LILA Kinder Prep
Parent Handbook

Give your child the world!
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About Kinder Prep

Guided by Lakes International Language Academy’s award-winning global focus, Kinder Prep is a fee-based preschool experience. The program prepares 3 and 4 year olds with the readiness and skills necessary for a successful Kindergarten year.

Kinder Prep is a language-infused kindergarten readiness option featuring programs in Spanish, Chinese, and English. This sparks children’s curiosity and creates opportunities for exploration in language, science, math, literacy, the arts, and physical development. In Kinder Prep we believe that learning takes place through play and developmentally age-appropriate activities in a safe and child-friendly learning atmosphere. Like all Lakes International Language Academy staff, Kinder Prep educators have professional training and job experience.

Constructive Guidance

We believe our role as teachers and parents is to teach children what we expect from them, support them when they try and to praise them when they succeed. We use a variety of positive guidance and discipline strategies and techniques, guided by the tenets of the International Baccalaureate - Primary Years Program (PYP) and Responsive Classroom. This encourages emotional regulation and the development of self-control, self-esteem, friendship making and problem solving skills. Teachers guide group discussions, establishing “classroom agreements” for behavior that everyone feels good about. This is one of the most important steps in establishing classroom community.

Parent Aware - 4 Star Rating

We earned our 4 Star Rating by showing that we are committed to:

School readiness by using best practices in child assessment, and always working toward making instruction more individualized, stimulating and language-rich in order to promote critical thinking. We use Work Sampling System to evaluate student progress. We collect samples of the students learning through observation and the collection of work done by each student. The students progression of skills in each area of the curriculum guides our instruction.

Ongoing professional development by training our staff in the following key areas of children’s development; cultural and socio-economic differences between families; practices that support inclusion; offering healthy meals and engaging children in physical activity and active play.

Developing strong relationships with families by sharing assessment results and helping them access family support services. Families attend Teacher-Parent Conferences assigned at least 2 times per year. We review the child’s portfolio and develop a plan to work closely together with families.

Eligibility

Children should be 3 or 4 years of age by September 1 of the school year. Parents are responsible for transporting children to and from Kinder Prep. Children must be able to use the bathroom independently prior to entrance in the program.
Enrollment

Kinder Prep’s program is designed for children within the eligibility requirements listed above. Enrollment will be on a first-come first-served basis. All enrollment forms must be completed and returned to the Kinder Center Administrative Assistant prior to your child’s first day in the program.

These include:
- An online Kinder Prep application
- A non-refundable application fee (see Enrollment Options and Fees Addendum)
- Student immunization record
- Early childhood screening record

Early Childhood Screening

Minnesota’s mandatory Early Childhood Screening Program is available through your local school district. Children must be screened before entering district preschool or kindergarten classes. Screening is best done before your child turns four years of age. The screening includes vision, hearing and development assessments in addition to an immunization/health history review and a parent interview. If you need an appointment for a Forest Lake School District screening, please call (651) 982-8301.

Schedule Options

Full Day Enrollment (7:30 am to 2:00pm)
- Monday - Friday (5 days)
- Monday/Wednesday/Friday (3 days)
- Tuesday/Thursday (2 days)

Calendar (refer to the “Calendar” addendum to view specific year’s calendar)

Fees (refer to the “Enrollment Options and Fees” addendum to view specific year’s fees)

Before/After School Care Options and Cost

Before and after care is available through LILA’s Little Explorer program. For information regarding Little Explorers, please contact the Explorers School Age Care Office at 651-252-6720 or at explorer.office@mylila.org
Potty Requirements

Children enrolled in Kinder Prep must be potty trained before attending preschool. We realize that “accidents” will happen. “Accidents” by definition are unusual incidents and should happen infrequently. When three accidents occur in one month’s time, we need to re-evaluate your child’s placement in preschool.

