offense: Meeting with the child care coordinator will be enforced to discuss the actions. There will be a signed document by the child care coordinator and a copy will be given to the family.

4th Offense: Discontinuation of care. Any past-due balances must be paid within 30 days of dismissal unless payment arrangements have been made with the child care coordinator. Any balances remaining after the 30-day period will be referred to the district's legal counsel for collection. The child care coordinator will assist the parent in gathering their child's belongings at the time of dismissal. Parents are required to leave the center property immediately in a calm and respectful manner. We will request assistance from local authorities should any parent become disruptive and/or uncooperative while their child's belongings are gathered upon dismissal.

Withdrawal of Care: Two weeks of written notice is required to withdraw from the center. If you do not give a two-week written notice, the deposit will be forfeited and you still owe for the full two weeks of child care. A new registration fee will be required should the child re-enroll at a later date. You will be charged the full two weeks per child after giving notice of withdrawal, whether or not your child attends the program.

Drop-Off and Pick-up Procedures: Little Lakers Child Care responsibility begins AFTER your child is signed in and dropped off in their classroom. Your child needs to be taken directly to their classroom and settled in; do not leave your child at the door. Each parent/guardian must sign in and out of their child upon entering or leaving our facility.

Little Lakers Child Care asks that you have your child at Little Lakers Child Care by 9:00 am each morning unless notice of a late arrival is given to the coordinator. This allows the teachers to plan accordingly and for staff to be placed in the appropriate classrooms.

If you would like your child to eat breakfast at childcare, you must have your child in the classroom before 8:30 am or you will need to feed your child/children before they arrive.

All children must be picked up from their classroom or from the outside gross motor area. A child will only be released to parents or someone on the authorized pickup list. All authorized people must be at least 16 years of age and have a photo ID. The center staff will not release a child to anyone we cannot verify as a parent or authorized person.

When pick-up occurs, please ensure your children are supervised at all times, as it is the parent's responsibility for the child's safety.

Infant drop off and pick up; Little Lakers Child Care does not allow any older siblings to be in the car seat area or the infant classroom. Please drop off older siblings first and pick up your infant first, ensuring that older siblings are not in the infant room.

Any child that is picked up after the center hours will be charged a late fee of \$5.00 for the first 5 minutes per child, and an additional late fee of \$5.00 will be charged per child per 5-minute period unless previously arranged and approved by the center coordinator.

If one or both of a child's parents are not allowed to pick up the child for any reason (i.e., custodial rights), the Center will require that the custodial

parent/guardian provide necessary legal court documents stating so. Little Lakers Child Care cannot restrict a parental pickup without legal documentation to do so.

Parking Procedures: The parking lot in front of the Child Care entrance is reserved for our families to use at drop off and/or pickup. Please do not park in front of the main door, blocking the entrance. We ask that you do not leave your vehicle running or leave other children unattended within your vehicle when you enter the building. Little Lakers Child Care is not responsible for any damage or loss that may happen while using our parking lot.

Clothing:

All children should wear appropriate, weather-related, washable play clothes to the Center. Children will go outside daily (weather permitting), and we will have many days of messy fun and discovery in and out of the classroom. All children should bring an extra complete change of clothing to be left at the Center. These may be left in the child's cubby or brought daily in their bag. Please make sure they are seasonally appropriate. If we may need extra clothes and your child does not have extra at the center, you will be called to bring clean clothes to the center.

****All children and staff will be required to have outdoor shoes and indoor shoes or slippers at the center. You are encouraged to leave your child's shoes/ slippers here at the center each night in their cubby.**

Personal Belongings: At Little Lakers Child Care, we provide a variety of entertaining toys, games. And books for children to enjoy. We kindly ask that no personal toys be brought from home, as the center cannot be held

responsible for any items that are brought in. Additionally, we do not permit videos from home and screen time is limited. While the center does have videos available for special occasions, we encourage children to explore alternative activities to enhance their knowledge and growth.

Meals and Snacks

All meals will be provided by Minnewaska Area Schools Food Service.

Little Lakers Child Care will offer breakfast, lunch, and an afternoon snack. For your child to participate in meals and snacks, they must be in attendance at the scheduled mealtimes; Breakfast at 8:30 a.m., Lunch at 11:30 a.m., and Afternoon Snack at 3:00 p.m. You will be able to find the meals on the Minnewaska District site under the quick links tab.

Parents/guardians bringing treats for special occasions need to check with the Lead Teacher to ensure that the treats will meet our center's restrictions. Children eating peanut butter at home should wash their hands and face and brush their teeth before entering the center.

