

# POLICY

## HILLTOP BEGINNINGS PRESCHOOL, LLC

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Rochester, MN 55901

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<https://hilltopbeginnings.com>

Effective 01/01/2024

We are a family childcare preschool provider, licensed by the State of Minnesota through Olmsted County Community Services. As licensed providers, we are mandated reporters and are required to report any suspected abuse or neglect. A copy of the Licensing Rule may be obtained from Olmsted County Community Services-Childcare Licensing, or you may review our copy. We are licensed to provide care for a total of fourteen children, with ten under school age.

As a Parent Aware 4-Star rated provider, we support each child at his/her pace to be ready for kindergarten and beyond. Through coaching, extensive classes, and grants, we are committed to keeping up with research-based practices to ensure your child is engaged in developmentally appropriate learning activities. We are dedicated to making health and safety requirements a priority. As a Parent Aware provider, we are skilled in assessing your child for kindergarten readiness and are enthusiastic about involving parents to work as a team in helping each child reach their goals. We also are enrolled in the Provider's Choice food program to ensure your child is served well-balanced meals.

### EXPERIENCE

Hi! My name is **Katie Huckleberry**. I am married to my wonderful husband, Brian, and we have two amazing children, Aiden and Adley. They are the joy of our lives! We also have two dogs, a Golden Retriever named Stella and a Yorkshire Terrier named Peanut. On our free time as a family, we love to go on vacation, taking the dogs for walks, swimming, BBQing, and hanging out with family and friends.

I was born and raised in Rochester and have lived in Rochester my whole life graduating from John Marshall High School in 1998. I then went on and got my Associates Degree in Child Development. I have been working with children my entire life. I was a nanny, an Assistant Teacher at Children's Place Daycare, Assistant Teacher at Kids Come First Daycare, owner and operator of my own in-home daycare for 8 years, and finally worked for the Rochester Public School District for the past 6 years as a paraprofessional. My passion has always been working with the younger kids teaching them and watching them learn and grow into amazing kids! I am incredibly happy to be doing what I love and am excited to watch your children grow, learn, and prep them for kindergarten.

Hi! My name is **Suzanne Jones**. I am married and have two daughters. My youngest daughter is a 2024 John Marshall High School graduate. My oldest daughter attends Winona State University. I enjoy gardening, watercolor painting, reading, bicycling, swimming, and spending time with family and friends. I have volunteered as a leader with American Heritage Girls for 12 years and have enjoyed helping the girls grow. I am passionate about early childhood education and am excited to be a part of Hilltop Beginnings Preschool!

I received my Bachelor of Science degree in 1998. I have a double major in Psychology and English with a creative writing minor from the University of Wisconsin-La Crosse. I have taught preschool at Kingdom Kids for 4 years specializing in preschool art and world exploration. I then substituted as a classroom paraprofessional in the Rochester School District for 2 <sup>1</sup>/<sub>2</sub> years. I then accepted a position in the district working with developmental and cognitive disorders in children ages 5-9. I have had much training working with a variety of behaviors and special needs in this position which I had for 3 <sup>1</sup>/<sub>2</sub> years. I hope to continue my education to keep learning more about early childhood.

### **1. SCHEDULE**

At Hilltop Beginnings Preschool, LLC, your child will follow a daily schedule. It consists of morning activity stations, breakfast, free choice playtime, circle time, art, bathroom breaks, snacks (morning and afternoon), math/reading activities, outdoor playtimes, S.T.E.M. activities, lunch, and nap/quiet time.

### **2. AGES AND NUMBERS OF CHILDREN IN CARE**

We are licensed to provide care for a total of fourteen children, with ten under school age. We will care for children ages 3 -5 <sup>1</sup>/<sub>2</sub>.

### **3. POTTY TRAINING**

All children are required to be **completely** potty trained. Pull-ups are welcome for naptime. If your child attends full-time and has more than 3 accidents in a week of care or if your child attends part-time and has more than 2 accidents in a week of care, we will ask you to keep your child home until potty training is successfully achieved.

### **4. HOURS AND DAYS OF OPERATION**

Except for inclement weather days and the paid holidays described below, most of Rochester Public School District days off will also be our days off at no cost to the parent(s)/guardian. There are no summer hours. Preschool services will be available Monday through Friday from 7:45am to 4:45pm during the school year only. Full time and part time care is available. If Rochester Public Schools close due to inclement weather, we will close as well. Tune into your local news app or channel for closures on inclement weather days.

