



**Early Childhood
Family Handbook**

**William Kelley School
137 Banks Blvd
Silver Bay, MN**

218-226-4437 ext. 8453

littlemarinerschildcare@isd381.org

STAFF

Coordinator

Kerissa Graden

Teachers

Tina Linn

Pam Holm

Assistants & Aides

Ashley Klemmer

Alex Swartout

Ashley Groover

Chasity Velcheff

Brittany Steinkraus

Arianna Summerfield

Tammy Carter

Amber Rappe

Taylor Goerd

About Us

Little Mariners Child Care Center (LMCC) is a licensed childcare center located in William Kelley School in Silver Bay, Minnesota. We serve local families and strive to meet their childcare needs for children ages 6 weeks to 5 years. We are licensed to care for up to 15 infants, 21 toddlers, and 36 preschoolers.

Mission Statement

Our mission at Little Mariners Child Care Center is to provide stable, high quality care for families in our community in a safe, educational, and nurturing environment.

Our Goals

- Support children's cognitive, social, emotional, and physical development
- Support inclusivity, diversity, and cultural competency
- Achieve and maintain a 4-Star Parent Aware Rating
- Provide developmentally appropriate educational programming for all
- Create secure partnerships between families and teachers
- Provide professional, quality care in a warm, nurturing environment which meets each child's developmental needs.

Our Philosophy

At Little Mariners Child Care Center, we promote positive relationships between children and the adults in their lives. Staff and parents work together in supporting one another and developing a sense of community as we guide children towards responsible citizenship. We engage as active members of our community. The development of relationships between children, community members and the institutions who serve both is a team priority.

Research shows a strong correlation between children's secure attachment to their primary caregivers and future educational success. By using developmentally appropriate teaching strategies, we guide students' explorations and build the foundations for a lifelong love of learning. Teachers respond to their students' needs, interests, and individual learning styles and enhance each child's learning. High quality early childhood educational experiences combined with unstructured play time provide an optimal environment for young learners. Children learn best through play.

The programming offered at LMCC is informed by ongoing assessments. Formal and informal observations, combined with family conferences, will aid teachers in planning appropriate activities which maximize each student's developmental potential. Along with Minnesota's Department of Education, LMCC promotes assessment supported programming and standards.

We believe families and teachers must form collaborative relationships to support healthy child development. Mutual trust and respect are a foundation for this partnership. Family engagement promotes children's well-being, education, and development. Families are always welcome at Little Mariners Child Care Center.

We believe the physical environment contributes to a student's ability to learn. At LMCC, indoor and outdoor environments are designed to be safe, engaging, and comfortable. The environment and materials within children's spaces should be developmentally appropriate. An organized and well-equipped environment facilitates learning and increases children's independence.

As a public school program, we offer equal care opportunities and do not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The Little Mariner's Childcare Center makes reasonable accommodations for children with disabilities. We believe in supporting students from birth, through graduation, and beyond.

Our Programs

We offer programming that is divided by ages: infants, toddlers and preschool. Weekly lesson plans are developed and posted within each classroom. Teachers work diligently and prepare developmentally appropriate lesson plans for each group. Enrolled families are welcome to visit and observe our program in operation.

Each class engages in enrichment activities including art, music, second language, large motor play and outdoor learning. All programs have access to school resources including gyms, library, music rooms, school garden, orchard, and the early childhood playground. Our Little Mariners will participate in special school events as much as feasible. Families may review detailed programming information upon request.

Infant Program: Ages 6 weeks to 15 months

Infant classrooms maintain a ratio of 1 adult for every 4 children. Each infant has an individualized feeding and sleeping schedule based upon their unique needs and stage of development. Lesson plans in the infant classroom are also tailored to each child.

Toddler Program: 15 to 36 months

Toddler classrooms maintain a ratio of at least 1 adult for every 7 children. Toddlers rooms will follow a daily/weekly routine, allowing for predictability and structure. Toilet learning begins at this stage. Teachers and families will work together to develop a toilet training plan for each child when the child begins to demonstrate interest and developmental readiness.

Intermediate Program: 36 months to 4 years

Our intermediate class maintains a ratio of at least 1 adult for every 10 children. This program will incorporate 3's preschool programming as well as before and after care.

Preschool-Age Program: 4 years to 5 years (pre-kindergarten)

Our preschool age program is designed to help prepare children for kindergarten. It will incorporate 4's preschool programming as well as before and after preschool care. Children are eligible for this program up until their first day of kindergarten.

Transitions:

Transitions can be challenging for children and families. It can be difficult for students to move into a new classroom. That is why each child will have a personalized transition plan. Families, teachers, and administrators will work together to develop a transition plan that will offer the best support for each child. This could include short or extended visits to a child's new classroom both during the day as coordinated by teachers, and during pick up or drop off times with family during the weeks leading up to the child's transition date. Visiting the classroom before the transition date allows the child to explore and acclimate to their new room and interact with new friends and teachers. The transition plan must be approved by the director before being implemented.

Students who will be entering Kindergarten in the fall can remain in our preschool program until their first day of Kindergarten. Upcoming kindergarten students and families will be invited to an open house prior to the start of the school year.

