



## Family Handbook

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Welcome to Listos Preschool and Childcare. We are excited to partner with you on your child's journey to prepare for kindergarten and the world.

This handbook was developed as a guide to our policies and procedures. If you have any questions, comments or concerns, please contact us at any time. Your input is important to us.

We hope your time at Listos Preschool and Childcare is an enjoyable and rewarding experience. Our doors are always open to family visits including in the classrooms and at board meetings. We encourage family involvement in and outside of our program. It is important to us that you always feel welcomed and valued.

Sincerely,

Christina Valdez, executive director, [director@listoskids.org](mailto:director@listoskids.org)

Viridiana Anguiano Zarate, program director, [programdirector@listoskids.org](mailto:programdirector@listoskids.org)

& all of the staff

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**Listos Preschool and Childcare**  
[www.ListosKids.org](http://www.ListosKids.org)  
[www.Facebook.com/ListosKids](https://www.Facebook.com/ListosKids)

1503 2nd Ave NE, Rochester MN 55906  
(507) 226-8490

**Small school, Gran diferencia**

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**Listos Vision**

To strengthen an interconnected multicultural bilingual community surrounding children that thrives in all aspects of life.

**Listos Mission**

Listos is a community partnered organization that provides accessible, equitable, and immersive early childhood education in both English and Spanish. We empower educators, families, and community members to embrace cultural diversity and build connections that inspire lifelong knowledge, skills and relationships.

**Listos' philosophy**

Listos Preschool and Childcare believes:

- All children can learn a second language.
- Families are a child's number one teacher.
- Play is the foundation of learning.
- Affirming each child's first language and culture provides a foundation for success.
- Dedicated, caring teachers and staff help children develop fully to their ability and needs.
- Collaborating with families and fostering community partnerships allows us to help children reach their highest potential.

**Program**

Listos is a dual-immersion, Spanish-English program. Half of the class time is conducted in Spanish and half in English. The program is open to children with any language background, however we strive to have a balance of English and Spanish speaking children to help create social opportunities for children to practice both languages.

Scholarships are available based on income eligibility and are outlined by School Readiness, Early Learning Scholarships and/or Child Care Assistance.

We believe play is the foundation of learning. Developmentally appropriate materials for children's use in play and discovery are plentiful and intentional. Daily classroom schedules include open-ended discovery time, when children learn through play. Listos believes that young children are curious and actively involved in their own learning and the discovery and development of new understandings.

Listos' classrooms are student-centered and facilitate active discovery. The focus is on the process of learning. Art projects, for example, are open ended. Teachers are intentional about the materials they provide so children can explore, practice, create and problem solve.

Listos also supports learning through social interaction by building trusting relationships and supporting children's autonomy. That is why maintaining a balanced ratio of children who speak Spanish and English in each classroom is so important. This gives children a chance to form friendships across cultures and a reason to communicate in another language.

Listos uses Creative Curriculum in both English and Spanish. The curriculum provides a framework for organizing the learning environment. It is developmentally appropriate, challenging, engaging, culturally and linguistically responsive and focuses on important concepts, skills and behaviors. Learning is set up in studies that last from 4 to 6 weeks. The studies build on one another and provide a rich and deep experience for students. Teachers use observations and assessments to individualize the curriculum. Each child's developmental progress is documented through observations based on 38 GOLD learning objectives.

Minnesota Early Learning Corps curriculum which incorporates pre-literacy and math skills is used in the classroom by volunteer tutors.

Conscious Discipline, a social and emotional learning program that focuses on connection and problem-solving, is used to support social skills, emotional awareness and self regulation.

There is no religious or political ideology included in Listos' program or curriculum. However, religious and cultural beliefs are respected.

### **Nondiscrimination policy**

Listos Preschool and Childcare Center recognizes that our individual differences can deepen our understanding of one another and the world around us, rather than divide us. At this school, students and families of all ethnicities, genders, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences. Listos strives to maintain balanced classrooms with cultural and linguistic diversity through the admissions process. Scholarships are available to all students. The scholarships qualifications are based on income eligibility and are outlined by School Readiness, Early Learning Scholarships and/or the Child Care Assistance Program. If you feel your differences may in some way isolate you from Listos or if you have a need of any specific accommodations, please contact the Executive Director ([director@listoskids.org](mailto:director@listoskids.org)) or utilize the grievance policy articulated in the Family Handbook. We seek to work together to help you become an active and engaged member of our school and community.

### **Developmental assessments**

Assessment of each child's development are done through observations and are documented in a digital portfolio called Teaching Strategies GOLD. Documentation includes notes, photos and videos.

