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Childcare Policy Book

Updated May 2023

Welcome

Welcome to Learning Ladder Early Childhood Center. I am so happy you have chosen us as your child's Childcare facility. Where we are always exploring and climbing to new heights in development.

Here at Learning Ladder Early Childhood Center, we support your child's developmental journey by giving them the skills and tools they need to make their journey fun. We believe that all children are creative, smart, and unique individuals, and we can guide them to be the best they can and on their own time.

Learning Ladder Early Childhood Center offers a warm, loving, safe, and hands-on learning environment for children to learn and explore. Children learn best by doing, and by offering age and developmentally appropriate activities daily your child will always be challenged to do the best they can.

All children learn differently and at their own pace and it is not something to be forced or rushed. We will assure each child will learn, explore and be confident learners throughout their journey here at LLECC.

Our goal is to take the passion and love we have for children and Early Childhood Development and instill the same kind of passion & joy in your child for learning and creating and just being themselves.

I believe that teacher/family relationships are a key element to a trusting and lasting relationship with the child. With this, we have an open-door policy, which means parents are always welcome to come in and watch, interact and be a part of the child's learning.

We are so excited to work with your child and your family and build a lifelong relationship with all. See you soon!!

If you ever have any question or concerns, please feel free to contact me Mrs. Alyssa by phone call

701-483-1222 please leave a message if no answer, or email at Learningladderpreschoolnd@gmail.com.

Enrollment Policy

Learning Ladder Early Childhood Center enrolls children ages 0 to age 12. Children will not be denied enrollment based on race, creed, color, national origin, gender, age or disability, etc.

We must have all of the proper paperwork that was included in the registration pack fully complete and in our possession before we can assume the responsibilities of your child. This paperwork needs to be completed to ensure the best care and safety for the child.

The following are the required forms;

- Immunization Records
- Registration/Child's Information Form
- Official Birth Certificate for verification purposes
- Health Records Form
- Parent Consent Forms
- Enrollment Form
- First week's payment must be turned in with the paperwork before your child may start along with the last week of tuition.

All information will remain confidential.

If there are any changes throughout the year, please notify me so we can make the proper changes to keep all information up to date.

Tuition and Payment Policy

Tuition Due Date

Tuition is due and will be automatically withdrawn every Monday of each week unless set up Bi-weekly or Monthly. A late fee of \$25 will be added to your bill if payment doesn't go through. **THERE WILL ALSO BE A \$10/day fee after Monday until an alternative payment is made. If not paid by Friday of that week your child will no longer be able to attend. You will have a week with your child not attending to have this paid, if not paid you will forfeit your spot. Payment will still need to be made for that week or it will be turned over to collections/small claims court. If this becomes a regular thing, you will be asked leave the facility.**

We only accept Automatic Withdraw for payment at this time on the BrightWheels App.

Using an ACH Checking account there are no added fees. If you choose to use a debit or credit card—Service Fees DO apply to your payment. This is at the rate of your CC company.

Childcare Rates: (May be subject to change)

Due Monday of each week- Autopay should be turned on, on your Bright wheels account.

Rates:

\$238/ Week – Applies to All new Enrollees starting April 5th, 2023, unless otherwise stated in your enrollment forms.

At this time there are no discounts for multiple children and are no longer on a sliding scale as of 07/2019.

Rate Changes are subject to happen at any time, but families will be notified ahead of time and a new addendum to their current enrollment form will be signed. (Updated policy starting 10/01/2020)

If additional late fees have occurred, they will be added to the following week's bill.

Terminating your child's spot--Two Week Notice

A 2-week **WRITTEN** notice is required when a child will no longer attend our facility, along with a set last day. Failure to give Learning Ladder a 2-week notice will result in you the parent/guardian paying the following 2 weeks even if the child is no longer attending.

Failure to pay this will result in turn over to collections.

Final Tuition Payments

Steady revenue is necessary for effective budgeting and program stability. In order to ensure steady income during transitions, a Final Payment for the last week of care is due at the time of Enrollment along with the Enrollment Form & first week's tuition. This is non-refundable. This ensures that at the time of termination there is no payment issues. **The Final Payment is non-refundable and will be forfeited if the child is not brought for care, or if proper two-week notice is not given.** Failure to do this will result in unpaid tuition getting turned over to collections.

Childcare Assistance/Foster Families

We do accept State paid Childcare assistance.

As of 2023, all assistance payments go directly to the provider and will be credited onto the child account. If there is a co-payment or excess amount that was not covered, this is the responsibility of the parent/guardian to pay by the due date in Brightwheels. Failure to pay this, will be turned over to collections, and if need be, termination of care will take place.

Probationary Period

The first 2 weeks of enrollment will be considered a “probationary period.” If we/you feel things are just not working out, and we are not the right fit for your family and child, we/you reserve the right to give notice for removal. If after the probationary period, if we feel that we cannot meet the needs of the child, we may ask for the two-week notice for your child.

Termination of Contract from Provider

Learning Ladder Early Childhood Center, LLC has the right to terminate service and the contract at any time if we feel we are no longer able to meet your child or family’s needs. A Letter, email and if possible, a face-to face interaction will be our way of notifying you, the parents of the termination.

