

Lighthouse Explorers Christian Child Center

Family Handbook



Lighthouse Explorers Christian Child Center (LECCC) is an Early Childhood ministry of Lighthouse Christian Church in Rosemount, MN. 3285 144th St W Rosemount, MN 55068 – 651-424-1001

LECCC is open Monday through Friday from 6:00 a.m. to 6:00 p.m.

The center is in operation year-round. Child Care (for Infant, Toddler, and Preschool children.

Child Care Options:

FULL DAYS ANYTIME BETWEEN 6:00 a.m.-6:00 p.m. 10 Hour Maximum

HALF DAYS (5 Hrs. or less) Offered in Preschool

Child Care is a pre-registered schedule but can be reserved occasionally with prior approval on a "Drop In" basis for current enrolled families only. This is required to maintain our staffing ratio. A written two-week notice is required to change a child's schedule.

Tuition will be collected at the set rate during those two weeks regardless if a change in attendance occurs before that point. Tuition will be billed accordingly.

LECCC is licensed to serve up to 8 Infants, 14 Toddlers, and 38 preschool age (33 mo.-not yet kindergarten) children at any one time

Enrollment and Registration

LECCC serves children from 6 weeks - 5years of age. We will enroll children based on age, development and class size. LECCC does not discriminate based on race, sex or creed. We encourage diversity. Children with special needs will be admitted after an evaluation is made to determine if our center can be beneficial to the child's development and can accommodate the needs of the child. The center will have a written individualized program plan based on the determination of a qualified consultant. The resource consultant, center staff members and the parents will regularly evaluate the progress of the child. Children whose limitations create a safety issue of unreasonable risk or harm to themselves, others or property, or who require additional staff than available, may not be accommodated. The classroom teacher, with the input of the parents and Director, will work with each child as needed, for each child is unique.

A \$70 non-refundable fee is due for each child, or \$110 max per family when enrollment is accepted. A pre-enrollment visit will be held between the family and a program staff member.

The required file information included in each registration packet must be completed and received by the center prior to attendance. This includes immunization dates. The Health Care Summary (completed by Dr. and parent) must be received 30 days from the first date of attendance.

LECCC.is licensed by the Minnesota Department of Human Services, Division of Licensing. The license number is 1063129-1. The DHS (Licensor) may be telephoned at 651-431-6500 with any licensing questions.

General Information and Policies

Tuition Policies

Base tuition is due in advance of service and based on a weekly rate. Tuition is due on Friday of each week by Automatic Debit/Credit. If payment is declined, and \$10 fee will be charged.

Tuition outside of the base tuition rate (i.e. Drop In) is to be paid at time of service.

There is a 15% reduction for the oldest child when multiple children are enrolled.

Illness, holidays, inclement weather or other absences do not receive a reduction in rate.

Families with third-party payers (County assistance/scholarships, etc.) are responsible for the difference between Explorers' rate and the amount the third-party pays.

LECCC Holiday Closings are as follows: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Thursday & Friday, Christmas Eve & Christmas Day.

In addition to the Holidays LECCC will be closed two days per year for Teacher In-Service. These two days will fall on the last Friday after the Rosemount School Districts school year ends, or unless the last day of school falls on a Friday, LECCC will be closed on the following business day. LECCC will also be closed on the Friday before Labor Day.

NO REDUCTIONS will be made for these dates.

Vacation Policy: Families are allowed 5 vacation days per year at no cost for full time families, and 5 vacation days at ½ the tuition rate for full time families. Vacations days can be taken one day at a time, or several. There will be no other reductions in tuition beyond the 10 vacation days, except for the sibling discount. Vacation time will be accrued after one year of attendance. Vacation days will NOT be allowed to be used on Holidays or days the center is closed. All vacation notices should be given to the office a minimum of two (2) weeks in advance. Children cannot attend during vacation weeks.

- All parents who request their child to attend additional days (other than their regularly scheduled days/times) will be required to pay the childcare rate for the session requested. Payment is expected regardless whether they are in attendance. All extra days/hours must be pre-approved by the administrative office. This is to ensure proper child to staff ratios are maintained.