Infants: You will need to provide clean bottles each day. The number of clean bottles depends on the number your infant drinks during the duration of time spent here. You will need to supply labeled (first & last name & date it was expressed) breast milk and formula, unless an Infant Formula Form for CACFP has been filled out. Table food, infant cereal, and baby food will be introduced to infants upon parents' request and at the center cost.

Little Lakers Child Care is part of the Child Adult Care Food Program (CACFP). Each family is required to fill out all necessary paperwork for the food program, and will be filled in each family's file.

Special Health Needs and Food Allergies

Parents must inform the Center of any special dietary requirement, including food allergies and sensitivities. Parents will be asked to complete an Allergies and Special Food Needs form, which will outline the child's needs and details the responsibilities of both the parents and the Center. **A Special Diet statement must be completed by the child's physician for any child with special dietary needs.** The Center believes that the parents and the physician are the experts on the child's health needs; they will determine which meal components their child is unable to consume. The Center will cooperate with this process by providing information, such as food labels, brands, vendors, etc. We will try our absolute best to work with you on your child's allergies and sensitivities, however, you, the parents, may be responsible for providing special food accommodations if the child is unable to follow the Center's regular meal options.

In the event that a child has a diagnosed disability or an IEP, the Center will provide special accommodations to the best of our ability. The parent must provide the Center with written verification signed by the child's physician that the child has a diagnosed disability (classified under the American Disabilities Act). Please talk with the center director for further assistance regarding disabilities before the child(ren) start date.

If a child has written documentation from the school district and/or specialist, a copy of these documents must be provided to the Center. They must be updated as necessary, at least annually. The center must be given an Individualized Child Care Plan (ICCP) that specifies how best to help your child while they are in our facility. These plans must incorporate and integrate any current written plans for your child.

This includes all specialist care for speech, OT, PT, etc., your child may be receiving as well. All staff assisting your child will be trained on how to properly handle your child's needs.

For children that have special health needs such as allergies, asthma, mobility, etc. an ICCP-Medical must be completed by the child's physician.

We will always maintain an environment that seeks to make every child successful. We will do our best to accommodate individual needs; however, we cannot guarantee that this will always be possible.

Health Related Policies: A signed, completed Immunization record must be submitted before your child's first day of attendance. A completed Health Care Summary is required within 30 days of enrollment. A new summary must be completed and on file if requested by the child care coordinator. Immunization updates must be given regularly to ensure current records are maintained.

Health Consultation: Our designated health consultant, Megan Boutain RN, reviews the center's health policies on a monthly basis or when there are proposed changes or potential outbreaks of contagious reportable illnesses. The review is to ensure safe practices and to certify that they are adequate to protect the health of children in our care.

Separation Anxiety: At Little Lakers Childcare, we recognize that separation anxiety is a common developmental phase that many children experience, particularly during the early years. Signs of separation anxiety may include crying, clinging to caregivers, or showing reluctance to part from parents. Our

caregivers are trained to identify these signs and provide the necessary support to help children navigate this challenging time. We employ strategies such as gradual separation techniques and maintaining consistent daily routines to provide a sense of security. We believe in the importance of collaboration with parents to create a supportive environment; therefore, we encourage open communication and sharing of techniques to ease transitions. Together, we can help children build confidence and resilience during this developmental stage.

Illness Policy: Little Lakers Child Care is unable to care for any child that is known to have any of the following contagious illnesses, including but limited to:

Strep, Impetigo, Fever of 100 Degrees or over, three or more bouts of diarrhea in 24 hours, vomiting once, Continuous Painful Sough, Difficulty Breathing, Pink Eye or eye discharge, Lice, Ringworm, Scabies or Chicken Pox that is infectious, Unexplained lethargy, and or Undiagnosed or contagious Rash.

A child must be able to participate in the Center's activities (including outside play) with reasonable comfort. If contacted by the center staff, a sick child must be picked up within half an hour of the call. **The child must remain home the full day following a dismissal.** Alternate care will need to be arranged until the child's health has improved and the child has remained symptom-free and fever free for 24 hours (without fever-reducing medication).

We ask parents to notify the center immediately if their child has a contagious illness. In the event of possible exposure, the Center staff will post notification and information for parents. Little Lakers Child Care's illness

policies are strictly enforced for all children at the Center. If your child is out due to illness for a consecutive three days or due to a certain contagious illness, including but not limited to: Child Pox, RSV, Hand Foot and Mouth, Influenza(s), Covid, Pneumonia(s), or any Hospitalization

Although a doctor's note is appreciated, it does NOT override our determination and our center policy. Contact the child care coordinator if you have any questions regarding your child's return. The coordinator does reserve the right to call the illness policy into effect if they believe the child in question is at risk of infecting other children.

