

Policy

Information

for

**PARENT’S**

**2024-2025**

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# **Parent Communication**

**We are a Team! We want your involvement!!**

We want children to thrive in our childcare setting. Building positive relationships with the adults who play the largest role in your child(ren)'s daily life, their parents/guardians, is what we will strive for. Little Learners Academy, LLC loves feedback and strives to have involvement from our families please feel free to be connect with your child’s teacher and express any input, thoughts, or ideas you may have. We love parent involvement within our center!

Communication between parents and staff is VERY important to develop positive relationships. Communication is critical to providing the best care possible for your child(ren). Partnering with parents at Little Learners Academy, LLC allows children to see important people in their lives working together. When children see positive interactions between parents and staff, they begin to understand the importance of building healthy relationships. Children feel safer with staff who are visibly respected and trusted by their parents/guardians. This allows your child(ren) to feel comfortable and focus on learning.

Positive partnerships also benefit parents and staff. Through increased communication, parents will become more comfortable with Little Learners Academy, LLC staff. When parents feel confident and supported by their child’s caregiver; they worry less, experience better health and mental wellbeing. We encourage parents to communicate with your child’s classroom staff daily. If the classroom staff is unable to come to you due to the supervision and safety of others, make sure that you go to them or feel free to use our comments box located in the hallway for any additional input, concerns, or anonymous appreciations etc. Communicate with staff at the time of arrival and departure of your child(ren) about their day.

*\*\*Please note that if parents are continuously disrespectful, rude, or uncooperative, Little Learners Academy, LLC can issue a two-week notice to end childcare with your family.*

# **Visiting**

Parents may visit any area of the facility at any time during the program's regular hours of operation as we have an open-door policy at Little Learners Academy, LLC. Parents or prospective parents are welcome at any time. Persons authorized to pick up a child may visit with prior approval from the child’s parent/guardian and proper ID that is checked at the office or by staff. If at any time visits prohibit staff from performing their daily activities, disrupts the class, and or that student, parents may be asked to find alternative times or limit times of visiting.

We have sign-in sheets for students who are conducting their practicum or labs for class. These students will need to have their student id badges visible at all times.

# **Child Care Program Plan**

Little Learners Academy is open extended hours for family’s conveniences. These hours include Monday through Friday 5:15 a.m. to 7:00 p.m. Our daycare facility serves ages 6 weeks to age 8 years with a total compacity of 74. Little Learners Academy strives to be the best we can be! All children in our care are fully supervised at all times under the requirements of DHS.

Ratios of classroom(s) include *Infants: 1:4, Toddlers 1:7, Preschool 1:10, SA 1:15.*

Little Learners Academy follows creative curriculum guidelines for assessment purposes. Weekly lesson plans are completed within collaboration of teachers and the center’s director which are geared toward age, individual, and cultural/social appropriateness and follow a predominant theme. In the toddler, preschool, and school-age classrooms, a designated time for curriculum is designated each morning. During this time staff will lead circle time, centers, table activities, and movement activities. Language arts, science, and math are woven into this creative curriculum throughout the day. We require that the program plan be developed and evaluated in writing annually by a staff person qualified as a teacher under MN state Statutes part 9503. 0032.

The goal we focus on most at Little Learners Academy is to help children become enthusiastic about learning. This means encouraging children to be active and creative learners who are not afraid to try out their ideas and think their own thoughts. We strive to help children become independent, self-confident learners. We model this by understanding and promoting social, emotional, intellectual, and physical development for each child in a manner consistent with their individual needs, developmental level and cultural background.

* ***Social Development*:** help children feel comfortable in school; trust their new environment; make friends; and feel they are a part of the community.
  + The infants will make eye contact with a staff member 3-5 times within one minute during any given lesson.
  + The toddlers will be successful in parallel play to help build social skills by building and stacking blocks, placing connectors together, role-playing in dramatic play, and always continuing to interact with each other.
  + The preschoolers will independently create their own interpretations of daily routines with peers in dramatic play.
  + The school-agers will appropriately take 3-5 turns during a game (depending on the type of game) 3 out of 5 days.
* ***Emotional Development:*** help children experience pride in self-confidence, develop independence and self-control, and have positive attitudes towards life.
  + The infants will be held, comforted, rocked, sung to, and talked to by staff to promote emotional development.
  + The toddlers will successfully detach from parents or guardians or staff members during drop-off and pick-up times by redirecting children to other activities rather than the adult leaving.
  + The preschoolers will express their wants and needs appropriately 3-5 times during any given lesson.
  + The school-agers will show self-control when upset or overly excited 4 out of 5 days.
* ***Intellectual Development*:** help children become confident learners by letting them try their own ideas, and help them acquire learning skills, such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings. Opportunities to explore a variety of materials such as sand, water, blocks, and science materials will be provided.
  + The infants will be given opportunities to explore a variety of materials as listed above and different textures to promote independent intellectual growth (solitary play).
  + The toddlers will attempt to correctly put together a puzzle 3 out of 5 times when necessary.
  + The preschoolers will correctly sort colors, shapes, and sizes 3 out of 5 times during a given lesson.
  + The school-agers will effectively solve problems independently during a game or activity 4 out of 5 opportunities.
* ***Physical Development*:** to help children increase their small and large motor skills and feel confident about what they can do. Plenty of well supervised physical activity is offered throughout the day. Children’s fine motor development is encouraged through the use of puzzles, beads, and art supplies.
  + The infants will spend approximately 20 minutes every day on his or her stomach to promote strength in their physical gross motor skills.
  + The toddlers will use their fine and gross motor skills to move a parachute.
  + The preschoolers will correctly use bucket walkers 7 out of 10 opportunities.
  + The school-agers will correctly follow 2-4 step directions during physical activities such as: red light, green light, 4 out of 5 opportunities.

# **Activities**

* both quiet and active; teacher directed, and child orientated
* that requires use of varied equipment and materials.
  + *Tummy Time:* quiet, active and teacher directed. Infants are active in trying to be on their tummies and lifting their heads while teachers help direct the infant when needed.
  + *Music Time:* active and teacher directed. Children are using instruments to play and dance along to music which requires movement while the teacher is directing them when to start and stop.
    - Requires the use of varied equipment and materials such as tambourines, cymbals, rhythm sticks, maracas, etc.
  + *Arts and Crafts*: active and both teachers directed, and child initiated. Teachers direct the children on which type of art or craft they will be doing. The teachers give the examples, but the children initiate how they want it to be done and how it will turn out.
    - Requires the use of varied equipment and materials such as paints, paint brushes, markers, crayons, glue, paper, toothpicks, etc. to create their crafts.
  + *Story Time*: quiet and teacher directed. The teachers are directing children on what the topic of the story is about while interacting asking questions and having children remain quiet in order to hear the story.
  + *Outside Time*: active, teacher directed, child initiated. These activities include but are not limited to red light green light, captain may I, dramatic role-playing,

duck-duck-goose, freeze tag, parachute, kickball, etc.