Reasons for termination of contract from provider:

- Excessive Behaviors that have been identified, and talked about with the parents/guardians with no changes
- Breach of contract
- Facility and staff not being to meet the needs of the child or family due to unsafe or uncontrollable behaviors or concerns
- disrespectful behavior of the parents” guardians towards staff or children
- Failure to make payments
- Failure to provide a stable and consistent schedule
- Unable to furnish needed supplies for your child
- Other concerns that the staff are not comfortable with and or have addressed with no change

Credits/Sick Days/Vacation Days- updated 07/2019

There is no credit given due to missed days, sick days, or cancellations, or closures. The exception of a serious illness of the child where more 5 or more weeks are missed, but it must be accompanied by a medical note, and arrangements are made with me. This may or may not be approved. There are also no vacation days.

Our Daily Schedule

Operating Hours: Monday- Friday 6:45am-5:30pm

This is what a typical day in our facility looks like. This schedule is set to make sure we are fulfilling each developmental area daily. This schedule may change throughout the day as we do not rush through our activities.

6:45am- 7:45am—Open/Quiet Play

7:30am-9:00am—Wash hands/Breakfast is served-(Each classroom does have a time frame)/Back to Classrooms for free play

Free Play

(Free Center Play)

(Diaper and Toileting)

Outside Time

(If weather doesn't allow, we will use the indoor play room)

Circle time

(Large Group/Small Group time)

Developmental Curriculum Activities

(Art, Science, Sensory, Gross and Fine motor Skill, etc.)

Clean-up/Prep for Lunchtime

11:00-12:45- Lunch Time (each class eats separate at different times)

(Diaper and Toileting)

Calm down time

(Storytelling, Quiet Music)

12:00pm-2:45/3:00pm—Naptime/Quiet Time (Children do not have to take naps but must lay down quietly and rest- no exceptions)

(Diaper and toileting)

2:45/3:00pm-3:45/4:00pm- Snack Time (each class eats separate and at different times)

Free Play Time/Activities/Outside/Get ready for Pickup

5:30- CLOSED

(All Children will be diapered and toileted again before leaving the Childcare)

Developmental Activities and Curriculum School

Each room from infants on up offer Age-Appropriate Developmental Curriculum to all children; this is an opportunity to learn basic skills before moving up to new rooms or heading off to kindergarten. The fees for these supplies are included in your monthly tuition as of now; this may be subject to change if we decided to go after a pre-planned curriculum.

The teachers of each room will create their weekly curriculums based off the developmental needs and abilities of the students in their rooms. They will observe things they are interested in and the levels they are on to develop this Child- led, Play-based curriculum. These will meet the ND State Standards for Early Childhood learning and will help set a solid foundation for children to make the next big move to Kindergarten setting.

We will work on Social/Emotional Skills, Fine Motor, Gross Motor, Math/Science and STEM and lots of need Life Skills and Independence skills that they will need as they grow and develop.

Personal Belongings

We ask that children please do not bring personal belongings from home unless otherwise stated by me for a theme day or show and tell. We ask this in the case that something may get lost or broken. It also helps lessen the chances of spreading illness and germs.

We have plenty of developmentally appropriate toys and are kept busy all day that there usually isn't time for these personal belongings anyway. So we just ask that you please keep them home or in the vehicle for after class. If your child has a special/comfort blanket, etc. please let us know so we can discuss appropriate times for that.

Again, we LLECC is not responsible for any lost, broken or misplaced items. Kids do start to develop independence here, and sometimes put things in wrong spots or leave it places, we will do our best to find items if this happens, but sometimes we are out of options.

What supplies you will need to bring for your child

Your child will need to have the following supplies here at all times:

Weather depending: Your child should come with coats/Sweatshirts, shoes/boots, hats/gloves each and every day.

Infants 0-12/18 months:

- Extra set of Clothing (2-3 pants, 2-3 onesies, 2-3 sleepers, socks, 2-3 shirts, etc.)
- Diapers
- Wipes
- Diaper Rash Cream
- Pacifier (if uses one)
- Fever Reducer/Pain Reliever
- Sunscreen/bug spray- if over 6 months

-Breastmilk or Formula- It is preferred that pre-made bottles with the amount needing to be fed be brought in, making sure they are all labeled with your child's name and how many oz.

If bringing bags/containers of Breastmilk, please have them Labeled with name and date.

--NO GLASS BOTTLES PLEASE--

18 months and up:

- Blanket and Pillow with pillowcase for naptime
- Extra set of clothes (shirt, 2 pants, 2 undies, socks)
- Pullups (if they use)
- Diapers (if they use)
- Wipes
- Fever Reducer/Pain Reliever
- Cough medicine
- Sunscreen/bug spray
- OUTDOOR ATTIRE (WINTER GEAR)

Attendance & Security

Children that are scheduled to be in childcare must follow the sign in/sign out policy listed below. Please be prompt at your scheduled drop-off and pick-up times. Late pick-ups will be charged \$5 a minute after 5:30pm, which is our Closing time.

Signing in and out will all be done using our Bright Wheels App and you scanning the barcode noted on the windows.

Each child needs to be signed in when arriving and signed back out at pickup time by an authorized parent/guardian or someone listed on the authorization form.