Class Routines

Each class will have a daily routine and weekly enrichment schedule. Routines are designed to ease transitions for students and ensure balance of loud and quiet activities, group activities and individual exploration.

Routines will consist of:

- Arrival/Departure
- Free Play
- Breakfast, Lunch, & Snack
- Diapers/Potty Time
- Outdoor Play & Activities
- Teacher directed activities & enrichments
- Rest Time

Curriculum

We use The Creative Curriculum for all our programs. We have carefully chosen this curriculum because we feel it best fits with our philosophy and goals for our young students. The goal of Creative Curriculum is to help students succeed in school and in life. This curriculum supports hands-on exploration and activities that foster creativity and critical thinking. This curriculum encompasses cognitive, physical, social-emotional and language development, as well as early literacy and STEAM skills.

Assessment

We use Gold Teaching Strategies assessment tools to track the effectiveness of our teaching approaches and our student's development. Parent-Teacher conferences will be offered twice per year where these assessments will be discussed. Parents may request additional conferences as desired.

Our Teachers

All staff must pass a background check. Our teachers are trained in Infant/Child/Adult CPR, First Aid, Abusive Head Trauma (AHT), Sudden Unexpected Infant Death Syndrome (SUIDS), Mandated Reporting, and Blood Borne Pathogens. Teachers are required to participate in yearly in-service training hours in early childhood and related fields. We offer commitment to health, safety, and care of children as well as educational development through the use of best practices.

Administrative

Licensing

Licensed through the Department of Human Services (DHS) to care for children at a time, not to exceed 15 infants, 21 toddlers, and 36 preschoolers. Infants must be at least 6 weeks old upon starting care.

Department of Human Services

Phone: 651-431-6500

Email: DHS.info@state.mn.us

Hours & Days of Operation

Little Mariners Child Care Center operates year-round from 6:30 AM to 6:00 PM Monday through Friday. Our center will be closed the following days:

Labor Day

Thanksgiving and the day after

New Year's Day

Memorial Day

Christmas Eve

Christmas Day

New Years Eve

New Years Day

Presidents Day

Good Friday

The week of the Fourth of July

We follow most of Lake Superior School District's yearly calendar for holiday closings. Please check the district website for their yearly calendar. LMCC will provide a yearly calendar as well.

Scheduling

We offer both full and part-time care, as well as half-days.

Enrollment in Little Mariners Child Care Center requires a minimum of 2 days of full day care: or 2 days of half-day care per week. Half-day care is available for mornings only, from 6:30am to 12:00pm.

Full Day – Any time between 6:30am - 6:00pm. Minimum of 2 days per week.

Half Day– Any time between 6:30am –12:00pm. Minimum of 2 days per week.

Security Policy

Security

For the safety of our staff and students, William Kelley School operates on a limited access security system. Doors are unlocked during drop off and pick up times for school age children during the school year. Families will be given a programmed key card to access the building during regular business hours. If you are picking up late, outside of regular business hours, you will have to buzz the office for admittance or text 218-830-2327 to have someone let you in.

Parking Lot Safety

Please be careful in the parking lot and loading zones. Please hold your child's hand if your child is walking independently in or out of school.

Drop off/Pick up Policies

Early Arrival – If you arrive prior to the center opening, you must wait for a staff member to allow entry. Do not leave your child until you have checked in with a staff member.

Late Pick Up – Families will be charged \$20 per hour for late pick up. This is to cover wages for the employee who had to stay late and the extended use of the facility. If you are going to be late, please

notify the center as soon as possible. If a child is still at the center after the regular closing time and the family has not contacted the center, a staff person will attempt to contact the parents via all available phone numbers (cell, home, work). If the parents cannot be reached, the staff will contact the emergency contacts listed on the child's authorized pick up form. If the child is still at the center at 6:30 PM and staff have been unsuccessful in contacting family or guardians, law enforcement and social services will be notified.

If you have not picked up your child or contacted the center by 6:00pm, the following procedure will be followed:

6:00pm: Call parent(s)/guardian(s)

6:15pm: If no response from parent/guardian, call emergency contacts listed for child

6:30pm: Call local authorities. If you are more than thirty minutes late and we are unsuccessful in reaching you or an emergency contact person, the police will be called for further assistance.

Repeatedly picking up your child late or canceling your child's schedule without advance notice may be grounds for discontinuation of childcare.

When dropping off or picking up your child, please ensure that purses, briefcases, and backpacks are not left within reach of children.

Release of Children

Children will be released only to their parents or persons authorized on their registration form. Staff will ask for a picture I.D. from persons not familiar to them. We will not release children to persons who do not have signed authorization from or other written permission from parents or legal guardians. This includes extended family members and neighbors. Please be sure to request a release form if you want someone else to pick up your child.

In the event a person (family or authorized individual) is incapacitated or suspected of abuse or neglect attempts to pick up a child, the child will not be released, and authorities will be called. Another authorized person may be contacted to assume responsibility of the child. The caregiver is then mandated to report the suspected abuse or neglect to the Silver Bay Police Department or the Lake County Human Services Department.

