



Parent Handbook

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**WELCOME TO
LOVING SHEPHERD EARLY LEARNING CENTER**

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EVEN BEFORE I WAS BORN

By Tina English

Even before I was born
God knew my name.
Even before I was born
He had a plan.
Even before I met Mom and Dad
There was something 'bout me,
Even before I could cry, "I'm here,"
He knew that I was meant to be.

Even before I was born
I had a place
Even though I didn't know
He picked my race.
Even before I began to grow
He had held me in His hand.
Somehow He knew where I'd be today
And that's my part of God's plan.



MISSION STATEMENT

Loving Shepherd Early Learning Center (LSELC) exists to provide Christian nurture, support, and education to parents and children, so that they may know Jesus and touch the lives of others with His love.

PURPOSE

LSELC is committed to working in partnership with parents to provide the best care possible for children. In a caring, Christian atmosphere children explore their environment and receive guidance in participation to increase self-esteem and personal success. Safe and secure age-appropriate learning is emphasized. Christian education and values are integrated into daily living and curriculum.

“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.” Matthew 28:19-20

PHILOSOPHY

LSELC is a Christ-centered program. Learning experiences are taught from the Christian perspective that each child is a child of God and that all people are deserving of respect as creatures of God. In accordance with this philosophy, we include prayer, worship, Bible stories and teaching, and service to others as part of our curriculum.

Then children were brought to him that he might lay his hands on them and pray. The disciples rebuked the people, but Jesus said, “Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven.”
Matthew 19:13-14

It is also the philosophy of LSELC that young children learn most effectively when they can explore their environment and experience a variety of materials and situations while they play. We also believe in a responsive, developmental approach to early childhood learning which emphasizes that each child develops at their own rate and that progress is measured individually rather than in comparison to other children in the group.

We also recognize the need for quiet and active, teacher-directed, and child-initiated activities. The following are provided to meet those needs:

Quiet	Active	Teacher-directed	Child-initiated
Art projects / materials Books Tablets Manipulatives Puzzles Sensory table	Balls Bean bags Blocks Climbers Dramatic play centers Jump ropes Riding Toys Slides Swings	Arts/Crafts projects Art Center Calendar Jesus Time Large muscle Music Show & Tell Snack and meals Stories Weather	Art center Blocks Books Discovery center (science & math) Dramatic play Manipulatives Puzzles Sensory table Table games



The daily schedule can include:

- ↻ welcome and attendance
- ↻ self-directed (choice) activities
- ↻ circle time (calendar, weather, Jesus time, show & tell)
- ↻ large muscle activities (indoor & outdoor)
- ↻ bathroom & meals
- ↻ conceptual framework for readiness skills
- ↻ story time and/or other language development activities

GOALS

FOR THE CHILD

As the teachers at LSELC work with your child and try to meet individual needs, we believe that these ten (10) qualities are important outcomes:

1. Children who are Children of God

Children will see themselves as a very special creation, unique and loved by God. Children see Jesus as their special friend who protects them and is with them all day long. Children are learning to live in a relationship of love and forgiveness with God and each other. Children feel comfortable asking questions about the Bible, God, and being a Christian.

Examples: Bible stories, daily and table prayers, chapel, songs, play

2. Children who have a positive self-concept

Children will learn to see themselves as successful learners through success-orientated activities and positive interactions with others. Children will feel a sense of belonging with other children and adults. They must feel free to “risk” failure and be comfortable with mistakes.

Examples: circle and meeting times, play, positive guidance and discipline, talking with children eye-to-eye

3. Children will begin to identify their own emotions

Children will be able to play and work with other children and adults. They will begin to channel their emotions into outlets that are acceptable and be able to adapt to a group situation.

Examples: play, small group activities, circle and meeting times

4. Children who are healthy and physically coordinated

Children who are healthy have more energy to learn. Health requires that children be well nourished and have adequate rest. Children who have the opportunity for vigorous activity will develop competence in physical skills.

Examples: nutritious snacks/meals, naps, outdoor play, large motor activities, hand washing techniques

5. Children will gain an understanding of their community by exploring people, their work, and their services



Children will learn they are part of a diverse community with many people, roles, and responsibilities. Children will learn to value their diverse cultures, races, and family lifestyles.

Examples: field trips, resource people, family photo displays, play, multicultural materials: books, dolls, etc.

6. Children who can use language to communicate with others

Children will progress through the developmental stages of language: from cooing and babbling, gesturing and simple sentences to adult-like language.

Examples: sharing, calendar, snack, conversation, play, art, circle and meeting times, story time

7. Children who express themselves in many ways

Children gain an understanding of ideas through expression and appreciation of aesthetic events and activities. Children express themselves in their own way. Children are comfortable using creative materials.

Examples: art shelf, art easels, paint, circle and meeting time songs, sensory tables, outdoor play, dramatic play

8. Children who are curious and who want to learn

Children will have the ability to be critical thinkers and problem-solvers. Children are naturally curious. They learn by using all the senses when they observe, ask questions, look at pictures, solve problems, and try different ways to do things.

Examples: science table and activities, large and small group play, sensory tables, manipulatives, puzzles, outdoor play, reading corner

9. Children who are independent

Children will have the opportunity to make judgments and decisions in becoming self-disciplined, self-guided, and self-directed. Children are beginning to be able to solve some of their own problems.

Examples: indoor and outdoor play, dressing, eating, clean up

10. Children who have a love for reading, writing, and books

Children will have books and writing materials available to them at every stage of their development so that reading and writing become part of their daily routine and habit.

Examples: story time, circle and meeting time, play, private reading time

See also *Programming and Curriculum*. For a more detailed explanation of our goals/objectives for each age (infant, toddler, and preschool) please see the Director.

FOR THE PARENTS

Parents often ask, “*What Christian influence do you provide at LSELC?*”

- ↪ We provide a loving and Christ-centered environment for all the children enrolled at LSELC.
- ↪ Toddlers and preschoolers learn about Jesus in circle time and at our weekly chapel service.
- ↪ Children learn about the wonders of nature and the blessings of our families.
- ↪ Children sing religious songs and say a table prayer before their meals.
- ↪ We celebrate the church holidays: Thanksgiving, a time of sharing; Christmas, Jesus’ birthday; and Easter, Jesus’ resurrection.



- ↪ Toddlers and preschoolers are also asked to participate at various times in scheduled Sunday worship services each year where they praise God through songs and finger plays.
- ↪ We believe that the celebration of Jesus' love and acceptance is an important part of our mission as early childhood teachers.

SPONSORSHIP/OWNERSHIP

LSELC is a non-profit program operated by Golden Valley Lutheran Church. It is an integral part of the church's ministry and outreach. In partnership with the church, LSELC opens the church doors to children and their parents. Enrollment is open to all members of the community.

If there is any way we can be of service to you, please do not hesitate to ask. Our Pastor, Director of Family Ministries, and Director of Care Ministries are available for help and can be reached at 763.544.2810.

Information regarding church-sponsored events can be found on the screens in the lobby as you enter the building. We encourage you to participate and get to know the community.

ENROLLMENT/ADMISSIONS

To enroll a child at LSELC or place a child on the waiting list, a conference is required to acquaint the parent with the program and provide the Director with an opportunity to meet the parents. The parents will receive a registration packet including a parent handbook, registration form, staff profiles, information about extra-curricular activities, and calendar of events. General program goals will be shared, and a tour of the center will be given.

To complete the enrollment and/or place a child on the waiting list, parents must then submit the completed registration form along with a non-refundable registration fee.