- Tuition must be current for continued enrollment. All accounts overdue by one (1) week may be asked to discontinue enrollment until tuition is paid in full and made current in accordance to our standard tuition policy.

Financial Assistance

If you would like to discuss subsidies or financial assistance for tuition to our center for your child/children, please contact the office. Resources available for those who qualify may include County Assistance Programs.

Families with third-party payers (County assistance/scholarships, etc) are responsible for the difference between Explorers' rate and the amount the third-party pays.

Attendance and Absence

Please notify the center when your child will not be in attendance.

Children have a great need for consistency and order in their daily lives. Consistency in attendance helps children develop a positive attitude toward their work and helps them develop social skills and a greater sense of community. In order to benefit fully from our environment, it is important that your child comes to school every day. Arrange your morning routine to give your child plenty of time to get ready for school. A relaxed and predictable preparation time helps children arrive at school happy and eager to learn. Please help your child arrive on time each day. All children should be arriving within five minutes of their scheduled class session. It is important to have arrived as close as possible to the scheduled session start because your child may feel left out if the class has already started when he or she arrives.

LATE PICK UP & FEES

The late fee policy is set in place to help keep us compliant with our licensing agreement with the State of Minnesota. We also incur costs for additional staffing charges.

If you are late picking-up your child, please be respectful of the teachers and leave the center property promptly. Your late fee will be assessed for the entire time you are in the center past 6:00pm until you leave the center grounds, not from the time you sign-out your child.

Late pick-up fees are due at the time your child is picked up.

Beginning in September, annual records are kept logging the number of late pick-up occurrences. Regardless of length of tardiness (1 minute or 15 minutes), each occurrence will be recorded.

It is extremely important to pick up your child on time. Children can become anxious when their parent is late. Additionally, our staff has families that depend on them and after work commitments to attend to also. Please notify us by phone as soon as you are aware that you may be late. The late charge will be \$1.00 per minute for the first 15 minutes and \$5 per minute thereafter if the late pick-up occurs after the 6:00pm closing time. If there is a reoccurrence of late pick-ups your child will be suspended until a meeting is held to discuss the issue. This late pick-up affects the security of our staff as well as incurs additional staffing costs.

All Late Pick up Charges are to be paid when you pick up your child/children.

Schedule Changes, Withdrawal and Termination of Enrollment

Changes in children's schedule must be emailed to the director at Explorerschildcenter.com.

Changes must be made by the Tuesday prior to upcoming weeks attendance.

We require written notice in the form of a letter or email to the office at least two weeks in advance of withdrawal from enrollment. Tuition is required in full for the two-week duration, regardless of the child's attendance. Changes to your child's schedule require a two-week written notice and office confirmation of the change - when a space is available.

LECCC may terminate enrollment of a child for reasons of family non-compliance with the policies of the center. Additionally, the center may terminate enrollment if it is determined that the center is not reasonably able to meet the needs of a child. LECCC will be in communication with families in efforts to solve difficulties — termination of enrollment is a last resort.

Grievance Procedure

LECCC is eager to meet the needs of families. We follow God's Word as laid out in Matthew 18. Please consult your child's teacher if you have a concern. Within two working days your child's teacher will confer with you and, if needed, initiate a plan for resolution of the concern. This meeting will be documented in writing and a copy placed in the child's file.

In the event that you and/or your child's teacher are not able to resolve the issue in a timely way or to your satisfaction, please consult the office. Within one week of such request the Director will meet with both parent(s) and teacher to develop a plan for resolution of the concern. This meeting will be documented in writing and a copy placed in the child's file.

We are confident of our partnership with the home, school & church. If there remains a concern, we encourage you to contact the LECCC Board Chair. This information is included in your enrollment packet. However, at your request, we will be glad to supply you with an additional copy of the name and contact information.

All parties involved may then expect to confer with the board chair no later than two weeks after initial contact. The LECCC Board has the responsibility and right to make a final ruling.

The name and phone number for our state licenser will be posted with other important contact information outside the office.

Qualifications

All staff members meet or exceed the State of Minnesota, Department of Human Services requirements (Rule 3).

All employees have been through rigorous interview processes, and background checks have been administered to assure the children's safety while in the center's care.