We understand that different environments can impact a child's behavior and that children may demonstrate different skills based on the situation. That is why Listos staff work together with families to observe and record the developmental progress of each child. Families can talk with staff about what they are observing at home.

Documentation of individual student development and group progress is used to guide instruction. Teachers regularly monitor progress to determine how to individualize instruction to best meet the needs and interests of each student and the class. Assessments

are also used to determine areas where our overall program can improve and skills for individual staff improvement.

### **Review of program plan**

This program plan is also available on our website. Families can request a copy at any time. If you have questions or suggestions, please let us know. The program plan is updated annually.

### **Summary of Partial-Day programming**

Partial day classes run September through May, except stated breaks, holiday and closure days, which are already figured for in tuition. These dates are marked in purple and orange on the calendar. Payments are due the first week of each month. There will be no refunds or discounts for cancellation due to weather or for absences due to illness or vacation. Summer school is held during specific weeks in June, July and August.

- Morning session - 9 AM to 12 PM, Monday - Friday: \$510 per month
  - Add Breakfast - 8-9 AM Monday-Friday: \$115 per month
  - Add Lunch - 12-1 PM Monday-Friday: \$170 per month

### **Summary of Extended-Session programming**

Extended day classes run September through May, except stated closure days which are already figured for in tuition. These dates are marked in orange and red on the calendar. Payments are due the first week of each month. There will be no refunds or discounts for cancellation due to weather or for absences due to illness or vacation. Summer school is held during specific weeks in June, July and August.

- Extended Session - 9 AM to 4 PM Monday - Friday. \$1,150 per month
  - Add Breakfast - 8-9 AM Monday-Friday: \$115 per month

### **Summary of Full-day programming**

Full-day programming is available from 7 AM to 5:15 PM Monday through Friday, year round. Listos is closed the following days each year: Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day and three staff development days. These dates are marked in orange on the calendar.



Tuition is \$325 per week. A \$50 discount off the weekly rate is available if a child is going to miss a full week of services. To receive the vacation rate a family must notify Listos in advance.

Full-day programming includes the same learning schedule as the partial-day, plus breakfast, morning and afternoon snack, and lunch. There is also rest time and additional instruction, free play, and outside time.

Children should be at least 3 years old by September 1 to begin any of Listos programs. Our facility is not licensed to care for infants or toddlers.

## Enrollment

Enrolled families will be invited to meet the teacher prior to the first day. Families should also complete all enrollment forms and a program orientation.

The following documents for every child are also required by the state:

- A. **Health Care Summary** completed by a healthcare professional within 30 days of enrollment. This details the child's allergies, vision, hearing and other medical needs, if any.
- B. **Immunization record** submitted before the first day. **Child may not attend without it.** All families are encouraged to follow the pediatrician-recommended immunizations. If your child is exempt from immunizations, you will be required to submit a notarized exemption form.

Families will also be asked about the child's napping habits, potty training and other pertinent information. The child's file is open to the directors, teachers and specified family members.

## Program fit

We understand that Listos is not going to be the best fit for every child. When a child begins at Listos, staff work to build a relationship with the child and family. Through this getting-to-know you period we will learn if Listos has the resources needed to best support each child. We recognize that there isn't a set amount of time to determine program fit and each situation is unique and needs may change.

## Withdrawal of services

If a family needs to withdraw from the program, two weeks' notice of termination is required for full-day programming and one-month notice is required for termination of partial and extended day programs. Special consideration may be given in cases of need.

## Children with special needs

Listos is open to all children regardless of special needs. It is the responsibility of families to inform Listos of any special health and development needs of the child and services currently being used. It is the responsibility of Listos to inform families whether or how the special needs can be met. Listos may not have the resources necessary to support the child to participate and progress in the general education curriculum.

All children should undergo Early Childhood Screening through Rochester Public Schools at age 3. **All Listos students must be registered for the Early Childhood Screening within the first 90 days of enrollment.** To schedule an appointment, call (507) 328-4004 or book online at [www.rochesterschools.org/o/ce/page/early-childhood-screening](http://www.rochesterschools.org/o/ce/page/early-childhood-screening).

If Listos' staff have a developmental concern about a child, staff will work with the family to create an individual plan for the child. Families as well as Listos' staff also have the right to make a referral to the Rochester Public Schools to determine eligibility for preschool special education services. More information about preschool special education services and referral

forms are available online at [www.helpmegrowmn.org](http://www.helpmegrowmn.org). Family engagement in the referral and follow-up process is critical for the long-term success of your child.

### **Fees and payments**

Tuition is based on enrollment, not attendance. Sick days, absent days, weather closures and holidays are considered part of the enrollment schedule.