Children are admitted to LSELC based on the date on the registration form. When an opening is available, priority will be given to families currently attending LSELC. The needs of the family will also be taken into consideration and accommodated, when possible, when filling full-time and part-time openings.

STATEMENT OF NON-DISCRIMINATION

LSELC admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, religion, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other schooladministered programs.

AGES SERVED

Children between the ages of six weeks and five years are included in the care program.

LSELC is licensed to provide full-time and part-time care for the following number of children at any one time:

- | | |
|-------------------|--|
| 16 infants | (6 weeks through 16 months) 1:4 staff to child ratio |
| 8 waddlers | (12 months through 24 months) 1:4 staff to child ratio |
| 14 young toddlers | (16 months through 33 months) 1:7 staff to child ratio |



14 older toddlers (24 months through 33 months) 1:7 staff to child ratio
20 young preschoolers (33 months through approx. 48 months) 1:10 staff to child ratio
20 pre-kindergarteners (42 months through 5 years) 1:10 staff to child ratio

STAFF

The Director and staff of LSELC have educational backgrounds and experiences that meet or exceed the Minnesota Department of Human Services licensing regulations. Each room is staffed with one full-time Lead Teacher and at least one full-time Teacher or Assistant Teacher. Teacher aides are also utilized to meet the proper teacher-child ratios.

Additional volunteer staff members are used whenever possible to provide **additional** hands and hearts to care for your children. They are not counted in the teacher-child ratio. The ratio of children to caregivers is always in effect and children are never left unsupervised.

Please contact the Director for more information about the staff for each classroom.

LICENSING

Our center is licensed by the Minnesota Department of Human Services and therefore complies with the Child Care Regulations presented in MN Statute 9503 (Rule 3). If parents wish to contact the Department of Human Services, the number is 651.431.6515.

ACCREDITATIONS

LSELC is accredited through the National Lutheran School Accreditation Commission. This is a completely voluntary process of self-evaluation followed by a visit from objective observers to help Lutheran schools improve the quality of their programs. Quality Lutheran early childhood centers deserve recognition. NSLA has an outstanding process for the evaluation, improvement, and recognition of schools of all levels. Preschools, early childhood centers, childcare centers and child development centers that complete the NLSA self-study process receive the national recognition they deserve because of the quality Christian education they provide. Loving Shepherd has been going through this process every five years since 2004. After completing the accreditation process in 2012, Loving Shepherd Early Learning Center received Exemplary Status through NLSA.

LSELC is also accredited through the National Association for the Education of Young Children (NAEYC) which is also a mark of quality in early childhood education. NAEYC Accreditation helps to ensure the quality of education and care provided in programs for young children. Loving Shepherd has been going through this process every five years since 2013. You can visit www.naeyc.org for more information.

PARENT AWARE

LSELC earned a 4 Star Parent Aware Rating in 2014. This is the highest possible rating. For more information about Parent Aware, you can visit the Parent Aware website at www.parentawareratings.org.



DATA PRIVACY

Records concerning your child—enrollment forms, health records, observation records, written parent-teacher conferences reports, and all other information about your child—is confidential information and will only be accessible to you, the Director, your child’s teachers, a person designated by the state licensing department to review our records for licensing purposes, our public health nurse, and validators for accreditation.

DAYS AND HOURS OF OPERATION

LSELC offers full-time and part-time care year-round Monday through Friday from 7 a.m. - 6:00 p.m.

HOLIDAYS

LSELC is closed for the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. If the actual holiday falls on Saturday, it will be observed on Friday. If the actual holiday falls on Sunday, it will be observed on Monday. Regular tuition rates do apply to all holidays.

LSELC will close at 1:00 p.m. on Good Friday.

PROFESSIONAL DAYS

The center closes for three professional days each year. On the Wednesday, Thursday and Friday before the Hopkins School District’s first day of school, all staff members are required to be on site and in attendance for extensive in-service training. Parents are not required to pay for these days.

CHRISTMAS VACATION

The CENTER IS CLOSED on the days BETWEEN CHRISTMAS EVE DAY AND NEW YEAR'S DAY. This is considered a vacation week, and parents are not required to pay for the nonholiday days during this time. Parents are given a calendar when they enroll their children since these days may vary each year.

COMMUNICATION

It is important to the wellbeing of each child that his/her parents and teachers communicate important information clearly and with trust, and that such information be kept confidential. A child's behavior is greatly affected by incidents at home or school that are exciting, upsetting, a change in routine, or new experiences. If parents and teachers share such incidents, both will have a better understanding of the child's behavior and moods.

PRE-CONFERENCE

Before your child begins at LSELC, the Lead Teacher will schedule a time for you and your child to visit his/her room. You will have a chance to meet your child's teacher, share important information regarding your child and have all your questions answered. Your child's teacher will also have some important forms for you to complete before your child's first day.

To help you with your child’s transition from either home to the center or from one room to another room, we invite you to spend some time with your child in their new room. This will let you observe what your child will be doing daily. It will also provide an opportunity for you to ask questions about the routines and activities of the room.



DAILY REPORTS AND MESSAGES THROUGH *Brightwheel* APP

One of our goals is to keep you well informed of how your child spends his/her day. Because we staff for 11-hour days, your child's teacher or primary caregiver may not always be available when you are dropping off or picking up your child. Therefore, daily reports will be prepared for all children, infants through pre-kindergarten, relaying important information about your child's day. These reports include information about your child's food intake, sleeping patterns, diapering, toileting, and general behavior. Parents of infants are asked to fill out a brief questionnaire when dropping off their child. Special notices from the Director may be placed in your child's folder, sent through the *Brightwheel* app or through an email blast. Please read all the notices as they are intended to keep you well informed.

PHONE CALLS

If you want to know how your child is doing, please feel free to give the center a call. If no one is in the office, leave a message on the general office answering machine. Staff will return your messages during the children's naptime. Please remember that staff will also call you or message you through the *Brightwheel* app if there are any problems with which they need your help.

CENTER EVALUATIONS

To help keep the center running at top efficiency, an annual evaluation will be given to parents to complete. This evaluation will be an assessment of the center's physical environment, the center staff, the program, health and safety, and discipline procedures.

NEWSLETTERS

Classroom newsletters are sent through the *Brightwheel* app on a weekly basis and will include the theme and Bible story for the week as well as special activities being done in the classrooms.

CONFERENCES

Formal parent-teacher conferences are held twice a year—March and October—for all children. During these conferences, your child's physical, social, emotional, intellectual, and spiritual welfare will be discussed. Developmental checklists are completed on each child and sent home prior to the conference for your perusal. Any questions can then be directed to the teachers at the conferences.

If at any time you feel that you need a conference with your child's teacher, please feel free to call them and set up an appointment. Also, if your child's teacher feels that an additional conference is necessary, they will call you and set up an appointment with you.

PARENT BULLETIN BOARD

Parent bulletin boards are in each room and contain the following information:

- ↶ sign-in/out sheets
- ↶ daily schedules
- ↶ lesson plans

There is also a Parent Bulletin Board located outside of each classroom door. These bulletin boards contain staff pictures, names and positions, special events, and monthly meal menus. Special



reminders and notices will also be posted on your child's classroom door. Please take the time each day to read these notices.

CLASSROOM VISITS

Classroom visits are welcomed and encouraged. If you have time during the day, please stop by and participate in your child's daily activities at the center. If you have a special interest or talent that you would like to share with the children, please inform the teacher. If visiting at mealtimes, parents may have their meals provided with 24-hour notice and at a small cost.

SPECIAL FAMILY EVENTS

Several special family events are planned throughout the year. They include Family Nights, a Family Picnic, the Children's Christmas Program, and the Loving Shepherd Celebration Sunday. We encourage your participation in these events as they provide a great way to meet the other families in the center and see how your child interacts with his/her peers.