If you are having someone drop off or pickup your child and they are not on the authorization form, we will need to have a note or message from you authorizing that you know they are picking up and they must show their ID to verify, if we are unaware of this, we will call to verify before allowing child to go with them. We will not release the child until we have verified with you, the parents.

We use this process to make sure the safety of the child being dropped off/picked up and for the safety of the other children in our facility. We need to know who is entering our building so that we can keep it a safe and friendly environment.

If a child that is scheduled for that day will not be attending that day, please give us a call to let us know. If we have not received a call and your child is 20-30 minutes late from their scheduled usual time, the staff will make a phone call/message to the parents/guardians to see if they will be attending that day.

PLEASE BE CONSIDERATE TO US AS WE TRY TO PLAN OUR DAY BY LETTING US KNOW IF OR WHEN YOUR CHILD WILL BE HERE.

IT IS YOUR RESPONSIBILTY TO LET US KNOW IF THEY WILL BE COMING OR NOT THAT DAY, THIS IS VERY IMPORTANT FOR US TO BE ABLE TO PLAN, MEALS, ACTIVITIES, ETC.

Door Security and Open Door Policy

Our building is secured and doors will remain locked at all times for the safety of the children and staff. The security and well-being of the children attending Learning Ladder Early Childhood Center is something we take very seriously. We want to ensure that we know who is coming and going in our building at all times, this allows us that.

We DO however have an open-door policy for families. Meaning you as parents/guardians at any time are more than welcome come in, walk your kiddo into their classroom, pick them up in their classroom, come in and talk with staff & help out or just watch our activities at **any time you would like.**

Drop-off and pick-ups in the morning and evening are done at the door, again to ensure a smooth transition and to keep everyone safe by knowing who is coming and going at all times.

Opening doors to others

Please DO NOT let anyone in the building unless we have authorized it. I know sometimes our first instinct as humans especially when it's cold or crummy out, is to let others in where it is warm. We are asking for other parents/guardians to not do this, as you do not know if they are allowed to be there or not, even if you know them.

Everyone's circumstances are different or can change daily and you may not be aware of them.

Child's Arrival and Parents Departure

ONLY ADULTS over the age of 18, are allowed to pick up a child from Daycare- Siblings may not pick up unless over 18.

Infants: Parents should remove their child from their car seats and place in the carseats in the first entry way or take them with them as they leave. Parents must also place their child in their car seats and secure the safety straps at pick-up time.

STAFF ARE NOT ALLOWED TO PLACE OR BUCKLE/UNBUCKLE CHILD IN CARSEAT at any time.

Pickup and Drop off will be done at the door- with this, we ask that when you are on your way to pick up your child at the end of the day, that you message us on the Brightwheels app and let us know so we can make sure they are all ready to go when you arrive. If you wish to remain in your car and let us know you have arrived, we will message and let you know when they are ready if you choose not to stand outside to wait.

We ask that you do not enter the classroom or building using your cell phone. Please be respectful and allow open communication at drop off and pick up with our staff.

Security Cameras

Cameras are installed throughout most of the inside & outside of the building to add extra security to the facility and to your children.

You are being audio and video recorded from the moment you enter the parking lot here at Learning Ladder Early Childhood Center.

These are not open to the public or families to watch, but for the Director to supervise what is going on throughout the building.

You will need to sign a waiver at the end of this policy book, stating that you are aware there are video/audio cameras and you will be recorded from the minute you enter the Parking lot of the building.

Fieldtrips

We currently do not offer or take any off-premise fieldtrips. Staff are allowed to take children for walks on the Learning Ladder Premise only.

Custodial issues/Impairment

We are a neutral party in all custodial/divorce issues. We cannot hold the child from either custodial parent listed on the Birth Certificate, unless there are custody papers to prove that the child is not to be released to the other or other visible reasons. The other parent must know if the child will not be in care that day.

We cannot legally hold a child from a parent listed on the birth certificate and will have to release them to them, unless documentation to prove is in our hands. This is a civil matter and out of our control.

All Payments are still to be paid by one or both parties. If two parties are paying, and one party does not pay their portion, it is up to the other party to pay the other part or the child will no longer be able to attend care at the facility.

Impairment- Any parent/guardian or authorized person, who appears to be impaired in any from, will be encouraged to have our staff find an alternative transportation. Legally we cannot withhold a child from his legal guardian, but if we feel a child is in jeopardy, we will not hesitate to contact the police department and distract as long as possible.

Liability Insurance

Learning Ladder Early Childhood Center, LLC is required to carry liability insurance and are up to date on this. Although we are required to carry this insurance, it comes secondary and the parent's insurance will be required to covered injuries or any medical issues of the child.

Mealtimes

Although we are not on the state food program, we provide the children all USDA approved Nutritious meals. Children in our care will receive 3 meals provided by us;

Breakfast, Lunch and Afternoon Snack.

Please do not bring food from home unless otherwise asked or you have discussed with us and approved.

ALLERGIES: We are a NUT/PEANUT FREE FACILITY.

If your child has an allergy to a food/drink please let the Director know and we will try our best to accommodate as we need too. Some allergies may require you to bring in the substitutes.

Allergies we would require you to supply substitutes for are:

Gluten Allergies and alternative milks

Each case will be decided on case by case, if we can safely make those substitutes or would require you to bring them in.