* + - Requires use of varied equipment and materials such as a kickball, parachute, soccer ball, dramatic role-playing props, walking buckets, etc.
  + *Centers*: active, teacher directed, and child initiated. Teachers’ direct children to centers but the children initiate what they will be doing within the center and are active in doing so. Examples include, but are not limited to: building and blocks center, science center, manipulatives, etc.
    - Requires use of varied equipment and materials such as building blocks, tracks, cars, manipulatives such as animals, people, puzzles, pattern blocks, dress-up props, etc.
  + *Small Groups*: active and child initiated. The teacher will work with small groups of children and have children guide the group in the direction that interests the children.

The progress of each area of development; social, emotional, intellectual, and physical for children will be documented in the child’s record and conveyed to parents during conferences and the program plan will be available at any time upon request for parents to review.

# **Weather**

In the event that adverse weather condition forces the center to close (early or for the day), an announcement of the closing will be reported to the local radio station, found on our website and Facebook page. Billing will **NOT** be altered for these occasions.

We are **closed** for the following:

* Please reference your Tuition Policy for updated holidays, and
* Any other special days or staff trainings will be posted on classroom doors a minimum of two weeks in advance for parents/guardians.

# **Recruiting Staff**

Recruiting of Little Learners Academy, LLC staff is NOT encouraged by parents/guardians. The relationships our staff develop with you and your child(ren) is the cornerstone of our success. We take great pride in our staff’s performance and commitment to your child(ren). From time to time, parents/guardians have solicited staff to provide childcare services during off hours. This is a conflict of interest and may violate the employee’s confidentiality agreement with Little Learners Academy, LLC. Parents/Guardians who recruit Little Learners Academy, LLC staff to provide outside childcare will be assessed a substantial charge minimum of $1,000.00. We appreciate your understanding and cooperation with us on this issue.

# **Daily Report-ProCare Notification App.**

Infant and toddler parents can receive a daily sheet via the application ProCare on their smart phones. This application will require a password obtained from the director once your child(ren) is enrolled. ProCare will show you: time of diapering, intake of food, nap times, etc. Parents/Guardians will be able to send staff quick messages. Please remember that your child(ren) come first, therefore messages will be responded to after the children are all settled.

# **Required Forms**

Little Learners Academy, LLC provides childcare to a diverse number of families without regard to race, creed, religion, or economic level. All required forms must be completed prior to your families first day:

* Registration Agreement
* Parent Information
* Automatic Payment
* Child Permission
* Sunscreen Agreement
* Emergency Card
* Social Resume
* Health Care Summary
* Immunization Record
* USDA Food Program Forms include: Household Income Statement, Child Enrollment
  + Infant Meal Notification Letter, if applicable.

Little Learners Academy, LLC Health Care Summary requires proof of current or up to date physical examination **signed by a medical doctor.** F**or children under 24 months of age, and whenever a child of 24 months or older advances to an older age category,** an updated Healthcare Summary **signed by the child’s medical doctor is required.** You are responsible to inform Little Learners Academy, LLC of any new child health information or immunizations your child(ren) receives. Immunization records consistent with medically acceptable standards and signed on the back by the appropriate person. Health Care Summaries/Immunization records are kept on file and reviewed annually by Little Learners Academy, LLC.

# **Goals of Learning**

Brain development begins from day one of a child’s life. The most critical years for development are from birth to age three. Their development during these years is foundational for future learning success. The goal we focus on most at Little Learners Academy, LLC is to help children become enthusiastic about learning. In doing this we encourage all the children to the best of their ability to be active and creative learners, who are not afraid to try out their ideas and think their own thoughts to become independent, self-confident learners.

We model this by understanding each child and challenging them to advance according to their individual needs and encourage them to:

* Interact and get along socially with their friends
* Make new friends
* Develop strong self-concepts
* Be happy with school ideas
* Develop self-control and manners
* Become aware of other's feelings and their own
* Cope with stressful situations
* Develop physical skills
* Develop appropriate language, and Sign Language
* Stimulate curiosity in learning through discovery, exploration and play
* Encourage creativity
* Problem solving and decision-making skills, and much more!

Overall, we want the children to learn and have a great experience within a loving, learning environment.

As staff at Little Learners Academy, LLC, our goals include:

* Be positive role models
* To ensure the safety of all of our children
* To provide a safe and healthy environment
* To provide physical activities that support large and small muscle development
* To provide age-appropriate activities that encourage curiosity and the use of their five senses
* To support social and emotional development through positive guidance and interactions
* To develop caring and sharing partnerships with all parents/guardians
* Continue our training and education with children.

Little Learners Academy, LLC utilizes Creative Daily Curriculum for weekly lesson plans which are completed daily. These are geared toward age, individual, and cultural/social appropriateness and follow a predominant theme. In the infant, toddler, and preschool classrooms, designated times each day are laid out for their curriculum to be completed. Staff will lead circle time, centers, table, and movement activities. Within these activities, Language Arts, Science, Math, etc. are woven together with Creative Curriculum and play throughout the day.

Conferences will be offered twice a year to your family. At this time staff will provide you with the progress areas of development for your child(ren) including: social, emotional, intellectual, and physical. Assessments are completed by staff and conveyed to parents/guardians at this time. Documentation of offered conferences are made and maintained in the child’s records. A copy of the assessment can be provided to you upon request.

Daily routines are defined within the preschool and toddler rooms. These routines allow staff to promote positive learning experiences, while encouraging the development of self-help and self-control skills to each child. Classrooms are arranged and staffed in a manner which provides a safe nurturing environment for your child(ren).

Positive, guiding communication with each child is our primary practice. To help develop a sense of independence, confidence, and competence in their own abilities. This will guide your child(ren) to get along with peers, adults, and to involve themselves positively in the classroom activities. Staff “models” language and appropriate ways for children to express their feelings and emotions. Staff limits the use of negative words such as: Don’t, Can’t, Won’t, and NO.