Enrollment Procedure

A completed enrollment packet and registration fee must be received by the center director in order to be enrolled.

We are required by the Department of Human Services to have the following forms on file:

1. Registration Form

2. Immunization Records
3. Healthcare summary – Signed by a healthcare provider
4. Family Information packet – including schedule & emergency contacts

When personal information requested in these forms changes (such as a change of address, or immunization update) please send the updated information to the director so they can update your file.

Tuition Rates

Little Mariners Child Care Center is a Community Education program operating on self-sustained tuition.

Program	Half-Day 6:30am – 12:00pm	Full Day 6:30am – 6:00pm	Full-Time Weekly Rate
Infant	\$30	\$55	\$235
Toddler	\$25	\$45	\$230

Preschool Educational Programming	\$280 per month: Mondays, Wednesdays, Thursdays 8:00am - 12:00 pm, September through June
Preschool Age Child Care	\$3.80 per hour outside of Preschool Education hours

*Rates are subject to change annually. Families will be notified a minimum of 30 days in advance.

Fees

Enrollment Fee: An enrollment fee is a one-time, non-refundable fee for processing papers. This fee helps cover the cost of processing enrollment, immunization records, and other paperwork required by the state of Minnesota. The enrollment fee is \$40 per child.

Holding Fee: After enrollment, if your child needs an additional leave of absence a holding fee is required to guarantee reservation of the space. The holding fee is \$10 per day. A holding fee is recommended for an extended leave of absence due to health or summer vacation scheduling.

Withdrawal from Program

Written notification of withdrawal from our program must be received 2 weeks in advance. Failure to notify will result in a penalty charge equivalent to 2 weeks of childcare cost for that child.

Payment Schedule

Payment of your childcare account must be paid in full by the due date. Payments are due within 10 days of the invoice being sent. A late fee of \$20 will be charged if payment is not submitted by the due date. Childcare services will not be provided when an account is delinquent. Invoices are emailed to parents biweekly. Families may pay online, with a check sent to the Community Education office in Silver Bay, or sign up for automatic payments by contacting the Community Education office. 218-226-4437 ext. 8137.

Families Receiving Financial Assistance: We accept CCAP. Financial assistance is available. Please contact the Director of Little Mariners Child Care or the Community Education Director for more information.

218-226-4437 ext. 8453

Program Placement

Placement in programs will be on a first come, first served basis with weighted enrollment for full time students. If a family has a child currently enrolled and wants to enroll another child, that child is moved to the top of the waitlist in an effort to keep siblings together. If a space is not currently available to meet your needs, your family's name will be placed on a waiting list. Placement into classrooms is based on age and development.

Children's Records

We are required to maintain files on each child documenting medical information, emergency contacts, incident reports and other forms. Files will be transferred to William Kelley School student files upon entry to kindergarten or other schools upon family request.

Technology Policy

Teachers will not use technology when working with children except to document daily activities via our app or when lesson planning. Children will not be exposed to advanced technologies such as movies or computers, except when incorporated into an approved lesson plan, or as part of a special event.

Health & Safety Practices

All health and safety policies and procedures are reviewed annually.

Administering First Aid

All staff members will be trained in CPR and First Aid. Staff will also receive training on Sudden Unexpected Infant Death Syndrome (SUIDS) and Abusive Head Trauma (AHT).

Minor accidents such as a scraped knee, etc. will be washed with warm water and soap. Bandages will be applied when necessary. For more serious incidents, families may receive a phone call to notify them of an accident.

Written accident reports will be supplied to parents and kept on file at the center. Accidents that require treatment by a physician must be filed with DHS. This report must be filed with the Commissioner within 24 hours of any such injury, or when emergency medical services are required.

Teachers are responsible for daily safety inspections of their assigned areas and equipment. Teachers will notify the director immediately about dangers in their environment or broken equipment.

Accident Prevention

All equipment will be kept in good repair. All supplies and materials used in the classroom will be developmentally appropriate. All staff are trained in first aid and emergency response procedures.

If emergency transportation is required, 911 will be called. Parents will be notified immediately of any emergency transportation that is required.

Biting

Biting others is a developmentally appropriate behavior that young children use to express themselves. They do not understand that causing someone else harm or why this behavior is socially unacceptable. There are multiple strategies teachers and families can use to deter young children from biting. If you notice a biting behavior with your child, please consult with your child's teachers about possible practices. It is important that teachers and families follow the same plan to work through biting behaviors.

When biting behaviors are causing frequent harm, a biting log will be kept to help teachers and families document the behavior and try to find common factors that influence the behavior.

Weapons

The school district and school takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students, parents, or legal guardians. Anyone found in violation of this policy will be directed to the Lake Superior School District Superintendent for proper procedures.

Medical Records

Medical records will be maintained for each child. We require a health care summary and immunization record will be on file for each child. These forms must be completed and on file in a secure location at the center before the child can attend. The center will provide families with the necessary forms that must be signed by a physician. Children under 24 months must have yearly exams. Standard vaccinations are required to attend.