Potty-trained preschool children can:
- Communicate to the teachers that he/she needs to go to the restroom.
- Go to the restroom and perform the necessary functions without assistance from an adult.
- Wear cloth underwear. Pull-ups are not allowed. If your child is not completely potty trained as described above when preschool starts, then you may choose one of the following options: You may withdraw your child from the preschool and place their name at the top of our waiting list without paying tuition. The application fee is nonrefundable and you are not guaranteed placement.
- You may continue to pay tuition to hold your child’s spot until potty training has been completed.

It is not uncommon for a child who is fully toilet trained to have a set back when he/she is in a new environment. Preschool Staff are aware of this and will assist the children when necessary. Staff will allow time for potty breaks during class. Parents will be notified if their child has a potty accident.

Sample Schedules

SAMPLE FULL DAY SCHEDULE
1. Arrival / Free Play Time
2. Morning Meeting
   - Greeting
   - Song(s)
   - Unit Books and Activities
3. Playground Outdoor Play
4. Snack
5. Self-Guided Centers (fine motor skills, math, alphabet, shapes, colors…)
6. Wash Hands / Bathroom
7. Lunch
8. Playground Outdoor Play
9. Story Telling Time
10. Learning Activities (art and craft, games, music…)
11. Afternoon Meeting
12. Departure
Lunch Information

LILA contracts with Forest Lake Area Schools’ Food Service Department to provide the option of a daily nutritious lunch for Kinder Prep students. Families also have the option to purchase only milk. Information about setting up lunch services and payment options will be available during our Fall Open House. During the school year, menu calendars will be linked from our website: www.myLILA.org. Some students may qualify for free or reduced lunch. Payments are made via check to Forest Lake ISD #831 or online using www.paypams.com.

Arrival and Pick-up

Kinder Prep hours are between 7:30 AM and 2:00 PM.

Morning Arrival (7:30AM-8AM)
- All Kinder Prep students can arrive anytime between 7:30 and 8:15am. It’s important to arrive early to allow for social time before the academic day starts. Enter the parking lot from the 1st street entrance and follow the curbside line to drop your child off by the North Door of the Kinder Center. Students will be welcomed by their classroom assistant teacher and brought into the building to their classroom.
- Please, NO PARKING in the Kinder Center lot during this time (7:30-8am).
- If you arrive to school after 8:00 AM, please park in the Kinder Center lot and walk your child into the building. Please, NO STREET PARKING on 2nd street!
- All Adults need to sign in on the computer in the lobby when they enter the building at all times.

Afternoon Pick-up (1:45PM-2PM)
- Curbside pick up at the Kinder Center is from 1:45-2pm. Please, NO PARKING in the Kinder Center parking lot from 1:30-2PM.
- If you need to pick up your student before 1:30pm, you can park in the Kinder Center lot. If you would like to pick up your student between 1:30-2pm, please park at the Church Lot and walk to the Kinder Center.

Little Explorers Before and After School Options

Please see Little Explorers information on our school website: https://mylila.org/child-care

Payment Information

Ways to make a payment:
- FeePay: Kinder Prep uses the online payment system, FeePay. Monthly program fees and monthly care calendar payments may be made online through our payment system.
- CREDIT CARD: If you would like to be charged your child’s tuition automatically through your credit card, please add your credit card in FeePay and fill an Online Payment Form and drop it in any of our payment boxes located in our 3 LILA Buildings. You may take one from the Annex Building next to the Payment Box or ask the assistant at the front desk.
Missing a payment:

- **Payment overdue:** program fees are **due by the 22nd of the month** prior to programming and the yearly cost of the program is divided in 9 payments (August-April). A late payment fee will be added to payments received after the due date.

- **Missing a Payment:** if your child’s monthly payment is not received by the last day of the previous month at 2:00 pm, Kinder Prep service WILL NOT be provided for your child. As soon as all outstanding balances are paid in full your child will be added to our waiting list.

Kinder Prep services WILL NOT be provided for your child until:
1. All outstanding balances (monthly payments and late fees) are paid in full.
2. All registration materials are complete and received by the Kinder Prep Office.