We offer Whole milk to children 2 and under and Skim to children 2 and older. All juices are 100% fruit juice and are only served in a limited amount. If your child is in need of a alternative milk, you MUST provide it- We cannot have **Almond or Cashew Milk here** due to nut allergies.

We also offer good amount of water throughout the day, to make sure the children are keeping well hydrated and children can go to the water fountain throughout the day and have water bottles inside their classrooms and that they take outside with them.

We use as many FRESH FRUITS AND VEGETABLES as we can.

We do not allow children to walk around with sippy cups of any sort throughout the day, and ask you not to bring any in.

We supply all kinds of different sippy cups.

We provide infants with Infant Cereal and Baby Food, but DO NOT supply Infant Formula. We cannot add Rice cereal to bottles unless we have a doctors note approving. We can also not feed infants under 6 months of age baby food with out a doctors note approving this as well.

If your child is in need of something other than the provided, you are responsible to provide this, and it MUST be accompanied by a doctor's note.

All surfaces are sanitized prior to meal time. All staff and children will wash their hands prior to serving/eating the meals/snacks.

Staff are required to wash their hands prior and wear gloves while serving meals.

Meal Times for each Room Differ.... We ask that If your child is not here by their Room eating time, to please make sure they have been fed at home. If this becomes a habit of your child coming in un-fed or out of their room time, we will document this and a added fee may be charged. When this happens, we have to pull away a staff to take them in to eat at a different time. Each room is on an age grouped ratio system and can't intermix certain groups.

<u>Breakfast</u>
<u>will be served from 7:30-9:00am</u>
Baby Room Yellow/Red will eat around 7:30-8:00
Green Room will eat around 8:00- 8:15
Teal Room will eat around 8:15-8:30
Orange Room will eat around 8:30-8:45
Purple Room will eat around 8:45-9:00

<u>Lunch</u>
<u>will be served at 11:00am-12:30pm</u>
Baby Room Yellow/Red will eat around 10:30-11:00
Green Room will eat around 11:00-11:30
Teal Room will eat around 11:30-11:50
Orange Room will eat around 11:50-12:10
Purple Room will eat around 12:10-12:30

Snack Time will run 2:45-3:45

This will be eaten as they Awaken. May or may take place in room or outside on nice days.

If your child is not here for these times it is your responsibility to provide these meals/snacks.

Naptime/Rest Time

Our nap time is 12:00pm-2:45/3:00pm, depending on the Classroom your child is in.

Children are not required to nap but are asked to lie down quietly and rest. We will not keep a sleepy child awake if they are dozing off.

All children will sleep on mats with the exception of infants and toddlers.

Infants will sleep on their backs, in a Crib until they are mobile or rolling over. They will then transition into a playpen while less than 12 months still remaining on their backs. There is to be nothing in the cribs/playpen other than a fitted sheet and infant. All infants must have a sleep form above their playpen; this form will have the parents' consent for the child's sleeping arrangement, such as Blanket, Pacifier, etc.

Once properly ready the toddler will be moved to the floor on a mat. They must be able to lie quietly on them without disturbing the other children in the room to be moved out of the playpen. We make this transition around 12-18 months.

Children are required to bring a blanket and pillow to use. These will be stored in their own cubbies. They will be sent home once every Friday to be washed and must be brought back the following Monday.

Appointments During Naptime: Please try to avoid making appointments for your child during naptime as it is disruptive to the other children in the class. If it becomes an issue, or happening too often, we will ask that if you take a child out during naptime that they are not to arrive back until naptime has ended.

Safe Sleep Policy

All our staff are required to take a SIDS and Safe sleep training yearly to ensure that all infants are sleeping in the safest way possible.

All Infants will be laid down to sleep on their backs. This is the safest position for infants to sleep. Once a child is able to roll, they will no longer be swaddled with their arms in, to allow them to safely roll back and forth.

Staff are to do a visual check on all infants sleeping in the room and in the older rooms every 10-15 minutes, checking skin color and monitor breathing. If infants are sleeping in a different room, there is to be a baby monitor in the room and staff are still to do their visual checks every 10-15 minutes.

Infants will sleep in a crib until they are rolling back and forth or learning to stand or are no longer safe in a crib. They will then be transitioned to a playpen, usually around 6-9 months.

The only items allowed into the crib/playpen is the infant and a fitted sheet. A permission form will be on file for all infants. This form allows you as a parent to give permission to Learning Ladder to use a blanket, sleep sack or pacifier.

Potty Training

We will do all we can to help your child start potty training, but it must be something you are consistent with at home as well.

At Learning Ladder, we do not train with potty seats, we use a normal size toilet and assistance of staff. This is due to sanitation purposes and transitions.

A potty-training child must be able to start pulling up and down their pants on their own, be in Pullups or underwear. NOT DIAPERS.

If a child is in diapers, it is too difficult for them to learn self-help and learn how to properly potty train.

We will take children potty at our scheduled times, which are; after breakfast, after lunch, before nap, and after nap. We will also take a child any time they ask to use the potty, we will not take them every 15 minutes just to have them sit, as this does not teach them control or when they need to go, we will if they ask though.