# **Classroom Schedules**

Indoor Schedules:

* Are posted within the room, however, if you would like a printed copy, please see the director.
* Number of children participating in an activity is limited to keep children from harm, hurting others, or destroying property.
* All Infant schedules may vary given feeding times, naptimes, and working with parents on their schedule and routine at home.

Outdoor Schedules:

If the weather doesn’t allow outside activities, gross motor indoor activities will replace outside time.

* When infants go outside, they only go on approved route walks with strollers.
* When toddlers go outside, they either go on approved route walks or to Fillmore Park in buggies with harnesses. Activities at the park will vary depending upon the theme of curriculum for the current week.
* Preschoolers either go on approved route walks or to Fillmore Park. Activities at the park will vary depending upon the theme of the curriculum. Some activities may include: Red Light/Green Light, Freeze Tag, and Duck, Duck, Goose.
* School-agers go on approved route walks or to Fillmore Park. Activities at the park will vary depending upon the theme for curriculum. Some activities may include, dramatic role-playing, tag, Captain May I, kickball and soccer.

# **No Outside Toys**

With Little Learners Academy, LLC having a set routine and many planned things for your child(ren) to do on a daily basis, it is our policy that all children in our care refrain from bringing ANY TOYS or unnecessary belongings from home, unless it is deemed necessary. Please keep in mind if your child(ren) does bring an item from home, you may be asked to take it back home with you upon drop-off. Also remember that Little Learners Academy, LLC is not responsible for any toy/item that is lost, stolen or broken, etc.

Electronics are NOT allowed to be brought into the center for use in the room without approval from the director. If your child(ren) brings an electronic device, it will be removed from your child(ren), and you will be able to reclaim it in the office.

# **First Aid**

If a child requires first aid, a complete first aid kit is located in each classroom backpack. These backpacks accompany the staff and children when they leave the facility to use at the playground, walks, field trips, or to evacuate the building when necessary. All staff have been certified CPR/First Aid trained, in every classroom during the hours of operation, and may administer first aid. The director may also administer or assist first aid when deemed necessary and/or appropriate.

In the event immediate First Aid needs to be provided, that is not adequate for staff the proper emergency source will be contacted FIRST than you as parent/guardian will be contacted.

The sources of care that are used in case of emergencies include:

* Emergency Dental Office: 320-763-0279
* Alomere Health: 320-762-1511
* Poison Control: 800-222-1222

Any other source of care that will be used will be obtained from the child(ren) emergency contact information card.

# **Handling and Disposal of Bodily Fluids:**

Gather Supplies needed:

* Disposable Gloves
* Disposable Bags
* Eye Protection

At all times staff must be aware of what they are cleaning up to ensure that clean-up is done correctly:

* Any surface that is contaminated with bodily fluids, including blood and vomit, must be cleaned with soap and water followed by disinfectant.
* Any blood contaminated material will be disposed of in a plastic bag. The bag will either be tied in a knot or closed with a secure tie prior to placing in the garbage.
* Any sharp items, such as needles, will be disposed of in a “sharps container” located in the cleaning closet.

# **Illness**

If at any time a child becomes sick at Little Learners Academy, LLC a parent will be notified and asked to pick-up the child **within 30 minutes**. These illnesses include but are not limited to, a child:

* with a reportable illness or condition of health that determines to be contagious, and a physician determines has not had sufficient treatment to reduce the health risk to others.
* with chicken pox until the child is no longer infectious or until the lesions are crusted over.
* who has vomited 1 or more times since admission that day
* who has had 2 or more abnormally loose stools since admission that day
* who has contagious conjunctivitis or pus draining from the eye(s).
* who has a bacterial infection such as a streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy.
* who has MRSA.
* who has unexplained lethargy.
* who has lice, ringworm, or scabies that is untreated and contagious to others.
* who has a 100-degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given.
* who has an undiagnosed rash or a rash attributable to a contagious illness or condition.
* who has significant respiratory distress.
* who is not able to participate in childcare program activities with reasonable comfort; or
* who requires more care than the program staff can provide without compromising the health and safety of other children in care

If Little Learners Academy, LLC staff suspects an illness it will be brought to the attention of the director. At this time if the director feels the need, you will be contacted to come get your child(ren) **within 30 minutes** and bring them in for an office visit. If your child does indeed have an illness that is contagious proper protocols will be taken, however, if your child gets a note from their physician stating they are NOT contagious, the child may return to Little Learners Academy, LLC immediately. *For example: Most illnesses will require at least a 24-hr. rule that the child may not be at Little Learners Academy, LLC. This starts after the first dose of medication. If your child has vomited it would be 24 hrs. after the last episode*. If you have any questions regarding an illness and how long the child(ren) has to remain “out” please contact the **director, not Little Learners Academy, LLC staff**.

Parents/Guardians will be notified of an exposure to a contagious illness by posting it on the classroom doors. You are responsible to take appropriate measures to follow up with any questions to their personal physician or the director. If there is a condition in which there is an emergency or injury requiring medical attention, local medical respondents will be contacted FIRST and then parents/guardians will be notified. If parents/guardians are not reachable, the authorization pick-up and emergency contact card will be used.

Parents/Guardians are required to inform the center within 24 hours, exclusive of holidays, when a child is diagnosed with a contagious disease, such as but not limited to: lice, scabies, impetigo, ringworm, chickenpox, MRSA or as specified in Minnesota Rules, part 4605.7040.

There may be times when Little Learners Academy, LLC policies will override what your physician states. Example: this may happen when a large number of children are out with the same illness.

**Allergy prevention and response**

Before admitting a child for care, Little Learners Academy, LLC will need documentation of ANY known allergy from the child's parent or legal guardian or the child's source of medical care. If a child has a known allergy, Little Learners Academy, LLC must maintain current information about the allergy in the child's record and develop an individual child care program plan **(ICCP)** as specified in Minnesota Rule. The individual child care program plan must include but not be limited to:

* a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

Little Learners Academy will ensure that each staff person who is responsible for carrying out the individual child care program plan review and follow the plan. Documentation of a staff person's review must be kept on site.

At least once each calendar year or following any changes made to allergy-related information in the child's record, updates to the child's individual child care program plan must be provided immediately so, we can inform each staff person who is responsible for carrying out the ICCP plan of the change and document.