Immunizations - We encourage all students to receive vaccination to protect themselves, their families and those who cannot receive the protection of vaccination. All students must have documentation of full immunization according to Minnesota state statute. If vaccination is not possible due to a medical condition, the district must have a health care provider's signature indicating the need for exemption. In case of conscientious exemption, the district must have a notarized form with parent signature. Students new to the district have 30 days to receive needed vaccinations. Any student who is continuing enrollment must be fully vaccinated or provide the required documentation by the first day of school. A doctor's note is required if the child is off of a regular immunization schedule.

Child Illness

If a child becomes ill while at the center, staff will contact the family to make arrangements to pick up the child. Ill children must be picked up within an hour of family notification. Families should make plans for a friend, neighbor, or relative to pick the child up in the event a parent cannot pick up the child within the hour. Families are required to inform the center within 24 hours if their child is diagnosed with a contagious disease.

A child with any of the following conditions or behaviors is considered a sick child and must be isolated from other children and the center and the family will be notified immediately. The sick child will be isolated in the Director's office until the family can pick them up. Sick children will be directly supervised at all times.

Per Minnesota Statute rule 3 part 4605,7040, Children must be symptom free without medication, or on antibiotics, for a minimum of 24 hours or have a note from a physician releasing them back into our care before the child may return to the center.

Exclusion Policy: - the child should stay home if he/she:

- Has had a fever of 100 degrees or more and should remain at home for 24 hours after the temperature returns to normal. Must be fever free for 24 hours without the aid of medication
- Has vomited or had diarrhea and should remain at home for 24 hours after it has stopped. Infants - 3 runny stools constitute diarrhea
- Has a persistent cough
- Has any rash, open or draining skin sores
- Has inflamed or draining eyes or ears.
- Lice and/or Nits
- If your child is ill, please notify the school/center. The state requires us to post information notifying all parents of possible infectious diseases in our center.

Other Reasons for Exclusion:

If a child is not able to participate in child development program activities, in the classroom or outdoors, they will be excluded. This will be based on the teacher's recommendations and director's discretion.

Illness prevention - Teachers will work with children to practice good hand washing skills. Toys, furniture, and other supplies are sanitized regularly to prevent the transmission of germs.

Infection Control

All teachers are trained in proper hygiene practices including handwashing, infection control, safe food handling, and diapering and toileting procedures. Teacher will model sanitary behavior practices and teach students appropriate infection control skills such as handwashing, nose-blowing, and covering coughs.

To prevent the spread of infections and viruses, equipment and toys used by children will be sanitized regularly. Toys that come in contact with a child's mouth will be removed from the play space immediately and sanitized.

Families will be notified of contagious & infectious diseases verbally during pick up, posted in writing outside classroom doors, and via the Daily Connect app.

Medication Policies

Families must fill out a written authorization form for all prescription and non-prescription medications. An authorization form is needed for all medication. Slips are available in the nurse's office and available on the District Website under the Services tab>Nurses Office>Nurse Office Forms and Resources for Parents. Medications brought to the facility must be in the original container with legible information. Records of medicine administered will be kept in the child's file. Medication logs are kept securely on sight. Parents may review their child's medication log upon request.

An umbrella permission form for sunscreen, diaper cream, and diaper wipes will be required from families and can be found in the registration packet.

Medications, lotions, sunscreen, etc. may not be kept in the child's locker or cubby. Please give directly to a staff member who will store it in the designated, secure location.

Mandated Reporting

Lake County Health & Human Services - Child Protective Services
616 3rd Ave Two Harbors, MN 55616
218-834-8400

Department of Human Services, Division of Licensing Maltreatment Intake
651-431-6600

Department of Human Services, Division of Licensing
651-431-6500

The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years. All school personnel are considered mandated reporters.

REPORTING PROCEDURES

A. A mandated reporter shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.

B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.

- C. After a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a healthcare professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline.

The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person(s) responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in 414-7 school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy

An internal review of all reports must be completed within 30 calendar days and corrective action must be taken if necessary to protect the health and safety of children in care when the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made. The review must include an evaluation of whether:

- Related policies & procedures were followed
- The policies and procedures were adequate
- There is a need for additional staff training
- The reported event is similar to past events with the children or the services involved
- There is a need for corrective action by the license holder to protect the health and safety of children in care

The primary person to conduct an internal review is the Director of LMCC.

The secondary person to conduct an internal review is the Director of Community Education.

Internal reviews will be documented and kept on file both in the center and in the Lake Superior School District office. A copy of the documentation will be provided to the commissioner. Based on the results of the internal review, a corrective action plan will be designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

All mandated reporting policies and procedures are provided to parents at the time of enrollment and are available upon request.

Fire Safety

William Kelley School uses a lock-in-place fire system.

Fire Drills: Students and staff will participate in monthly fire drills. A procedure to account for all children will be a part of each drill. Staff will count the number of children to ensure all children are accounted for before, during, and after the drill. Some drills will be conducted in coordination with the William Kelley School, while additional drills will be conducted independently. The Director will maintain a Fire Drill Log detailing dates & times of fire drills. In the case of evacuation, teachers and staff will guide students safely and calmly to the designated evacuation site: the concession stand building on the far side of the softball field.