Some kids are not ready to potty train and we will not force them, typically we would prefer you have started at home and that they are showing progression before we start training at the daycare. Please let us know when you start at home and how it is going, and when you would like us to start.

NEED TO BRING WHEN POTTY TRAINING--- You WILL need to bring extra clothes (Preferably 3 pairs) accidents happen during potty training, but we do not have the extras to provide. If we do not have extra undies for your child, we will either call you to bring more or your child may be placed in whatever we have available ie. Diapers or pullups if you do not provide extra clothing.

If you are training right away into underwear, and not pullups (Which is what we prefer) we ask that the child wears rubber underwear over their undies until they are not having frequent accidents.

IF FREQUENT ACCIDENTS HAPPEN, this then becomes a Sanitation issue, and your child will be put back in Pull-ups/Diapers.

We reserve the right at any time to refuse or stop potty training if we feel the child is not willing, not progressing or no effort is being made at home.

Teething Necklaces, Pacifier Clips, Pacifier Toys, Headbands

Infants/Toddlers are not to have teething, or amber necklaces, have pacifier clips, or stuffed animal pacifier clips or have headbands on. These all possess a choking hazard and cannot be used here, so we ask that they be kept at home.

Immunization Policy

Learning Ladder Early Childhood Center, LLC requires ALL children to be up to date and have current immunization records from their physician on file at all times.

Exemptions: Children may be exempt from immunization requirements for the following reasons must have an exemption form on file:

Medical Exemption: Requires a certificate signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.

Philosophical, Moral or Religious Belief Exemption: Requires a certificate signed by the parent or guardian who's sincerely held philosophical, moral or religious belief is opposed to such immunization.

Holidays/Days Off/Cancelations- Subject to Change

Learning Ladder Early Childhood Center, LLC will be open Monday through Friday from 6:45 am-5:30pm. We will be closed on all major Holidays as Follows:

THESE ARE SUBJECT TO CHANGE DEPENDING ON DAYS THEY LAND ON & STAFFING

We WILL Take an extra day or 2 off around some holidays, as the STAFF deserve some family time as well & some go back home but will let you know a head of time.

New Year's Break 2024- CLOSED All Day January 1st, 2024

Easter Break- CLOSED Good Friday and Easter Monday

Memorial Day

July 4th Holiday/Extra Day- To be determined by how it falls each year- July 2024-CLOSED July 4th & 5th

Labor Day

Thanksgiving Break- ½ Day 23rd, Closed 24th and Closed 25th

Christmas Break/Extra Day or Days- To be discussed as it gets closer, this all depends on what day of the week it lands on.

CHRISTMAS 2023 Days off will be as follows: CLOSED December 25th & CLOSED December 26th– Subject to Change

We will also be closed Two Friday's during the year to allow for our facility to get a deep clean and updates to be made, & ready for relicensing. This day is not set but parents will be notified of it a month prior.

We also reserve the right to Close one Day a year for a Professional Development Day, where ALL teachers will attend a Training Conference to continue to grow their knowledge and provide the best quality care we can.

Severe Weather Cancellations

If there is bad/severe weather and Dickinson Public Schools close so will we. Ultimately if the weather is too severe, it will be my call if we will be open that day or not. I will make this aware to all families if the decision has come to that via phone calls, text and emails.

We may have to cancel care that day. In this case, parents will be notified ASAP.

Natural Disasters/ Health Emergencies

If we are in a position where a Natural Disaster or Health Emergency has forced us to close or we are told by the State/Government we have to close for a certain amount of time; short or extended; Full TUITION WILL STILL BE DUE AT ITS NORMAL TIME. We need to have a consistent income to have a place for you to have your children return back to along with to keep the staffing that we need to operate.

1. **** In regards to the current COVID 19 Pandemic that we are in-** If Learning Ladder Early Childhood Center, LLC is mandated to close the whole facility due to excessive Covid-19 exposure and is closed for more the 3 days, or mandated by the Health Department, only ½ Tuition payment will be collected; starting the following week as per the usual weekly schedule, no other credits given while the facility is closed. All Enrolled children's full weekly tuition payment will resume once the facility is to re-open, even if only partially opened or only certain rooms. All other Natural Disasters/Health Emergencies will require Full Weekly tuition unless otherwise made aware of. A 2-week notice and payment are still also required for any termination of a child's spot during this time of closure.
2. If your child tests positive, your child is required to quarantine or a specific room(s) is to close due to Covid-19, or if your child is affected by other natural disasters/health emergencies, but not the whole facility, then FULL tuition will still be required and collected as per usual weekly schedule and no credits will be given. This will be treated no different than any other sick day or absence day/week, and no credits will be given. A 2-week notice and payment are still also required for any termination of a child's spot during this time.

If Learning Ladder is determined to need to close due to an unexpected event, such as water breaks, lose of electricity or any other kind of disaster that would make it unsafe to use the facility, Full Tuition is still required.

Depending on the situation, We may work something else out, but this is to be determined at the time it would happen.

Clothing/Attire/Outside

We ask that all children should arrive in ready to play clothing. We like to have fun and that sometimes involves getting messy. So please don't send your child in something you expect them to keep spotless.