A child's allergy information must be available at all times including on site. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child.

Little Learners Academy, LLC will contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. We are required to call emergency medical services when epinephrine is administered to a child in our care.

**Administration of Prescription Medication**

The center must have written permission from the child’s parent before administering ANY medication, including, but not limited to: diapering products, sunscreen lotions.

Permission to administer medication forms are available in the classrooms and **MUST** be signed by parent/guardian **before** medication may be administered.

* Medications must be labeled with the child’s full name and current prescription information on the label
* The instructions must be followed as written
* All medicine must be kept in its original container
* Medication will be given only to the child whose name is on the label
* Medication will not be given after an expiration date on the label. Any unused or outdated medication will be returned to the parent/guardian or destroyed by Little Learners Academy, LLC.

Little Learners Academy, LLC follows the Minnesota Department of Human Services requirements for medication:

1. Written directions from your doctor including: child’s name, name of medication, illness or diagnosis, exact time to be given, possible side effects, and the physician’s signature.
2. Authorization for administering the medication must be signed by the parent/guardian giving Little Learners Academy, LLC permission to administer the medication.
3. The medication must be in its original labelled prescription bottle with the doctor’s name, name of the medication, the dosage, and starting date.
4. The person assigned to administer the medication will closely watch for side effects. If side effects are noted, staff will notify parent/guardian.
5. All medication will be stored in a cabinet out of reach at all times, when not in use. If it is to be refrigerated, it will be stored on a shelf away from food and out of children’s reach.
6. A log will be kept including the child’s full name, date, dosage, and time administered.
7. All logs will be kept on file with side effects and follow up for child’s file.
8. If medications, **of any kind**, are given at home, **PLEASE** let staff know upon the arrival of your child.

# **Administration of Nonprescription Medication**

The center must have written permission from the child’s parent before administering ANY medication. Nonprescription medicines and products must be administered according to the manufacturer's instructions. This means the medicine cannot be expired, we cannot give more than recommended dose or more frequently than it suggests, and the medication must be consistent with the symptoms noted, etc. unless there is written instruction for their use provided by a licensed physician or dentist. **NO** medication can be left at Little Learners Academy, LLC or in your child(s) diaper bag. If the child is not getting “better” after 1-3 days Little Learners Academy, LLC will **NO** longer administer non-prescribed medication and will require a doctor visit.

* Teething gels, tablets, etc. will NOT be administered by Little Learners Academy, LLC staff.
* Diaper rash ointment, pre-moistened commercial wipes will be supplied by parents, labeled first and last name and can only be used for that individual child.

If at any time Little Learners Academy, LLC staff is uncomfortable with a particular illness, or symptom which may include, but not limited to: epileptic seizures, difficulty breathing, etc., Little Learners Academy, LLC will contact you immediately and discuss their concern with you on how-to best care for your child. This may require parent/guardian to supply Little Learners Academy, LLC with documented paperwork on how to care for your child from your child’s medical physician.

# **Field Trips and Other Occasions**

Little Learners Academy, LLC offers occasional off-site field trips for children in our school-age classroom. Written parental consent is required for all children to attend off-site field trips. Once it is determined where the venue of the field trip will be, a permission slip will then be sent home or given to parent/guardian at pickup or drop-off times. The parents/guardians are given an adequate amount of time to return the signed permission slip for the child(ren) to go on the field trip. If for any reason a permission slip does not come back or a parent/guardian does not want their child(ren) to go on the field trip, an extra staff person will be left behind and daily activities will be done at Little Learners Academy, LLC.

# **Observations**

There are times at Little Learners Academy, LLC when high school or college students will reach out to us for help in completing their learning assignments. Students coming in for learning activities have completed background checks and are always accompanied by Little Learners Academy, LLC staff. Learning assignments may include: the observation of a particular age group or activity, bringing of sensory items to use with the children, etc. These are always group activities. The students at times may want to observe one individual child. They will discuss this need with the director. The director may contact parents/guardians of the child that may possibly work for that student to observe. Parents/Guardians that allow their child to be observed individually will give written permission to the student before Little Learners Academy, LLC will allow the student to proceed with their assignment.

# **Presence of Pets**

Little Learners Academy, LLC wants to provide the best possible experience for children, including the presence of pets or animals. Before any pets are brought into the center, a sign will be posted for parents/guardians. If your child(ren) is allergic to or scared of the animal, please let the director know immediately.

All pets brought to Little Learners Academy; LLC will be approved by the director. We ask that you, as the parent/guardian of the pet visiting, provide us with records that the pet is up to date on shots and free of disease.

If your family does not want your child(ren?) exposed to any pets please let Little Learners Academy know and we will be willing to work with any and all parents/guardian of those children.

# **Meals and Snacks**

# Good Nutrition is Important to start early.

Children need fruits and vegetables daily for healthy growth and brain development. Early eating experiences can also affect how we eat as we get older. This is why it is so important to introduce young children to healthy foods, including a variety of fruits and vegetables.

Little Learners Academy, LLC has a strong focus on proper nutrition. We provide delicious, nutritious meals. Breakfast, lunch, afternoon snack, and suppers provided meet USDA requirements for both the quantity and quality of food we serve. Little Learners Academy, LLC provides your child(ren) with nutrients they need.

All people, no matter what age, need to eat foods that contain certain nutrients, with the right blend of vitamins, minerals, protein, carbohydrates, and more.

It’s especially important for kids to get proper nutrients as their bodies are still developing. Healthy meals can help:

* Promote/Support Brain Development
* Avoid Serious Health Issues
* Boosts Immunity
* Support Healthy Growth
* Strengthen Bones
* Helps the digestive system function
* Allow Your Kids to Develop Healthy Eating Habits

For additional information about healthy meals and snacks see link below.

[Good Nutrition Starts Early | DNPAO | CDC](https://www.cdc.gov/nccdphp/dnpao/features/nutrition-month/index.html#print)

Our menus are developed under the guidelines of the USDA and the supervision of a registered dietician to ensure all children will be served a wide variety of foods each day, while incorporating foods from other cultures and backgrounds. Meals are served pre-plated style; this allows us to serve the children all components of the meal. Our staff members encourage pleasant conversation and interaction between the children. Staff is able to encourage positive table manners and the development of healthy eating habits. We utilize the “Two Bite Club”. This rule encourages children to taste two bites of everything on their plate before throwing it away.