Evacuation Plan: Emergency Go bags will be stored near the door of each classroom. These bags will contain copies of the emergency contact information for each child as well as a first aid kit. These bags will also contain a copy of all our emergency plans & procedures. Epipens must be placed in the bag in case of evacuation. Students will be evacuated to the concession stand building on the far side of the softball field.

Evacuation routes will be posted near each doorway. Toddlers and preschoolers will use line ropes to walk and exit the building. Infants will be placed in designated, reinforced evacuation cribs with a maximum occupancy of four infants per crib. Any extra staff members should help hold doors open for students to exit efficiently.

Fire and evacuation procedures are taught as part of staff training & orientation and are reviewed yearly.

Lockdown Procedures

In the event of a lockdown situation, teachers will lock the classroom doors, turn out the lights, and gather children in a designated corner of their classroom. Teachers will remain calm and keep children safe. Staff will maintain the lockdown until given the all clear to come out. In the event of a threat to the school that requires a lockdown, families will be notified as soon as it is safe to do so.

Adverse Weather

Snow Days: When William Kelley School is closed due to snow or inclement weather, Little Mariners Child Care will strive to remain open, depending on road conditions and staff's ability to get to work safely. When we close due to weather, families will be notified as early as possible via the app messaging system and email.

Blizzards: In the event that parents are delayed in picking up their children due to blizzard conditions, LMCC will remain open until parents arrive.

Tornadoes: In the event of a tornado, staff will gather their children and go to their designated tornado safety area. The center will maintain a log of the dates and times of monthly tornado drills from April to September.

Other Natural Disasters: In the event of a natural disaster, LMCC will follow ISD 381 administrative guidance on evacuation or lockdown policies. Center staff will remain with children and ensure safety.

Allergies

Allergies must be documented. EpiPen's and inhalers must be given to the classroom teachers for secure storage. It is recommended families provide the center with an EpiPen that can be kept on site for emergency use.

Please inform staff if you have concerns about a possible food allergy. Legitimate food allergies must be documented by a physician.

Meals & Snacks

We will provide a nutritious breakfast, lunch, and an afternoon snack. Menus will be made available monthly. While this menu will primarily coincide with the elementary school menu, some

substitutions will be made for young children. An early childhood menu will be provided to parents each month.

Please do not bring in food or snacks from home.

Infant Feeding - Bottles & Food

Breast milk will be stored in the fridge until it is time to heat for consumption. We do have limited available freezer space to store breast milk. All bags/containers/pouches of breast milk must be labeled with first and last name and date. Families will be asked how much breast milk they want staff to prepare for each feeding and a general feeding schedule will be requested in the registration forms. Breastmilk that is not consumed within 1 hour of starting feeding must be disposed of.

Unless planning to exclusively use breast milk, families are asked to choose a type of formula. Formula bottles will be prepared as instructions on the container indicate using warm, filtered tap water. Families may choose from the types of formula listed below. If families would like to use a different kind of formula, they are asked to provide their own.

Types of Formula provided by LMCC:

- Similac Pro-Advance
- Similac Pro-Sensitive
- Enfamil Neuro Pro
- Enfamil NeuroPro Gentlease

Infants starting to drink cow's milk will be offered Whole Vitamin D milk. Infants will start this in a sippy cup and will start practicing with an open cup before transitioning to the toddler room. Cow's milk will be kept in the fridge when not being consumed. Any milk not consumed by the end of the day will be disposed of. Please consult your pediatrician as to when to start introducing cow's milk to infants. Most recommend around 12 months of age. Please note that children will not be permitted to use bottles in the Toddler Room and will make the transition to small open cups.

Infants will start trying pureed food and baby cereals when families and teachers agree the child is developmentally ready.

Infants will start eating table food when families and teachers agree that the child is developmentally ready. We ask that families try common allergen foods at home before we can offer them at school.

Breast Feeding

Nursing mothers are welcome to come in and nurse at any time. Please coordinate with classroom teachers a nursing schedule so they know not to feed your child or prepare a bottle before you arrive.

Diapering

Diapers will be checked at least every 2 hours and will be changed promptly when wet or soiled. For multiple health reasons, we do not use baby powder at our facility.

Diapering Procedures: The changing table will be sanitized, and a clean paper will be put down on the surface before putting the child on the changing table. The staff will remove the soiled diaper and cleanse the child's diaper area, and provide the child with a clean diaper, using diaper cream when necessary. Staff will redress the child, then bring the child to the sink to wash their hands. For infants under 6 months, a wet paper towel may be used to wash their hands. Toddlers will begin learning proper, independent hand washing techniques. Changing tables will be cleaned and sanitized after each use. Staff must wash and dry their own hands after changing a child. Staff will then record the diaper change in the app.

Diapers and wipes will be provided by the center. In the case of an allergy or sensitivity to our diapers or wipes, families will be asked to provide their preferred brands.

