



# Family Handbook

## 2025-2026



Little Mariners Child Care is a  
4 Star Parent Aware Rated Program

William Kelley School  
137 Banks Blvd  
Silver Bay, MN

218-226-4437ext. 8453  
[littlemarinerschildcare@isd381.org](mailto:littlemarinerschildcare@isd381.org)

## Family Handbook Policy

Little Mariners Child Care Center reserves the right to modify the Family Handbook at any time. An up-to-date handbook is provided to each family upon enrollment and is available online at this address:

<https://www.isd381.k12.mn.us/community-ed/little-mariners-child-care-center/>

In addition to our own program policies, we must also follow policies and guidance from the Lake Superior School District - ISD 381. Please see school district policies at

<https://www.isd381.k12.mn.us/policies-notifications/>

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## Licensing

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 through the Department of Human Services (DHS) to care for 52 children at a time, not to exceed 15 infants, 21 toddlers, and 16 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](mailto:DHS.info@state.mn.us)

## 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
- 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 education. 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.

## Hours of Operation

Little Mariners Child Care Center operates year-round from 7:00am - 5:00pm Monday through Friday.

## Planned Closings

We follow most of Lake Superior School District's yearly calendar for holiday closings. LMCC will provide a yearly calendar by July 1st each year. Families are required to pay in full for all holiday closings as well as up to 2 Professional Development Days per year for teacher training.

LMCC will be closed for the full week of July 4th each year for annual cleaning and maintenance.

Our center will be closed the following days:

<b>Holiday</b>	<b>Date</b>
<b>Labor Day</b>	September 1st, 2025
<b>LMCC Fall Training Day</b>	TBD
<b>Thanksgiving &amp; the day after</b>	November 27th & 28th, 2025
<b>Christmas Break</b>	December 24th, 25th & 26th, 2025
<b>New Year's Eve &amp; Day</b>	December 31st, 2025 & January 1st, 2026
<b>Martin Luther King, Jr. Day</b>	January 19th, 2026
<b>President's Day</b>	February 16th, 2026
<b>Good Friday</b>	April 3rd, 2026
<b>Memorial Day</b>	May 25th, 2026
<b>Juneteenth</b>	June 19th, 2026
<b>The week of the 4th of July</b>	June 30th - July 4th, 2025

## Unplanned Closings

Families will not be charged for unplanned closings due to non-weather related circumstances. Families will be notified of unplanned closure as early as possible.

## Adverse Weather

Families scheduled to attend that day will be charged even if school is cancelled due to adverse weather. Adjustments will be made for late start days or early release days.

Snow Days: When William Kelley School is closed due to snow or inclement weather, Little Mariners Child Care will be closed. When we close due to weather, families will be notified as early as possible via the Daily Connect app messaging system and email.

**Early Closure:** When William Kelley School closes early due to extenuating circumstances, parents will be notified as early as possible, and required to pick up their child within 1 hour after the school closes.

**Blizzards:** In the event of a blizzard during a school day that requires the school to close early, LMCC students must be picked up within 1 hour after the school closes.

**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 emergency procedures. Center staff will remain with children and ensure safety. Parents will be contacted to pick up children as soon as it is safe to do so.

## Registration & Enrollment

Registration is completed online through Eleyo, our registration and scheduling platform. To get started, follow these instructions:

1. Go to the school district website: [www.isd381.k12.mn.org](http://www.isd381.k12.mn.org)
2. Select the Community Ed tab.
3. Click "Classes & Registration"

Once in Eleyo, go to the Little Mariners Child Care page and select the section you wish to enroll in. Please answer ALL of the questions; we are required to have this information in your child's file per licensing requirements and our own policies. Skipping questions on your registration forms may result in a delay in processing your registration.

After registering on Eleyo, you will receive copies of an immunization form and a Health Care Summary form. Please fill out and return the immunization form prior to your child's start date. The Health Care Summary form must be completed by the child's physician and returned to the center prior to your child's start date.