The preferred payment method is setting up a bank account through Tuition Express in Procure. **All families must set up an Automated Tuition payment method, either a bank account or credit card, before the first day of enrollment.**

**\* You will receive an email with a link to set up your payment method.**

**\*\*** If you choose a credit card for the backup payment, you will be charged a 2.9% service fee in addition to tuition. There is no fee to use a checking or saving account.

Listos also accepts cash or checks payable to Listos. Use your child's name as the account number. Billing address is Listos, 1503 2nd Ave NE, Rochester MN 55906.

To view your invoices and receipts go online to [www.MyProcure.com](http://www.MyProcure.com). Online credit card payments can also be made for a service fee through Tuition Express at [www.MyProcure.com](http://www.MyProcure.com)

### **Late pick up fee**

Listos closes at 5:15 PM. A \$10 will be charged for late pick up between 5:16 PM-5:21 PM And \$5 for every additional 5 minutes that a child is picked up after 5:21 PM. Late pick up fees will need to be paid in full the next school day (5:16-5:21 pm = \$10, 5:21-5:26 pm = \$15, 5:26-5:31 pm = \$20 etc.) Please call or message through Procure if possible when you know you will be late. The late pick-up charge will be assessed, but we will be able to reassure your child regarding the time of your arrival.

Children in partial and extended day programs should be picked up no later than the time their program ends. A late pick up fee of \$10 will be assessed.

### **Arrival and departure**

Consistency is important to children. Families are encouraged to have regular arrival and departure times if possible. This is also helpful for planning appropriate staffing.

Cars must be parked when dropping off or picking up a child. The child must be brought into the classroom or playground and the teacher must be notified of his/her arrival. When picking up a child, the adult must come into the building or playground to get the child. **The adult dropping off and picking up a child must complete the online sign in and sign out procedure using the Procure app on their phone.**

Children will only be released to authorized persons listed on the child's application. All authorized persons will be asked to show photo identification. If an unauthorized person attempts to pick up a child, the director will be alerted and the child will be kept at the center until an authorized back-up person arrives. If the family is involved in a custody dispute,

protection order, etc., written information as to who we may release the child must be provided to Listos.

**Safety note:** Families are advised to carefully supervise their children as they enter and exit the building or playground. Holding your child's hand is recommended. Please don't allow your child to run ahead of you and leave the building or playground unsupervised. Children are taught that only adults open the doors unless they are instructed otherwise.

### Separation difficulties

If your child has difficulty separating from you, don't hesitate to leave soon after your hug and goodbye. You may be sure that the teachers will be loving and reassuring. Children usually settle in happily after a few minutes. A positive attitude on the part of the family helps, but if separation problems persist, please meet with your child's teacher.

Here are some tips to help your child prepare for spending the day at the center:

1. Try to follow the same routine each morning.
2. Use the I Love You rituals available from Listos.
3. Show confidence in your child's ability to cope successfully with the separation.

### Active supervision

Listos staff provide focused, intentional and continual observation of the children in their care to ensure all children can safely explore the learning environment. Active supervision includes both guided play with children and observing from a distance. Both are ways staff gauge safety and the need to intervene. Children are taught and modeled problem solving skills and given opportunities to solve problems on their own. The ratio of children to adults must never exceed 10 children to 1 adult.

### Absences

Listos should be notified when a child will be absent. In the case of illness, a message should be left describing the child's symptoms. Call 507-226-8490, send a message through Procure or email [programdirector@listoskids.org](mailto:programdirector@listoskids.org). If your child uses transportation, you must also contact the transportation company to report their absence.

### Weather closings

Watch for weather closures on local media. When Rochester Public Schools are closed or have a 2-hour delay because of severe weather, Listos' Partial Day classes are canceled.

We realize that childcare is an essential service and we do our best to keep it open safely. **When Rochester Public Schools are canceled or delayed due to severe weather, the full day program may need to open later or close earlier depending on the safety of road conditions and ability to clear the parking lot.** In extreme weather conditions Listos' will close. Families will be notified as soon as possible. If Listos closes due to weather, there will be no refunds or make-ups.



Families will be notified of closures or program hour changes through Procare.

### **Communicating Information with Families**

Listos strives to communicate with families and caregivers in multiple ways.

**Procare Messages:** The main source of communication is through the Procare app. Please ensure your ProCare app is activated and that notifications are turned on.