Potty Training

Toilet learning begins in the Toddler Room. Potty training can be a stressful time for toddlers and their families. We aim to make it a fun, non-judgmental experience for the children in our care. Toddlers will never be forced to sit on the potty, and teachers will be trained not to shame children when accidents happen. While toilets will be accessible any time, teachers will encourage children to at least try to use the toilet before going to play outside and before the afternoon rest time. We will work with families and accommodate different training techniques as much as possible.

Nap & Rest

Prior to nap time, each child will be freshly diapered or encouraged to try using the toilet and wash their hands. Teachers will dim the classroom lights and adjust the shades. Teachers will put on quiet, soothing music for children to listen to as they fall asleep.

Infants will sleep on their own schedules. A clean, safe crib is provided for each infant. Tight fitted sheets are provided on each crib and are laundered by staff weekly. Cribs conform to federal crib standards under Code of Federal Regulations, title 16, part 1219. Brand and model number for each crib will be kept on file by the director. Cribs will be inspected daily for safety and cleanliness.

Cots are provided for toddlers and preschoolers. Toddlers and preschoolers may bring small blankets and 1 soft, quiet toy from home. Please no sleeping bags or pillows. Children will be encouraged to quietly look at books on their cot/mat for a few minutes. Prior to rest time. Some teachers may choose to read one story aloud before children go to sleep. State licensing requires a daily rest time for a minimum of 30 minutes. Children not asleep after 30 minutes may be allowed to pursue books

or other quiet activities as guided by their teacher. All bedding is washed weekly or when soiled or wet.

Safe Sleep Practices

The infant room at Little Mariners Child Care Center strictly follows safe sleep practices. DHS licensing requires staff to place infants on their back in a crib with a firm mattress. If an infant under the age of 6 months begins to roll over independently while sleeping, families must sign the appropriate form for staff to allow them to remain on their side or stomach while sleeping. Cribs are outfitted with a firm mattress and clean, fitted crib sheet. No items are allowed in the crib except a plain pacifier. Pacifiers with attached lovies or toys are not allowed. Blankets and pillows are not allowed. We do not swaddle infants at LMCC. Infants may wear sleep sacks. Sleep sacks may be brought from home or borrowed from the center. Sleep sacks may not be used after the child can roll over independently.

If your child requires to be placed in a different position, written documentation directions from the infant's physician detailed an alternative sleeping position for the infant.

When an infant falls asleep in a place other than their crib, they must be moved to their crib as soon as practicable. These safe sleep practices are followed in order to reduce the risk of Sudden Unexpected Infant Death Syndrome.

Behavior Guidance Policy and Procedures

It is our goal to guide children to be responsible and cooperative in their actions. We use positive behavior modeling and redirection techniques that teach children to be responsible for their actions and respect the rights and feelings of others. Teachers and staff are expected to model appropriate behaviors for students at all times.

Our first responsibility is the physical safety of all students. Violent behaviors will not be tolerated. Our second responsibility is the psychological safety of all students. Bullying behaviors from staff or students will not be tolerated.

Center Rules:

1. We will walk in our classrooms and in the halls.
2. We will keep our bodies to ourselves. (No biting, hitting, or kicking)
3. We will use inside voices. (No yelling or screaming)
4. We will work together to keep our classrooms safe and tidy.
5. We will listen to our teachers and our friends.

Discipline Policy

We support positive discipline. Positive discipline is a way of teaching young children to be respectful and resourceful members of the community by teaching important social skills. Staff will work with children to identify the motivations & cause behind negative behaviors and work with the child to problem solve for other ways to express their feelings and redirect children to more positive behaviors. Staff will never physically or emotionally punish a child. Will not be excluded or separated from the group, except during times when the physical safety of students or staff is in jeopardy. Positive discipline promotes teamwork, problem solving, and mutual respect.

When a child regularly exhibits unsafe or otherwise unacceptable behaviors, staff will observe and record the behavior to aid in the development of a plan to address the behavior, consulting with family and other professionals when appropriate.

Continued negative behaviors may require a special conference with family, teachers, and the director to develop an action plan to address the behavior(s). If the negative behavior persists, a behavioral specialist may be consulted. If negative, unsafe behaviors continue despite guidance from a behavioral specialist, a child may be suspended or expelled.

Harassment and Violence

It is the policy of the Lake Superior School District #381 to maintain a learning and working environment that is free from harassment based on sex, race/ethnicity, status with regard to public assistance, religion or religious practices, disability, sexual orientation or affectional preference, gender identity, and other forms of harassment or violence. The School District prohibits any form of harassment. It shall be a violation of this policy for any student or employee of Lake Superior School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel. The School District will act to investigate all complaints to discipline any student or employee who is found in violation of this policy. A harasser may be a student or an adult. Harassment may include the following:

- Name calling, jokes or rumors
- Pulling clothing
- Unwelcome touching of a person or clothing
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
- Physical acts of aggression, assault, force, or threats
- Touching, patting, grabbing, or pinching another person's intimate parts
- Coercing, forcing, or attempting to force acts of a sexual nature
- Bullying
- Hazing

If any word or actions make you feel uncomfortable or fearful, you need to tell a teacher, the director, the principal, or the superintendent. You may also make a written report. Your right to privacy will be respected as much as possible. We take seriously all reports of harassment or violence and will take all appropriate actions based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

Families

Family-Teacher Partnerships

Trusting and honest partnerships between teachers and families are incredibly valuable in the development of children. Families know their children better than anyone and are a teacher's best resource for learning more about each child. Teachers are a great resource for families because they actively study and are familiar with each stage of development.