At various times throughout the year, toddlers and preschoolers will practice for and be asked to sing at a Sunday morning worship service. Please bring your child to as many of these special Sundays as possible. Your support is greatly appreciated.

GRIEVANCE POLICY

During your child's attendance at LSELC, a problem may arise that the parent feels should be corrected. If a parent of LSELC has a grievance, it should be dealt with in the following manner:

1. The parent will bring the concern to the person involved. The two will discuss the grievance and come to an agreement about how the issue should be handled.
2. However, if the resolution does not satisfactorily address the grievance, the same procedure will be used, addressing the issue with the following people until an agreement or solution is reached:
 - a) Child Care Director
 - b) Child Care Board and Pastor

After a meeting has taken place and a plan is agreed upon, there will be a trial period of two weeks. After two weeks, the parties will meet again and discuss whether the grievance has been properly addressed.

DISMISSAL OF CHILD

LSELC makes every effort to provide a program that meets the needs of each child. However, sometimes it may be impossible to meet the needs of a child and family. If after working with the child and family, we do not believe it is in the child's best interest to remain at the center, we will ask the family to make other arrangements for care. The decision to dismiss a child from the center shall be at the sole discretion of the Director.

The Director may require a parent to take their child out of the program if the parent refuses to follow the policies as described in this handbook.

CHANGES IN POLICIES OR PROCEDURES

Licensure by the Department of Human Services sometimes requires that current policies and practices be changed at times other than September 1st of each year. Existing policies and fees are



subject to change. These changes will be communicated through the Brightwheel app and email blasts.

PROGRAMING AND CURRICULUM

PROGRAM PLAN

Loving Shepherd Early Learning Center has a written program plan for all children birth through five years of age. The plan incorporates Minnesota's Early Childhood Indicators of Progress and is based on child development research.

We believe:

- ↪ God created young children who are capable and competent.
- ↪ Development occurs in predictable patterns.
- ↪ God's children are individuals who develop at different rates.
- ↪ Many factors influence a child's development.
- ↪ Children exhibit a range of skills and competencies within any domain of development.
- ↪ Expectations for children must be guided by knowledge of children's growth and development.
- ↪ Young children learn through play, interaction with others, and active exploration of their environment.
- ↪ Families are children's first and most important caregivers and educators.

The program plan is in the Director's office and is available for parents at any time. Talk to your child's teacher or the Director to obtain a copy of the program plan.

DAILY PROGRAM

When your child arrives at the center, they will be greeted by a staff member and given the freedom to get adjusted to the environment. During the day, your child will experience various learning activities through interest centers, small and large group situations, and play. Other than scheduled snack, lunch, and nap times, the daily program will change with the addition or deletion of curricular events. The daily schedule and corresponding lesson plans will be posted in each room outlining all planned activities and events.

A teacher is always nearby to lend support when needed. They will help when your child momentarily loses control of materials, equipment, or even emotions. A teacher is always available to answer a question, offer a challenging statement or suggestion—always keeping in mind each particular child's current level of achievement, interest, ability, and needs.

LIST OF THINGS TO BRING

Infants:

- ↪ bottles and formula (if different than center provided formulas of Enfamil with iron or Isomil)
- ↪ diapers (a large bag can be kept at the center)
- ↪ diaper wipes
- ↪ diaper rash ointment
- ↪ diaper bag with two **complete** changes of clothing
- ↪ pacifier, if needed
- ↪ outdoor clothing



↪ **Note: All of the above must be clearly marked with your child's first and last name.**

Toddlers:

- ↪ diapers, if not trained (a large bag can be kept at the center)
- ↪ diaper wipes
- ↪ diaper rash ointment
- ↪ diaper bag or backpack with two **complete** changes of clothing
- ↪ blanket (and security item, if needed)
- ↪ outdoor clothing (every day)
- ↪ **Note: All of the above must be clearly marked with your child's first and last name.**

Preschoolers:

- ↪ backpack with one **complete** change of clothes
- ↪ blanket (and security item, if needed)
- ↪ outdoor clothing (every day)
- ↪ **Note: All of the above must be clearly marked with your child's first and last name.**



ARRIVAL AND DEPARTURE

Daily Arrival:

Parents and authorized people are required to accompany their child into and from the center each day. As you arrive with your child, you are responsible for getting your child ready for the day. You should help your child out of any outer clothing and put all coats, hats, mittens, etc. in your child's designated area. Allow the child to do as much as they can for themselves. In cold weather, especially winter, leave enough time to help your child get out of heavy snowsuits and jackets, and to hang them in their proper places. Be sure you sign your child in for the day with your name and arrival time. If you have special information to share with the teacher, leave a note in the



parent/teacher notebook. Infant and waddler parents also complete the appropriate Daily Record Form each day. After your child is ready and you have signed them in, please greet your child's teacher. This creates a pleasant transition from home to the center and ensures that you have informed us that your child has arrived for the day. If you wish to share any information with the teacher, this is the time to do that.

LSELC legally assumes responsibility for the child during the time the child is signed in at the center.

Daily Pick-up:

When you pick up your child at the end of the day, please be sure that you sign your child out on the attendance log. Let your child's teacher know that they will be leaving the center. This ensures that your child has a smooth transition from the center to home through daily communication between your child's teacher and the parent. If the children are on the playground, please pick up your child outside and be sure to tell the teachers that you are leaving with your child. We believe that it is the parent's responsibility to verbally say good-bye to the staff before leaving with their child each day. If your child is involved in a play activity when you arrive, help us be consistent by reminding your child to clean up whatever activity they were involved in.

Parents legally assume responsibility for the child at the time the child is signed out of the center.

REST TIME

As an alternative to noisy and involved activities, naps are an important part of the daily program. Daily rest times follow noon lunch and vary in length with each child's individual needs. Toddlers and preschoolers are provided with cots for resting. Children will rest quietly for 30 minutes. If not asleep after that time, state laws require that the child be allowed to get up and do quiet activities while the other children sleep. Please make sure your child has a blanket for nap time.

While no child likes a break from play, we ask that you help your child understand that naptime is a quiet time. Please help us by referring to it as *rest time*. This may help your child adjust to the transition from play.

Each infant is assigned his/her own crib. Every effort will be made to coordinate infant schedules according to each child's individual needs and parent's wishes. LSELC follows guidelines set forth by the *Back to Sleep* campaign, which helps reduce the risk of SUIDS. All healthy infants will be placed on their back for naptime. The center will provide the HALO® Sleep Sack wearable blanket which allows the baby to be cozy, warm, and safe while sleeping.

TOILET TRAINING

Toilet training is part of the toddler program. The toddler teachers will be a tremendous help to you while going through potty training. Talk to them about the signs of readiness and ask for suggestions that will help you train your child. The teachers have developed a guide to help you through the process.



Parents are requested to begin the training process at home, over a weekend, before bringing the child to the center as a “trainee.” Home training must be carried out in the evenings and on weekends. The process will be a success only if it is a joint effort.

The center’s staff feel strongly that children who are toilet trained should wear cloth-training pants. Children **MUST** be brought to the center in training pants, or the staff will not begin training them. Parents are asked to send three complete changes of clothing for the child in case of accidents.

We will not hold a child back from moving up to the preschool room if they are not potty trained, but we do expect that a reasonable attempt has been made at home. Some children are not developmentally ready to be trained before three. We will work with you every step of the way to help not only the child but the parents as well.