Families with children who require a special diet for religious or cultural reasons should speak with the director.

Written statements from medical physicians are required for children with special need diets upon enrollment. Parent/Guardian may obtain this form from the director.

* Prescribed Diet Needs
  + As a center it is our responsibility to provide for a child’s dietary needs prescribed by the child’s source of medical care or require you to provide the prescribed diet items that are not part of the menu plan approved by licensing. When serving a child who has a prescribed diet, we are required to keep the diet order and its duration specified in the child’s record. All staff designated to provide care to the child will be informed of the diet order.

Meals are served promptly at the following times:

## Breakfast: Toddlers and Infants:

8:20 a.m. – 8:50 a.m.

**Pre-School and School-age:**

8:30 a.m. – 9:00 a.m.

# Lunch: **Toddlers and Infants:**

11:30 p.m. – 12:00 p.m.

**Pre-School and School-age:**

12:00 p.m. - 12:30 p.m.

# Afternoon Snack: **Toddlers and Infants:**

3:00 p.m.- 3:30 p.m.

**Pre-School and School-age:**

3:30 p.m.- 4:00 p.m.

# Supper/Evening Snack: **Center wide**

6:15 p.m. - 6:45 p.m.

* STAFF SIT WITH CHILDREN AT ALL MEALS
* Children are allowed 30 minutes to finish their meal
* Children must sit at the table during meals provided even if they are not eating.
* Please keep in mind if your child is not here during the time of meal service your child may not receive that meal, excluding children arriving after school.

# **Drinking Water**

Water bottles from home are **NOT** Allowed at Little Learners Academy, LLC as drinking water is always available to children throughout the hours of operation and offered at frequent intervals in single serve cups.

Infant and Toddler rooms may use a reusable, **center provided** sippy-cup that is assigned to a specific child and labeled with the child's first and last name; and stored in a manner that reduces the risk of a child using the wrong cup. This cup is used only for water.

Each day the water cup is used, Little Learners Academy, LLC cleans and sanitizes the water bottle or cup using procedures that comply with the Food Code under Minnesota Rules.

# **Behavior Guidance**

At Little Learners Academy, LLC, we make it our daily mission to be positive role models for our children in all situations. We use positive behavior modeling and guidance to show the children how to make appropriate, acceptable, and safe choices. Little Learners Academy, LLC uses positive reinforcement to promote acceptable behaviors throughout the center. We believe this is the best method to correct simple behavior issues without bringing any negativity to the situation. Little Learners Academy, LLC’s children are held to a tailored developmentally appropriate standard that is attainable by all and necessary to keep a safe, enjoyable environment for everyone. Staff will have a face-to-face interaction rather than talking from across the classroom. Consistency, or knowing what to expect throughout the day, helps children develop a sense of trust and understanding of their environment.

# **Behavior Philosophy**

Little Learners Academy, LLC Behavior Philosophy is to encourage self-control, self-esteem, and respect for all children and adults. We believe that all domains of learning are supported during play and through strong, positive interactions we promote healthy social and emotional development, including self-control.

We strive to have our staff take everyday behavior issues and turn them into teachable moments that convey the importance of self-control, anger management, and conflict resolution. This helps the children to understand that their emotions are not only important and deserving of attention, but they are also controllable and the power to control them lies within the child. We are striving to teach children how to progress from physical or verbal aggression to calm self-regulation and how to make better choices with cooperation and compassion. This includes the importance of respecting and empathizing with others.

The preschool period is a critical time for children to learn how to control their thoughts, feelings, attention, impulses, and behavior. They are learning how to get along with others and how to be a friend. Children are not born with these skills. Parents/Guardians and Staff must teach social emotional skills just as they teach washing hands or learning colors and shapes. When children are given the opportunities and support to develop self-control and other social and emotional skills through learning, it gives them the foundation needed for academic and life success.

# **Behavior Procedures**

We have found that behavior concerns usually indicate that a child needs more time, support, and practice to develop their social and emotional skills. When serious concerns arise, we will partner with parents first and then professionals who specialize in supporting children’s social emotional health.

When a child continues to be unable to control their actions, one method we offer is called “Would you like to take a break?” When children are upset, angry, or being disruptive, they may be sent or asked if they would like to “take a break.” This is a quiet spot in which they can allow themselves to take the time to relax, breathe, and try to get their emotions under control. Staff will continue to watch your child(ren) while they are on their “break” to ensure guidelines of Rule3 supervision is followed and they are not hurting themselves or others. Staff will encourage the child to talk about their feelings and help with calming techniques to the best of their ability. This may allow for the child to return to the classroom setting in a timely manner.

If a child is unable to use these calming techniques and continues to be disruptive/aggressive, staff will then notify the office and the director will be called in to help with the child. At this time the director may reach out to parents/guardians so they can speak with the child and/or be notified of the current behavior. If these tools are unsuccessful, parent/guardian may need to take their child home for the remainder of the day.

If further guidance is required, actions taken will be individualized, consistent, and appropriate to each child’s level of understanding.

**No physical punishment of any kind will be administered on LITTLE LEARNERS ACADEMY, LLC property. This policy restricts parents and staff from using physical punishment on their own children while on LITTLE LEARNERS ACADEMY, LLC property.  In addition, staff and parents may not yell at, shame, or humiliate a child in any way.**

Our goal is to correct children’s behavior in a way that will help shape and guide a child’s mental or moral character. The terms “bad” or “naughty” shall not be used about a child in our care.

# **Unacceptable Behavior**

Staff work to develop a relationship with each individual child, including those needing higher levels of support by:

* Guiding and helping children with all needs of support to the best of their ability
* Speaking to children in a calm tone, especially during redirections
* Helping children put words to their emotions. (For example, “Billy, I can tell you were mad when James took your block.”)
* Using stories about young children in social situations to teach healthy social skills
* Implementing their schedules, routines, consistency and structure daily.

When behaviors become unacceptable, staff will observe what kinds of behaviors/triggers the child is experiencing. Staff will:

* First respect and protect the rights of the child(ren) and adults
* Restore order without loss of child’s self-esteem
* Redirect the child(ren) to another activity area, or to a specific area
* Encourage the child to verbalize their feelings, rather than demonstrate them physically
* Use situations of misbehavior as a learning experience with those involved.

Staff will notify the parent/guardian of the behavior via a behavior report upon pick up. The behavior report will explain what happened and how it was resolved.