We will always allow children free rein to get messy and will not discourage it, if you don't feel you want your child to do this, then this is not the right facility for you. There is so much learning to be done, and we will not hold them back on discovering that.

PLEASE MAKE SURE YOU ARE LABELING ITEMS. Also, LLECC is not responsible for any lost or misplaced items.

We encourage as much outside play time as we can get. We go outside everyday including in the winter unless the Temperature and Windchill is -5 or below.

Children 3 and older will go out at -5 and above.

Children 2-3 will go out at 0 and above.

Children 18m-2 will go out at 30 and above.

Infants will not go out unless weather above 40 and sunny. (This to be determined by the director)

Please make sure that your children have weather appropriate clothing and accessories as well. We will go outside in the winter so make sure children have **Hats, Gloves, Boots, Snow pants and Winter Coat**. We ask that you please leave a set here to ensure we always have them. In the summer, please make sure your child has proper foot wear, **NO** sandals or open toed shoes because we do go for walks, and we do run around.

We also ask that each child has a change of clothes to be kept at school in the case that they may have an accident or we do a messy activity. Include Shirt, Pants, Socks and underwear.

Mandated Reporting

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees at Learning Ladder preschool and Childcare are considered mandated reporters, under the law. The employees of Learning Ladder Preschool and Childcare are not required to discuss their suspicions with the parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behaviors or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Learning Ladder Preschool and Childcare take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

As mandated reporters, the employees of Learning Ladder Preschool and Childcare cannot be held liable for reports made to the Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Discipline and Behaviors

Children at all ages are learning so much in such a short period of time and at a fast pace. Sharing, following directions, respecting others, and manners are all behaviors that are not always going to happen. They are behaviors that children need to be taught the appropriate skills on how to deal with. Our discipline policy is set to help guide children's positive behaviors.

We use Conscious Discipline, Positive reinforcement and Teacher Time as a main source of discipline. We will talk about following rules, being respectful and using manners on a daily basis in our facility. When a child forgets our rules they will calmly be reminded of them and if needed redirected.

If being reminded doesn't redirect the behavior, the child will get a warning with a choice to improve the behavior or take a little break from the activity and sit with a staff, as a time in to discuss the behavior and child's feelings. AKA Teacher Time.

We would talk to the parents about this behavior and find a solution to the behavior and/or a behavior plan may be put in place.

In the case that a behavior has been going on for a length of time and all other options have been approached, the final step would be suspension/a child being picked up for the day or more. Learning Ladder Preschool and Childcare reserves the right to remove/terminate any child from our care if the inappropriate behavior can't be corrected, at any time.

These discipline procedures are not to be used on children under the age of 2. Children under 2 typically do not need strong disciplinary measures. When babies "misbehave" they are often exploring and testing their boundaries. Simply directing a baby's attention elsewhere may solve the problem.

Teacher time is time for the child to take a break WITH a teacher, not feel like they are alone and 'bad', they will talk about their feelings, good choices and just what might be causes them to present behaviors. Most behaviors have a reason, it is our jobs to help figure out what that is and to make it better.

BITING-

Biting is a behavior that is often unexpected but can be scary & harmful to others. As unwanted as this behavior is, it is a natural and developmentally appropriate stage for infants- 2 ½, that many children go through.

Children bite others for many of reasons and can be impulsive. A child might be biting as a way of communicating if they don't have the words to say it, they may be tired, hungry, angry teething or even overly happy. Some kids do although bite for attention.

Our Primary concern is the safety and health of the children and staff, so we do take biting seriously and use our knowledge to handle these situations in a positive, and constructive manner to get it to stop or prevent it from happening to the best of our abilities. This is not a behavior that can be corrected overnight but we can use alternative methods to try and prevent it.

When it comes to correction of biting, we will do our best to observe and document and find out why the biting is occurring. We will encourage children to 'use their words' by giving them the words to identify how they are feeling. We will also have a constant biter be shadowed and tag along with a staff member at all times, until the biting issue has been resolved or under control. A Behavior plan may be needed and some outside therapy sources.

If biting incidents do occur the parents will be contacted via the Brightwheels app with an incident report write up, unfortunately sometimes these incidents do happen without our knowledge. If the skin is broken and the area is bleeding, a phone call may be made for the parent to have the child seen by a physician.

The bite will be cleaned up with soap and water and bandaged if needed.

If a child's behavior continues to harm others and staff have executed all other options that day, parents/guardians may be contacted to pick up the child for the rest of the day. We also hold the right to discharge the student if all techniques have been exhausted.

If the child is over the age of 3 and biting occurs, we will not tolerate this, the child will be sent home immediately or possibly terminated, unless behavior plans are in place and there is a team of therapists and doctors working with the administration with this and there has been noted developmental delays.

Transportation

Learning Ladder Early Childhood Center, LLC does not provide any transportation, so please ensure you have someone to drop-off and pick-up your child in the event that you may not be available to.

Illness/Sickness Policy

LEARNING LADDER EARLY CHILDHOOD CENTER, LLC STAFF RESERVES THE RIGHT TO OVERRIDE ANY HEALTH CARE PROVIDER'S ORDER IF WE FEEL THE CHILD IS NOT WELL ENOUGH TO BE IN OUR CARE.