GUIDANCE AND DISCIPLINE POLICY

BEHAVIOR GUIDANCE

In guiding young children, our goals are to help children feel good about themselves, to help children develop self-discipline, and to learn to consider the needs and desires of other people. Forgiveness and acceptance will be modeled and verbalized. To do this, we use the following guidelines in working with children:

1. The environment is prepared so that there are enough choices of activities and enough materials available to prevent arguments over them.
2. Rules are stated as clearly as possible and in a positive way. If a child acts inappropriately, the child is told what they should do, rather than dwelling on what they should not do. Clear and precise reasons and explanations are given for why a child is to do something. Our first action is to redirect a child to an appropriate activity or behavior. If necessary, and as a last resort, we will remove a child from the situation. A child is never threatened, hit, or shamed.
3. Choices are given only when a choice really exists for the child, but encouragement is given to the child to make decisions.
4. Cooperation is emphasized and competition is minimized.
5. It is important that children know it is okay to have positive and negative feelings. We help the child label and deal constructively with feelings.

Physical punishment will never be used. No child will be shamed or humiliated; left unsupervised, shouted at or denied food for inappropriate behaviors. No child will be punished for lapses in toilet training.

Although separation from the group will be used as a last resort, it may happen at times. If your child is separated from the group, it will be documented in a special logbook. If your child is separated from the group three (3) times or more in one day, the parent will be notified, and it will be documented that you were notified. If a child is separated five (5) times or more in one week or eight (8) times or more in two (2) weeks, a special meeting will be set up with the parent, the teacher, and the Director to determine how the behavior should be handled.

BITING POLICY

LSELC recognizes that biting is, unfortunately, expected when children are in group care. We are always upset when children are bitten in our program, and we also recognize how upsetting it is for parents. While we feel that biting is never the right thing for children to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program, then, does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. When biting occurs, we have three main responses:

1. Care for and help the child who was bitten.
2. Help the child who bit learn other behavior.
3. Work with the child who bit and examine our programming to help prevent biting in the future.

Teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. We do not and will not use any response that harms a child or is known to be ineffective (i.e.: biting a child back, using ointments on their fingers, etc.).



Immediate attention and first aid, if needed, is given to children who are bitten. The area is cleaned with soap and water, and if the child is willing, ice will be placed on the wound. The parents of both children will be notified. We, however, will not tell who the biter was. When children are bitten, the incident is always documented on our standard incident report form and signed by a teacher. When we experience ongoing biting in a room, plans are discussed with specific strategies and techniques to work on the problem.

GENERAL PROGRAM INFORMATION

CHILDREN WITH SPECIAL NEEDS

Children with special needs will be admitted after an evaluation is made to determine if our center can be beneficial to the child's development and can accommodate the needs of the child. An individualized child care program plan (ICCPP) will be developed in coordination with either the service plan, education plan, and/or with the physician, psychiatrist, or psychologist. The ICCPP will be updated annually and when there is any change. Parents must approve all aspects of the planning. The program will provide any additional staff training (within reason) required by the child's ICCPP however, there may be times when you are requested to assist in the training or ensure the child's nurse specialist is involved in the training. Children whose limitations create a safety issue of unreasonable risk of harm to themselves, others, or property, or who require additional staff than available, may not be accommodated.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

As a childcare provider, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Childcare providers are considered a primary referral source for early intervention under the federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case no more than seven days after identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concerns we have before a referral is made. We can assist the parents with the referral or partner with them in the referral process.

TOYS FROM HOME

We ask that you leave your child's toys at home. If an item is brought to the center, you will be asked to take it with you for the day. Because we have many new and exciting toys, plus educational experiences for the children, there is no need to provide personal toys. Often, they are lost, shared, or destroyed and this creates unnecessary problems. LSELC is not responsible for lost or stolen articles of any kind. However, if you have a book, record, CD, or video that might add interest to the program, we would appreciate you sharing it with us. These will be kept in a secure place and returned to you after use. In addition, preschool children may be asked to bring in items for sharing on certain occasions (i.e.: something in conjunction with the unit of the week, sharing bag, etc.).

PLEASE DO NOT BRING INTO THE CENTER ANY GUNS, WAR TOYS, OR TOYS OF DESTRUCTION. If a child must have a means to express their feelings of aggression, we suggest using water play to relax and soothe, crayons and paper to vent their frustration, and the use of the large muscle area to work out aggression.



BLANKETS AND SECURITY ITEMS

All children are asked to bring a blanket to use for naptime. These may be stored at the center in the child's cubby but must be taken home **each weekend** for laundering. If needed, your child may also bring a security item, such as a stuffed animal, for naptime—excluding children under 1 year of age. This security item must be one that the child **NEEDS** and must be the same item each day. Parents are asked to label their child's blanket and security item.

CLOTHING

Think of your child's comfort and provide clothing that is free from complicated fastenings. Expect toileting accidents if the clothing cannot be removed quickly by the child or adult. Remember that messy art materials and other dirt-producing activities are part of education for young children. Provide clothing that is washable. Dress your child in everyday clothes that you do not mind getting stained since we will not replace clothing. Think of our playground and provide clothing that is sturdy. Dress your child in sturdy shoes that allow active play, tennis shoes are strongly recommended. Think of the changeable Minnesota weather and the fact that even though the sun may be bright and warm at 9:00 a.m., it might be cold and windy at 10:00 a.m. **DRESS YOUR CHILD APPROPRIATELY FOR THE POSSIBLE WEATHER CONDITIONS AND CHANGES.**

Please avoid flip flops to help prevent injury during play. Provide sweaters and jackets even on the first days of spring and the last days of summer. It is much easier to remove an unneeded garment than to not allow your child's participation in the center's activities. Provide suitable head covering when needed. Common sense should rule. Think of how you would feel in your child's clothes when you dress them in the morning. Children should not come to LSELC with drawstrings in their clothing. If this happens, the drawstrings will be removed due to possible strangulation warnings issued by Consumer Product Safety Commission Standards.

OUTDOOR PLAY

Outdoor play is part of programming throughout the entire year. Children should come prepared for such activities during all seasons of the year. All children in attendance are considered well enough to participate in outdoor activities. Specific details concerning outdoor activities during the various seasons will be communicated through the newsletter or posted in your child's room.

TEMPERATURE AND RECOMMENDED CLOTHING CHART

These are simply guidelines, and individual discretion will be necessary as weather changes are forecast. Please send appropriate clothing for outdoor play each day for each season. We will make sure your child is properly dressed in the items you supply.





Below 0 degrees F. (including wind chill) and rainy days – we do not play outside.

0 through 40 degrees F:

- ↪ snow pants and warm jacket, or snowmobile suit
- ↪ warm hat and/or hood
- ↪ mittens or gloves
- ↪ snow boots

40 to 55 degrees F:

- ↪ warm jacket
- ↪ warm hat or hood
- ↪ snow pants (if teachers feel they are necessary)
- ↪ mittens
- ↪ snow boots (if teachers feel they are necessary)

55 to 70 degrees F:

- ↪ light jacket
- ↪ hat or hood

70 to F and above:

- ↪ indoor clothing
- ↪ hat



Every personal belonging of your child must be clearly labeled with your child's first and last name in permanent marker on the label. Put legible labels on all outer garments, including hats, mittens, and boots. If your child's clothes are not marked, it is difficult to determine whose mitten we have found. Due to the risk of strangulation when playing on the climbers on the playground, we ask that children not wear scarves in the winter.

Parents of infants and toddlers must provide two (2) complete changes of clothing—whereas parents of preschoolers must always provide one (1) in their child's backpack. This includes socks, undershirts, onesies, underwear or panties, shirts, and pants. If your child has soiled clothing, the dirty clothes will be put in a plastic bag and on a hook in the bathroom or in your child's cubby. Please remember to bring in another set of clothes the following day. The center does have extra clothes for emergencies only. Please clean and return these clothes as soon as possible.