# **Persistent Unacceptable Behavior**

At Little Learners Academy, LLC, we maintain a safe and positive environment for all children in our care at all times. This means that if a child is engaging in harmful behaviors that are threatening to themselves, other children, and/or staff and are unwilling/unable to adjust their behaviors in a timely manner; they will be sent home for the safety of the group or themselves. Staff is to document all behaviors and communicate them to the director and parents/guardians. This way everyone is aware of any unacceptable behaviors from the beginning.

Persistent unacceptable behaviors at Little Learners Academy, LLC consists of, but is not limited to, any action a child makes to inflict intentional harm in any way, destruction of property, excessive use of profanity, and verbal abuse to another. Examples of unacceptable behaviors include, but are not limited to:

* Biting, hitting, pinching, wrestling, hair pulling, swearing, pushing, kicking, screaming at others, screaming excessively, disrupting class intentionally, knocking food off the tables, throwing things, climbing, blatantly disobeying when the actions could result in harm, any behaviors that require 1:1 attention for a prolonged amount of time that takes needed supervision away from the group, etc.
  + Persistent, unacceptable behavior **may result in termination of enrollment**, if all other methods of behavior guidance have failed.

If a child participates in the above behaviors and is not receptive to redirection and behavior guidance as explained above and the unacceptable behaviors continue the following steps will be taken:

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**\*\*\*Some or all of the below steps may be omitted when appropriate, based upon the severity of the unacceptable behavior and consequences. \*\*\***

In dealing with these challenging emotions/behaviors staff will:

* Observe/record the child(ren), and then identify events, activities, interactions and other factors that predict and may contribute to challenging behavior.
  + When documenting, staff are to write down the facts and leave out biased opinions.
* Meet with the director to discuss the unacceptable behavior and to develop a program plan to meet the individual needs of the child in question.
* Respond to challenging behaviors, including physical aggression, in a manner that provides for the safety of the child(ren) and others in the classroom. Our response will be calm, respectful and provide the child with information on what is acceptable behavior and what is not.
* Document the challenging behaviors and the intervention methods that were attempted on the child’s ABC log.
* Attempt to discuss your child’s behavior privately and focus on working as a team to develop and implement individualized plan/goals. This will support the child’s inclusion and success.

If a situation such as, but not limited to, repetitious or uncontrollable behaviors, you will be notified to pick up your child **within 30 minutes** and they may return the next day given the severity and or consistency of the behavior. Please see the director.

If necessary, intervention shall ensure each child has access to professional services such as verbal referrals to an educational behavioral specialist, community mental health specialist and/or a private therapist.

If at any time your child(ren) destroy/break any toys/property at Little Learners Academy, LLC, you as parents/guardians may be liable to replace this item at new cost. Little Learners Academy, LLC will provide you with information and description of the item/toy that was destroyed/broken. This item may need to be replaced immediately and/or in a timely manner.

## ****1,2,3 Policy****

*The following steps will be completed when a child must be removed temporarily or permanently for challenging behaviors and/or ones that constitute imminent danger to themselves or others using our 1,2,3 Policy. (3 weeks)*

**Step 1 (Week 1):** Lead Staff and/or Director will contact the parent/guardian regarding the behavior and to get suggestions.

* Communication with parents/guardians in concern of behaviors
* Implement what was discussed during the conversation
* Set meeting time between staff, director, and parent/guardian for the following week.

**Step 2 (week 2-3):** Parent/Guardian, Lead Staff, and Director will hold a meeting to establish a behavior plan.

* Discuss improvements, changes, new ideas/plans (if needed)
* Implement same plan or different depending on the behaviors and in agreement with the parent/guardian
* Discuss improvements and going back to step 1, if applicable.

**Step 3 (Week 3-4):** Parent/Guardian, Lead Staff, and Director will hold a meeting which may result in the parent/guardian finding alternative childcare.

* If a Little Learners Academy, LLC student must be temporarily or permanently removed from our program due to behavioral issues, we will notify the DHS within 24-48 hours. We will include notice of the action taken and the specific reasons for the removal and/or as an imminent danger to the child or others.
* We may suggest getting behavior help through an agency responsible for early childhood special education services in the local area. If a child’s behavior is such that it demands temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.
* Maintain documentation on file of the outcomes of the incident, subsequent parent conference, and plan developed that includes appropriate intervention strategies. The purpose of the parent conference is to develop a plan jointly with the family and available resources, to address the specific behaviors which constitute an imminent danger (recurring violence, behavior, or aggression).
* If a behavior is causing, but not limited to, serious harm of self or others, constant disruptions, unlimited one-on-one attention, etc. it may be at our own discretion to remove the child immediately at any given time.

If at any time Little Learners Academy, LLC feels it is in the best interest of the child and/or other children in our care or feel that this just isn’t the right setting for your child, care can be dismissed with a two week notice or with immediate dismal, given the severity of the behaviors.

# **Biting**

Biting is a normal part of early childhood development. Babies and toddlers bite for a variety of reasons, such as teething or exploring a new toy or object with their mouth ("mouthing"). As they begin to understand cause-and-effect, they also might bite to see if they can get a reaction.

Biting can be a way for toddlers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions and toddlers lack the language skills to deal with them. So, if they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting as a way of saying, "Pay attention to me!" or "I don't like that!"

Biting tends to occur most often between the first and second birthday. Biting that continues past two and a half to three years of age is not appropriate.

Policy is as follows:

* Parents may be called to pick up their child from class and may be excluded for the day if he/she continuously exhibits this behavior past the age of two and a half. If a child, of any age, bites more than 3 times in one given day, leaves a bite mark that draws blood, breaks the skin of another child, or bites another child in the face your child, will be dismissed for the rest of the day in a timely manner (30 minutes). If this behavior is continuous a behavior plan will be started.
* If a child is a continuous biter and there is a level of concern, the lead teacher will sit down with the office and the parent or parents and discuss writing up a behavior plan. The behavior plan will have both the teacher’s and the parent’s input. Once the plan is agreed upon by the parents, teacher and director, then the plan is discussed with the staff and implemented in the classroom.

# **Reports**

Behavior reports at Little Learners Academy, LLC are chance for staff to document and communicate with parents/guardians on the behaviors or issues that arose that specific day. Please note that children are only separated if the child has been redirected several times or if the child is harming themselves or others. During the time of separation, the child being “separated” means that they are to take a “break” from the particular activity that is happening at the time. Children who are “separated” will NEVER be isolated or in a place where a staff person can’t see and hear them. A separation will be noted on the behavior report at the bottom for parents/guardians to see and sign at the end of each given day. If there are 3 or more reports in one given day staff will notify the director.