On the following holidays, the preschool will be closed, and the provider will be paid the regular daily rate: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Martin Luther King Jr. Day, President's Day, Christmas Day, and inclement weather days.

(To clarify: If a Winter break is from December 23-31<sup>st</sup>, the only days you are expected to pay for during that break would be December 25<sup>th</sup> and the 1<sup>st</sup>. This includes even if either day falls on a Saturday or Sunday.)

## 5. FEES

We charge \$225.00 per week per child for full-time care. The fee is \$45.00 per day for part-time care. Part-time care will be no less than 3 days a week. Payments are biweekly (every two weeks). Check payments are due on Friday mornings at drop-off. Payments must be received by 10:00 AM the Friday tuition is due. Venmo payments are due on the Thursday morning by 10:00 AM the week tuition is due. If the student is not scheduled to attend the day payment is due, you may drop off your payment in our black drop box outside the front door by Friday morning before 10:00 AM.

Other Charges:

- There will be an extra charge for supplies when not provided by the parent(s)/guardian(s) (based on store prices). Examples of these type supplies are toilet wipes, pull-ups, special dietary food and/or beverages.
- A holding fee (deposit) of \$450.00 for full-time students or \$270.00 (3 days) or \$360.00 (4 days) for part-time students is required at the time of registration which will be applied to the first tuition payment or forfeited if the child does not come for care as agreed.
- A fee of \$25 will be charged per day a payment is late or for bounced checks. (If payments are past 10:00 AM, a payment is considered late.) If there are more than 3 occurrences of any of these within a year, we will terminate care.
- Early drop off is available from 7:15-7:45 for \$15.00 per child if arrangements are made two weeks in advance with the provider.
- For the purpose of this agreement, overtime will be charged if you drop off your child before 7:45 a.m. or pick up after 4:45 p.m. If the parent/guardian has not informed the provider that he or she will be arriving earlier or later than the agreed upon times, the following rate will be charged: \$1.00 per minute per child. This fee will be applied to the next billing cycle.
- If your child damages school property, you will be charged to fix/replace said damage.
- Please note that you will receive an emailed invoice 2-3 days before tuition payment is due. If you pay an amount different than the invoice states, we will not offer refunds for incorrect payments.

Payments must be either Venmo or check. We no longer accept cash payments.

If choosing to pay via Venmo, payment is due by 10:00 AM the day prior payment is due to allow time to be transferred into our bank account on the actual due date. Please do not write anything in the Venmo memo line except for your child's initials. All other check payments are due by 10:00 AM on tuition due dates.

We do not accept Child Care Assistance Program (CCAP) or Scholarships.

Except for Rochester Public School District planned days off, tuition is not adjusted for days missed. This includes days that your child is absent due to being sick or otherwise unable to attend. There will be no charge if the preschool is closed abruptly the same day due to the provider's illness or other emergencies.

## 6. MEALS AND SNACKS

Hilltop Beginnings Preschool, LLC participates in a Childcare Food Program. We serve healthy well-balanced meals. Children are not forced to eat but are encouraged to try what is on their plate. Breakfast and lunch along with a morning snack and afternoon snack are provided. Meals and snacks are served at the times listed below. Please make sure to

feed your child before you arrive at our preschool if he/she misses the beginning of the provided meal or snack times. (For example, if you arrive any time after 8:00, your child will not be served breakfast.)

**Breakfast:** 8:00 AM

**Morning Snack:** 10:00 AM

**Lunch:** 12:00 PM

**Afternoon Snack:** 3:00 PM

## 7. CLOTHING

Please make sure your child wears weather appropriate clothes. We go outside twice daily, weather permitting. Tennis shoes (Velcro or slip-on) are greatly preferred (closed toed shoes only). No dress shoes, open toed sandals, crocs, or flip flops allowed. In the cold months, please make sure your child has a warm coat, gloves, hat, snow pants, and boots. Please label the clothing and other items brought from home with your child's name. Parents must provide two full sets of extra clothes to be kept at the preschool in case of accidents. Please remember to switch these out when the seasons change.

## 8. SLEEPING AND REST ARRANGEMENTS

All children are required to nap or have a quiet time. We provide each child with their own cot with a fitted sheet. Your child may bring his/her own pillow, blanket, and stuffed animal for nap/rest time. We provide quiet time bags filled with quiet activities and books for those children who are having quiet time or wake early from a nap. All children will be in the same room as staff, spread out throughout the room. If you need to contact us during these hours, email or text is preferred instead of the phone ringing. Your child may be picked up during naptime hours if previously arranged with us or if there is an emergency. Otherwise, it is too much of a disruption to the other children resting.