FUNDRAISERS

Our center holds several fundraisers each year. All parents are asked to support these fundraising efforts by either selling a designated amount of product or making a designated contribution to the center in lieu of participating in the fund-raiser. All proceeds are held in a special fundraising account and go towards the purchase of equipment that directly benefits the children of LSELC. We encourage parents to provide the Director with fundraising ideas and/or assist in coordinating the events.

INCLEMENT WEATHER

Every effort will be made to staff the center each weekday except for the most extreme situations. LSELC follows the Hopkins School District's Inclement Weather School Closing policies. In the event of severe weather, the closing of the center will be communicated through the *Brightwheel* app. Refunds will not be granted due to unexpected closings or early dismissals, however; families may request to use their child's free days for days that LSLEC is closed all day.

STORMS

In the event of a weather emergency such as a tornado or severe storm warning, the staff will evacuate their classrooms and gather in the lunchroom area. All children will remain in the shelter area until the Director or Assistant Director gives the all-clear signal. This signal will be determined by weather instructions given by radio station WCCO 830 AM. The emergency area is equipped with a flashlight, a portable radio, diapers, formula, baby food, and bottled water.

FIRE

In the event of a fire at the center or church, the staff will follow the evacuation procedure as listed below:

- ↪ INFANTS – infants will be placed into reinforced cribs, four (4) children per crib, taken out the fire exit and proceed to the south end of the parking lot. There are two (2) reinforced cribs in each infant room (A and B).
- ↪ TODDLERS – exit through their room door and proceed to the south end of the parking lot.
- ↪ PRESCHOOLERS – exit through their room door and proceed to the south end of the parking lot.
- ↪ ALL children taken to the south end of the parking lot will stay there until the Director or teacher in charge gives the all-clear signal or further directions are given.



The children are familiar with this procedure, as unannounced fire drills are practiced once a month.

EMERGENCY SHELTERS

If an emergency shelter is needed outside of this facility, during the school year (September through May) staff and children will proceed to Meadowbrook Elementary School located on the north side of LSELC and during the summer months (June through August) they will proceed to the fire station one block south of the center.

SPECIAL ACTIVITIES

LSELC does not take the children on off-site field trips which require transportation. Teachers and children may go on neighborhood walks and visit the neighborhood park. Throughout the year, LSELC brings in various special guests and events (fire truck, ice cream truck, petting zoos, magicians, storytellers, etc.) to provide new experiences for the children.

PUBLICITY AND RESEARCH POLICY

LSELC will obtain written permission from parents before each occasion of any research, experimental procedures, or public relations activity involving their child(ren).

PETS

Parents will be informed at the time of admission that a pet is present. Parents will also be informed before pets are brought into the center for “show and tell” or for special occasions. The pet will be properly housed, cared for, inoculated and licensed in accordance with the local health ordinance. A check of children’s files will be done to determine if there are any allergies or asthma-related problems to certain animals. Therefore, it is important that your child’s file reflects any allergies or asthma-related problems with animals.

ABSENCES AND FREE DAYS

Program and licensing regulations require staff based on the number of children enrolled; therefore, we cannot give refunds for days children are absent or switch days to make up for the absence. After six months in the program, each child is allowed up to two times the number of days enrolled per week to be used as free days. Free days can be used for vacation days, sick days, or inclement weather days. **Holidays cannot be used as free days.** Free days renew on your child’s anniversary date and unused free days may not be carried into the next 12-month period.

You must give the center a one-week notice if you wish to use a free day for vacation. **If your child is sick, you must call the Director at 763.544.0590 by 9:00 a.m. the day your child is sick to request a free day.** A message can be left on the answering machine. Free days can be taken a week at a time or as individual days. When choosing the individual day option, your weekly tuition will be adjusted to reflect the actual number of days your child attended that week.

Free days cannot be used after giving a child’s two-week notice.

Any child absent more than two weeks without payment will be dis-enrolled, allowing the space to be filled with a new child. To re-enroll, an opening must be available, and a new registration fee paid.



BABYSITTING

If parents employ LSELC staff members as baby-sitters for their children, parents are asked to sign a waiver stating that they understand that children enrolled at LSELC are under LSELC's policies and insurances only when at LSELC, during the center's operating hours.

EARLY ARRIVAL

If your child will be arriving more than 15 minutes earlier than usual, 24 hours' notice is required so that we will be adequately staffed and in the appropriate ratios according to DHS licensing guidelines.

PRIMARY CAREGIVING

LSELC will make every effort to assign your infant and/or toddler to a primary caregiver when he/she begins at our center. Your child's primary caregiver is the person who will usually feed, diaper, play with and teach your child. Because our teachers work as a team, other staff as necessary will also care for your child. Primary care allows you and your child to form a close attachment to one staff person. Teamwork allows other staff members a chance to get to know your child's likes and dislikes for those times when your child's primary caregiver is on vacation or out sick. (Note: It is not always possible for part-time children to have one primary caregiver but the staff and Director will make every effort to achieve that



HEALTH AND SAFETY

HEALTH CARE SUMMARY AND IMMUNIZATION FORM

LSELC must comply with the Minnesota State Immunization Law regarding immunizations and regular physical examinations. The Health Care Summary and Immunization Form must be signed by the health care source and be on file at the center by the first day of the child's enrollment. It is required that the Health Care Summary form be updated annually for children under 24 months of age and whenever a child 24 months and older moves to an older age group (i.e.: infants to toddlers and toddlers to preschool). Parents are encouraged to keep the center informed as immunizations are updated.

We emphasize the importance of vaccination to protect the health and safety of all of the children and staff at LSELC. From time to time there may be children in the program that are not fully immunized or not immunized at all. These children require a signed notarized statement of parental objection to immunization or medical exemption. If a case of measles, mumps, rubella, pertussis, polio, or diphtheria occurs in the center, children who are inadequately or incompletely immunized will be excluded through the incubation period of the last reported case of the disease. This exclusion is necessary because these children may become infected and contribute to further spreading of the disease. This exclusion also applies to children who have not been immunized for conscientiously held belief or medical contraindications.

PUBLIC HEALTH NURSE

Once a month, a nurse from Health Consultants for Child Care will visit the center and talk with the Director and/or staff. If you have a concern about your child's nutritional, developmental, or physical needs, please contact the Director or your child's teacher, who will then contact the nurse for you.

ILLNESS

Certain symptoms in children may suggest the presence of a communicable disease. Often, but not always, excluding an ill child will decrease the spread of the disease to others in the childcare setting. Recommended exclusion varies by the disease or infectious agent. Children with the symptoms listed below should be excluded from the childcare setting until

- 1) symptoms improve,
- 2) a healthcare provider has determined that the child can return, or
- 3) children can participate in routine activities without more staff supervision than usual.

Children must be **symptom free and/or on medication 24 hours before returning to the center**. Therefore, any child sent home with vomiting and/or diarrhea will NOT be able to come back to the center the following day. When children arrive at the center, the teacher or assistant teacher greets each child and does a quick assessment to determine that the child is healthy. Parents are encouraged to establish a plan for backup care should their child be ill or become ill while at the center.

- ↪ Any child with a reportable illness or condition specified by the health department that is contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.
- ↪ Chicken pox until the child is no longer infectious or until the lesions are crusted over.
- ↪ Vomiting – one time since admission that day
- ↪ Diarrhea – two or more abnormally loose stools since admission that day or loose stools that cannot be contained within a diaper.