* If your child has 3 or more behavior/separation reports in one given day, you will be notified to pick up your child within 30 minutes and they may return the next day, given the severity or consistency of the behavior. Please see the director.

All separations from the group must be noted on a daily log that must include the child’s name, staff person name, time, date, information indicating which less intrusive methods were used to guide the child’s behavior, and how the child’s behavior continued to threaten the well-being of another child or children in care. If a child is separated from the group three or more times in one day, the child’s parent/guardian shall be notified, and parent notification should be indicated on the daily log. If a child is separated five or more times in one week; eight or more times in two weeks; the procedures from persistent unacceptable behavior will be followed.

*If at any time your child(ren) seek medical attention for an injury that occurred at Little Learners Academy, LLC, please make sure to inform Little Learners Academy, LLC within 24hrs of the medical treatment needed, so all proper steps/paperwork can be followed up on immediately.*

# **Separation from The Group**

Little Learners Academy, LLC staff are required to work with children in all areas of development throughout activities, projects, games, etc. No child may be separated from the group unless the following has occurred:

* Less intrusive methods of guiding the child’s behavior have been tried and were ineffective.
* The child’s behavior threatens the well-being of other children in the program.

If any child requires separation from the group:

* They must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by the program staff.
* The child’s return to the group must be contingent in the child’s stopping or bringing under control the behavior that precipitated the separation.
* The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

Children between the ages of six weeks and sixteen months also known as infants will not be separated from the group as means of behavior guidance at any time.

# **IEP, BIP or any Individualized Behavior Plan**

If a child has an individualized behavior plan that has been given to them by a medical or other professional, Little Learners Academy, LLC needs to be informed of it and given a copy. Staff must be well versed in any individualized care that needs to be given to that child when working with them. Little Learners Academy, LLC will develop an Individualized Child Care Program Plan (ICCPP) with the help of the IEP/BIP and parents. The ICCPP may override our behavior policies within reason, meaning what Little Learners Academy, LLC as a center can accommodate while keeping within State Licensing’s regulations. This is done with the best interest of the group, individuals, and staff in mind at all times.

# **Prohibited Actions**

Staff at Little Learners Academy, LLC will keep unacceptable behavior controlled and shall NOT subject a child to corporal punishment which includes but is not limited to:

* rough handling
* shaking
* shoving
* kicking
  + hair pulling
  + ear pulling
  + slapping
  + biting
  + pinching
  + hitting
  + spanking

Little Learners Academy, LLC staff shall NOT subject a child to emotional stress which includes but is not limited to:

* name calling
* ostracism
* shaming
* making derogatory remarks about a child or child’s family
* using language that threatens, humiliates, or frightens a child

Little Learners Academy, LLC staff will **NOT:**

* Separate a child from the group except within MN Rule 3 requirements
* Punish for lapses in toilet training
* Withhold food, light, warmth, clothing, or medical care as punishment for unacceptable behavior
* Use physical restraints other than to physically hold a child where containment is necessary to protect a child or others from harm
* Use mechanical restraints, such as tying, etc.

If any of the above actions are conducted by staff, disciplinary measures will be taken by the termination of that staff immediately and a report will be made to the Department of Human Services within 24 hours.

# **Prohibited Parent Actions**

If any concerning actions are conducted by staff, disciplinary measures will be taken immediately, and a report will be made to the Department of Human Services within 24 hours. If at any time you receive knowledge or a report from staff or others, that you’re concerned with, notify office personal immediately via phone or email.

At no time is it acceptable for current or past families/guardians and/or family friends to slander, bash, or simply be belligerent or disrespectful to Little Learners Academy and/or staff. Whether it be personally, face to face, social media, etc. If these actions are done by parents/guardians/family friends and are brought to the attention of the office, proper actions will be taken. Such actions may include, but not limited to; paid childcare suspension, termination of care, and/or legal actions.

# **Fragrance Free Policy**

Little Learners Academy, is a fragrance-free place. All Parents/guardians, family, visitors etc. to Little Learners Academy may have sensitivity and/or allergic reactions to various fragrant products. Personal fragrant products (fragrances, colognes, lotions, powders and other similar products) that are perceptible to others should not be worn by employees, parents/guardians, family, etc.

Other fragrant products (scented candles, potpourri and other similar items) including strong body odor are also not permitted within Little Learners Academy, LLC.

# **Odor Free Policy**

We have a “NO ODOR POLICY” at Little Learners Academy, LLC. You may be asked to refrain from bringing anything, wearing anything into our center that may present a STRONG odor of ANY kind. Smoking or use of tobacco of any kind is prohibited at Little Learners Academy, LLC or on Little Learners Academy, LLC Grounds. This is also true for the staff at Little Learners Academy, LLC. Please be aware that the strong smell of smoke, body odor, perfume, marijuana, etc. This is for the health of our children and staff.

In severe cases, Little Learners Academy, LLC may choose to dismiss you and or your family. Parents/guardians, family, visitors with a concern about scents or odors should contact office personnel of Little Learners Academy.

# **Naps and Rest Policy**

All children enrolled at Little Learners Academy, LLC, regardless of age and consistent with the developmental level of the child(ren), are required to have at least 30 minutes of quiet rest time each day. Each child is not required to sleep; however, they need to lie or sit quietly on a cot and be respectful of their peers who choose to nap. If your child(ren) is still awake after the 30 minutes of quiet rest time, they will be given a quiet activity to do at a table or on their cot.

# **Bedding / Blankets**

Parents/Guardians are asked to provide a blanket for their child(ren), at their discretion. Little Learners Academy, LLC asks that a blanket is brought at the beginning of each week and returned home at the end of the week to be washed. Please keep in mind to have the blanket be size appropriate. If the blanket becomes wet or soiled, Little Learners Academy, LLC staff will bag the blanket and place it your child’s cubby to go home to be washed.

Please refrain your child from bringing ANY extra blankets, pillows and stuffed animals for rest, unless prior discussions have happened with the lead staff person and director at Little Learners Academy, LLC. The items need to fit in your child(ren)’s cubby as they are only used at nap/rest time.