Medication Procedures: The center maintains a Medication Log with all medications administered at the center. Before administering any prescription medication to a child, the parent/guardian must complete the appropriate medication release form. This form will indicate dosage amount, frequency, and product name/brand and requires the signature of the parent/guardian and medical professional who prescribed the medicine. All medications must be stored in the original container, and prescription medication containers must also include the pharmacy label with the child's name, dosage, physician's name, and date. All medications must be given to a staff member to be kept in the child's classroom, out of reach of children, and not in a child's cubby or backpack.

We reserve the right to deny a child's medication release form due to the complexity and/or time commitment required to administer the medications at which it becomes the responsibility of the parent/guardian to do so.

Tylenol & Motrin Policy: Tylenol cannot be administered by staff. If your child needs Tylenol or Motrin, they should not be at daycare.

Teething: Teething is NOT a cause for illness and licensing/state does not consider any other symptoms other than these listed below as teething symptoms:

- Drooling
- Swollen gums
- Irritability
- Trouble Sleeping
- Trying to bite, chew and suck on everything
- Rubbing their face
- Rejecting food
- Grabbing ears

If your infant has diarrhea, a fever or a runny nose, do not dismiss it as a sign of teething, especially if the symptoms last longer than 24 hours.

Accidents and Emergencies: Small children are active and busy; receiving scrapes, bumps, cuts, and bruises is not unusual. As a caregiver, we must be prepared to deal calmly with both minor and significant injuries. Lead Teachers are responsible for filling out all accident/incident reports.

Minor injuries will be reported to parents when they pick up their children. If an accident requires medical assistance, we will contact the child's parent/guardian and call his/her clinic.

In a serious medical emergency, we will not hesitate to call 911. The Center will not transport a child in a medical emergency. If parents or emergency contacts cannot be reached, an ambulance will be used.

Sources of medical care:

911

Starbuck Police Department

Glacial Ridge Health System

First Aid and CPR: All teachers and aides in the center are trained in pediatric CPR and First Aid. The Center will always have trained staff in the building during operating hours. First Aid care will only be provided up to the level of the staff's training. If additional care is needed a parent or emergency contact will be notified. If the injury requires immediate attention, emergency medical services will be contacted.

Emergency Procedures: The Center will participate in monthly fire and severe storm drills. Documentation of drills will be maintained. Please know that children are prepared in advance for any emergency drills that may take place. Any questions asked by the children are answered honestly.

Building Security: The Center is secure and locked from 8am to 3:00pm. All three doors leading up to WIN Academy from the Child Care Center will remain locked at all times. Only staff of WIN Academy, Directors, and Lead Teachers will have keys to access the other floor. Each classroom and outdoor area have at least one or more cameras. For the privacy of our families in the center, the camera footage will not be accessible to families.

Resting and Naptime: Little Lakers Child Care offers a special time for naps and rest each day to help promote proper growth and development. A cot or crib is provided for each child. Infants will be placed on their backs, in their own crib. Infants are not allowed to sleep with anything (blankets, stuffed animals, etc.), only them or a swaddle blanket before they can roll over.

Children are asked to bring a blanket and are welcome to bring any special sleep aid that they use at home. These things MUST fit in the child's cubby or bag and will remain there until rest time. Licensing requires children five years of age and under to participate in 30 minutes of quiet time each day. After 30 minutes, any child that hasn't fallen asleep will be allowed a quiet activity away from other sleeping children. Napping children may sleep until their naptime is over. If your child is disruptive during this time, the center staff may contact the parent/guardian to come get the child.

Behavior Guidance: Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior. Little Lakers believes that role modeling and positive reinforcement are always the best means for guiding behaviors. Staff members are to provide a positive model of acceptable behavior. Teachers will work with parents to ensure that behavior guidance will be tailored to the development level of the child and that both center and home settings are consistent whenever possible. We will attempt to redirect children and groups away from problems toward constructive activity in order to keep conflict to a minimum.

Teachers and staff will problem-solve with children and discuss positive outcomes for situations. Staff will always encourage positive solutions. When these techniques are not successful, it may be necessary for the child to take time away from the group. The staff will continue to encourage and calm the child. Staff will continue to help the child review the situation, their choices, and their concerns. Little Lakers Child Care will never use any form of corporal punishment. Little Lakers Child Care does reserve the right to dismiss any

child who has a behavior that is negative, unsafe, and risks the health and safety of the other children and our staff.