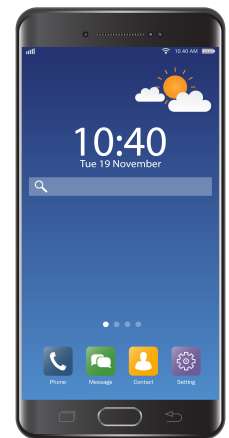


Notifications about classroom activities and school reminders are sent as messages through Procare. We also send messages regarding specific information about your child. You can also send us messages through the Procare app to ask

questions, keep us updated about your child's needs, or let us know your child will be absent.

**Email:** Newsletters are emailed regularly describing Listos news, what the children are learning, upcoming events and tips for what families can be doing at home. We also use email to communicate more detailed information about your child.

**Conferences:** Families are offered planned conferences with their child's teacher twice a year. Children's developmental progress is reviewed and families and teachers set individualized goals for the child. Either families or staff may call additional conferences as needed.



**Open door policy:** We welcome you to spend time in your child's classroom anytime. This will give you a first-hand experience of your child's learning environment. If you'd like to observe in the classroom, just let us know. We also host family engagement events in the classrooms and would love to have you share your knowledge and experiences with the class as a special guest or volunteer.

**Take home items:** Each child is assigned a cubby. The cubby may contain class work, newsletters and other important information. Please check the cubby daily.

**Bulletin boards:** Weekly menus are posted on the bulletin board in the main hallway along with important Listos information. Each classroom also has a bulletin board with information about class activities. Community news and events are posted on the bulletin board in the entryway. Please take time to read these bulletin boards.

### **Social Media**

Listos has LinkedIn, Instagram and Facebook sites. Like and follow Listos Preschool and Childcare at [www.facebook.com/listoskids](https://www.facebook.com/listoskids) for general updates about the school and early childhood. Photos/videos of Listos students cannot be shared on social media without the family's written consent.

## **Get involved**

Listos encourages family involvement in the classrooms and throughout the program. Please visit or call Listos at any time. Families are invited to participate and help in the classroom and at family events held throughout the year.

Teachers will let you know special skills they'd like demonstrated based on the study taking place. We also welcome you to share your ideas on how you'd like to be involved. Some examples would be sharing a cultural or holiday tradition, gardening with the students, reading with children either in large or small groups, demonstrating your job or skill or sharing musical, dance or artistic talents.

We are also always seeking family and community members to serve on the Listos Board of Directors. Learn more about the board on our website or from the executive director. Apply online at: <https://forms.gle/NXTsgzPAr3v8NXVt8>

## **Clothing**

It is important that children be dressed in play clothes so that they can fully and safely participate in all the wonderful, messy and energetic activities without concern for their clothes. We urge you to select closed-toe shoes that are safe and comfortable.

Each child needs a complete extra set of indoor clothing — shirt, pants, underwear, socks and shoes. Children can keep clothing at Listos. During the winter, children need winter boots and indoor shoes each day. Boots, mittens, snow pants, and a hat (marked with the child's name) are essential in cold weather because outdoor play is a part of the program.

We encourage independence in children, so when possible, choose shoes, pants and outerwear that will avoid frustrating them, such as shoes with laces.

Dirty or wet clothing will be sent home to be washed at home.

Each child should also have a backpack large enough to carry a folder, a stuffed animal and a blanket.

## **Potty Training/bathrooming**

If your child is not potty trained, please request a copy of the Listos potty training policy. The policy outlines Listos' requirements, such as that families must provide diapers or pull-ups, wipes and diaper cream for their child's use. The policy also provides a guideline for establishing a consistent approach to potty training at home and at Listos. You must provide written permission for Listos staff to apply diaper cream to your child.

## **Rest**

A nap or rest time for each child here longer than 5 hours a day is scheduled after lunch. Each child is provided a cot with a sheet. Bedding is changed weekly and when soiled. Children who



do not fall asleep after resting for 30 minutes may be given quiet activities to do. Families will be consulted if the policy needs to be adjusted. If your child attends less than 5 hours per day, nap or rest will not be part of the daily routine and your child will not be provided with a cot or sheet.

Your child may bring a blanket and one stuffed animal to use during naptime. The blanket may be kept at school, but it will be sent home to be washed weekly and if soiled.

### **Toys brought from home**

**Please no toys from home.** Toys brought from home present special problems for the children and staff. Personal possessions are often difficult to share, clean and sanitize or may get lost or broken. For this reason, children may not bring toys from home unless permitted by the teacher for special occasions (Show-and-Tell). **Children who are here during nap or rest time could bring one stuffed animal and a blanket.**



### **Meals**

Listos serves balanced meals, following the guidelines set up by the U.S.D.A. Weekly menus are posted and are available upon request. New foods are introduced frequently, and all children are encouraged to taste them. Breakfast is available to children from 7:45 - 8:30 AM, morning snack is served around 10 AM, lunch is served around 12 PM and afternoon snack is served at 3 PM.