**Additional Fees**

**Non-sufficient funds:**
If a check is returned for non-sufficient funds, it is the parent's responsibility to submit the NSF amount plus a returned check fee to the Kinder Prep Office by cash, money order or certified check. Failure to comply may result in termination of care. After the 2nd NSF check, Kinder Prep will only accept credit card (via FeePay), cash or money orders.

**Past Due Accounts:**
Payment due dates for each service are listed above. Continual late payments or past due balances may result in additional fees or termination of childcare services. Please contact the Kinder Prep office if special arrangements need to be made.

**Withdrawal from the Program:**
If a parent chooses to withdraw their child from the program, all outstanding balances must be paid in full by the withdrawal date.

**Credits and Discounts**

**Tuition credit and fee changes:**
Kinder Prep is a non-profit, self-supporting program. Tuition refunds are NOT issued for absences. Kinder Prep reserves the right to change tuition fees on an annual basis.

**Credit after 3rd Snow Day Closing:**
Contracted fees for emergency closings will be reimbursed after 3-school closure days.
Financial Assistance:
Child Care assistance may be available to qualifying families through State funds. Families must provide a written verification form from the financial agency prior to starting care at Kinder Prep. The person who completed the registration form is ultimately responsible for all childcare expenses incurred that are not paid by the financial agency.

Health/Illness

Emergency Information
We will be using the emergency information provided on your child’s Kinder Prep Registration Form. If a child becomes ill or injured at school, parents will be contacted first. If the school is unable to contact the parents, then the alternate person will be called. Please ensure all contact information is current by informing the Kinder Prep Administrative Assistant, updating changes in telephone numbers and alternate contacts.

Illness/Injuries

If your child becomes ill or is injured during school hours, the teacher will provide basic first aid. If your child cannot remain in school, we will contact a parent to pick up the child. Please keep your children home when they exhibit any of the symptoms of contagious illnesses listed below:

- Fever of 100 degrees F or higher within 24 hours
- Vomiting within 24 hours
- Starting any antibiotics within 24 hours
- Any evidence of lice
- Any unusual rashes, not associated with diapering, heat or allergies.

If your child is vomiting the night before or in the morning, running a temperature, has signs of a cold or sore throat, please keep him/her home for at least 24 hours before returning to school. Often the spreading of illness occurs before severe symptoms occur, i.e. fever, vomiting, etc. Observing your child’s behavior is the key way to detect the possible onset of an illness and this will help control the spread of illness to other students and staff. Please remember to contact and report the absence to Kinder Prep’s Administrative Assistant.

Kinder Pep will contact you anytime your child has a fever of 100 degrees F or higher, has been vomiting at the school or shows any symptoms of illness. The family will be required to pick him/her up from school and keep him home until the symptoms are completely gone for 24 hours.

If your child develops any contagious conditions such as chicken pox, pink eye, strep throat, head lice, etc. please notify our staff as soon as possible. We will post the information (no names included) in order to inform other families of the illness

Medication
Whenever possible, medication should be administered at home. NO MEDICATIONS are to be given in school without a written order from the doctor and parent’s written permission. Authorization forms may
be obtained from the school. The medication must be in a current prescription bottle accompanied by the authorization form. This also applies to over the counter medications such as cough drops.

**First Aid Emergency Care**
Kinder Prep will supply appropriate care and basic first aid for minor injuries and verbally communicate with parents. In the event a serious injury or emergency should occur, Kinder Prep staff will contact 911 to dispatch an ambulance. All expenses incurred will be the responsibility of the child’s parent/guardian.

**Emergency Procedures**
All staff will have training and annual review of emergency procedures. Kinder Prep will conduct emergency practice with children according to LILA policies.

**Child Abuse and Neglect**
LILA staff is required to report all suspected physical abuse, emotional abuse, sexual abuse, or neglect of children according to Minnesota State Law.