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

A \$40 non-refundable registration fee is required for each account.

## Deposits - Reserving Your Spot



Unlike most childcare centers who charge a deposit for each child, LMCC deposits are per family. A deposit of \$200 is required to reserve your family's spot if you are enrolling more than 2 weeks prior to your start date. Deposits are fully refundable if you cancel your contract up to 90 days prior to your start date. A 50% refund will be given if you cancel your contract less than 90 days prior to your start date. Your deposit is non-refundable if you cancel less than 21 days to the start of your contract. Deposits are applied to your first month of care.

## Growing Family Deposit

Have a bundle of joy on the way? You can still reserve your spot with our flexible Growing Family Registration & Deposit. For new infants, you can reserve your spot up to 6 months in advance with a \$300 deposit. Your first four weeks of tuition is due 90 days prior to your start date.

To do this, all we need is a due date and an anticipated start date. Don't worry, these dates are flexible. If there is one thing we know, it's that bringing babies into this world does not always go according to plan. Some arrive earlier or later than expected. Sometimes your parental leave may start earlier or later than planned. We will work with you to make sure we have care available for your new little one when you need it.

Change of plans and need to cancel your Growing Family registration? We understand. The refund policy for the Growing Family deposit works the same as the regular deposit policy. Deposits are fully refundable if you cancel your contract up to 90 days prior to your contracted start date. A 50% refund will be given if you cancel your contract less than 90 days prior to your start date. Your deposit is non-refundable if you cancel less than 21 days to the start of your contract. If cancellation occurs in less than 90 days, the first four weeks of tuition will not be refunded.

## Program Placement

Placement in programs will be on a first come, first served basis with weighted enrollment for full time students. Priority is given to siblings of children already attending LMCC. 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 developmental readiness.

## Contracts & Scheduling

Infants & Toddlers - Consistent Scheduling is required for infants and toddlers. When registering on Eleyo, you will select your child's schedule, indicating the number of days your

child will attend each week. This schedule remains consistent week to week. The number of days you commit to, determines your weekly rate. You may always add additional days, permitting we have room in your child's classroom.

Preschoolers - You have two options for scheduling: Consistent Scheduling or Pick Your Days. Consistent scheduling guarantees that you get the schedule your family needs and it remains the same week to week. Pick Your Days scheduling allows for more flexibility in scheduling, but does require advance planning. Pick Your Days scheduling must be selected on Eleyo a minimum of 4 weeks in advance in order to guarantee your spot.

### How to request a change of contract terms

Please send an email to [littlemarinerschildcare@isd381.org](mailto:littlemarinerschildcare@isd381.org) with the following information: Child's name, details of your schedule change including the effective date of change (minimum of 2 weeks in advance), and the reason for the change.

## Tuition Rates

Little Mariners Child Care Center is a Community Education program operating on self-sustained tuition. Over 90% of tuition goes directly to paying our teachers and caregivers.

Age Group & Section	Hours Description	Full Time Rate	Part Time/Drop-In Rate
Infants - Full Day	7:00AM - 5:00PM	\$52 per day	\$57 per day
Toddlers - Full Day	7:00AM - 5:00PM	\$47 per day	\$52 per day

***\*A minimum of 4 days per week is required for all Infant contracts. A minimum of 2 days per week for Toddlers is required.***

Section	Who	Days & Hours	Standard Rate	Drop In Rate
3's Preschool ONLY	3's Preschoolers	Monday, Wednesday, &	\$60 per week	

		Thursday 8:00am - 12:00pm		
Preschool AM Wrap Care	All Preschoolers	Monday, Wednesday & Thursday 7:00am - 8:00am	\$5 per day	\$10 per day
Preschool PM Wrap Care	All Preschoolers	Monday, Wednesday, & Thursday 12:00pm - 5:00pm	\$22 per day	\$27 per day
Full Day Preschool Wrap	All Preschoolers	Tuesdays & Fridays Also available all non-preschool days 7:00am - 5:00pm	\$42 per day	\$47 per day

*\*Rates are subject to change annually.*

## Drop in Days

Depending on the schedule and attendance each day, we may have room to accept drop in schedules. Drop in day requests must be submitted in Eleyo as far in advance as possible. For last minute drop ins, please call the Child Care Coordinator for availability. Additional days of attendance will be charged at the Drop In Day rate.