Substitute Teachers

From time to time, the center will employ substitute teachers in cases of illness, vacation or extended leaves. The center will take all possible steps to ensure your child receives the best possible education and care during the absence of their teacher.

In-Service Training and Continuing Education

All staff members are well trained to work with each other and consistently serve the children entrusted in their care. Required by DHS, all staff members participate in continuing education opportunities through meetings, classes, and conferences to keep abreast of the best practices for faith based early childhood learning centers.

First Aid/CPR/Blood Borne Pathogens/Shaken Baby Syndrome Training

LECCC Staff are trained in First Aid, Infant and Child CPR, Blood-Borne Pathogens, Abusive Head Trauma and Shaken Baby Syndrome. There is at least one qualified staff member on site during all open center hours. All Teachers are required by DHS Guidelines to hold current certifications.

Partner Relationships with Lighthouse Christian Church

LECCC is a partnership between home, school and church. Members of the church congregation are invited to pray for families and staff. Some volunteer to help with center projects, activities or serve in a capacity the office suggests. It is our goal to integrate the center with the church wherever possible and appropriate. Volunteers, who serve on a regular basis directly with the children, have a background check conducted. Whenever a volunteer is present, a staff member will also be present.

In addition, please keep in mind that during center hours there will be church staff, volunteers and visitors in the various locations of the church building/property. However, be assured that children remain within both sight and sound of LECC staff members at all times.

Health, Safety and Comfort Information

The DHS Licensing Division licenses and regulates childcare centers in Minnesota.

Most of the registration information we request is by DHS requirement. We are required to keep current health and immunization summaries on file for each enrolled child. The signature of your child's health care provider is required on the Health Care Summary. Immunization dates may be transferred from home records. Please refer to your registration packet for deadlines of forms. Immunizations are required by DHS prior to start date, while the Health Care Summary has a 30-day grace period. For ease, we require all forms to be required no later than the morning of the first day of attendance.

Injuries and Emergencies

We maintain first aid kits in compliance with the requirements of the DHS and OSHA. If a child needs minor first aid, a staff member will assist the child. You will receive an "accident informing you of what happened, or a staff member will share verbally with you how it was handled and what staff member to talk with should you have further questions.

If an injury requires non-emergency professional medical attention, the family is contacted by telephone. In the event of a health or safety emergency, the Emergency Medical System (9-1-1) is activated. The family or responsible adult, as designated by the family, is contacted. It is crucial that each child's file contains current and updated information for emergency contacts. If a child is transported to an emergency medical center, it is at the family's expense.

In cases of injury or incident, a center staff member will complete an Accident Report form in duplicate copies. One copy is filed at the center; the second copy is presented to the family for home records.

Medication Policy

The comprehensive DHS and center policy for medications is on the back of the Medication Permission Form. The center will administer prescribed medications to children when all doses may not be given in the home.

The guardian must complete a Medication Permission form and present both form and medication in the currently labelled pharmaceutical container to center staff. The family adult member who drops off the child for the day is also responsible for noting on the medication form that medication is to be administered.

"Over-the-counter" medications may be administered only with parent permission and parent signature. Medications may not be used to mask symptoms of communicable illness and such use will be refused by the center. Medications must be fully labeled with children's First and last name.

A Medication Permission form must be filled out for each medication given at the center. Medication must be in the original container with the dosage instructions directly on the bottle.

Medications must be presented to center staff directly and never sent in the lunch box or backpack for self-dosing. Vitamins and cough drops present a choking hazard and are not acceptable at any time.

With signed permission staff will provide sunscreen and insect repellent to children during warm weather outdoor play. (The center purchases sunscreen and insect repellent in volume.) This permission is done at enrollment with a permission form provided and kept in your child's file.

Illness/Exclusion of ILL Children

LECCC is not permitted to provide care to ill children. If your child becomes ill at the center, he/she will be made comfortable under the supervision of a center staff person. Guardians (first response) or family designated adult emergency contacts will be contacted and advised to pick up the child. Once a parent is contacted the child MUST be picked up within sixty minutes of the center's call. (An Illness Report form will be presented for signature at this time).