- ↪ Undiagnosed drainage from eyes and/or excessive ear drainage that cannot be contained.
- ↪ Bacterial infections such as strep throat or impetigo and has not completed 24 hours of antimicrobial therapy.
- ↪ Unexplained lethargy
- ↪ Lice, ringworm, or scabies that is untreated and contagious to others.
- ↪ 100.0-degree Fahrenheit temperature (axillary) or higher of undiagnosed origin before fever reducing medication is given
- ↪ Undiagnosed rash or a rash attributable to a contagious illness or condition
- ↪ Significant respiratory distress (fast, difficult, or different breathing, uncontrolled coughing, and/or wheezing) and/or needing two or more nebulizer treatments while in our care.
- ↪ Any child who is unable to participate in childcare program activities with reasonable comfort.
- ↪ Any child who requires more care than the staff can provide without compromising the health and safety of the other children.

If a child becomes ill at the center, one parent will be notified and informed to plan to have the child picked up within one (1) hour. Until the parent arrives, a sick cot and blanket will be provided for the child, and the child will be separated from the other children, but within sight and hearing of an adult. Sick children must be picked up within one (1) hour of the telephone call. After one (1) hour, a late fee of \$10.00 for every quarter hour (15 minutes) or fraction thereof is charged and payable at the time the child is picked up.

If neither parent can be reached, the person designated on the Emergency Medical and Dental form will be called. If we are unable to reach anyone to pick up the child or if there are delays, we will continue to assess the child's condition frequently. If the child's condition warrants medical attention, we will contact the child's source of health care or, if necessary, call 911.

LSELC follows the "Infectious Diseases in Childcare Settings and Schools" handbook written by the Minnesota Department of Health. You may view this information online at <http://www.hennepin.us/childcaremanual#Sec6> . For your convenience, we have included some of the more common illnesses. For more information, you may call Minnesota Department of Health at 651.201.5000, or call your local health department.

Illness	Symptoms and/or Exclusion Time	Illness	Symptoms and/or Exclusion Time
Exclude children with any of the following conditions:	With an elevation of body temperature above normal when accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or if the child is unable to participate in routine activities.	Signs/Symptoms of Possible Severe Illness	Until a healthcare provider has evaluated the child to rule out severe illness, when the child is unusually tired (lethargic), or has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.
Fever	Measure temperature before giving medications to reduce fever. Axillary (armpit) temperature: 100 degrees F. or higher.	Diarrhea	Until diarrhea stops or until a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or watery, bloody, or mucus-containing stools
Vomiting	Until vomiting stops. Child must be out of the center 24 hours symptom	Mouth Sores with Drooling	Until a medical exam indicates the child may return or until sores have



	free.		healed.
Rash with Fever or Behavior Change	Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.	Eye Drainage	Until 24 hours after treatment has started when purulent (pus) drainage and/or fever or eye pain is present, or a medical exam indicates that a child may return.
Unusual Color of Skin, Eyes, Stool, or Urine	Until a medical exam indicates the child does not have hepatitis A. Symptoms of hepatitis A include yellow eyes or skin (jaundice), gray or white stool, or dark (tea or cola-colored) urine.	Acute Bronchitis (Chest Cold)/Bronchiolitis	Until fever is gone without fever reducing medicine and the child is well enough to participate in routine activities.
Chickenpox	Until all the blisters have dried into scabs; usually by day 6 after the rash began.	Conjunctivitis (Pinkeye) Conjunctivitis with pus and/or fever or eye pain:	No exclusion unless the child has a fever or is not healthy enough to participate in routine activities.
Croup	Until fever is gone and the child is well enough to participate in routine activities	Diarrhea (Infectious)	Until diarrhea has stopped. The length of time may vary depending on the germ.
Fifth Disease	None, if other rash-causing illnesses are ruled out by a healthcare provider, since persons with fifth disease are no longer infectious once the rash begins.	Hand, Foot, and Mouth Disease	Until fever is gone and child is well enough to participate in routine activities (sores or rash may still be present).
Head Lice	Until first treatment is completed, and no live lice are seen. (Nits are NOT considered live lice.) Note: LSEL C is a nit free environment.	Hepatitis B	Children who have the hepatitis B virus in their blood may attend childcare unless they have unusually aggressive behavior (e.g., biting), oozing sores that cannot be covered, or bleeding problems.
Herpes, Oral Infection	Until those children with a primary infection who do not have control of their oral secretions no longer have active sores inside the mouth. No exclusion is necessary for children who have recurrent infections (fever blisters and cold sores).	HIV/AIDS	Exclude infected child if they exhibit biting behavior, has open sores which cannot be covered, or any bleeding disorders.
Impetigo	Until treated with antibiotics for 24 hours and sores are drying or improving.	Influenza	Until fever is gone and the child is well enough to participate in routine activities.
Measles	Until 4 days after the rash appears.	Meningococcal Disease	Until the child has been on appropriate antibiotics for at least 24 hours and is well enough to participate in routine activities.
Mumps	Until 9 days after swelling begins.	Pertussis (Whooping Cough)	Until 5 days after appropriate antibiotic treatment begins.
Pinworm Infection	None.	Pneumonia	Until fever is gone and the child is well enough to participate in routine activities.
Respiratory Infection (Viral)	Until fever is gone and the child is well enough to participate in routine activities.	Respiratory Syncytial Virus (RSV) Infection	Until fever is gone and the child is well enough to participate in routine activities.
Ringworm	Until 24 hours after treatment has	Roseola	Provided that other rash illnesses,



	been started.		especially measles, have been ruled out, the child may return when the fever is gone.
Rotaviral Infection	Until diarrhea has stopped.	Rubella (German Measles)	Until 7 days after rash appears.
Scabies	Until 24 hours after treatment begins.	Shingles (Zoster)	None, if blisters can be covered by clothing or a bandage. If blisters cannot be covered, exclude until the blisters have crusted.
Staph Infection (excluding impetigo) Skin	While draining sores are present and cannot be completely covered and contained by clean, dry bandages.	Streptococcal Infection (Sore Throat/Scarlet Fever/Perianal Cellulitis)	Until 12 hours after antibiotic treatment begins and until the child is without fever.

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NOTIFICATION OF INFECTIOUS OR COMMUNICABLE DISEASES

Parents are asked to notify the center within 24 hours if their child is diagnosed with a contagious disease such as strep throat, lice, scabies, impetigo, chicken pox, ringworm, measles, mumps, etc. If any of these diseases are reported, the center will post a notice on the classroom doors stating the illness, incubation period, early signs to watch for and exclusion recommendations. The public health department will also be notified of reportable diseases.

FIRST AID & CPR

All staff members at the center are trained in first aid and CPR every two years.

ACCIDENTS

If your child receives a MINOR INJURY (cut or abrasion) at the center, their teacher will wash the area with soap and water and apply a band-aid. Any further treatment must be done at home. Parents will be informed either verbally or in writing. If your child's teacher feels that the wound requires medical attention, you will be notified.

If a SERIOUS ACCIDENT occurs, which may need medical attention, the staff will perform the necessary first aid and then will contact the parent immediately after so that the child can receive necessary medical treatment.

In an EMERGENCY, when immediate attention is needed, the staff will perform the necessary first aid and call 911 and then immediately contact the child's parents. After 911 has been called, it is up to the paramedics to decide on appropriate treatment. A child needing emergency treatment will be taken to the nearest available medical facility. The parent will be responsible for all medical charges. An emergency card must be filled out prior to the child's first day at LSELCL.