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

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

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

This institution is an equal opportunity provider.

### Special diet

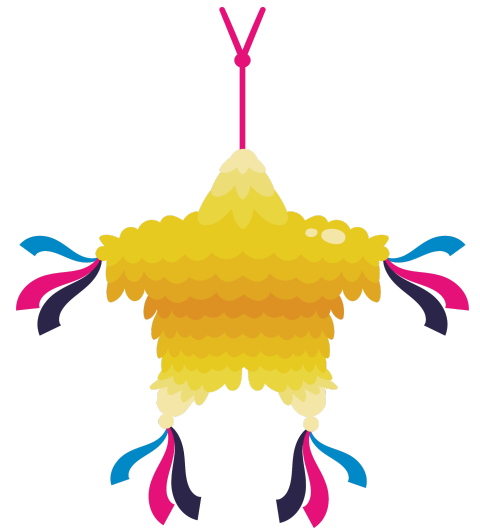
If your child has a food intolerance or allergy, please speak with the director about a menu substitution. Requests for vegetarian, religious/cultural substitutions, or special diets are accommodated on a case-by-case basis within government and program guidelines.

### Foods brought from home

Please do not bring food from home into the school. If your child is eating on the way to Listos, please have them finish the food before entering the building. That helps us ensure all surfaces are sanitized before any foods are eaten and no foods that cause allergies are introduced to the center. Do not keep food or snacks in your child's backpack or cubby. If you would like to bring snacks for the class, please let the teacher know in advance and note any allergy or dietary restrictions. All foods brought into the center must be commercially prepared.

### Special occasions

Birthdays or special days are recognized at Listos. If you would like to celebrate a child's special day with the class, please notify the teacher. We encourage you to share your child's favorite song, book or game with the class. If you would like to bring something, suggestions include a healthful snack that your child enjoys or a food that represents your family heritage. Healthful treats are encouraged for special occasions. Suggestions include, animal crackers, pretzels, yogurt, muffins, fresh fruit (washed and cut at Listos), string cheese, granola bars, vegetables and low-fat dip, whole-grain crackers and cheese slices, or yogurt covered raisins.



Non-food treats such as stickers, decorative pencils, party favors, etc. are another option. If you do bring a food to share with the class, it must be commercially prepared. Please check with your child's teacher about any food allergies or restrictions. **If you do want to bring cupcakes, only purchase the mini cupcakes, not the full size.** If you bring a pinata, please let the teachers know in advance. If there is candy in the pinata children will need to eat it at home. Hard candies are not allowed to be eaten at Listos.

### Water bottle

Reusable water bottles are not required, but are convenient for your child. Water bottles must be labeled with the child's first and last name. Water bottles must also be brought home at the end of each day to be washed and sanitized in your home. If left at Listos, your child's water bottle will be sanitized in the commercial dishwasher. Listos is not responsible for damage to a water bottle that may occur.



## **Behavior guidance policy**

It's the role and responsibility of Listos staff to use a trauma-informed approach to modeling calm, problem solving techniques and adjusting the learning environment and daily activities to prevent problems and conflicts. Behavior guidance and the classroom environment must be tailored to the developmental level of the children, be culturally informed and start with a calm, centered adult.

Discipline is not punishment and should never humiliate, shame or scare the child. Physical punishment and emotional abuse is never allowed.

The following guidelines will be followed:

- Make children aware of behavioral expectations through providing clear guidelines.
- Model acceptable behaviors.
- Teach children how to use acceptable alternatives to problem behaviors.
- Adjust the environment and the daily activities to avoid problems and conflicts.
- Use positive reinforcement, such as a hug, smile, words of appreciation, high-fives.
- Be proactive and divert attention to a constructive activity before problems arise.

If the above methods fail, an immediate and directly related consequence should be provided, such as loss of a turn to ride the bike, leaving the sandbox. The child is given a warning first, and then the teacher will follow through with a consequence.

If a child's behavior threatens the well being of the child or the other children they will be removed from the group while remaining within the room until the behavior is under control. All separations will be recorded.

## **Policy for persistent unacceptable behavior**

1. Staff will observe and record the unacceptable behavior of the child and the staff response to that behavior.
2. Staff will develop a plan to address the documented behavior in consultation with the child's family.
3. Listos staff and/or a child's family should consult with behavior professionals when appropriate. Professionals can include the child's pediatrician, Rochester Public Schools through Help Me Grow, and the Center for Inclusive Child Care.
4. Staff will set up a documented meeting between the consulting professional, center staff and child's family to address the problem behavior.
5. Staff will maintain regular communication with the family about the child's progress toward goals set during the meetings. Families should also communicate and collaborate with Listos staff in implementing agreed-upon guidance.