*NAP/QUIET TIME: 1:00-3:00pm*

## 9. NON-DISCRIMINATION

We do not discriminate based on race, creed, national origin, religion, sex, or disability.

## 10. ILLNESS

Your child must be fever free for 24 hours without the administration of medication such as Tylenol or Advil. Please note that Tylenol or Advil are often in cold medications as well. **Please do not administer any medications prior to drop off without informing us.**

In attempt to contain the spread of illnesses, we will NOT provide care for a child who:

\*Has a temperature of 100 degrees or above

\*Has chickenpox until the child is no longer infectious or until the lesions are completely crusted over

- \*Has vomited once or had 1 loose stools during school hours
- \*Has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy
- \*Has unexplained lethargy
- \*Has ringworm, impetigo, or scabies that is untreated and contagious to others
- \*Has an undiagnosed rash
- \*Has developed any type of allergic reaction such as hives or a rash while in our care
- \*Has significant respiratory distress, a continuous cough, or RSV symptoms
- \*Is not able to participate in activities with reasonable comfort
- \*Requires more care than staff can provide without compromising the health, safety, and education of other children in attendance
- \*Has vomited or had diarrhea within the last 24 hours
- \*Has COVID-19 symptoms (fever, loss of taste or smell, coughing, respiratory distress, vomiting, sore throat). A student must get a negative test result to return and must be symptom free for 24 hours after negative test result before returning. Quarantine length is based on current Minnesota Department of Health protocols. The provider reserves the right to change any COVID policies based on the Minnesota Department of Health or Center of Disease Control changing of guidelines. Failure to disclose any information regarding symptoms and testing will result in termination of care.
- \*Has another family member awaiting COVID Test results. (Students must stay home until a negative test result is received.) If a family member is positive or the student has been exposed to someone who has tested positive, the student will be asked to stay home for the recommended number of days.
- \*Has head lice
- \*Has any other contagious illness, as providers deem appropriate
- \*Please notify us if there are ANY family members that have been diagnosed with any contagious illnesses such as strep throat, impetigo, RSV, influenza, GI bugs, lice, etc.

If your child has any of these symptoms or illnesses, please contact us, but do NOT bring your child to preschool. If your child becomes ill during preschool hours, parents will be notified via phone call and are expected to pick up their child within an hour. If your child is exposed to a contagious illness at preschool, we will notify you via email as soon as we are notified.

If your child is taking a medication (antibiotics, or Tylenol/Advil for vaccinations only), you will be asked to complete a medication form (which will detail time and dosage). We will store all medication in a locked box out of reach.

All children are required to have the recommended immunizations for their age and provide an updated immunization record to attend preschool. A medical exemption form for immunizations is also required for any immunizations missed due to medical reasons. A copy of these records will be requested upon registration.

If your child receives any emergency care, your child must be monitored at home for 24-48 hours depending on the nature of the accident, injury, hospitalization, or urgent care visit. Children in a vehicle accident must be seen by a doctor and will not be permitted into preschool until they have been monitored at home for at least 24-48 hours (this

time frame will be determined by the provider). Children hospitalized or seen in urgent care for ANY reason will remain at home for 24-48 hours depending on the nature of the injury/illness. Hospitalizations due to illness may result in longer exclusion if deemed necessary.

## **11. SPECIAL NEEDS**

Please inform us if your child has special needs, medical concerns, conditions or allergies so we may provide appropriate care. A plan to meet these needs must be in place prior to the first day of school. If your child has a special need and is one or more of the following:

- Eligible for case management through the state and has an Individual Service Plan (ISP);
- Receives services through local school district & has an Individual Educational Plan (IEP);
- Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development.

Also, please inform us if there are any concerns about possible issues that have yet to be diagnosed by a professional.

Parents will be asked to share the ISP and or IEP with us to help provide proper care for your child. We will partner with you to meet the needs of your child. With parent permission/request we will also partner with your child's local school district and any other service providers (such as the Early Childhood Special Education, Counselors, Speech specialists, or CICC) to share any completed observations, assessments, or evaluations that would best support your child in order to have inclusion in our program.