## Vacation Days

Infants & Toddlers who are on a consistent contract, enrolled 5 days per week, will receive 5 vacation days per year. These are days you take off and are not charged for regularly scheduled child care. Vacation days cannot be used in conjunction with a temporary hold. You may request to use vacation days after your child has been enrolled and attending for at least 90 days and **written notification**, at least 2 weeks advance notice is required. Please include the dates you would like vacation days applied to your account. Vacation day benefits only apply to Infants & Toddlers who are enrolled in a consistent 5 day per week contract. Vacation days do not roll over year to year. Please email vacation day requests to [littlemarinerschildcare@isd381.org](mailto:littlemarinerschildcare@isd381.org).

## Hold Policy

We can hold your place for a minimum of 4 weeks, with a minimum charge of 1 day per week. If your child will be away from the center for 4 consecutive weeks or longer, we recommend utilizing this option. Temporary holds require **2 weeks advance written notice**. This is a great option for families who want to take time off in the summer.

## Withdrawal from Program

Written notification of withdrawal from our program must be received a minimum of 2 weeks in advance. Failure to notify may result in a penalty charge equivalent to 2 weeks of childcare cost for that child. Any unpaid balance may be turned over to collections after 30 days. Families will be responsible for any legal or collection fees incurred in settling delinquent accounts.

How to submit a withdrawal notification:

Email [littlemarinerschildcare@isd381.org](mailto:littlemarinerschildcare@isd381.org) with the following information:

- Child's name
- Classroom
- Your name
- Last day of service
- Reason for withdrawal

## Payment Schedule

Little Mariners Child Care operates on a Pay-In-Advance system. All families are required to enroll in automatic payments. Families pay for care 2 weeks in advance. To ensure all payments are made by the due date, all child care accounts are required to be set up for autopay. A late fee of \$20 will be charged if payment is not submitted by the due date. Invoices are emailed to parents bi-weekly. A billing schedule is attached. Payments must be made before care can be provided. If payments are not received in advance child care services may be suspended. If you have questions or concerns about your payment, please contact the Community Education office at 218-226-4437 ext. 8137.

## Child Care Assistance Program (CCAP)

LMCC is proud to participate in CCAP. In order to start care, LMCC must receive written authorization from a representative of the county, stating the date care is effective, the number of hours authorized for each child, and if any co-payment needs to be made by the parent or guardian. Upon enrollment, the schedule must be confirmed and signed by the Child Care Coordinator and the parent or guardian before care can begin. Co-payments are due at the same time standard invoices are due, 10 days after being sent. Failure to submit copays will be reported to the county. Services may be terminated if bills are not paid within 30 days.

LMCC can accept CCAP from any county in Minnesota. For residents of Lake County looking for more information on CCAP, please contact the Lake County Health & Human Services Department:

99 Edison Blvd

Silver Bay, MN 55614

Phone (218) 226-4443

Fax (218) 226-3916

## Billing Errors

LMCC follows strict procedures to ensure billing is accurate. However, errors may occur. Should an over-billing error be found exceeding 30 days after the invoice date, it will not be honored. Should an under-billing error be found, LMCC reserves the right to obtain the difference in compensation from the family within 30 days. Please notify the Child Care Coordinator or the Community Education Assistant in writing immediately if something appears incorrect on your bi-weekly invoice. Receipts and tax statements are available in your Eleyo account.

## Our Programs

We offer programming that is divided by age group. Weekly lesson plans are developed and posted within each classroom. Teachers work diligently to 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, 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.

