



# Little Learning Academy

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## **PARENT HANDBOOK**

**POLICIES AND PROCEDURES**



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## ABOUT US



Little Learning Academy (LLA) is a Christian based preschool that believes that a child's growth is mental, physical and spiritual. And through the combination of traditional and experiential approaches to education, our children can become their best. We believe that children need to have a safe, loving, and positive environment in order to successfully learn. At Little Learning Academy, we provide that environment. We have a well-trained staff that are professional teachers with many years of experience. We offer one of the best educational curriculums. Our kids enjoy learning as they explore new ideas both in the classroom and outdoors. We promote healthy bodies, through good eating habits and physical activities as well. Our kids are encouraged to develop an understanding of God, as he relates to their lives and the world around them. We create a culture that is diverse and socially interactive and we help our kids learn how to relate to others from diverse cultures and backgrounds. Our entire staff demonstrates love and builds trust with both the children and their parents. Little Learning Academy is dedicated to providing high quality to our children, their families, and the communities that we operate in.



## Our Programs

We have 4 programs within Little Learning Academy: Infants, Toddler, Preschool, and School age. During the school year (from September through May) our curriculum for Preschool and School age are quite different from the summer. At this time **Preschool** (ages 3 to Kindergarten) will have a challenging morning kindergarten readiness enrichment program called Funshine Express that focuses on reading readiness, math & science skills, language development and the Bible. The afternoon portion focuses on reinforcing these learned skills and teaching social skills and community interaction through learning & play centers and teacher & student directed indoor and outdoor activities. The Summer Program for Little Learning Academy is about being active. This activity includes social, community, health and cultural in-house & outing fieldtrips and Teacher & Student initiated projects.

The Program for our School-Age Kids are ages Kindergarten to 12 years old). Our kids are introduced to a before and after school curriculum that focuses on enhancing social and community interaction skills and elementary education tutoring. Their summer is about being active. This activity includes social, community, health and cultural in- house and outing fieldtrips and Teacher & Student initiated projects.

**Infants** has a dynamic program that focuses on individual child growth and milestones. Each month something new is introduced to each child; like sign language, sensory exploration, language, foods, infant/ toddler exercise, outdoor discoveries and many other fine & large motor development. In this program and in our others, parent communication is very important. We use the Life Cubby online system to keep our parents informed throughout the day through pictures, feeding & diapering schedules and funny anecdotes about each child. The Infant program has a progressive curriculum that helps older toddlers prepare for preschool through early preschool reading and math exploration activities.

For every age group, we also have our nighttime program that is designed to provide a home like atmosphere, with indoor and outdoor routines that mimic that of a home environment. Educational, health, recreational and spiritual activities fill the children's evening and their night time routines are age specific.



## Admission

Little Learning Academy is open to all children regardless to race, church affiliations or creed. Children in Little Learning Academy Programs are supervised at all time by a qualified Teacher.

Our objectives with regard to special needs children will be to ensure that we have the capabilities to completely serve their needs if enrolled. Each special needs child will be individually assessed prior to admission with input from parents, physicians any previous teachers. If we are unable to fully serve a child, we reserve the right to deny admission.

Little Learning Academy serves boys and girls from 6 weeks - 12 years of age. Our license capacity is no more than 80 children at any given time. We currently serve 4 infants (6 weeks- 16 months), 14 toddlers (16 months- 2 years 9 months), 32 preschoolers (2 years 9 months- 5 years) and 30 school-age children (kindergarten-12 years).

## Enrollment

Parents considering enrolling a child should arrange for a school visit. You will be given a copy of the school handbook to read and there will be an opportunity to look over the facility and to observe the program. During the visit, parents may review the Program Plan.

The contract application form, emergency card, birth certificate, together with a completed and signed immunization record summary is to be returned to the program prior to your child's first day of school. Any changes needed on these forms must be noted as soon as changes occur.

When Little Learning Academy accepts your enrollment forms, with your registration fee, we can place your child into a classroom (as space permits). The registration fee is used to process your paperwork and provide a handbook and information needed; this fee is nonrefundable.

**Registration is on first come; first serve basis and a waiting list will be maintained.**

## Beginning a New Program

We hope to make these beginning days as relaxed and comfortable as possible for your child. The first few weeks can be for some children a period of adjustment. Your child's teacher will do their best to make your child feel welcome and to help them adjust to the program. If this were your child's first group experience, it would be wise to postpone participation in a car pool for a few days.