The nap and rest area are separated from the quiet activity to ensure quiet rest and nap time to those who have fallen asleep. Cribs and cots are placed directly on the floor in such a way that there are clear aisles and unimpeded access. Crib sheets are provided on the infant’s cribs and are washed weekly or when soiled or wet. All cots and cribs will be disinfected in-between each child’s use.

Crib Standard: A crib must be provided for each infant for whom the center is licensed to provide care. The equipment must be of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations, title 16, part 1219 for full-size baby cribs, or part 1220 for non-full-size baby cribs. See Minnesota Statutes, section 245A.146, for additional crib safety standards including routine crib inspection requirements.

Reduction of risk of **S**udden **U**nexpected **I**nfant **D**eath **S**yndrome:

* ***All*** *staff is certified in Sudden Unexpected Infant Death Syndrome,* ***(SUIDS)***
* *Abusive Head Trauma,* ***(A.H.T)***
* Child, Adult and Infant **C.P.R** and
* **First Aid**

Pursuant to Minnesota Statutes, section 245A.1435, the license holder must place each infant to sleep on the infant's back, unless the license holder has documentation from the infant's physician directing an alternative sleeping position for the infant. The physician directive must be on a form approved by the commissioner and must remain on file at the licensed location. An infant who independently rolls onto his/her stomach after being placed to sleep on their back may be allowed to remain sleeping on his/her stomach, unless the infant is at least six months of age, or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home.

The license holder must place each infant in a crib with, a firm mattress that has a fitted sheet that is appropriate to the mattress size and fits tightly on the mattress. The sheet must also overlap the underside of the mattress, so it can’t be dislodged by pulling on the corner of the sheet with reasonable effort. The license holder will **not place anything in the crib with your infant except for your infant’s pacifier**, as defined in Code of Federal Regulations, title 16, part 1511.

If your infant has fallen asleep before being placed in his/her crib, the license holder will move the infant to a crib as soon as practicable (within 10 minutes). Your infant will be kept within sight of the license holder until your infant is placed in his/her crib. When your infant falls asleep while being held, the license holder must consider the supervision needs of other children in care, when determining how long to hold the infant, before placing your infant in his/her crib to sleep. Your sleeping infant must not be in a position where their airway may be blocked or with anything covering their face.

Placing a swaddled infant down to sleep in a licensed setting is **NOT** recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, a license holder may place your infant who has not yet begun to roll over on their own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely **only** across the upper torso, with no constriction of the hips, legs or arms to create a swaddle. Prior to any use of swaddling for sleep by a provider licensed under this chapter, the license holder must obtain informed written consent for the use of swaddling from the parent/guardian of the infant on a form provided by the commissioner and prepared in partnership with the Minnesota Sudden Infant Death Center.

Infants will only be allowed to sleep in their designated cribs on their backs. No infant is allowed to sleep on the floor, bouncy seats, swings etc.

# **Program Grievance**

All parents/guardians’ suggestions and concerns are considered valid and will be addressed promptly. Ideas and feedback help us to make continual improvements to our program. We will work with parents/guardians in resolving problems that may arise, in order to address concerns and suggestions at the most appropriate and effective level, we suggest:

* Parents/Guardians should direct their concerns by speaking with staff immediately. Staff will let the director know of the information in case any further action is necessary.
* If any or all issues are not resolved within at least one week, after speaking with the staff or there are additional concerns, contact the director immediately, who will make every effort to return the call promptly and or schedule a time to meet and resolve or talk through the situation at hand.

# **Civil Rights**

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [https://www.usda.gov/sites/default/files/documents/ad-3027.pdf](https://www.usda.gov/sites/default/files/documents/ad-3027.pdf" \t "_top), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

(2) **fax:** (833) 256-1665 or (202) 690-7442; or

(3) **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

# **Other Parent Resources**

**Alexandria School District 206**

* Early Childhood Special Education (ECSE): 320-762-3305
* Early Childhood Family Education (ECFE): 320-762-3305
* Preschool Screening: 320-762-2141

(Hearing, Vision, Social-Emotional)

**Dental**

* Caring Hands Dental Clinic: 320-815-5711
* Gentle Dentistry: 320-763-5052
* Prairie Lakes Dental P.A.: 320-762-1717

**Mental Health Services**

* The Village Family Services: 320-762-8851
* Solutions: 320-762-5411
* Lutheran Social Services (LSS): 320-762-5124
* Lakeland Mental Health: 320-762-2400
* Crossroads Counseling Center: 320-808-3070
* Douglas County Social Services: 320-762-2302

**Public School System & Tax Benefits**

Bridge to Benefits: http://mn.bridgetobenefits.org

**Early Learning Scholarships**

Region 4 Coordinator: Maria Ibarra

Email: [mariai@lakesandprairies.net](mailto:mariai@lakesandprairies.net)

800-941-7003 ext. 1584

# **MALTREATMENT OF MINORS MANDATED REPORTING POLICY**

***Who Should Report?***

1. *Any person may voluntarily report abuse or neglect.*

* *If you work with children in a licensed facility, you are mandated (required) to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility.*
* *If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.*

***Where to Report***

* *If you know or suspect that a child is in immediate danger, call 911.*
* *Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family childcare facility should be made to county child protection services.*
* *Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division’s Maltreatment Intake line at 651-431-6600.*
* *Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at or local law enforcement at .320.763.6631*
* *If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division at 651-431-6500.*

***What to Report***

* *Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.*
* *A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.*
* *An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.*

***Failure to Report***

*A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. A mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.*

***Retaliation Prohibited***

* *An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child who is the subject of the report.*
* *The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.*

***Internal Review***

* *When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.*
* *The internal review must include an evaluation of whether:*

*I. related policies and procedures were followed.*

*II. the policies and procedures were adequate.*

*III. there is a need for additional staff training.*

*IV. the reported event is similar to past events with the children, or the services involved; and*

*V. there is a need for corrective action by the license holder to protect the health and safety of children in care.*

***Primary and secondary person or position to ensure reviews completed***

*The internal review will be completed by the Director. If this individual is involved in the alleged or suspected maltreatment, the Owner will be responsible for completing the internal review.*

***Documentation of internal review***

*The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner’s request.*

***Corrective action plan***

*Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.*

***Staff training***

*The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.*

***Provide policy to parents***

*The mandated reporting policy must be provided to parents of all children at the time of enrollment.*

**Thank You, and WELCOME TO LITTLE LEARNERS’ ACADEMY!**