Age categories are defined as follows:

Baby Bunnies - Primarily Infants ages 6 weeks to 20 months

Chipmunks - Primarily Toddlers ages 20 months to 36 months

Explorers - Preschoolers - ages 36 months up to 5 years

*\*Ages listed for each age group are a general guideline, pursuant to DHS. Center rates will not be changed for a child until the child officially changes age groups and all revised paperwork is completed.*

### Baby Bunnies Program: Ages 6 weeks to 20 months

The infant classroom maintains 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 tailored to each child. Children ages 15 months and up will begin to follow the Toddler Program schedule and expectations in preparation for their transition to the Toddler Program. Infants' transition to the Toddler Program is based on their developmental readiness and available space in the classroom.

### Chipmunks Toddler Program: 20 to 36 months

The Toddler classroom maintains a ratio of at least 1 adult for every 7 children. The Toddler room follows a daily/weekly routine, allowing for predictability and structure. Toilet learning begins at this stage. Teachers and families will discuss potty training when the child demonstrates interest and developmental readiness. Toddlers are expected to be potty trained prior to transitioning to the preschool program. Toddlers also begin learning age-appropriate independent care skills such as putting on coats and hats, drinking from an

open cup, and picking up their toys. Toddlers' transition into the Preschool Program is based on their developmental readiness, the school year calendar, and available space in the preschool classroom.

## Explorers Preschool-Age Program: 36 months to 5 years

Our Preschool-Age classroom maintains a ratio of at least 1 adult for every 10 children. Our Preschool-Age Program is designed to help prepare children for 4's preschool and beyond by teaching developmentally appropriate life skills and incorporating learning through play. Engaging group activities and a wide variety of learning experiences are integrated into their daily routine. Preschoolers will gain confidence in self-sufficiency skills such as putting their things away, putting on and taking off their winter gear, and taking care of toileting needs independently. Preschoolers will practice skills such as sharing and cooperation with others. They will explore our community and make connections. Children are eligible for this program up until their first day of kindergarten.

## 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, date, and the number of ounces it contains. Families will be asked how much breast milk they want staff to prepare for each feeding and a general feeding schedule will be requested. Breastmilk that is not consumed within 1 hour of starting feeding must be disposed of. Please note that breastmilk is only served in the Infant Room.

Unless planning to exclusively use breast milk, families are asked to choose a type of formula. Formula bottles will be prepared per instructions on the container. 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:

Enfamil Neuro Pro	Enfamil NeuroProGentlease
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Infants starting to drink cow's milk will be offered Whole Vitamin D milk. We begin serving cow's milk to children at 12 months of age. Please consult your pediatrician about when and how to start introducing cow's milk. Infants will start this in a sippy cup and will begin

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 in a sippy cup that is not consumed by the end of the day will be disposed of. 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. Most pediatricians recommend starting these foods between 4-6 months of age.

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. All parents are welcome to use our private Mother's Room for nursing or pumping.

## 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, 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 Daily Connect 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. All diaper cream must be sent in its original packaging and be labeled with the child's first and last name.



## 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 non-weighted sleep sacks. Sleep sacks may be brought from home or borrowed from the center. Infants may not wear hooded shirts to sleep.

If your child must be placed in an alternative sleeping position, written documentation and directions from the infant's physician must be provided.

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.

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.

## Potty Training

Toilet learning begins in the Toddler Room. Potty training typically occurs at 28 months of age, but varies from child to child. 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 are 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. Please communicate with your child's teacher about potty training approaches. Children must be potty trained before they transition to the 3's Preschool classroom at 36 months of age.

## 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. A meeting will be scheduled to plan each child's transition. 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 Child Care Coordinator before being implemented.

Officially transitioning to a new classroom, requires the family to re-register on Eleyo into the new age category. It also requires a new Health Care Summary signed by your child's physician and an updated copy of your child's immunization records. You will be charged the \$40 registration fee to transition to the new age group.

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 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.