Some children seem to be well-acquainted and happy in school for a week or two and suddenly become reluctant to come. This happens occasionally and does not necessarily mean anything is vitally wrong. More likely, it means that s/he is not sure that the fun of school is worth the temporary separation from parents. You can help by reassuring at home. Children may not bring friends to visit during school hours.

### Arrival/Departure

The person bringing your child to school must accompany the child to the classroom each scheduled session and leave the child in the care of their teacher. Daytime school hours are from 5:30 a.m. to 6:30 p.m. and nighttime hours are from 6:30 p.m. to 12:00 a.m. in Little Learning Academy's school program. Children should not arrive before 5:30 a.m. of the day of school unless otherwise contracted. Teachers will be planning for the day's program and may not be in their rooms. Kindly pick up your child promptly at 6:30 p.m. or at the end of contracted 10 hours of care.

The person picking up your child from the program must report to your child's teacher. The program will not release your child to a person other than the people authorized on the registration form to pick up your child. If your child is to go home other than the usual way, we must have a note or call from the parent or guardian. We ask that parents to notify the program if your child will not be in attendance.

The Little Learning Academy's office will be open for you to stop in for information during childcare hours.

### Conferences

You will have the opportunity to meet with your child's teacher in a scheduled conference shortly after your child begins the program and every six months thereafter. These conferences include a written assessment of your child's development process. The first conference will be a time for you and the teacher to plan for the upcoming months. The next conference will include a report from the teacher on the status of your child's intellectual, physical, social, and emotional development. Daily communication with your child's teacher is desirable, and additional conferences can be arranged at any time.

Parents of infant and toddlers will receive daily written reports about the child's food intake, elimination, sleeping patterns, and general behavior. Parents of preschool and school-age children can expect daily communication through posted lesson plans, group notes, and verbal contact.



A parent is always welcome, whether it is to observe or discuss any concerns with the staff. If your visit is to be meaningful, it is suggested that you leave small brothers and sisters at home. The teachers are available at any time before or after the session for informal conferences. Please arrange this with your child's teacher as needed. The Program Director is also available for conferences if so desired.

## Registration

Prior to any child's attendance at our center, a visit with the parent and child is required to acquaint each new family with the environment, staff, and schedule for childcare. During this visit, the parent will have a personal interview with the Director, or Head Teacher of Child Care and an opportunity to review the "Parent Handbook" and other written materials maintained at the childcare.

Prior to the child's first day of attendance, you must submit the registration fee, one-week tuition (if paying cash), registration form, birth certificate, a child/family personal history, childcare release form, health care summary, immunization form, and an emergency and authorization card. The center must be informed whenever there is a change of home or work phone number, address, medical information, persons authorized to pick up your child, or child attendance schedule.

We are required by the State to maintain certain emergency and health information on file. Other information requested by us is desirable in order for our program to best serve your child.

## Visitors

All visitors must check in at the childcare office immediately upon entering the facility. We will treat any non-custodial parent as a visitor unless a restraining order or other similar legal document has been provided to the center Director of Child Care. In addition, any visitor who is disruptive to the program or to the wellbeing of an individual child will be asked to leave the center immediately.

Prospective people who are interested in Little Learning Academy and parents are welcome to visit the program at any time. However, we do not wish to discuss children in their presence. Our goal is to know as much about your child before enrollment and for each parent to feel comfortable with the program and staff before enrollment.

We expect parents to keep us notified about any changes in your child, or any developments that might help us in working with your child.





Before your child attends his or her first day at Little Learning Academy

### Parent Responsibilities

1. Submit your child's immunization record.
2. Submit your child's health care summary within 30 days after enrollment.
3. Update your child's health care summary every year and when your child moves to an older age group.
4. Notify the center director whenever your child has received another immunization.
5. Notify the center of any changes in the names of persons authorized to pick up your child.
6. Notify the center if someone other than an authorized person stated in your child's record will be picking up your child.
7. Call the center if your child will be absent for the day.
8. Call the center if you will be late to pick up your child.
9. Follow the arrival and departure procedures.
10. Follow the medicine policy.
11. Dress your child for existing weather conditions.
12. Provide your child with all necessary clothing supplies such as, clothing, diapers, and blankets.
13. Inform the center of changes in your child's schedule as soon as possible.
14. Give a two-week notice of withdrawal from the center.
15. Complete an Emergency Form, listing two alternate contacts in case of illness or medical emergency, your child's regular source of health care, and signed permission to transport your child in case of a medical emergency.
16. Pay all fees, including the registration fee and weekly or monthly tuition.
17. Complete an interview with the director and in some cases, the classroom teacher.
18. Visit the classroom with your child so that s/he becomes comfortable with the teacher and the school.