A child will be sent home at the discretion of the center staff. Symptoms may include, but are not limited to: undiagnosed rash, mouth sores, fever (temp of 99°F 'auxiliary' or higher = 100 orally), vomiting, diarrhea or abnormal stool (twice in one day), sore or discharging eyes, ears or thick and green or yellow nasal discharge, or the inability to function in daily activities. The child must stay home until symptom free without Medication.

If your child is diagnosed with pink eye, the child may not return to the center until the child has been on medication for 24 hours. Likewise, if children have been given oral or topical medications for a contagious illness, they must be on such medication for 24 hours and be capable of functioning in the scheduled daily activities of center life to return to school.

In the case of exclusionary fevers and or stools (diarrhea), children must have been free of symptoms for 24 hours without giving them medications to keep them symptom free before they may return to school. Children with an undiagnosed rash must be seen by their health care source and have a written document stating that they are not contagious to return to school.

Staff will post notice of illness (#confirmed cases) on parent bulletin board. We will also send Signs & Symptoms of Illness notes home to parents via the children's mailbox system.

Families are expected to protect the health of their own and other children by keeping a child home if there are any symptoms of communicable illness. Families are required to notify the center within 24 hours if a child has contracted a communicable disease.

Children who receive immunizations must stay home for 24 hours after injection is given.

Proper Hand Washing is the number one way to cut down on illness. For this reason, upon arrival, parents are to take their child(ren) to use the bathroom and wash their hands before the parent signs their child into the classroom.

If a child is sent home or if a child is home sick and they have siblings enrolled in the school, the siblings must also stay home.

Nutrition

Lighthouse Explorers provides Breakfast, Lunch and afternoon snack each day. Our menus are based on the MN Department of Education and USDA guidelines. Weekly menus are posted on the information board located in each classroom. Children arriving prior to 8:30m may be served breakfast at the center. Children will be strongly encouraged to eat nutritious foods first and sweeter foods last. Children will never be forced to eat or finish their food. No outside food is to be brought into the center.

Allergies & Asthma

If your child has or develops an allergy to any foods or medication, substances or insect stings/bites, please alert the LECCC Staff verbally and in writing immediately. Doctor documentation including "allergy" or "intolerance" of specific foods or substances, and what can be substituted (in the case of food) to meet nutritional equivalency is required. In the case of severe allergic reactions, we will also need doctor documentation for the specific Action Plan. Your child's doctor will work with you to develop and document the proper **Allergy Action Plan**. **We must have this document and any necessary medication and equipment on hand at the center at all times the child is present.** It is the parents' responsibility to ensure that we have the properly labeled medication and permission form (Benadryl, Inhaler, Epipen, or Epipen Jr.) to safely care for your child.

Physician documentation for children with asthma or allergy induced wheezing will also be required. Your child's doctor will work with you to develop and document the proper **Asthma Action Plan**. **We must have this document and any necessary medication and equipment on hand at the center at all times the child is present.** We will partner with you to keep your child safe while in our care. Your provider may fax the required information to: LECCC Fax # 651-322-5760, attention Director. Please give us notice to watch for this information and contact us to be sure we have received it.

***Action plans are to be completed yearly.**

Drug, Alcohol and Tobacco-Free Environment

For the safety and convenience of congregation members, staff and children,

Lighthouse Christian Church, and thereby our center, Lighthouse Explorers Christian Child Center are designated, drug, alcohol, tobacco-free and non-smoking facilities. Please extinguish all cigarettes, cigars, pipes, etc. prior to entering our facility, including parking lot/grounds.

Guns and Weapons

There are no Guns or Weapons allowed on the Lighthouse Christian Church or Lighthouse Explorer Child Center grounds, building or premises. This includes the parking lot and grounds.

Building Security

For the safety of our children, we take every precaution to monitor the doors that access our space and screen visitors. Please contact any staff member if you suspect the presence of any unknown person in or near our facility. Do not allow a stranger to follow you into the building.

Insurance

LECCC holds insurance coverage for staff and children. The type and level of liability coverage meet state standards. The coverage applies while children are in attendance during regularly scheduled hours or during other center events.

Arrival and Departure

Lighthouse Explorers Christian Child Center is open daily from 6:00am to 5:30pm. The start of your child's day is an important factor in the success of each day. Please be sure to build enough time into it to make a smooth transition for your child, yourself and our staff.