Biting Policy: We understand that biting can be an issue for young children. This can be a difficult time for the child who was bitten as well as the child who bit and the families involved. We do feel that each situation can have different circumstances and should be assessed on an individual basis. It is the center's goal to work with families involved to find a solution that works best for everyone.

However, in a given circumstance, a child who has bitten another child in the face, has broken skin, or has bitten 3 times in one day will be asked to be dismissed until the next day. In the event that this continues to happen uncontrollably, it may be grounds for termination.

Pet Policy

There are no pets at the Center unless prior arrangements have been made with the Director.

Diapering and Toilet Training: Our Center follows sanitation and diapering guidelines outlined by the state licensing department. Families are expected to provide diapers or training pants, wipes, any required ointments or powders, and three complete changes of clothing (including socks) for their child.

All children who are wearing diapers will be changed or checked every 3 hours or sooner if needed. When potty training, it is your responsibility as the parent to potty train your child. Our staff will follow the routine that you set for your child at home. We ask that you share your routine/ schedule and

communicate with your child's teacher when you start potty training your child.

Clothing that is soiled by urine or feces is to be immediately placed in a plastic (WITHOUT RINSING or AVOIDABLE HANDLING) and sent home that day. Little Lakers Child Care will not launder soiled or dirty clothes.

Cloth diapers are allowed; however, the diaper's outer lining must be made from waterproof material that prevents feces and urine from escaping and staff is able to change both the diaper and outer lining as a unit. A separate bag for soiled cloth diapers must be provided by the parent.

Parent/Guardian Visit: You are always welcome in the Center, but please be considerate and try not to disrupt by visiting with the teacher if she/he is involved in a group activity or engaging with another child. If you have an interest, story, or talent that you are willing/wanting to share, please let us know. If your child has a hard time separating from you, it would be best if you visited when she/he could leave with you. We encourage parents to visit the center anytime. One great way to get involved is to let the child care coordinator and the lead teacher know if you have an interest in volunteering throughout the day.

Conferences: Little Lakers child care offers conferences twice during the year. This is a time where parents and teachers can discuss the child's social, physical, emotional, and cognitive progress is documented and reported to parents. Parents are encouraged to make an appointment or talk to their child's lead teachers anytime they have questions or concerns that they would like to discuss with the lead teacher or child care coordinator.

Room Transitions: Your child will transition to a new classroom when he/she has reached the age and developmental milestones for a classroom. The child care coordinator will reach out to you prior to this transition. If you have any questions or would like to share any information you feel the new teacher would need to know, please feel free to do so. A form will be sent out to families prior to moving up to the next classroom.

Confidentiality and Privacy: Little Lakers Child Care believes that to ensure the most beneficial learning and care environment for the children enrolled in our program, the privacy of the children and their families must be respected. When a parent has a concern about an incident that may have happened involving another child, the staff can only share information with you about your child, policies the Center has in place, or how the staff resolved the situation. Staff members will take extreme care to ensure that information or records about your child will not be shared with other families; likewise, they will not discuss your child with anyone who is not an employee responsible for oversight of Little Lakers Child Care.

Respect to Staff: All staff members are expected to treat each child with respect. They are also expected to treat each child's family members with that same respect. In return, we expect each family member to treat our staff with respect. If a staff member reports any inappropriate conversations with an adult guardian, a meeting will be scheduled immediately with the child care coordinator. There will be zero tolerance for making a staff member feel threatened, degraded, or belittled in any way. If you need to discuss something that is upsetting, please schedule a conference with the child care coordinator, and we will address the issue in a calm manner.

Smoking

Our Center will comply with the Minnesota Clean Indoor Air Act. At no time will smoking or chewing tobacco be allowed in or around the Center's facility, including the parking lot and outdoor play areas. Cigarettes, vapes, and lighters/matches are not allowed in the center.

Drug and Alcohol Policy

We maintain a Drug and Alcohol-free workplace. Drugs and alcohol will at no time be allowed in or around the Center's facility. Little Lakers Child Care is committed to the well-being of our employees, to the safety of the workplace, and to the provision of high-quality educational services to the children in our care. For all these reasons, we cannot tolerate the unlawful possession, use, manufacture, distribution, or dispensation of controlled substances in the workplace or during work time. The Center recognizes drug and alcohol abuse as a potential health, safety, and security issue. If at any time you suspect any staff member of Little Lakers Child Care to be under the influence, please contact the child care coordinator immediately. Little Lakers Child Care cares deeply for all the children in our care. We ask parents not to arrive at the Center to drop off/pick up their child under the influence of any drugs or alcohol. Little Lakers Child Care will call the appropriate authorities without hesitation if we feel the safety of the children is at risk.