Teachers develop insightful, weekly lesson plans that teach early language, math, science, music, art skills, as well as social-emotional skills. Our curriculum aligns with William Kelley School curriculum and educational expectations.

## 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.

## Technology Policy

Teachers will not use technology when working with children except to document daily activities via our Daily Connect 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.

## 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.

## Building Access

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. Please press the call button on the intercom located near the door. This will connect you to either the school secretaries or LMCC directly. State your reason for requesting access to the building, and the operator will unlock the door for you. You will go directly to your child's early childhood classroom or to the Community Ed office only. Visiting other areas of the school without authorization may result in your building access privileges being revoked.

## 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.

## Attendance Policy

We are required to maintain detailed attendance records. If for any reason your child will not be attending on one of their scheduled days, please notify LMCC by 8:00am.

## Drop Off/Pick Up Policies

Due to programming needs, we ask that you notify us of your typical drop off and pick up times.

### Drop Off Times

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. If your child is dropped off early with a staff member, an Early Arrival Fee may be applied to your account.

Early drop off before 7:00am is not permitted. For those families scheduled for 3's Preschool ONLY, drop off is 7:45am - 8:00am. If you drop off your child before 7:45 am, you will be charged an early drop off fee of \$10. Please note that depending on the number of staff in the room and the number of children already in attendance, we may not be able to take your child early without advance notice.

We ask that families not drop off children later than 9:00 am. We have found that it is disruptive to our lunch and rest times when children are dropped off later than 9:00 am. Please notify the Coordinator if you would like to request a special accommodation on a particular day so we can work with your family.

## Late Pick Up

Families will be charged a Late Pick Up Fee based on the number of minutes late a child is picked up. It is a \$20 base fee with an additional \$20 for every 20 minutes after that. 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 5:30 PM and staff has 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:

- 5:00pm:                      Call parent(s)/guardian(s)
- 5:15pm:                      If no response from parent/guardian, call emergency contacts listed for child
- 5:30pm:                      Call local authorities.

Repeatedly picking up your child late may be grounds for additional action up to and including discontinuation of childcare and will be addressed on a case by case basis.

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

Children must always be dropped off inside their classroom to ensure the staff personnel know the child is now in their care.

## 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 for 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.

## Shared Custody

If you share custody of your child, it is helpful for teachers to know your child's schedule and who will be picking up and dropping off each day. If there is an ongoing custody dispute, please contact the Child Care Coordinator. Court documentation is required if you wish to deny access to another parent.

## 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.

## Health & Safety Practices

All health and safety policies and procedures are reviewed annually. Our center is visited by a health consultant each month.

## 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 will 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 Coordinator 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.

## Weapons

The school takes a position of “Zero Tolerance” in regard to the possession of weapons by students, parents, or guardians. Anyone found in violation of this policy will be directed to the Lake Superior School District Superintendent for proper procedures. Children are discouraged from playing pretend guns at school.

## Medical Records

Medical records will be maintained for each child. We require a health care summary and immunization record be on file for each child. These forms must be completed and on file in a secure location at the center. 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

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

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 Coordinator'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.

If a child becomes ill while at the center, staff will contact the family via Daily Connect and phone to make arrangements to pick up the child. Ill children must be picked up within 90 minutes 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 90 minutes. Children who are not picked up within 90 minutes will be subject to a late pick up fee as outlined on page 19.

Families are required to inform the center within 24 hours if their child is diagnosed with a contagious disease. When a child has been discovered to have a contagious illness, we will post an illness notice at the entrance to the classroom and notice will be shared on Daily Connect.