**Special Needs**
If your child has an Individual Education Plan (IEP) or special needs relating to their behavior or medical condition, you must notify the Kinder Prep program prior to enrollment.

A conference may be required so that the staff and parents can discuss and determine the “appropriateness” of the program for the child. To ensure safety, appropriate staffing and a care plan needs to be in place before the child starts the program.

If your child has a chronic health conditions, such as; allergies, asthma, eczema, etc., you must notify the Kinder Prep program prior to enrollment.

**Treats/Birthday Celebrations**

**Snack**
For our Kinder Prep snack time, we will have a snack sign-up sheet available at the beginning of the school year and families will be able to donate any nutritional snack that could help the students during the day.

**Birthday/Celebration Treats**
Healthy treats/snacks are encouraged. State guidelines require that all treats for students are store-bought, not homemade. Please contact your child’s teacher to make arrangements and to check for student food allergies. Advance notice is also helpful so that teachers and families can plan for children with food allergies. Please provide any utensils, napkins, cups, plates, etc, that may be needed.

We love to celebrate birthdays with our students. You are welcome to bring in a store bought treat. We do encourage our students to eat healthy, so we do try to limit the amount of sugar. If sending in sweet treats, mini versions of the item would be preferred.
School Pictures

School pictures will be taken in the fall. You will be notified of the exact date.

Pictures or Video

Kinder Prep will follow LILA’s student video and photo procedures. If you prefer that your child’s picture or video not be used by the school, e.g. marketing, newsletters, please send a written request to the Kinder Prep Director and their teacher. We will also be sharing photos of the daily routine in our group-class with our families via email. If you DO NOT allow us to share pictures with your child in it with the rest of the families in your child’s group-class, please email Kinder Prep’s Administrative Assistant informing of this information.

Clothing and Personal Belongings

Outdoor Recess/Clothing

Parents should anticipate weather conditions when children dress for the day. Layered clothing allows children to wear appropriate weight clothes and permits them to feel comfortable throughout the day. Students will have time to explore outside every day, so during the winter months children need to bring a hat, mittens, boots, snow pants, and warm outerwear to school. All students should dress appropriately and come prepared to go outside unless there are inclement conditions or dangerous temperatures. Families need to send a doctor’s note if their child needs to stay indoors.

All students must have “indoor” footwear to wear during the day. Each year many children misplace articles of clothing such as boots, caps, mittens, etc. We encourage you to permanently label each article of outer clothing with your child’s full name.

Personal Belongings

Please leave your child’s toys and “special” belongings at home. However, we encourage you to bring in a stuffed toy or blanket for rest time. You may want to take them home periodically to wash them. Please label all items. Staff is not responsible for lost, broken, or stolen items.

Family Participation

Family involvement is welcomed at Kinder Prep and we welcome your participation, i.e., reading books, helping with a cooking activity, sharing information about your occupations or hobbies, and talking about special holidays or customs. If you would like to share something with the children, please let the teacher know and we will try to arrange an opportunity for you to visit.
Staff Contact Information

Questions? Sick child? Feedback? Please contact us. We appreciate the opportunity to talk with you!

Who should I contact...

**Absence, Schedule Changes, and General Questions, please contact...**

**Administrative Assistant** - Kelly Farrell - kfarrell@mylila.org - 651-252-6729

**Payment Questions** - Melissa Bent - mbent@mylila.org, 651-464-8989

**Site Coordinator** - Blanca Orteu borteu@mylila.org

**Coordinator of Teaching and Learning or Kinder Prep Tours** - Sharon DeRaad - sderaad@mylila.org

**Mailing Address:**

LILA Kinder Prep  
246 11th Ave. SE  
Forest Lake, MN 55025

**Program Address:**

Floyd and Jeanette Marcott Kinder Center  
121 11th Ave SE  
Forest Lake, MN 55025

Phone: 651-252-6729  
Fax: 651-464-4429