### Program Goals

When you place your child in one of Little Learning Academy Early Childhood Programs, our goal is to provide you and your child with the best possible environment through excellence in education, love and care.

Our staff is dedicated to providing your child with a curriculum that is developmentally appropriate and a stimulating atmosphere that is balanced to meet your child's emotional, social, intellectual, physical and spiritual needs during the time s/he participates in our program.





### **Some Thoughts about Preschoolers as We Set up Their Environment**

Young children learn best by a balance in play and being directly involved in “hands-on” experiences such as, art projects, science experiment and planting a garden, or an opportunity to read and look at books in the library. There is a large circle time in the classroom with group oral and activity learning. There are learning center activity times available where each child will be allowed in the open activity areas housekeeping. Interaction, involvement and relationship are children’s work.

Areas in the classroom set up with “Discovery Learning Centers” give opportunities for the children to initiate and choose activities. Offering choices also allows for moments of spontaneous teaching.

Our aim is to provide a well-rounded session that allows for both active and quiet times, allowing the children to exercise their body as well as their mind.

Children need to explore their world through their senses by touching, seeing, hearing, smelling and tasting. This will happen by offering a wide variety of stimulating materials.

Social skills not only include learning to get along with others, but opportunity to make decisions and allow children to solve their own problems. It is these skills that help build self-confidence.

Children need to feel a sense of security, to feel safe in their environment and to trust those adults that care for them.

### **Standards of our Program**

Little Learning Academy is licensed by the State and complies with the standards set forth by the State of Minnesota Department of Human Services (contact info: 651-431-6500).

It is operated under the supervision of Little Learning Academy’s Director.

### **Policies on Children Transitioning from one age group to another**

Each child in Little Learning Academy as they are transitioning from one age group to another will spend one half of a day (1/2) in the new classroom for a period of two weeks before moving to the new classroom.

Each Parent will be notified of this Plan in writing before the child begins the transitioning process.



Each infant must be mobile before being able to transition into the toddler classroom. Each Toddler must be potty trained before they can be permitted into the transitioning process.

Each Preschooler will receive a kindergarten 4 or 5 report card as well as a development screening. Each Preschooler will receive kindergarten screening material, as well as information about programs in the area.

### **Personal Belongings**

All children must have an extra set of clothing at the center. Toddlers need at least two sets of clothing. Be sure to include socks and underwear! Public health regulations prohibit us from rinsing soiled clothing, so we will put the clothing in a plastic bag for you to launder at home.

Children are encouraged to bring special items or “show and tell” items on designated days by the teacher (only). A prized possession your child does not wish to share would not be a good selection.

Besides necessary items for sleeping, toys should not be brought to the center unless specifically discussed with a teacher. We welcome books, videos, records, and other items that can be shared with the entire group. We will not allow weapons or toys that encourage aggressive or violent play. All articles must be labeled. We will assume no responsibility for loss or damage to items from home.

### **Use of Cell Phones And Electronic Devices**

Cell phones, tablets and electronic toys or devices are not permitted “by children” in the childcare center. Little Learning Academy is a safe place for all children and unsupervised use of any of these devices can be harmful and/or distracting classroom activities. If a child carries any of these devices for personal or family reasons they must stay placed in a cubby or backpack throughout their stay. If any staff member sees one of these devices being used in a classroom it will be immediately taken and held in the office until the parent of the child is available to retrieve it.

### **Outdoor Play**

We will try to go outside each day. Please send along appropriate clothing (i.e., hats, boots, gloves, snow pants). Extreme weather conditions may prevent children from



outdoor play (i.e. excessive cold or heat), but we will offer alternate activities for large muscle play.

### **Field Trips**

Permission slips will be given out prior to all field trips in or away from the child care center. Written parental permission (signed permission slip) must be given to Little Learning Academy before any child is able to participate in field trips.

### **Research, Experimental Procedures and Public Relations Activities**

Written parental permission will be obtained before each occasion of any child involvement in research, experimental procedures, or public relations activities.

### **Meals And Snacks**

Little Learning Academy daytime programs provide breakfast, morning snack, lunch and afternoon snack. Our nighttime program provides dinner and a night snack. Breakfast, lunch and dinners are catered while snacks are provided in-house.