A parent or responsible adult designated by the family must bring the child into the classroom, helping with outerwear and belongings if necessary. Next please take the child to use the restroom and wash his/her hands before transferring the care of your child to his or her teacher.

Our staff are trained to greet both children and adults. We acknowledge your importance in the partnership of LECCC. Staff have been trained to assess children and a visual and verbal health check will be done to begin each day with their best interest at heart.

The parent must sign in and make certain a staff member knows the child has arrived. It is important to share any pertinent information regarding your child's health, eating, sleeping and emotional well-being with his or her teacher currently.

Adults should scan the information boards for pertinent daily information: Parent-Teacher Conference Schedules, Non-school Day Sign Up Sheets (Martin Luther King Day, Spring Break etc.), special projects that require you send something, Field Trip notices, Menu's and Sign's & Symptoms of Illness will be posted in this area. You are always encouraged to ask questions. We are here to partner with you in the education and care of your child/children.

Generally asking or suggesting what activity your child might want to engage in, followed by a hug or kiss or a wave is enough of a transition routine that most children are ready to separate willingly from their parent(s). Please acknowledge to the staff that you are ready to leave and or ask the staff for help with this transition if you or your child feel anxious. We are here to support both of you! You are always welcome to call and check in on your child's status. We will share honestly, offer suggestions and welcome your input into what is helpful for your child.

Children are released only to parents, guardians or others specified as the adult(s) responsible for regular pickup in the child's enrollment paperwork. Specific written permission is necessary for all other arrangements. Please make your alternate pickup aware that we will be asking to check I.D. It is wise to talk with your child about this or any change to his or her daily routine, as surprises are not generally well received by young children.

Children must remain with an adult while in the church building or on the church premises. Please keep your child in hand to guarantee safety.

Do not allow your child to play alone outdoors at arrival or departure time. Your child's safety may be jeopardized. We suggest that any personal items are not to be left in cars at these times. Please obey all signs designating legal parking places in the parking lot near the entrance to the center.

Children are to be signed out by 6:00. If you must be late, please call the center and contact another authorized person to pick up the child if possible. Regardless of reason for delay, a late fee is charged for any child present in the center after 6:00 pm.

Cell Phones

Please complete all phone calls prior to entering the center and refrain from answering/placing calls while in the center. Our goal is to model respectful behavior for all children. Arrival and pick up times are reserved for connecting with teachers regarding your child/children.

Safety Practice Drills

Lighthouse Explorers Child Center practices year-round monthly fire safety drills.

We practice monthly tornado safety drills April-September. To provide safety in all situations we also practice quarterly lock down drills. We ask you to participate if you are present at the time of these drills so as not to confuse our children.

Outdoor Play

Children play outdoors daily as required by the DHS unless weather conditions prohibit. Temperature limitations include, but are not limited to, below zero degrees (actual temp) and above ninety-five degrees (actual temp). Playtime spent will be adjusted based on the varying conditions. Please be sure your child is dressed for the weather.

Please partner with us by helping us help keep your child comfortable. It is important to leave two sets of labeled clothing for your child at school. It works well to store them in gallon size zip lock bags. Please check them frequently enough to ensure that they are seasonal appropriate and will still fit your growing child. MN is "The Land of 10,000 weathers". It works well to provide layers of clothing for your child. A day that starts out cool and damp may very well end up hot and humid. **Children must have closed- toe shoes and socks** for safe Large Muscle play every day!

Join us in encouraging your children to dress themselves as much as is age appropriate. Independence and ease are key factors in choosing jackets, snow pants, boots and gloves/mittens. Velcro tennis shoes are perfectly acceptable! Please remember to label all items.

Sunscreen will be applied by staff prior to outside play for those who are in attendance. As an added precaution, families are encouraged to bring hats for their children.

Rest Time

Each day the center is quiet for a flexible period following lunch. Children bring nap bags from home, which may be supplied with a blanket, soft toy or other comfort items. Please help your child choose an item that is not distracting (one that does not make noise, flashlights or have a violent theme.) These items should be clearly labeled with name. They will be sent home to launder on a weekly basis. Please check your child's cubby for them.