## Exclusion Policy

The child should stay home if he/she:

- Has had a fever of 100 degrees or higher. Must be fever free for 24 hours without the aid of medication
- Has vomited or had diarrhea, he/she should remain at home for 24 hours after it has stopped. Infants - 3 runny stools constitute diarrhea. Toddlers & Preschoolers - 1 runny stool constitutes diarrhea. Diarrhea is defined as an increased number of stools compared with a child's normal pattern, or a decreased stool form, or stools that are watery, bloody, or contain mucus. Must remain home for 24 hours after diarrhea has stopped.
- Has a persistent cough
- Has any rash, open or draining skin sores - excluded until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.
- Mouth sores with drooling - excluded until a medical exam indicates the child may return or until the sores have healed.
- Has inflamed or draining eyes or ears - excluded until draining has stopped for 24 hours.



- 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 unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other usual signs for the child. If the child is exhibiting any of these signs, they will be excluded until a health care provider has done an evaluation to rule out severe illness.

If a child is not able to participate in child development program activities, in the classroom or outdoors, they will be excluded. If a child needs more care than can be provided by the childcare staff, they will be excluded. This will be based on the teacher's recommendations and director's discretion.

If your child is sick on a day they are scheduled to be at the center, you are still required to pay for that day of care. Please call the center or message your child's teacher on Daily Connect to notify staff of your child's absence by 8:30am. If your child is feeling unwell, please do not medicate them and drop them off at childcare. This does not help ill children get well faster and exposes others to potential illness.

## 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.

Permission for sunscreen, diaper cream, and diaper wipes are requested from families during registration.

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.

**Families must not leave medications in children's lockers or backpacks. Medications must be given directly to a teacher, nurse, or the Coordinator.**

## Infection Control

All teachers are trained in proper hygiene practices including handwashing, infection control, safe food handling, and diapering and toileting procedures. Teachers 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.

## Sanitization

Our center is visited monthly by a health consultant to ensure health and sanitization practices are being followed.

- Toys and equipment are sanitized weekly.
- Mouthed on toys are sanitized daily.
- Cots are assigned to children so they use the same cot on a daily basis.
- Cots are sanitized on a weekly basis or sooner if soiled.
- Cribs are assigned to infants so they never use a crib that someone else is using.
- Cribs are sanitized weekly and bedding is washed weekly or when soiled.

## 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

We 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 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 Child Care Coordinator.

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 Coordinator 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 line up 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 close and 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. In the event a parent or caregiver is in the building when a lockdown goes into effect, they will be asked to participate in the lockdown too.

## Allergies

Allergies must be documented by a healthcare provider. EpiPens 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.

**Please note that William Kelley School is NOT a nut-free facility.**

## Meals & Snacks

We provide a nutritious breakfast, lunch, and snacks. Menus are made available monthly. An early childhood menu will be shared with parents each month.

Breakfast and lunch are served daily. Snacks are provided. Milk is served with all meals. Water is served with snacks and is offered and available to children regularly throughout the day.

**Please do not bring in food or snacks from home.**  
**The only exception is formula or breast milk for infants.**

## 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.

Napping is critical for the healthy development of young children, it plays a significant role in their physical, cognitive, and emotional well-being. During naps, children's brains process and consolidate information learned throughout the day, which enhances memory and learning capabilities. Adequate napping also supports emotional regulation, helping children manage stress and behavior more effectively. Consistent napping patterns contribute to better overall sleep quality at night, ensuring that children receive the restorative rest necessary for optimal growth and development. Consequently, incorporating regular nap times into young children's daily routines is essential for their holistic development and well-being.

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. We ask that these items remain at the center and are not sent home each day. Please no sleeping bags or pillows. 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.

## **Behavior Guidance Policy and Procedures**

“Behavior Guidance” is an ongoing process whereby caregivers offer constructive, positive, and developmentally-appropriate guidance to children, to help them manage their own behavior in a socially acceptable manner. Behavior guidance techniques are tailored to the developmental level of the children served in our program. The way we guide behavior may look different for an infant than it does for a preschooler. Teachers and staff will provide immediate and directly related consequences for a child’s unacceptable behavior in a way that is appropriate to the developmental needs of the child.

Our first responsibility is to protect the physical safety of all students and staff. 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.