A standard soy-based formula is provided for infants through 12 months old. Safe food handling procedures are used when providing formula for infants. A sample copy of the menu is made available at the time of enrollment. Children will not be forced to eat, but will be encouraged.

### **Food Allergies or Special Diets**

If your child is on a special or modified diet, has special medical conditions or allergic to any foods, please inform the office at the time of enrollment and include this information on your child's enrollment forms. Common food allergies, such as milk intolerance or avoiding one or two food items, can be handled by the center. If your toddler has a special dietary need including parent supplied bottle and/or formula; we will attempt to work out a plan acceptable to the parent, child's physician, our health consultant, and our staff. Formula is to be prepared on site by parents or staff the day it is consumed. See the Health Department regulations for formula and breast milk for more information.

### **Birthday Treats**

Your child's birthday may be celebrated at the center. Health regulations require all treats to be commercially packaged. Please check with your child's teacher to determine how



many children are in the group. If you do not desire your child to partake of celebration treats please notify the office and provide a special something to keep at the center for these occasions.

### **Policy for Serving Infants**

Infant diets and instructions are determined by the infant's parents and are discussed and written at the time of enrollment. If for any reason there is a change in your child's diet please contact their Teacher and the office. Infant feeding schedule forms are filled out daily and kept in the infant room at all times. Each child's bottle and other supplies are labeled with the child's first and last name to ensure that it is being used for the correct child.

### **Health Information**

Minnesota Department of Licensing requires immunization information be furnished at the time of enrollment. The recommended schedule for active immunization of children is attached. Please note the childcare Immunization record.

A health form will be given to you during enrollment. A current health form signed by your child's source of health care is required within 30 days of enrollment, and whenever you child moves into a new age category. The form is required annually for children under 24 months of age. The staff of the Department of Human Services on a yearly basis for compliance reviews all of the program records.

### **Health Consultant**

In Compliance with the Minnesota Department of Human Services Licensing Department Little Learning Academy has a Health Consultation by the "Health Consultants for Child Care" visit us once a Month. This Health consultant focuses on our Infant and Toddler classes but also guides us in methods on preventing and elimination any other health concerns that may arise.

### **Medical Emergencies**

Signed and dated Emergency Cards containing parents' telephone numbers, doctors' numbers and phone numbers of relatives will be required upon enrollment. If your child requires medical care you the Parent will be contacted immediately if you or any of the



persons listed cannot be reached, your child will be taken to Mercy Hospital. Should immediate care be required, we will use the 911 system for immediate transportation. We the staff at Little Learning Academy will continue to call to contact you or your emergency contact alternate until we reach one of you.

### **Medications**

All prescription medicines must be brought in the original container. A medication release form must be completed and signed by the parent. All non-prescription medicines require a signed authorization from the parent. It is the parent responsibility to inform the center of any special medical conditions, needs etc., so that we can provide appropriate care. Please notify us if your child is on a medication that might cause diarrhea or other side effects. Parents are required by law and by our center policies to inform us within 24 hours (exclusive of weekends/holidays) if a child has been diagnosed as having any contagious disease.

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A health form will be given to you during enrollment. A current health form signed by your child's source of health care is required within 30 days of enrollment, and whenever you child moves into a new age category. The form is required annually for children under 24 months of age. The staff of the Department of Human Services on a yearly basis for compliance reviews all of the program records.

### **Health Consultant**

In Compliance with the Minnesota Department of Human Services Licensing Department we at Little Learning Academy have a Health Consultation by Health Consultants for Child Care once a Month. This Health consultant focuses on our Infant and Toddler classes but also helps with any other health issues we may have.

### **Diapers**

Disposable diapers and other diapering products, if used (e.g., lotions, creams, wipes, etc.) need to be brought from home. Written permission must be given by parent to administer diaper rash products, powders, or Vaseline, which are commonly used at Little Learning Academy. For health and safety reasons, we ask for information during registration around any products that might irritate or cause rashes.



### Procedure When Child Becomes Ill or Accident Occurs

The health and welfare of each child is checked by staff throughout the day and if any symptoms, concerns or signs of illness or if an injury occurs, the staff will notify a parent immediately and follow Parents suggestions or if more serious Illness or Accident the child will be sent home or 911 will be call as emergency occur.

Should your child develop any of the symptoms listed in the next section while at Little Learning Academy, we will notify parents immediately while we care for the child in a quiet area until pick- up. We ask that the child/ren show no signs of temperature for 24 hours before returning to school. If your child is exposed to an infectious disease while at school, we will notify you immediately by sending a letter home. We must trust you will do the same for us, should your child become exposed outside the program. Please contact our program within 24 hours. On the return of your child to the program, Little Learning Academy will require a release from a physician for them to come back to school.