Emergency Procedures:

Fire, Tornado, Bomb, or Other Emergency Situations: Fire regulations and tornado warning procedures are posted near the exits in each classroom. Fire and tornado drills are conducted each month; all classrooms are required to participate. In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the building and go to the meeting spot at Fron Lutheran Church. In case of a tornado, each classroom has a designated area to seek shelter until the emergency is

over. Parents will be called as soon as safely possible following an emergency situation. For the safety of the children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency situation.

Blizzard/Severe Weather: The child care coordinator will work closely with the community education coordinator in monitoring the weather and follow direction from the Minnewaska Area School Superintendent to determine if it is appropriate to close the center early or cancel care for the following day. Classroom activities will continue until parents arrive.

Missing Child: In the event of a missing child, the teacher will search for the child in the immediate area, while another staff member calls the child care coordinator to help with the search. If the child cannot be located in a reasonable amount of time, the coordinator will notify the police department and the child's parents.

Power Failure: Staff members and child should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor/ indoor playground until power resumes. If the power cannot be restored within one hour, the center will need to close and parents will be contacted to pick up their child/children.

Center Concerns: It is very important to the philosophy of the Center that we are proactive in aiding children in proper growth and development. Our teachers are trained in the developmental process of young children. If a concern arises about your child's specific growth or development, the Center will inform you of the concern and will seek written consent if there is a need to seek outside consultation or observation of your child.

Child Care Success: All parents want success for their children. Assisting your child in simple ways will aid them in having a positive childcare/school experience in the Center. Speak positively about your child's teachers, caregivers, and the Center with them. Offer assistance with behavioral modification when necessary. Allow your child to be as independent as possible by hanging up their own coats, putting away their belongings, etc. Provide your child with a structured schedule at home, when possible, as well as ensure that your child is receiving adequate rest at night. Provide your child with clear boundaries and reinforce them. Spend time reading to and talking with your child every day.

Additional Resources: Remembering our goal and purpose, we believe that parents and caregivers are their child's first teacher. We value the perspective that you bring about your child. We also believe that with early interventions and support, children can make gains in their development. Help Me Grow MN connects families to resources that help young children grow, develop, and learn. For more information, please speak with the child care coordinator or visit <https://helpmegrowmn.org/HMG/index.htm>

Extra Fees:

Annual Activity Fee: \$75.00 due every January per child

Returned Payment Fee: Payments returned due to insufficient funds will be assessed a \$35.00 return fee.

In order to continue the level of care we offer our children, Little Lakers Child Care does reserve the right to raise rates at any time, of which parents/guardians will be notified.

Licensing Information: Little Lakers Child Care is licensed by the state of Minnesota to provide childcare and preschool. All terms of licensing are available on the Minnesota Department of Health Services website:

www.dhs.state.mn.us. You may also contact a licenser at 651-431-6015 for any questions, concerns, or comments. Little Lakers Child Care license number is 1035820.

Non-Discrimination:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program [Discrimination Complaint Form](#) or from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights: 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

2. Fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

Child Abuse and Neglect: Our staff members are mandated reporters and are required by state law to report suspected abuse or neglect, sexual, physical, or emotional, to Child Protective Services. Our staff members are required to make a child protection report if we know, or have reason to believe, that a child is being abused or neglected or has been abused or neglected in the past three years. If we feel immediate danger is suspected, 911 will be called immediately.

If any reports of suspected abuse or neglect of children occurring at Little Lakers Child Care are suspected, you, as a parent, should contact the Department of Human Services, Licensing Divisions Maltreatment Intake line at (651)431-6600, Pope County Human Services Intake at (320)634-7765, or visit www.dhs.state.mn.us.

If you would like additional information, please contact the Center Director or call the Glenwood Police Department and ask for their “Child Protection” division.

Poison Control Protocol: If a child has ingested or there is evidence of possible ingestion of a potentially dangerous substance, the following protocol is in place.

The classroom staff will try to determine what was ingested, and any particles or remaining ingested items will be placed in a Ziploc bag and marked. Poison Control (1-800-222-1222) will be called immediately. The parent/guardians will be contacted immediately; if they cannot be reached an

emergency contact will be called until someone is reached. The Centers Coordinator will be contacted immediately as well, if off-site. All parties will write and sign a detailed incident report. The Coordinator and Community Education Director will be contacted and informed.

Parent Handbook is subject to change at any time. Yearly reviewed starting June 2025

Parent/ Guardian Signature: _____

Date: _____

Parent/ Guardian Signature: _____

Date: _____

Child Care Coordinator's Signature: _____

Date: _____