It is our goal to guide children to be responsible and cooperative in their actions. We will redirect children and groups away from problems toward constructive activity in order to reduce conflict. Teachers and staff provide children with a positive model of acceptable behavior at all times.

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. We aim to teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.

Center Rules:

1. We will be safe.
2. We will be kind.
3. We will be responsible.
4. We will be respectful.
5. We will do our best.

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. Positive discipline promotes teamwork, problem solving, and mutual respect.

## **Persistent Unacceptable Behavior**

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 coordinator to develop an action plan to address the behavior(s). If the negative behavior persists, a behavioral specialist or other professionals may need to be consulted.

Staff will focus on positive reinforcement and a caring approach with any unacceptable behavior. Immediate and directly related consequences are necessary to have for unacceptable behavior. This is for the well being of all children and for the child to learn how to develop self-control and take responsibility for their actions. Standard responses include:



- Staff will encourage children to use their words when having a disagreement with another child or staff member. Staff will model appropriate language to use based on the situation.
- Children will “take a break” from the group when necessary. A separation report will be filed.
- Staff will speak with the child about the behavior so they understand what it is that they did and how to make a better choice. Staff will model acceptable alternatives to the behavior and/or assist the child in an acceptable alternative.
- This behavior will often require an incident report or related documentation (for example: biting log)

## **Biting**

Biting others is a developmentally appropriate behavior that young children use to express themselves. Many young children do not understand that this is 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. If a child exhibits persistent biting behaviors, the child’s family, teacher, and Coordinator will meet to develop an action plan discussing the biting behavior and prevention strategies.

## **Disruptive Behavior**

Disruptive Behavior is behavior that can be considered dangerous to the well being of the child involved and others, and it prevents the classroom from functioning in a normal manner. Some things that would be considered disruptive behavior in a classroom are:

- A student who requires constant one on one attention from the staff.
- A student who disrespects others.
- A student who damages materials, toys, furniture, etc.
- A student who persistently and intentionally disobeys the rules.
- A student who diverts attention away from the learning process.

When a child has unacceptable or disruptive behavior over a period of time and/or does not seem to be responding to the staff’s interventions, parents/guardians will be notified with a phone call and/or an incident form.

If the child receives a second incident form for their behavior, the staff will schedule a meeting with the parents/guardians to discuss strategies and consequences.

If a child has 5 or more aggressive or violent incidents in a day, they will be sent home for the remainder of the day. Aggressive or violent incidents can include hitting, kicking, biting, throwing hard objects, etc. They will be welcome to return as usual the following day. Staff will always use non-exclusionary practices prior to sending children home due to behavior. Staff will collaborate with families to address behaviors; create a written behavior plan; and/or provide referrals for support services. Children being sent home due to behavior must be picked up within 90 minutes of notification, or may be subject to a late pick up fee.

Children cannot become self-disciplined unless adults teach them right from wrong. Children will be taught the expectations for appropriate behavior and encouraged to behave accordingly. When children choose to engage in unacceptable behavior, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in school.

## 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. We encourage families and teachers to develop positive relationships.

### 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.

## Communication

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

## Daily Connect 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. We use the Daily Connect app to log your child's activities each day. You can expect to see a decrease in the amount of details on Daily Connect updates as your child ages. Infants and Toddlers receive the most detailed log information, while preschoolers receive less detail. Please know that the care of the children comes first, updating the app comes second. Please do not worry if you have not seen an update for a couple hours, the teachers will update as soon as they are able to do so. Delays can also occur when we are without wifi (i.e. on field trips).

## Email

Regular emails will be sent to all families with news, reminders, and information about upcoming events.

## Social Media

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

## Postings

Check the bulletin boards around your child's classroom. Check the white boards outside your child's classroom. Important notices are posted here.

## Cubbies/Lockers

Please check your child's cubby or locker daily. Each child is assigned a locker near their classroom. This is where you can store your child's personal belongings. Please label your child's personal belongings. We do NOT allow children to play or hide inside the lockers. Please discourage your child from doing this when you are dropping off or picking up.