The center provides a cot for each child. Staff promote restfulness by darkening rooms, reading stories, praying with the children, playing quiet music.

All children are required to rest quietly during this time. If a child has rested quietly for 30 minutes and is almost asleep, the staff may allow the child to continue to lie on the cot and complete his/her nap. If the child does not fall asleep, he or she will be given quiet activities to engage himself or herself until the rest period is over.

If the child does fall asleep, he/she will be allowed to sleep without adult interruption until the end of the group's nap period. When a child falls asleep during our quiet rest period it is because his/her body is tired and needs a nap.

If the child's parent(s) are concerned the child is sleeping too much at school, we will help the child wake up gently but only after 1/2 hour of sleep and only if the child awakens to a gentle approach of awakening by the teacher. If the child does not awaken with the first try, another gentle approach will be tried after another 1/2 hour of sleep. Staff will not forcibly awaken a child because it may look and/or feel abusive, not only to the individual child, but to other children and adults, as well.

Between 2:30-3:00, children are awakened by the sound of the voices of teachers and other children, by lights being turned on, by music being played and by gently being awakened by the staff.

Additional information about children's needs for naps may be available through LECCC staff.

Handwashing

Center staff is required to wash their hands when coming in contact with food being served to children or other staff. They are also required to wash their hands after assisting with bathroom or hygiene needs. (i.e. nose blowing).

Staff will also teach each child proper hand washing times and techniques. For consistency between center and home, please familiarize yourself with the same. Children will be required to wash their hands: upon arrival to the center, after using the bathroom or exposure to body fluids (wiping the nose), before and after use of the sensory (sand/water) table or other sensory materials (play dough, etc.), after painting, and before and after eating food.

Postings of techniques can be found at each sink area. Please remember washing hands is the number one way to cut down the spreading of germs and combating illness.

Clothing

Each child brings a supply of extra clothing from home to be stored in a container at the center. It is helpful for these items to come in a labeled, gallon-size, zip lock bag. Each clothing item must be labeled with first and last name. Please refer to notes and newsletter suggestions for seasonal changes in clothing needs. For children who participate in Preschool & Child Care programs two sets of clothing are required.

For safety in active play, children must wear close-toed, rubber soled, sneaker-type shoes with socks every day. Open toed shoes are not permitted outdoors or in the indoor large muscle play areas. For safety sake, children who do not have the appropriate shoes will be presented with activities that do not require the playground running, climbing or bike areas.

Toilet Training

Children are not required to be fully toilet trained prior to attending but should have knowledge and experienced using the toilet. If needed, keep a supply of Pull ups and/or Training pants, and spare clothing in child's cubby.

Toys

Toys brought from home present special problems for the children and staff. Personal possessions are often difficult to share or may get broken. Parents are advised not to allow the children to bring toys from home. There will be special "Show & Share Days" designated by the individual classroom teachers and special directions will be communicated with the families.

Toys that resemble weapons of any kind are NOT accepted at LECCC.

Security items such as a blanket or "lovey" that comforts are welcome at resting time.

Pets

Families will be notified beforehand of the presence of pets in the center.

Family Events

LECCC is committed to providing opportunities for families to fellowship together during various times throughout the year. Flyers, calendars and other promotions will be shared with families as events draw near. Further information is available from the office.

Family Participation

Adult family members are welcome to visit the center at any time during its hours of operation. Some suggested ways to participate include accompanying field trips, eating lunch with your child, reading stories, sharing skills and talents, helping with classroom parties or special days.

Fundraisers

There will be fundraising events 2-3 times per year, for a specific purpose that families are encouraged to participate in.

The staff request occasional donations or loans of specific items (i.e. shoeboxes, tissue rolls, etc.) to enhance learning experiences. Your contributions of these items are appreciated.

Weather Closings

Lighthouse Explorers Christian Child Center will be closed whenever District 196 is closed due to Snowy weather or when it is unsafe to travel.

Tuition is due in full for weeks in which there may be weather-closing days.