## **12. SHELTER-IN-PLACE/LOCKDOWN PROCEDURES**

**Location 1 (in building)** Basement Level under stairs (other optional location: in basement bathroom)

If circumstances in local neighborhood or any threat to preschool location arise, the following written procedure will take place: All entrances to the preschool will be quickly locked. Emergency Assistance (911-Police) will be called. First Aid kit, emergency contact numbers, locked box containing any of the children's medications, and phone will be quickly obtained. Children will then be swiftly ushered into the area of the basement under the stairs. Parents will be alerted immediately upon initiating lockdown and upon the ending of the lockdown.

If Shelter-in-place is due to weather such as severe storm/tornado, First Aid kit, emergency contact numbers, locked box containing any of the children's medications, and phone will be quickly obtained. Children will then be swiftly ushered into the area of the basement under the stairs. All individuals will crouch down with arms/hands covering heads. Parents will be alerted immediately upon initiating shelter-in-place and upon its completion.

Students and employees will practice the above procedures on a regular basis. Visual supports will also be used to organize and assist children with procedure steps. (If a child with a disability or chronic medical condition is at the preschool, special accommodation approved by the parents will be made.)

## **13. EVACUATION AND RELOCATION PROCEDURES**

Location 1: Closest home in proximity to our preschool

Address: 6452 Fairway Drive

Phone number: 507-421-8130

Details: If an emergency arises such as fire, flood, medical emergency, chemical spill, etc, it will be necessary to evacuate the premise and relocate. First Aid kit, emergency contact numbers, locked box containing any of the children's medications, and phone will be quickly obtained. If inside the preschool, depending on the type and location of the emergency there are two ways to evacuate. The first is to quickly bring a folding step stool to the nearest preschool basement window and usher the children quickly outside. The second place of evacuation from the preschool is up the basement stairs and out either the front door or the garage door.

Once all members of the preschool are evacuated, they will run immediately to the driveway at the home next door at 6452 Fairway Drive.

Students and employees will practice the above procedures on a regular basis. Visual supports will also be used to organize and assist children with procedure steps. (If a child with a disability or chronic medical condition is at the preschool, special accommodation approved by the parents will be made.)

#### **14. CONTINUING OPERATIONS PROCEDURES**

If a crisis is a lockdown due to an incident in the neighborhood, the police will be contacted immediately for instruction. It may be possible due to police instruction to simply lock all entrances and continue in operation until further instruction. In all emergency and crisis situations, 911 will be called for instruction. Parents will then be called. When the emergency has been resolved, the county licenser will be contacted. If an emergency caused any harm to the preschool structure or to any individual involved, the insurance adjuster will be contacted also.

#### **15. TRANSPORTATION PLANS**

We do not transport children.

#### **16. TERMINATION AND NOTICE PROCEDURES**

Termination of care may be done by either the parent(s)/guardian(s) or provider, by giving a two-week written notice in advance of the ending date. Payment by the parent/guardian is due for the notice period whether the child is brought to preschool or not.

The provider may terminate the contract without giving any notice if the parent(s)/guardian(s) fails to comply with the contract terms including but not limited to timely payment fees. The provider may also terminate the contract in case of an emergency.

Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

#### **17. ABSENCES**

Please call or text and let us know if your child will be absent as soon as you know. For health and safety reasons, we also need to know the reason for the absence. If there are more than 3 absences without notification, we reserve the right to terminate the contract. Please note that we do not answer phone calls, reply to texts, or reply to emails during non-business hours (only between 7:45-4:45). If you do need to get ahold of us outside of business hours, an email is best as both providers can view it.

## **18. SUBSTITUTE AND OTHER TYPES OF PROVIDERS**

In the event of an emergency, it may be necessary to use an adult emergency replacement. In such a situation, the program will close, and you will be required to pick up your child(ren) immediately.

We may use a substitute for a planned absence. A criminal background check is completed for all substitutes. All substitutes have completed the required training for licensing. We will give advance notice if there will be a substitute providing care for your child(ren). If we are unable to obtain a substitute, we will be forced to close for the day and you will need to arrange backup care for your child(ren).

## **19. PETS**

We have two dogs in the home. Children will not be in contact with the dogs during preschool hours. Both dogs are up to date on their vaccines. Please do not engage with the dogs through the gate upstairs.

## **20. NO SMOKING POLICY**

We are non-smokers. Licensing regulations prohibit smoking in the preschool home during preschool hours.

## **21. INSURANCE**

We are an LLC and we do carry liability insurance on our preschool business. A current certificate of coverage for insurance is available for inspection upon request.