### Guidelines for Excluding Sick Children

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms will be excluded from the classroom setting. If a child becomes sick while at the center, the child will be isolated from the other children and the parent will be called immediately to pick up child. This child will be supervised at all times until Parent or Guardian arrives to pick them up. Before returning to school a child must be free from fever and/or vomiting for 24 hours and a physician must certify that the symptoms are not associated with any infectious agents and they are no longer a threat to the health of other children at the program. Little Learning Academy **MUST** exclude a child:

With a reportable illness or condition as specified in part 4605.7040 that the commissioner of health 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 two or more times since admission that day;



Who has had three or more abnormally loose stools since admission that day;

Who has contagious conjunctivitis or pus draining from the eye;

Who has a bacterial infection, such as streptococcal laryngitis or impetigo and has not completed 24 hours or antimicrobial therapy;

Who has unexplained lethargy;

Who has lice, ringworm or scabies that is untreated and contagious to others;

Who has a 100 degree Fahrenheit auxiliary or higher temperature of undiagnosed origin, before 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 child care 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.

### **First Aid Policies And Procedures**

All staff are trained in emergency first aid ever three years or more frequently. In the event of an accident that needs medical attention, we will proceed as follows:

Trained staff will immediately administer appropriate first aid. If staff decides emergency care is necessary, 911 will be contacted to provide emergency first aid. If necessary, the child will be transported to a medical facility as designated by emergency services. A parent or alternate listed on the child's emergency card will be contacted as soon as possible and staff will also attempt to contact the child's physician.

### **Behavior Guidance Policies And Procedures**

Little Learning Academy's Behavior Guidance policy is tailored to the developmental level of the children that we serve. We also tailor this policy to protect the safety of our children and staff. We have adopted the behavior guidance principles set forth in the





Minnesota Association for the Education of Young Children's Behavior Guidance position statement. This document is entitled Developmentally Appropriate Guidance of Young Children. The principles are as follows:

1. Children are in the process of learning acceptable behavior
2. An effective guidance approach is preventative, because it respects feelings even while it addresses behavior.
3. Adults need to understand the reasons for children behavior.
4. A supportive relationship between an adult and child is the most critical component of effective guidance.
5. Adults use forms of guidance and group management that help children learn self-control and responsiveness to the needs of others.
6. Adults model appropriate expression of their feelings.
7. Adults continue to learn even as they teach.

Our staff is committed to the use of encouragement and positive reinforcement, set appropriate expectations, and to structure the environment and activities for the success of each child. Our goal in guiding behavior is to help children to develop positive self-images, to help children to interact positively with others, and learn self-control. We accept and respect each child and treat all children with dignity.

The focus of behavior guidance is to teach children how to use acceptable behavior to reduce conflict and to provide for the safety of all children, staff, and equipment. Staff will model acceptable behavior, redirect children and groups away from problems toward constructive activity, and teach children how to use acceptable alternatives to problem behavior in order to reduce conflict. The applications of guidance techniques will be immediate, and any consequences will be directly related to the unacceptable behavior.

We find that discipline problems arise infrequently techniques include: Setting clear and enforceable limits, modeling acceptable behaviors; structuring the schedules and environment to maximize good behavior; planning an adequate number of activities; giving choices; recognizing children's efforts; anticipating problems; redirecting children; good timing of teacher's intervention; and using natural and logical consequences. A child may be separated from the group temporarily only if other less intrusive methods of guiding the child's behavior have been ineffective and the child's behavior threatens the well-being of other children. All separation must be noted on a daily log.

### **Separation From Group**

No child may be separated from the group unless the teacher has tried less intrusive methods of guiding the child's behavior, which have been ineffective and the child's



behavior threatens the wellbeing of the child or other children in the center. A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff member. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bring in under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops. A child between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

### **Separation Report**

All separations from the group must be noted on the separation log located in the classroom. This log will note the child's name, the staff person's name, the time, the date, information indicated what less intrusive methods were used to guide the child's behavior, and how the child's behavior continued to threaten the wellbeing of the child or other children in care. If a child is separated from the group three times or more in one day, the child's parent shall be notified and notation shall be indicated on the separation log. If a child is separated five times or more in one week, or eight times or more in two weeks, the Persistent Unacceptable Behavior procedure will be put into effect.