If your child is sick we please ask that you do not bring them to that day or until they are no longer showing any symptoms. This will help reduce the spread of germs and illnesses. Our policy is that if a child is sick and they arrive they will be sent back home. We have to think of the other children as well by eliminating illnesses brought in.

If they have been diagnosed and put on an antibiotic please allow 24 hours before returning.

This is to ensure that, it has had time to work and that no severe reactions will take place, even if it's something they have been on prior.

Please do not bring your child if they have any of the following:

Fever (100.3 Degrees or above) and must be gone until they are 24 hours fever free without medications

*Diarrhea- 24 hour diarrhea free- If at daycare 2-3 loose diapers that are out of the diaper may be sent home for **sanitation reasons**.*

Vomiting (must be out 24 hours from last time she/he vomits)

Strep Throat- 24 hours after antibiotics have been started.

Runny Nose- We will send per our discretion, it may be allergies or teething, but we have to make the best choice possible in case something does come of it.

Rashes/Contagious rash- may be sent to consult with doctor for return

New and/or Persistent or Productive Coughing

Pink Eye (must be on drops for 24 hours)

Hand Foot Mouth (minimum of 3 days out & must be clear of open sores)

RSV- Minimum of 3-5 days out

Influenza- Minimum of 3-5 days out

Covid

These are just some examples: Each illness will be decided with our discretion when they can come back as all illnesses affect children differently.

These are just a few examples of illnesses. Please make sure your child is clear from ALL symptoms before returning. It would be greatly appreciated if we are notified that your child was going to be absence due to an illness. You can contact us either by phone, text or email.

If a child arrives at childcare and has more than 2-3 loose stoolled diapers, they will be sent home until the symptoms have subsided.

Sometimes Allergies and Teething get used as an excuse for runny noses and fevers, although this may be the case, this will be up to the supervisor's discretion if we feel it is uncontrollable and they need to go home. Things can pop up so quickly, and these can be the first signs and not know it.

We reserve the right to send any child home for suspected illness at any time

NOTICE OF ILLNESSES:

We will send out a message if we are exposed to an illness (other than common cold's) IF the CHILD/STAFF were present and in CONTACT with the children WHEN SYMPTOMS ARE PRESENT.

We will not put up signs if illnesses happened over the weekend and/or the child/staff were not in contact with the other children/staff.

We cannot control when children get sick & do thorough cleaning every night and every Friday, & do our best to keep everything clean and everyone healthy.

Illnesses do come from other places/people/environments too.

It is your call if you wish to keep your child home when we are exposed to something for precautionary reasons. If your child is sick or shows symptoms, WE WILL ask you to keep them home.

Medication

Learning Ladder Early Childhood Center, LLC would prefer not to administer any medication to children unless absolutely necessary. If a prescription medication is needed, Parents/Guardian must fill out a medication administering form prior to the teacher administering it and the medication must be in the original container with child's name on it, prescription name, expiration date and proper administering procedures. Parents may come administer if they need to.

Incident Reports/Medical Emergency

Should your child be involved in any incident/accident, the staff will administer the proper first aid/CPR procedures needed and make sure the child/ children around are safe and begin protocol on needs and calls from there.

Staff will make phone calls to Emergency responders and parents as the situation needs.

If the incident/accident requires any kind of first aid/medical care; the staff member will access the child and administer the proper first aid that is needed. If the incident/accident needs medical attention, but not serve the staff will contact the parents to get that addressed. If the child is in need of severe medical attention the staff member will always call 911 first and then notify the parents. A medical release form needs to be signed and in the child's file at all times. **Parents are responsible for all medical expenses.**

Staff that witnessed the incident/accident will fill out an incident report on the Brightwheels app. And if severe report to the director. The director will report to the State licenser and fill out proper reports with them.

Children with Special Health/Behavior Needs

All children diagnosed with special health needs are required by licensing to have a current care plan signed by the parent/guardian and the health care provider. Care plans must be updated yearly and in the child's file.

Behavior plans will be made if the staff feel a child is in need of one, has been advised by specialist and must involve the parents and therapist/doctors if they are involved.

If a child is needing to be on a behavior plan, we must have full cooperation from family and therapists/providers for care to continue. If we feel that we are not getting cooperation and we can no longer fit the needs weather safety, financially or environmentally, termination may be the net step.

Emergency Plan and Procedure

In the case of any emergency all efforts will be taken to maintain the safety of the children at all times.

If an emergency occurs such as; severe weather, building emergency, other crisis etc., Childcare may close if not in progress.

If we are already open and an emergency happens, parents/guardian or person on the release form may be contacted to pick up their child.

Floor plans with emergency exits and evacuation plans are located near each exit.

Fire and tornado drills are practiced and talked about at least once a month.

In the case of a Fire; staff will calmly evacuate children out the safest emergency exit and to their designated spots. We will remain there until the emergency personnel deem it safe for us to return or if severe, parents will be notified for pickup at our relocation site.

In the case of a Tornado; staff will calmly evacuate all children to the inner Bathrooms/Breakroom of the building away from doors and windows. All children will kneel down and cover their heads and remain here until it is all-clear to return to their rooms, If deemed unsafe, we will relocate to our safe relocation site.