Listos' staff have the right to determine if our program has the resources needed to best support a child. It is Listos staff responsibility to be direct about a timeline for when a child could no longer attend Listos.

### **Sick child exclusion policy**

All children should be screened for symptoms of illness at home each day. Listos follows the CDC guidelines to determine when a child must be excluded from our program. Anyone with a temperature of 100 degrees F or higher or experiencing symptoms of sickness should notify Listos and not attend.

Families must inform Listos within 24 hours if their child has lice, scabies, impetigo, ringworm, chicken pox or a contagious reportable disease, including COVID-19. Listos must be notified when a child is kept home because of an illness. Symptoms should be described to a staff member. If your child is exposed to a communicable or infectious disease, notices will be sent through Procure.

If a child exhibits signs of sickness upon arrival, the family will be asked to take them home. If a child becomes sick during the day they will be taken to a quiet area away from the other children where they can rest and be supervised. A family member or emergency contact will be asked to come and get the child immediately as Listos is not licensed to care for sick children.

A sick child is defined having:

- A. An illness or condition that is contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;
- B. Chicken pox until the child is no longer infectious or until the lesions are crusted over;
- C. Vomited two or more times since admission that day;
- D. Three or more abnormally loose stools since admission that day;
- E. Contagious conjunctivitis (pink eye) or pus draining from the eye. Note: a child with conjunctivitis (pink eye), who has no drainage from the eye, will be allowed to return.
- F. Bacterial infection such as strep throat or impetigo and has not completed 24 hours of antibiotics;
- G. Unexplained lethargy;
- H. Lice, ringworm, or scabies that is untreated and contagious. A child who's been treated for lice, but still has nits will be allowed to return, 24 hours after treatment.
- I. A 100 degree Fahrenheit or higher temperature of undiagnosed origin before fever reducing medication is given;
- J. An undiagnosed rash or a rash attributable to a contagious illness or condition;
- K. Significant respiratory distress;
- L. Not able to participate in child care activities with reasonable comfort;
- M. who requires more care than the program staff can provide without compromising the health and safety of other children in care; or

**\*\* Children must be symptom free (fever, diarrhea, vomiting, rash, etc.) for 24 hours before returning to Listos.**

Listos holds the health and safety of the students, staff and families at highest priority. Daily cleaning and disinfecting of the school, handwashing, and proper hygiene is practiced. In the case of an infectious disease outbreak, Listos will take prompt measures to reduce the spread of the disease. Listos will follow CDC recommendations on closing and notifying families.

# Keep Me Home If...



Seattle King County  
Department of Public Health

## When Your Child is Sick:

1. Have plans for back up child care.
2. Tell your caregiver what is wrong with your child, even if your child stays home.

### Medication

Staff may only give medications with written permission. Ask for the medication form from the office to detail the time, dosage and specific medication instructions. Medication must be in the original pharmacy container, professionally labeled and prescribed by a physician. For staff to administer non-prescription medications, including diaper cream, the medication must be in the original container, labeled with the child's first and last name and accompanied by a medication form completed by the family. The only injectable medication Listos staff is allowed to give is an epinephrine pen.

### Emergencies

Listos staff is trained to be alert to dangerous situations, but occasionally accidents happen. Families will be notified if the injury is serious enough to warrant medical care. If the family cannot be reached, a voicemail message will be left immediately followed by a Procure

message. In case of an emergency, 911 will be called, and the child will be taken to the nearest hospital. Families can specify preferred emergency medical and dental sources on the child's enrollment form.

For bumps and bruises, a cold pack will be applied and for minor cuts and scrapes, soap and water and bandages will be used. All accidents are documented and families are notified through ProCare. Our staff has the required training in First Aid, C.P.R., safety rules and emergency procedures.

### **Tornados**

If a tornado watch occurs, you may want to come for your child. If there is a tornado warning, the children will be taken to shelter away from windows. A warning means a tornado has been spotted. Tornado drills are practiced monthly from April through September.

### **Building Evacuation**

Fire drills/building evacuations are practiced once a month to ensure that children and staff are prepared in the event of an emergency. In case there is a need to evacuate the building, the children will be taken to Kellogg Middle School, 503 17th St NE or to Hunt's Silver Lake Drug, 1510 N. Broadway or to Jefferson Elementary School depending on the situation and time of day. Staff will notify families where and how to pick up their children.