Open Door Policy

We have an open-door policy. Parents and authorized family members are welcome to visit the center at any time during normal hours of operation.

Conferences

Parent Teacher Conferences will be offered twice per year. Teachers will conduct ongoing assessment of each child's intellectual, physical, social, and emotional development and relay their findings to families. This is also an opportunity for parents and teachers to ask questions and develop goals for the next steps in the child's development. If conferences are declined, parents must submit a signed form indicating their refusal. Conferences may be conducted in person or via video conferencing.

If you have any questions or concerns, you may request to schedule a conference with teachers at any time.

Confidentiality

Teachers will not share personal information about your family or your child with others. Please do not ask teachers to disclose personal or confidential information about other children or their families.

Photography & Publicity

Families will be asked whether or not they will allow LMCC, Community Education, or Lake Superior School District to use pictures of their child for promotional materials including brochures, social media posts, and photos to share on the district website.

Staff and families are prohibited from photographing other students or staff without their permission.

Photographs of children may be taken to be sent to their families during the day via the app. Families may submit a written request if they would prefer not to receive photos of their child's day. Photographs may also be taken as documentation for assessment purposes. These photographs will not be shared without parent consent.

Children with Special Needs

Families of children with special needs who wish to enroll are asked to contact the Community Education Director/Little Mariners Child Care Director. A pre-enrollment conference will be held to discuss the nature of the special need(s) and the nature and extent of support services that will be required. At this conference families and the director will discuss the specific needs of the child and develop a plan for how the center can accommodate those needs. We will need a signed information release from other agencies that are currently providing services to the child in order to coordinate care.

IEP/IFSP

If an individual education plan or an individual family service plan exists for the child, the center must comply with the existing plan as much as possible. If needed, the center will help the family in the development of a plan for children requiring early intervention services.

Communication

Please discuss with the director and your child's teachers your preferred means of communication. There are many ways we communicate with families:

App - We use the Daily Connect app to track information about each child and communicate with families. Parents will receive an email invitation to connect with us via Daily Connect.

Email - Weekly emails will be sent to all families with a recap of the week and information about any upcoming news or events.

Social Media - We are active on our Facebook Page: Little Mariners Child Care.

Postings - Check the bulletin boards around your child's classroom.

Cubbies/Lockers - Please check your child's cubby or locker daily.

Please respect the teachers' personal time and do not contact them regarding your child's care through personal means.

To contact your child's teacher directly, please use the app messaging system. Emails and phone calls should be directed to the program email address and phone number. Please do not call the classroom phones. These phones are for emergency and inter-program use only.

We encourage you to share your ideas and concerns about all aspects of our programming with center management at any time. We conduct family surveys twice each year to ensure we are doing our best to support our families.

Grievance Policy

Conflict is an inevitable part of the human experience. Little Mariners Child Care is committed to resolving all conflicts through open and honest communication and mutual respect. If you have concerns or grievances, please address to staff or center management as soon as possible. If you would like to file a formal written grievance, please contact the center director for a grievance form. Grievances can also be made the Community Education Director, the Principal of William Kelley School, or the Superintendent of Lake Superior School District.

Insurance

Little Mariners Child Care has liability insurance as covered by Community Education and the Lake Superior School District.

Otis-Magie Insurance Agency Contact Information:

Thomas C. Stender, President – Northern Minnesota Operations

Otis-Magie Insurance Agency

A Marsh & McLennan Agency LLC Company

332 West Superior Street, Suite 700, Duluth, MN 55802

+1 218 625 2120 Direct | +1 218 390 7500 Cell | +1 218 722 7753 Main

Tom.Stender@Marshmma.com |

Emergency & Backup Care

It is a good idea to have an emergency, back up care plan arranged with a friend, family member, or neighbor in the event of an unexpected school closure, or an emergency.

You may also ask teachers if they offer babysitting services, so long as the requested time does not take teachers away from their regularly scheduled work hours. Babysitting services are not overseen by LMCC.

Special Events

Occasionally, LMCC will organize special events for children, families, and teachers. Special events

may include picnics, sports or art activities, or sensory events. Events will be posted in the weekly newsletter and through parent-teacher communications. Please also plan to join us for various holiday parties!

Family Resources

In conjunction with Little Mariners Preschool & ECFE, we have a vast amount of resources for families! Teachers also undergo extensive training in early childhood education and development. If you have a question about your child's development or need assistance, please ask!

The Great Outdoors

Weather permitting, we aim to take children outside daily for recreation and environmental education activities. Please dress your child appropriately for the weather. Outdoor adventures on the school campus are anticipated to be a daily occurrence.