When a major winter snow or ice storm arises during the day when the center is in operation, we will follow this procedure:

- The center will closely monitor the weather situation. We expect the same of parents in their places of work.
- If/When schools and businesses begin to close early because of weather severity, we expect parents to arrive to pick up children. Parents may telephone to notify us of an authorized adult who will pick up children if they cannot.
- If necessary, we may close early. In this case, we will contact parents at work to notify them. We are proactive in enhancing the safety of children and adults (including teachers) connected with Lighthouse Explorers Christian Child Center.
- In order to early release staff members, we may consolidate classes. DHS ratio and staffing requirements will be met.

Lighthouse Christian Church

Lighthouse Christian Church regards families of Lighthouse Explorers Christian Child Center as part of its extended church family and welcomes you! From time to time the center will promote the ministries of Lighthouse Christian Church, particularly in the interest of young families. It is our desire to reach out and share in the faith journey of the young family. Some invitations may be to parent or family events, others may be to worship and even to become a part of the Lighthouse community. Please know the invitation is always open and you may take part in as little or as much as you feel comfortable. To find out more information about Lighthouse Christian Church as a congregation, please see the center manager or www.worldwidelighthouse.com.

Notes and News

Each child will have a cubby where personal notes, tuition receipts, child activities, and monthly newsletters will be shared. Lesson Plans will be posted each week, as well as notices of special events on classroom information boards.

Conferences

Conferences are held twice yearly. Please contact your child's teacher or the Director if you have need for a conference before the scheduled time.

Educators will share specific observations and information about the development of each child. Our staff will cover a written assessment of the child's intellectual, social and emotional and spiritual development. Goal setting and conversation will be key in the continued success of the partnership between home and school. This is a time for adults; please plan accordingly. Other meetings may be scheduled at the request of families or educators. The manager may be present.

Public Relations

Prior to each occasion or event, we obtain written permission in accordance with DHS regulations when children are involved in research, public relations or other ventures in which identity may be disclosed. Student observation projects and occasional publicity photos in Lighthouse communications (where identity remains confidential) do not require specific written permission, but we will inform families of occurrence.

Birthdays and Family Life Events

We will also take time to celebrate your child's special day at school. You are also always invited to attend. Treats may be shared but are not required. Health regulations require that all edible treats be "store bought". Some non-edible treats are stickers, small packages of Play-dough or color crayons, book marks Books. Balloons are not permitted at LECC.

Curriculum

Lighthouse Explorers staff use 123 Learn Curriculum as well as a Bible based Stories. Chapel is every Wednesday at 10:00am.

We recognize that children learn best through play and action. Specific learning goals are supported through the center wide learning environment and through small group activities. Weekly activity and lesson plans, complete with goals and objectives are posted in classrooms.

A complete description of curriculum emphasis is available at 123learn.com

Children and teachers may enjoy recreational walks in the neighborhood community. Walks with destinations will be regarded as field trips and field trip procedures will be followed.

Our philosophy of Behavioral Management

Each child's safety is important to us therefore behavior management will be for the purpose of helping children develop self-control, self-esteem, and respect for the rights of others.

It is ultimately our goal for each child to have the freedom to learn, grow and contribute to a safe and peace-filled environment.

Behavior Guidance

The behavior guidance policies of Lighthouse Explorers Christian Child Center are in accordance with the guidelines of the DHS Rule 9503.0055 Subpart 1-6.

The policies comply with these requirements, and:

- Ensure that each child is provided with a positive model of acceptable behavior.
- Is tailored to the developmental level of the children the center is Licensed to serve;
- Re-direct children and groups away from problems toward constructive activity in order to reduce conflict;
- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict;
- Protect the safety of children and staff persons; and
- Provide immediate and directly related consequences for a child's unacceptable behavior

The following actions are prohibited:

- Subjection of a child to corporal punishment

- Subjection of a child to emotional abuse
- Separation of a child from the group except as provided in subpart 4.
- Punishment for lapses in toilet habits
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.
- The use of mechanical restraints such as tying

Persistent unacceptable behavior of a child will be handled the following way:

- Staff will observe and record the behavior of the child and staff responses or interventions.
- Staff will consult with the child's family to address the behavior and develop a plan of action. This may include consultation with other staff persons or other professionals.
- Professionals outside the center will not be actively involved without family permission.
- Continuing enrollment may depend upon the family's cooperation in resolution of behavior or developmental concerns.