### **Student and family confidential information**

Listos respects the confidentiality of every child and family. Documents with personal information are only accessed by the directors and teaching staff. Discussions about a child's experience, behavior, developmental progress and other private issues should be held at an appropriate time and place. Families will be asked to provide permission for use of photos of videos of their child at our program. Events held within the community are considered public and consent to photos and videos is implied.

### **Photo/video release**

Based on state requirements, it is our policy to obtain written permission from families for any public relations activity, research or experimental procedure involving a child. If a child's image is taken during public events in which Listos or Listos students are involved, no written permission will be required. If your child attends a public event, please notify Listos staff beforehand that their image cannot be used.



### **Field Trips**

If an off-site field trip is to occur, a permission form must be signed for the child to participate.

### **Maltreatment of Minors Mandated Reporting Policy**

All Listos staff are mandated reporters and are trained on their reporting responsibilities. In addition, people who are

not mandated reporters may voluntarily report maltreatment.

**What to report:** Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to Minnesota Statutes, section 260E.03. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

**Where to Report:** If you know or suspect that a child is in immediate danger, call 9-1-1.

- Reports concerning suspected maltreatment in licensed childcare facilities, should be made to the Department of Children, Youth and Families Intake line at 651-539-8222.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the Olmsted County social services agency at (507) 328-6400 or (507) 328-6583 after 5 p.m. Ask to speak to an intake worker. Do not only give a report to the person answering the phone. Incidents can also be reported to local law enforcement at (507) 328-6800.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the childcare facility, you should call the Department of Children, Youth and Families Licensing Division at 651-539-8300.

**When to report:** Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

**Information to report:** A report should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

**Failure to Report:** A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with persons receiving services from programs, organizations, and/or agencies.

**Retaliation Prohibited:** An employer of any mandated reporter is prohibited from retaliating against an employee for making a report in good faith or a child who is the subject of the report.

**Internal Review** - When Listos has reason to know that a report of alleged or suspected maltreatment has been made, Listos must complete an internal review within 30 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:

- related policies and procedures were followed;
- the policies and procedures were adequate;
- there is a need for additional staff training;
- the reported event is similar to past events with the children or the services involved;

and

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

### **Grievance procedures**

Listos staff strives to maintain a mutually supportive partnership with families. We continuously strive to learn more about what we can do together to improve how we support your child's learning. Should a concern or idea arise, please follow these steps:

- Discuss the problem with the child's lead teacher. You can call Listos at 507-226-8490 or send an email to the teacher at [room1@listoskids.org](mailto:room1@listoskids.org) or [room2@listoskids.org](mailto:room2@listoskids.org) to set up an appointment for a conference with the teacher.

If not resolved...

- Discuss the problem with the Program Director you can call Listos at 507-226-8490 or email [programdirector@listoskids.org](mailto:programdirector@listoskids.org)

If not resolved...

- Discuss the problem with the Executive Director you can call Listos at 507-226-8490 or email [director@listoskids.org](mailto:director@listoskids.org)

If not resolved...

- Discuss the problem with a member of Listos board of directors. The board of directors are listed on the Listos website, [www.listoskids.org](http://www.listoskids.org) Many are parents who you can meet with at Listos. The executive director will also provide you with their contact information.

## **Community Resources**

Rochester has a wealth of resources for families. Here are a few that all families should be aware of. If you have a specific need or question, please let us know and we will do our best to connect you to the right resource.

**Cradle 2 Career Early Childhood Resource Hub** - <https://www.c2cmn.com/resource-hub>

This is an excellent resource for everything from community events, to support and assistance programs, to play spaces and activities.

**Help Me Connect** - <https://helpmeconnect.web.health.state.mn.us/HelpMeConnect/>

This website is a state-wide resource for families in Minnesota. There are resources for pregnant and expecting families, disability services, mental health, basic needs and legal services.

**Families First of Minnesota** - <https://www.familiesfirstmn.org/>

You can access applications for Early Learning Scholarships, School Readiness Scholarships, Head Start and Early Head Start and Crisis Nursery applications all online.

**IMAA Intercultural Mutual Assistance Association** - <https://imaa.net/>

This Rochester-based nonprofit serves immigrants and refugees seeking help in finding jobs, housing, victim services and interpreting.

**United Way of Southeast Minnesota** - <https://www.uwsemn.org/211>

Connect to resources by calling 211 to get connected to everything from resources about housing and eviction, food assistance, employment, treatment centers and support, and youth programs and services

**Rochester Public Library** - <https://www.rplmn.org/>

The library hosts free children's story times and activities, has free access to books, technology and resources.