RELEASE OF CHILDREN

Children are to be signed in and out of the center daily by the parent or adult designated on enrollment forms. Please be sure your signature is legible. No child will be released to a person **not** authorized by a parent to pick up their child. Written notice or verbal authorization is required for someone else to pick up any child. Identification will be requested.

The staff reserves the right not to let a child leave the center if they feel that the child might be placed in an unsafe situation. If the situation should arise, an alternative method of transportation will be suggested.

SMOKE FREE ENVIRONMENT

Children's health is hampered by tobacco smoke, resulting in more upper respiratory and aural illnesses. Our center is smoke free. Effective March 31, 2005 the city of Golden Valley amended their City Code Chapter 10 by adding Section 10.67, "Smoke Free Environment". In Subdivision 3 "Smoking Restrictions", smoking is prohibited within twenty-five (25) feet of entrances, exits, open windows, and ventilation intakes of public buildings. Thank you for your cooperation.



SUDDEN UNEXPECTED INFANT DEATH SYNDROME

Sudden Unexpected Infant Death Syndrome (SUIDS) is defined as the sudden and unexpected death of an infant under one year of age in which an autopsy, scene investigation and review of the infant's history does not show an explainable cause of death. In 1999, the Consumer Product Safety Commission, the American Academy of Pediatrics, and the National Institute of Child Health and Human Development, revised their recommendations on how to put children less than twelve (12) months of age to sleep. Their recommendation is for children of this age to sleep on their backs with no soft toys, bumper pads, or blankets in their crib.

To provide the best possible care for your child, LSELC recognizes the importance of placing children in a crib on their backs to sleep. While your child is enrolled here, they will be placed in a crib and on their backs to sleep. The center will provide the HALO® Sleep Sack wearable blanket which allows the baby to be cozy, warm, and safe while sleeping. We will not allow any soft material (stuffed animals, bumper pads, etc.) in your child's crib. If your child has a medical reason to not sleep on their back, a *Physician Directive for Alternate Sleep Position* (a DHS form) must be on file. This form is for an alternate sleep position only not for an alternate sleep location.

ABUSIVE HEAD TRAUMA

Abusive Head Trauma (AHT) is a term used to describe a form of child abuse in infants and young children up to age five. AHT is an injury to the skull or its contents due to inflicted blunt impact and/or violent shaking. The staff at LSELC work together as a team by assisting and supporting each other during difficult times.

MEDICATIONS

MEDICATION ADMINISTRATION/ALLERGIES

Parents must write medicinal instructions on the Medical Permission Sheet before a teacher can administer ANY medication. Children with asthma or insect allergies must have written permission and a course of action on file for the teachers to administer any regular, oral, topical, or inhaled medication. Food and insect allergies will be posted in the kitchen for preschoolers, toddlers, and waddlers. In the infant room, the allergy will be posted on the cabinets in their kitchen. Parents are to give as many doses as possible at home.

PRESCRIPTION MEDICATIONS can be given only if the original prescription containers have the child's name, dosages, administration times, and current dates are provided. If asked, your pharmacist will provide a separate container for use only at the center.

NON-PRESCRIPTION MEDICATIONS can only be given according to the manufacturer's directions listed on the bottle. Parents must fill out a separate permission slip for each and any medication to be given at the center, including non-prescription medication. **Note: Most over-the-counter medication will need a doctor's permission slip for children under age two.**



STORAGE OF MEDICATION

Medication is stored in the following ways:

- ↪ Non-refrigerated medications are stored in labeled Ziploc bags and placed in a sealed bucket, which is stored in the designated locked cupboard in the classrooms.
- ↪ Refrigerated medications are stored in labeled Ziploc bags and placed in the sealed bucket in the lowest shelf of the refrigerator in the break room for infants or in the church refrigerator for the toddler and preschool rooms.



MALTREATMENT OF MINORS MANDATED REPORTING

All staff members at LSELC are mandated by state law to report maltreatment. This means that if they "know or have reason to believe" that a child is being abused, they are required to contact Hennepin County Child Protection Services or the county of the child's residence to report verbally and in written form the child's name, the name and address of the alleged perpetrator (if known), the extent of the injuries, and their own name.

The Minnesota Department of Human Services has provided a document for parents and staff which explains maltreatment and the mandated reporting process. This document, "*Maltreatment of Minors Mandated Reporting*", can be found as an addendum to this Parent Handbook and will be given to all families at the time of their tour.

MEAL AND SNACKS

LSELC participates in the Child and Adult Care Food Program (CACFP) which is a federally funded program that provides payments for eligible meals and snacks serve to Minnesota children and adults who meet age and income requirements. Meals and snacks served by participating institutions must meet minimum guidelines set by the U.S. Department of Agriculture (USDA).

The CACFP helps institutions serve well-balanced, nutritious meals to the participants in their care. Serving nutritious meals and snacks helps improve and maintain the health and nutritional status of participants and can help them develop and maintain good eating habits.

The CACFP serves:

- Children age 0 to 12 in child care centers.
- Children through age 18 in at-risk afterschool programs and emergency shelters.
- Children of migrant workers, through age 15.
- Functionally impaired disabled persons receiving care in a center where most children are 18 years of age and younger.
- Adults age 60 or older or impaired adults of any age in non-residential day care settings.

The funds provided for CACFP are from the USDA. The program is operated in Minnesota through the Division of Nutrition Program Services at the Minnesota Department of Education.

Nutritious meals are prepared daily on the premises and served by our full-time cook. A monthly meal menu is posted on the parent bulletin boards throughout the center as well as being sent home monthly. Breakfast, lunch, and afternoon snacks are served daily according to their scheduled classroom meal/snack period. Meals are served pre-plated with the required age-appropriate portion sizes and staff members eat with the children. Children are encouraged to taste all the food that is served.

CACFP homes and centers follow meal requirements established by USDA.

Breakfast (serve all three components below)	Lunch or Supper (serve all five components below)	Snacks (serve two of the five components below)
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Grains or Bread Fruits Vegetables Milk	or	Grains or Bread Meat or Meat Alternate Milk Two different servings of Fruits or Vegetables	Fruits or Vegetables Grains or Bread Meat or Meat Alternate Milk
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For infants 12 months and younger, the center will provide Enfamil with iron and Isomil formula, cereal, baby food, finger foods, whole milk, and all snacks. You have the choice of being on the food program when your child is younger than 12 months. If you choose not to participate, you must bring in all food, formula, and snacks and there is no reduction in tuition.

Breakfast is served only to those children who are at the center by their scheduled classroom breakfast period. This rule is enforced in the infant area also. Withholding snacks or meals from children is never practiced as a method of discipline. In the same way, food is not used as a reward. Children are taught that food is something we eat for nourishment and good health.

Space is available for mothers who desire to nurse their infants during the day. Teachers are also willing to support breast-feeding by handling “pumped” breast milk.

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, audiotope, 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 which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, 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.

INFANT BOTTLES

Although LSELC does provide Enfamil with iron and/or Isomil formula for infants less than 12 months of age, parents are required to provide the bottles. We do not wash and sanitize bottles; therefore, the following procedures must be followed:

- ↖ If bottles are brought to the center already filled, they must be transported to and from the center in a small cooler. This includes expressed breast milk.
- ↖ If the staff members at the center fill bottles, the parents must provide an adequate supply of clean bottles, nipples, and rings. Formula bottles will be rinsed after each feeding but **must be sanitized at home**. We cannot re-use bottles or nipples that have not been sanitized.

BIRTHDAY AND PARTY TREATS

Children's birthdays may be celebrated at the center. Birthday and special events are times when parents may want to send special treats to the center. Health department rules require that all items that are sent must be commercially prepared and packaged. Food that requires special preparation, such as crackers and cheese, or fruit or vegetables that need to be sliced, must be sent in sealed containers, and prepared at the center.