Disenrollment Policy

Lighthouse Explorers seek to provide programs designed to support children's growth and to challenge them to learn through multiple environments and through Christ. Given the diversity of the families and communities that we serve, it is important for us to recognize and appreciate the characteristics and behaviors that each child and family brings to our program.

Lighthouse Explorers seeks a partnership with our families as a basis for their children's success within our program. Because Explorers is child focused and family oriented, we seek to accommodate a wide range of individual differences, it is only on rare occasions that a child's/family's behavior may warrant the need to be find a more suitable setting for either a short term or permanent basis. We will do everything possible to work with you avoid a child's disenrollment from the center.

The following are some reasons why we would have to disenroll a child or family from the center. Some examples of such instances include:

Child's Actions:

- Child unable to adjust to the program after a reasonable amount of time
- Ongoing physical or verbal abuse to staff or other children
- Ongoing uncontrollable tantrums/angry outbursts
- Excessive biting

Parental Actions:

- A parent/guardian fails to abide by Center policies or requirements imposed by the appropriate licensing agency.
- Non-payment of tuition.
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program. This includes

Immediate Causes for Disenrollment:

- A parent/guardian is physically or verbally abusive or intimidating to Center staff, children, or anyone else at the Center.
- Potentially dangerous behavior by a parent or child;

Working Towards a Positive Solution The decision to disenroll a child from Lighthouse Explorers is a difficult one for both the Center and the family. In all cases, Lighthouse Explorer's goal is to act quickly, thoughtfully and thoroughly to communicate, address and resolve concerns relating to the children in our care. Center staff

will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s), before a disenrollment occurs.

When a child's teacher or an administrator has concerns about a child's behavior or other circumstances, he or she will document such concerns as soon as they arise and consult with the center director. The Center will inform and involve the child's parent/guardian by notes, phone calls, and meetings, as necessary, to establish a collaborative environment. If the child's behavior is problematic, the Director, teacher and family will have a meeting to discuss a behavior plan.

Any Behavior plan will include:

- changes to the physical environment
- the daily structure of activities
- consistency
- transition times
- redirection

Similarly, teachers' expectations, management skills, and intervention techniques should be evaluated and changed to adapt to the circumstances. Whenever possible and appropriate, efforts will be made to help a family understand how they can support the plan at home or encourage a resolution by adjusting their interactions or expectations for a child. Literature and other support resources regarding methods of improving behavior will be provided to the family, if available. Lines of communication with parents will be established, and parent conferences will be conducted to review the problematic behaviors, the strategies implemented to resolve them (and their relative success) and the possibility of disenrollment if the behaviors are not resolved.

It is the Center's goal to provide the parents sufficient time to take the necessary corrective action to allow the child to remain at the Center and to provide them with sufficient notice of the potential for disenrollment, so they can secure alternative care. When appropriate, we may suggest an evaluation by a professional consultant to come in and observe the child in the environment. In some cases, it may be appropriate for the child to be assessed by the local school district. Ultimately, Center personnel will attempt a number of approaches before making the final decision to suspend or disenroll a child from the program.

Disenrollment Process

If the behavior has not resolved after all remedial actions have been exhausted, a conference will be held with the child's parent/guardian to communicate the Center's decision to disenroll. A follow-up letter will be provided which will include, if applicable:

- the reasons for the disenrollment or suspension;
- the date of the disenrollment or length of the suspension, which affords the parent sufficient time to seek alternative care, (up to two weeks, depending on safety risks presented);
- the expected behavioral changes required in order for the child or parent to return or to resume or continue enrollment at the Center

Explorers will not disenroll a child based solely on any of the following:

- making a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements
- reporting abuse or neglect occurring at the center
- questioning the center regarding policies and procedures

Mandated Reporting

Who should report Child Abuse and Neglect?

Any Person may voluntarily report abuse or 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 911.

All reports concerning 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 **952-891-7171** or local law enforcement at **651-423-4491**.

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. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or reoccurring 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 with respect to whom the report was 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.

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 Internal Reviews are Completed

The internal review will be completed by the manager. If this individual is involved in the alleged or suspected maltreatment, the Board of directors will be responsible for completing the internal review.

Documentation of the 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.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the childcare program and must be made available upon request.