**FREE EARLY CHILDHOOD RESOURCES**

**PRESCHOOL - KINDERGARTEN - FINANCIAL AID - FREE LOCAL ACTIVITIES - CHILDCARE - MORE!**

 [c2cMN.com/Resource-Hub](https://c2cMN.com/Resource-Hub)

 **(507)-517-3795**

  
**Scan me**

  
English  
Español  
Somali  
Arabic

excellence for everyone  
**Cradle 2 Career**

Family Contract

As a family of Listos preschool I commit to the following:

\_\_\_\_\_ **Requirements:** I will submit my child's immunization record to the office before my child begins classes. My child MAY NOT attend Listos without it. I am responsible for submitting a health summary to the office within 30 days of enrollment, if I fail to do so my child WILL NOT be able to return to Listos.

\_\_\_\_\_ **3yr Evaluation:** I will set up my child's Early Childhood screening within a month of my child attending Listos. To make an appointment call (507) 328-4004 or go online at <https://www.rochesterschools.org/o/ce/page/early-childhood-screening>

\_\_\_\_\_ **Procare:** I will download the app to be able to communicate and send pertinent information. I will sign my child in and out using the app on my phone or on the tablets at school daily. I will make sure the information in my child's registration in Procare is up to date.

\_\_\_\_\_ **Payments:** I am aware of the fees and payments for my child's programming and will pay accordingly. I will complete the Automated tuition payment form before my child's first day. Children cannot attend without it.

\_\_\_\_\_ **Drop off:** I will drop my child at Listos no later than 9:15 am for any program. I will drop off inside the classroom or on the playground and will keep my child supervised during this time.

\_\_\_\_\_ **Pick up:** I will pick up my child no later than 5:15 pm for the full day program, 12 pm for half day program, 12:50 pm for lunch, and 4 pm for extended day program. I understand that if I pick up my child late between 5:16-5:21 pm, I will have to pay a \$10 charge and \$5 for every additional 5 minutes. A late pick up fee of \$10 will be charged for those who attend partial programming. I am responsible to pay the late fee to Listos the following school day.

\_\_\_\_\_ **Calendar:** I have looked over the calendar and am aware the days highlighted in orange and red are days Listos is closed, the days highlighted in purple partial day programming are closed, and the days highlighted in blue are special days that may have different closing times.

\_\_\_\_\_ **Notifictations:** I will call the office at 507-226-8490 or message through Procare if my child is sick or will be absent. I am aware that a 2 week's notice of termination is required for the full day program and 1 month's notice is required for partial day programs.

\_\_\_\_\_ **Policies:** I have read and understand the behavior guidance policy, health policy, and the requirements in place at Listos and plan to follow them.

\_\_\_\_\_ **Severe Weather:** I am aware that during severe weather my child's classroom may close. If my child's classroom doesn't close, the classrooms may have to combine.

\_\_\_\_\_ **Clothing:** I understand that for my child to fully and safely participate in play and activities at school, I will provide my child with comfortable and safe clothing and shoes at all times.

\_\_\_\_\_ **Supplies:** I will ensure that my child has a backpack big enough to fit a folder and all their winter gear (snow pants, boots, hats, gloves etc) and an extra set of clothes.

\_\_\_\_\_ **Items from home:** I will follow the guideline in place at Listos regarding toys from home and food from home.

Child's name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parental Permission

\_\_\_\_\_ I give permission for Listos staff to apply diaper cream if needed to my child's body. I will provide diaper cream labeled with my child's first and last name if my child requires diaper cream frequently.

\_\_\_\_\_ I give permission for Listos staff to use a wet wipe or diaper wipe if needed to clean my child's body. I will provide wipes labeled with my child's first and last name if my child requires wipes frequently.

\_\_\_\_\_ I give permission for Listos staff to apply sunscreen to my child's body. If my child requires a specific type of sunscreen, I will provide it and label it with my child's first and last name..

\_\_\_\_\_ I understand that parent(s)/guardian(s), emergency contacts and authorized adults have permission to pick up my child. Anyone picking up my child is responsible for signing him/her out.

\_\_\_\_\_ I agree that Listos can circulate class lists with students' names.

\_\_\_\_\_ I understand that in an emergency, Listos will call 911 and attempt to contact me immediately. If Listos cannot reach me a voicemail will be left and a text message will immediately follow. I give permission to Listos to act in an emergency when I cannot be reached or will be delayed in arriving.

My signature below constitutes a contract between Listos Preschool and Childcare and myself, indicating that I have read these parental permissions and agree to the terms and conditions listed.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_