## **22. A COMPLETE COPY OF THE DAY CARE LICENSING RULE**

A parent can review our copy of the Minnesota Day Care Licensing Rule or they can obtain a copy from Day Care Licensing.

## **23. DISCIPLINE**

The licensing rule prohibits any form of corporal punishment (spanking, hitting, slapping, tapping hands, etc.) If necessary, we will redirect the child's behavior or use a time out of no more than one minute per year of age. The time out will be within the room and the child will never be left unattended. The child will rejoin the group when the behavior is under control. If a student needs to be separated from the group more than 3 times in a day, the parent will be called to come pick up the child and address the behavior at home. If this occurs more than 3 times within a school year, you will be asked to leave permanently. We reserve the right to dismiss a child permanently at any time if we feel the circumstances warrant. Depending on when the contract is terminated, payment will either be due or reimbursed.

These are examples of inappropriate behavior:

- Injury (any physical, mental or threatened injury, inflicted by any means other than an accident)
- Emotional (yelling at, belittling, criticizing, or bullying)
- Inappropriate touch
- Destruction of property
- Inappropriate language
- Harassment of staff or children (threatening and inappropriate conduct)
- Failure to follow rules and directions



- Disrupting class

If there are any changes taking place in your home routine or something has occurred that may be upsetting to your child, please notify us. Many times, a child's behavior will change (moodiness, crying, clinging) during these times, and we will be better equipped to deal with the root of the problem and help the child adjust better.

Also, please remember that when you the parent, grandparent, or guardian are here for drop-off, pick-up or as a visitor, we expect you to be in charge of your child, their safety, and behavior. We ask that the children always follow the preschool rules when on preschool property. Some examples are: no hitting other children/adults (this includes you), no yelling or running around, no jumping off the stairs, no running upstairs or outside unaccompanied. We expect the children to be patient and respectful to all adults (this includes you). The children are expected to be a friend to all by showing kindness and using their manner.

#### **24. REPORTING POLICY**

Enclosed in your registration packet is the Maltreatment of Minors Mandated Reporting document from the Minnesota Department of Human Services. We are mandated reporters.

#### **25. SUBSTANCE ABUSE POLICY**

We prohibit employees, helpers, substitutes, and volunteers, when directly responsible for caring for the children, from abusing prescription medication, being under the influence of a chemical or alcohol, to the extent that the use of abuse has or may have a negative effect on the ability to provide care. We will train employees, helpers, substitutes, and volunteers about this substance abuse policy.

#### **26. VISITATION**

Parents are welcome to drop in and visit the preschool at any time. Please notify us first so we will know when to expect you. Please be considerate of naptime. You may volunteer on our special days or your child's birthday, etc. We also love having you sign up to be a surprise guest reader for holidays. You are welcome to call or text anytime during operating hours. If we are too busy to answer the phone, please leave a message and we will return your call as soon as possible.

#### **27. COMMUNICATION WITH PARENTS**

We will be sending monthly newsletters home that will give details of: monthly curriculum, menu, days off, payment due dates, and more. We will be having winter and spring conferences. Feel free to email, text, or call us with any questions or concerns.

#### **28. PERSONAL ITEMS/TOYS**

Please do not bring ANY toys or personal items (other than a blanket or stuffed animal for naptime) from home. We will not be responsible for anything that is lost or broken.

### **29. CELEBRATIONS**

We do celebrate the following holidays: Halloween, Christmas, Valentine's Day, St. Patrick's Day, and Easter. We enjoy parties, crafts, and activities with these holiday themes. If you do not celebrate these special occasions, please let us know at the beginning of the year.

### **30. DROP OFF AND PICK UP TIMES**

Please drop off and pick up your child at the agreed upon time so that we may meet other obligations. The agreed upon time may be altered with prior approval. If you are running late, please let us know as soon as possible. You will be charged overtime rates as stated in the contract. All early drop off's need to be arranged 2 weeks in advance. Please note that we do not answer phone calls, reply to texts, or reply to emails during non-business hours (only between 7:45-4:45).

### **31. SCHEDULING**

Our childcare agreement is based on your child being here at the times and date agreed upon. If your schedule changes, please notify us as soon as possible. If we cannot accommodate the changes, we reserve the right to terminate this agreement.

### **32. GRIEVANCE PROCEDURE**

If you are dissatisfied with any aspect of the care provided, please discuss it with us immediately.