FOOD ALLERGIES

LSELC works with families whose child has food allergies. Since we are enrolled in the Child and Adult Care Food Program, there are additional forms that need to be completed by the child's doctor. Children with severe allergies will need to have an allergy plan on file at the time of enrollment. Our cook is available to meet with parents and discuss the special dietary needs.

To maintain the safest environment possible for all the children, LSELC is a peanut aware center and strives to maintain a no peanut/nut policy. Please do not send any food that may contain peanuts or nuts, particularly peanuts or nut butter. We depend on parents for their efforts and cooperation in ensuring the safety of all the children.



If your child is allergic to milk, you must provide a statement from a medical professional indicating the acceptable alternative. LSELC may be able to provide the recommended substitute. Please discuss your child's milk allergy with the Director.



TUITION POLICIES

REGISTRATION FEE

A registration fee of \$100.00 per child is due at the time of enrollment. This fee is non-refundable and does not apply towards tuition. A \$100.00 registration fee is assessed with each re-enrollment. Full time children who switch to part time and then back to full time will be assessed a \$15.00 schedule change fee for each occurrence including summer and fall changes. When leaving for the summer, families will be asked to pay one week's tuition as a non-refundable deposit to hold a spot for September. This deposit will be applied to the first week of tuition upon the child's return. Please contact the Director for more information.

DEPOSIT

After acceptance of the child into LSELC and upon determination of the entrance date of the child, the first week of tuition is due. This tuition payment is to be credited toward the first week of the child's attendance. This payment is non-refundable.

TUITION

LSELC is a nonprofit organization, which operates primarily on the tuition fees of each child. All fees must be paid for the days that your child is scheduled to attend. Weekly tuition will remain the same for weeks containing holidays, inclement weather closings, and days that your child is absent when scheduled to attend.

Part-time families may periodically request additional days to attend if there is space available. Additional tuition rates will apply (i.e. normally attend Monday through Wednesday but want to attend



Thursday this week as well as will pay for 4 days instead of 3 days). Days cannot be switched to avoid paying for holidays, inclement weather closings and other absences.

Tuition is charged weekly and includes breakfast, lunch, and afternoon snacks, as well as infant formula and baby food. Tuition payments are to be received for the following week each Friday. If the weekly tuition is not paid by Monday 6:00 p.m. of the current week, a \$20.00 late fee will be charged. For your convenience, LSELC offers electronic payments through the *Brightwheel* app to all our families to help avoid late fees.

If tuition payment falls behind by two (2) weeks, this will be reason for dismissal, and another child may be enrolled in that place. Please consult with the Director.

The center provides care for families that participate in Minnesota's Child Care Assistance Program (CCAP). Per CCAP policy, you must pay any part of your childcare costs that the CCAP does not pay.

LSELC provides care for families who are recipients of an Early Learning Scholarship through the Minnesota Department of Education and Think Small.

Tuition rates increase periodically. Please consult the Director for current rates.

PORTFOLIO FEE

We are very excited to give you a better opportunity to "see" how your child is progressing, growing, and developing. LSELC offers a portfolio that includes pictures of your child and "hands on" pieces created by your child. The cost for a portfolio is \$25 each. If you would like to receive a portfolio, please complete the Portfolio Form, and return the form to the Director when your child begins attending the Infant/Waddler, Duckling/Busy Bee, Teddy Bear, or Pre-Kdgn room. When your child moves from age group to age group, you will be given the portfolio to take home and treasure.

LATE PICK-UP FEE

A late fee is charged for any parent arriving at the center after 6 p.m. The charge is \$10.00 for every 15 minutes or fraction thereof after 6:00 p.m. **This late fee is to be paid directly to the staff person caring for your child.**

The following steps will be taken if you are over one (1) hour late in picking up your child from the center:

1. Continue trying to contact the parent at work, home, or the location listed in the sign-in book or on daily sheet,
2. Call the emergency number located on your child's registration form and have that person pick up your child,
3. Staff will notify the Director while they continue to contact the parent,
4. If after one (1) hour there still has been no contact with a parent or an emergency contact person, the Golden Valley Police will be called.



NON-SUFFICIENT FUNDS CHECKS

When a payment is returned due to non-sufficient funds, there will be a fee of \$30 charged to the family’s account. It is the responsibility of the parent to pay the amount of the non-sufficient fund (NSF) payment and late fee in money order or certified check to the Loving Shepherd office, within one week of notification. NSF payments may require that future payments be made by money order or certified check and may result in termination of your childcare space.

WITHDRAWAL FROM PROGRAM

A written two-week notice is required for any withdrawal. Parents will be responsible for these two weeks of tuition even if the child(ren) stops attending LSELC prior to the end of the two-week notice. Free days cannot be used after giving a child’s two-week notice.



OUR EXPECTATIONS FOR PARENTS

As professional educators, we strive to meet and exceed your expectations. Listed below are expectations that we have of you as parents to provide the best quality care for you and your family.

1. Make sure that you sign your child in and out daily.
2. Check your child's file daily and read all communication materials that are sent home.
3. Provide the following items for your child on a daily, weekly, or as needed basis: blankets, 2 changes of seasonal clothes, and personal care items (i.e.: diaper ointments, wipes, etc.).
4. If your child is ill, coming in late or not at all, make sure that you call the center to let them know.
5. Attend parent-teacher conferences when they are offered. If you have questions or concerns about your child do not hesitate to ask for a conference with your child's teacher.
6. Keep the center up to date on changes in any emergency information (new phone numbers, home addresses, email addresses, etc.), new allergies to foods or medications, and immunizations.
7. Your child is your responsibility while you are in the center. Make sure that you know where they always are including siblings.
8. Help your child learn respect for staff, families, equipment, materials, and you by modeling that behavior yourself.



LSELC CONTRACT FORM
(parent copy)

Child's Full Name _____ Birthdate _____

First Day of Attendance _____ Program _____

My child will attend:

- a. Full-time (Monday through Friday) from _____ to _____ (hours)
- b. Part-time M T W Th F from _____ to _____ (hours)
(circle the days)

This agreement completes the registration. One copy will remain in your child's file and one copy is for your reference at home. As a state-licensed facility, most of our policies are based on state regulations. They are written to ensure that your child receives quality care in a quality center.

_____ I understand that I must give a two (2) week notice of withdrawal to Loving Shepherd Early Learning Center in writing to the Director and Assistant Director. If I withdraw without giving notice, I will continue to pay for care for two (2) weeks after my child's last day of attendance. I further understand that vacation days may not be credited toward the two (2) weeks' notice period.

I (we) understand and agree to abide by the policies and procedures as stated in the Parent Handbook. I (we) also understand that periodically the Board of Early Childhood Ministries and the Director may implement or change policies as needed. I (we) understand that I (we) will be notified of such changes.

Father's Signature / Guardian _____ Date _____

Mother's Signature / Guardian _____ Date _____

In conclusion, LSELC is committed to providing quality, Christian care and education to all children. We are excited to get to know you and your child(ren). If there is any way we can be of service to you while your child(ren) attend LSELC, please do not hesitate to ask. Our Pastor, Director of Family Ministries, and Director of Care Ministries are also available for



additional help and can be reached at 763.544.2810. If you need further clarification on any of these policies, please see the Director.



LSELC CONTRACT FORM
(center copy)

Child's Full Name _____ Birthdate _____

First Day of Attendance _____ Program _____

My child will attend:

- a. Full-time (Monday through Friday) from _____ to _____ (hours)
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