Neighborhood Walks

When walking outside the center, staff will assist children to stay together by using a walking rope, partners, or strollers. Staff will position themselves at the beginning and end of the line and spaced evenly amongst students. When crossing the streets, a staff member will position themselves in the middle of the street until all children are safely across. All street lights and signs will be obeyed. A minimum of two staff members will be present on each outing, and at least one cell phone will be carried with. We look forward to exploring the neighborhood and enjoying the outdoors with our young explorers.

Playground

Weather permitting, we plan to utilize the early childhood playground daily. We ask that families please not use the playground for personal use during school hours.

Transportation Policies

Staff members are prohibited from transporting children in personal vehicles. All transportation for field trips will be provided by school busing services.

Field Trips

Field trips will be announced at least 2 weeks in advance and families will be asked to sign permission slips for any trip taken by the center that exceeds three hours or requires transportation. Parents will be asked to sign a blanket permission form authorizing trips that are within walking distance to the center, including neighborhood walks, the Silver Bay Library, the William Kelley School garden and orchard, and the arena.

Pool Use

Pool use (including kiddie pools & school pool) requires written consent from parents or legal guardians and notification to the county licensing agency.

Community

Our community offers students a wonderful opportunity to explore the world around them and become active members in their community. We aim to find ways to support our community and develop relationships between students and local institutions, programs, and organizations. From growing seedlings to be planted in our school garden, to sending our latest finger paintings to our neighbors in assisted living facilities. We look forward to building relationships with community members and organizations.

School Community

We strive to be a part of the broader school community. We are developing partnerships with other teachers and program leaders to enhance the educational experiences of all our children. We will be implementing additional enrichments to our programming by participating in teacher organized activities with older students.

We also hope to be invited to special school events such as pep rallies, class plays, and concerts. Families will be notified of all events we plan to attend or participate in.

Child Development Studies

High School Students - We are working with nearby colleges to develop a study program where high school students will be able to take a child development course for college credit and conduct field experience studies at our center. Students who have study hall or time on Fridays would be able to come in and assist our early childhood teachers during those times.

College Students - We may get students from the University of Minnesota-Duluth, the University of Wisconsin-Superior, or other colleges and universities to wish to observe or prepare special lessons for our students. These students are required to pass a background check and a TB test before being allowed to work with children. As part of their studies they may be required to document their observations or interactions with children through film or video. If so, they will request your signed permission to do so. The Director must approve research permission forms prior to being distributed to parents.

Families will be notified when we anticipate adding student workers to our classrooms.

Special Visitors

Special Guests: The center will invite special guests to the center. Policemen, Firefighters, Dentists, and others will be invited to share information with students and foster community connections.

In-house field trips: Occasionally, we may get visitors from E.L.C., the Lake Superior Zoo, or other businesses that provide educational programming to schools. These visits constitute an in-house field trip and are a wonderful enrichment opportunity for all children.

Pets: The center will inform families and obtain signed permission before any pets will be housed at the center or any pets visit the center. Classrooms may choose to adopt a small pet and take care of it as part of their program.

What to bring

Infants – Please bring diaper cream, lotion, and sunblock. Please note that we are not allowed to use baby powder in the center. Infants are not allowed to have pacifiers attached to their clothing. Small earrings are okay, but please no necklaces. Also, we are not allowed to put babies to sleep in their cribs if they are wearing a hooded shirt or onesies. You can send them in a hooded shirt if you want, but we will have to change their clothes prior to nap time. During naps, blankets are not allowed. We can use sleep sacks. You are welcome to bring one from home or use one of ours. Sleep sacks will be laundered weekly by staff. We do not swaddle babies for naps.

Toddlers – Please bring sunblock, lotion, and diaper cream. Closed-toed shoes are preferred for toddlers and preschoolers. Secure sandals are allowed during the summer months. Please no flip-flops or crocs. Shoes must have a hard sole for outdoor play. Please bring a blanket and soft, non-noise making toy for naps. Blankets will remain at school and will be laundered weekly by center staff. Please bring a toothbrush and child-friendly toothpaste. Please note that toddlers are not permitted to have pacifiers during class time.

Preschoolers – Please bring a toothbrush & toothpaste and sunblock. Closed-toed shoes are preferred for toddlers and preschoolers. Secure sandals are allowed during the summer months. Please no flip-flops or crocs. Shoes must have a hard sole for outdoor play. Please bring a blanket and soft, non-noise making toy for naps. Blankets will be laundered weekly by center staff.

Toys:

We ask that all children leave their toys at home. Toddler and preschool age children may bring a soft, quiet toy to nap with. Children may also bring a toy from home if requested by the teacher for

show and tell. Show and tell items should remain in the child's locker/cubby and only taken out for the designated show and tell time. LMCC will not be responsible for lost or stolen items.

Clothing:

Families are expected to ensure that the clothing children wear is conducive to the school/childcare center environment:

- Clothing appropriate for the weather
- Clothing that does not create a health or safety hazard - hooded clothing. Too tight - can cause digestive issues
- Clothing appropriate for the activity (i.e., physical education or the classroom)

Thank you for choosing Little Mariners Child Care Center.