## 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

During registration, 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 sharing photographs of other students or staff without their permission. Do NOT post content of other children in care or enrolled families on your personal social media account or public digital platform. This includes photos, videos, or personal identifying information of the children.**

Photographs of children may be taken to be sent to their families during the day via the app. Photographs may also be taken as documentation for assessment purposes. These photographs will not be shared without parent consent.

## Grievance Policy

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 contact the Community Education Director or Child Care Coordinator as soon as possible. If you would like to file a formal written grievance, please contact the Child Care Coordinator 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.

## Children with Special Needs

Families of children with special needs who wish to enroll are asked to contact the Community Education Director or Child Care Coordinator. 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.

## Individual Education Plan/Individual Family Service Plan

If an individual education plan (IEP), or an individual family service plan (IFSP) 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.

## Individual Child Care Plan (ICCP)

An individual care plan is required for any child with an allergy as well as for any medication that needs to be administered at our center on a regular basis. Known allergies must be documented by the child's physician. ICCPs are also required for children with IEPs or IFSPs to detail how the special needs plan will be implemented in our center.

## 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. As part of registration, families must provide contact information for at least 4 emergency contacts that are able to pick up your child within an hour in the event of an emergency or child illness.

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.

If your child has been feeling unwell and you do not wish them to go outside, please keep them home. If your child is well enough to come to school and participate in the daily activities, they are well enough to participate in outdoor activities.

## 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 operating 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.

Riding the bus with an older sibling is an option for ages 3 and up. We must be notified in writing of your child's busing schedule and information.

## 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 60 minutes or requires transportation. Parents will be asked to agree during registration to a blanket permission form authorizing trips that are within walking distance to the center, including neighborhood walks and other spaces on the WKS campus including the school garden and orchard.

If you send your child to school on field trip dates, full day attendance may be the only option, depending on the field trip schedule. All children who attend LMCC that day will be going on the field trip. Please plan accordingly for your drop off and pick up time. If you are late, you may have to drop your child off at the field trip site. If picking up early, you may have to pick them up at the field trip site. If you do not want them attending the field trip, please plan for another childcare option that day as no staff will be at the school to care for your child.

## 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 do our best to attend special school events such as pep rallies, class plays, and concerts. We want to support our Big Mariners! Families will be notified of all events we plan to attend or participate in.

## Child Development Studies

High School Students - Students ages 16 and up are welcome to volunteer or apply for an aide position at LMCC. Parents will be notified if high school students are assisting in their child's classroom.

College Students - We may get students from the University of Minnesota-Duluth, the University of Wisconsin-Superior, or other colleges and universities who 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 students may be required to document their observations or interactions with children through photos or video. If so, they will request your signed permission to do so. The Coordinator must approve research permission forms prior to being distributed to parents.



## 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.

## What to bring

All students should bring an extra set of clothes to keep at school in case of accidents.

### Infants

- Lotion
- Diaper Cream
- Sunblock
- Bottles (minimum 2)
- Change of clothes

#### *Optional:*

- Sleep Sacks
- Pacifiers

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. 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 & Preschoolers

- Lotion
- Diaper Cream
- Sunblock
- Blanket\*
- Change of clothes

#### *Optional:*

- Soft, quiet toy for rest time\*

*\*Indicates needed if staying past lunch time*

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. Blankets will remain at school and will be laundered weekly by center staff. Please no sleeping bags. Please note that toddlers are not permitted to have pacifiers during class time.

Please bring extra undergarments if your child is potty training!

## Toys from Home

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. Please do not send phones, tablets, or other valuable devices to school with your child. Little Mariners Child Care is not responsible for lost or stolen items. If your child insists on bringing a toy from home, please help them put it in their locker before coming to class.

## 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
- Clothing appropriate for the activity (i.e., physical education or the classroom)



*Thank you for choosing Little Mariners Child Care Center!*