In the case of a Medical Emergency; staff will start by assessing the injury/incident and proper first aid will be administered. An injury report will be filled out and presented to the parent and placed in child's file. If the injury is more serious, 911 will be called, First Aid/CPR will be administered if needed, the parents will be notified and the child will be transported to a medical facility, the stark county licenser will be notified within 24 hours. The incident will be documented and an injury report will be presented to parents and placed in the child's file. All medical related billing is the responsibility of the Parents/Guardians and not Learning Ladder Early Childhood Center, LLC.

In the case of a Hostage/Aggressive/Armed Person; Staff will contact 911 immediately and move all or as many adults and children to the closest and safest room available and barricade the door, keeping the kids lying flat and as far away from danger as possible. If they are able to, they will get children out of the building and to our "safe spot" which is the Evangelical Church down the road to the west.

Meet up/relocation spot: If any of the above emergencies would deem our building unsafe to be in, we will relocate to the Evangelical Church down the road to the West. We will have all children picked up by parents/guardians there.

Aquatic Activity Policy

Learning Ladder Early Childhood Center, LLC may do water activities such as, Sprinkler, Water slide and a water table. We will not use any type of swimming pool or wading pool. All Enrolled children must have a parent/Guardian sign a water activity form before any water activities can be used, except sprinklers and water table. This will include Parental consent to the type of aquatic activities the child may participate in and a written description of the child's swimming abilities before the child may participate in any aquatic activities.

Grievance Policy (Contact with concerns)

If for any reason you have a concern/complaint please feel free to contact the following:

1st-Nikki Roth- Supervisor/Assistant Director 701-590-1690

2nd- Alyssa Kuntz- Director/Owner 701-290-7606

3rd- Child Care Licensing Specialist- Emily Dolinar 701-690-1495

Public Facebook

Learning Ladder Early Childhood Center, LLC uses a PUBLIC Facebook for advertising purposes only. No child's face will ever appear on this page, but activities your child may be participating in may be photographed and posted. The privacy of each child should be determined by the parents. If you choose to tag a picture or post a picture of your child, and there are other children included in the picture, please make sure you have that child's parent's permissions before posting it. If we choose to use a photo with a child in it, Parents must consent to that being used prior by signing a form.

Our Facebook address is <http://www.facebook.com/learningladderchildcare>

Make sure to like the page to get all updates or important events.

CLOSED FACEBOOK PAGE:

This page will only be for approved currently enrolled families & will be a CLOSED group. I will do all approvals to make sure that all is kept private. THIS PAGE **WILL** HAVE FACES ON IT. If you wish for your child to not be on this page, please let us know by marking on the agreement page.

Please add yourself to the page or your spouse & I will get everyone approved!

Link: <https://www.facebook.com/groups/170629713700810/>

BrightWheels APP

We have incorporated a wonderful Communication App into our facility. This App will allow communications between the staff and the parents.

This App will allow us to share Photos, Videos, Daily Reports and so much more with enrolled families.

You will need to download the App onto your phone and wait for the invitation via email or the code from the director.

You will also need to add your payment information into this as this is where all Automatic Payments will come from each Monday of the week.

Payments made on this app through a Credit Card may have fees applied that you will cover, banking account withdrawals do not.

You will also use this App to check your child in and out throughout the day. You will do so by scanning the Barcode on the front window, answering the questions and using your code to complete the process.

We will also have you agree or disagree to us using photos and video of your child on this app, below in the agreement form.

Please Sign, Date & Return--Agreement Contract

I/We _____ have received a copy of Learning Ladder Early Childhood Center, LLC's Policy and Agreement book. I/We have read it and fully understand and acknowledge all the rules and procedures for Learning Ladder Early Childhood Center, LLC and agree to abide by them. I also understand that Learning Ladder Early Childhood Center, LLC reserves the right to make changes to this policy book at any time. This Policy Book was updated on 05/2023.

CHOOSE ONE- PUBLIC FACEBOOK GROUP

- I **DO** give permission for Learning Ladder Early Childhood Center, LLC to use my child's pictures on the PUBLIC Facebook page.
- I **DO NOT** give permission for Learning Ladder Early Childhood Center, LLC to use my child's pictures on the PUBLIC Facebook page.

CHOOSE ONE- CLOSED FACEBOOK GROUP

- I **DO** give permission for Learning Ladder Early Childhood Center, LLC to use my child's pictures on the CLOSED Facebook page.
- I **DO NOT** give permission for Learning Ladder Early Childhood Center, LLC to use my child's pictures on the CLOSED Facebook page.

CHOOSE ONE- BrightWheels App

- I **DO** give permission for Learning Ladder Early Childhood Center, LLC to use my child's pictures/videos on the BrightWheels App
- I **DO NOT** give permission for Learning Ladder Early Childhood Center, LLC to use my child's pictures/videos on the BrightWheels App

CHOOSE ONE- Around the building/classrooms

- I **DO** give permission for Learning Ladder Early Childhood Center, LLC to use my child's pictures on projects around the building and in the classrooms
- I **DO NOT** give permission for Learning Ladder Early Childhood Center, LLC to use my child's pictures on projects around the building and in the classrooms.

Parent/Guardian: _____ Date _____

Parent/Guardian: _____ Date _____

Director: _____ Date: _____