### **Persistent Unacceptable Behavior**

Persistent unacceptable behavior is a rare event. However, in case of its occurrence, the following will occur:

1. Staff will observe and record the behavior of the child and the staff response to the behavior.
2. Staff will develop a written plan to address the behavior documented above in consultation with the child's parent(s) and with other staff persons and professionals when appropriate.

### **Unacceptable Methods Of Behavior Guidance/ Prohibited Actions**

Staff will never use of direct another to use any of the following methods to address behavior issues:

1. Subjection of a child to corporal punishment. Corporal punishment includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
2. Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about a



- child or the child's family, and using language that threatens, humiliates, or frightens the child.
3. Separation of a child from the group except as provided in section " Separation from the Group"
  4. Punishment for lapses in toilet habits.
  5. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
  6. The use of physical restraint other than to physically hold a child when containment is necessary to protect the child or others from harm.
  7. The use of mechanical restraints, such as tying.

### **Parent Behavior At Center**

We expect all adults, including parents, to behave in a manner consistent with the philosophy of Little Learning Academy while at the center. Inside the center, the following is expected:

No physical discipline of a child.

- \* No verbal threats toward a child.
- \* No humiliating a child.

No physical or verbally abusive behavior toward any staff member

No Smoking (cigarettes or e-cigs), Drugs or Alcohol on or around the childcare center premises during hours of care.

Please remember that your cooperation is instrumental in assisting us as we provide the best possible care for your child and other children.

Department Of Human Services (DHS), Division of Licensing (651) 431-6500



# Nap And Rest Policy

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## Nap And Rest Policy

**The parent of each child will be informed at the time of enrollment regarding the center's policy on naps and rest.**

The nap and rest policy is consistent with the developmental level of the children enrolled in the program.

Infant: Naptime is determined by each individual infant. The multiple naps throughout the day will progress down to two naps per day.

Toddler: One afternoon nap after lunch.

Pre-school: One afternoon nap/rest time after lunch.

- Nap and rest must be provided in a quiet area that is physically separated from children that are engaged in activity that will disrupt a napping or resting child.
- A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot or in a crib.
- Cribs and cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
- Cots will be placed directly on the floor and will be stacked when not in use.
- Children's heads will be uncovered during sleep time.
- All toddlers and preschoolers will sleep with footwear on to ensure emergency evacuations are safe.
- Separate bedding will be provided for each child in care.
- Bedding will be washed weekly by the center or sent home to be washed when soiled or wet.



- A crib that meet federal safety codes will be provided for each infant that the program is licensed to care for.
- The program complies with routine crib inspection requirements.
- Pillows, quilts, comforters, sheepskins, pillow like stuffed toys, or other soft products will not be allowed in crib with an infant.
- Each time an infant is placed in their own crib ( which has a firm mattress) they will be placed on their back unless the program has documentation from the infants physician directing an alternate sleep position for the infant.
- Crib sheets fit snugly on a crib mattress and overlap the mattress so it cannot be dislodged by pulling on the corner's of the sheet.

## Program Grievance For Parents

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### Program Grievance

#### Suggestions & Grievance Procedures

Little Learning Academy welcomes comments and suggestions to improve the quality of care for your child. When areas of concerns arise, the problem should be brought to the attention of the classroom teacher, who will hear your suggestions and/or grievance and attempt to work through the problem. If additional communication is necessary, the parent should discuss the concern with the Director of Child Care. If necessary, the problem can be taken to the Executive Director of Child Care. The Executive Director will respond to all parent grievances within ten working days.

#### Maltreatment Of Minors Reporting

##### Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse and neglect.
- If you work with children in a licensed facility, you are legally required or mandated 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 9-1-1.



- All reports concerning suspected abuse or neglect of children occurring in a licensed facility 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 612-348-3552 or local law enforcement at 612-673-5704 for Minneapolis or 763-493-8222 for Brooklyn Park.
- 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) .
- 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.

### **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 with respect to whom the report is made. 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.

### **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. In addition, 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.

### **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 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:

- Related policies and 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; and
- 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 Internal Reviews are Completed**

The internal review will be completed by \_\_\_\_*the Director*\_\_\_\_(name or position) within 30 days. If this individual is involved in the alleged or suspected maltreatment, the\_\_\_\_ *Owner*\_\_ will be responsible for completing the internal review.

### **Documentation of the Internal Review**

The facility must document completion of the internal review and provide documentation of the review to the commissioner 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 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.



**We Welcome Your Family To Be A Part Of The Little Learning Academy Family!**