



# Lincoln Park Children and Families Collaborative

## **LPCFC ChildCare Policies & Procedures**

Updated November 2023

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[www.lpcfc.org](http://www.lpcfc.org)

# About Lincoln Park Children and Families Collaborative

Lincoln Park Children and Families Collaborative (LPCFC) became a 501(c)3 nonprofit in 2011, founded by a group of education, child development, health, and social service professionals concerned about the closing of the Lincoln Park School.

After the school closed, LPCFC held focus groups and completed a needs assessment, which then led to a plan for restoring early childhood and parent education services in the Lincoln Park neighborhood. Family support became a central strategy of LPCFC as families first gathered at Rock Hill Community Church, located across the street from the former school, and formed a parent group.

In 2014 LPCFC secured a permanent space, Suite 108, in the former Lincoln Park School, now called Lincoln Park Commons, and have squarely set ourselves within the fabric of the Lincoln Park community. It is our intention to participate in a restorative community process by supporting places for families to gather, enjoy healthy food, and participate in child/parent education, prevention, and support.

Our programming is held with the understanding that young children experience their world as an environment of relationships and that these relationships affect all aspects of their development. Because infants and toddlers grow and learn in complex family and community systems, we promote healthy early childhood development and relationships that focus on the whole family.

We are dedicated to supporting children, youth, and families who live in Lincoln Park within the context of our communities. We focus our efforts on Bronfenbrenner's child-family-agency- community model to cultivate an ecosystem for healthy child development, provide a sense of safety and security for Lincoln Park area families, and work to address the longstanding family and community challenges that contribute to disparities in early life outcomes.

## Mission, Vision, and Purpose

The Mission of Lincoln Park Children and Families Collaborative is to support children and families by connecting them to resources and opportunities, embracing our cultures, and building community and well-being through strong and equitable leadership.

We have a Vision of creating strong, thriving, healthy, and equitable communities in the Lincoln Park neighborhood.

We focus on charitable and educational activities for the Purposes of:

- \* Enhancing the lives of the children and families in the Lincoln Park community.
- \* To coordinate supportive services to children and families in the Lincoln Park community.
- \* To provide assistance in accessing community-based services to enhance and improve the lives of children and families in the Lincoln Park community.

## Inclusion Statement

Lincoln Park Children and Families Collaborative intentionally partners with the Lincoln Park community to cultivate a diverse environment by accepting people from all ethnic, faith, LGBTQAI2S+, economic status, and cultural backgrounds. All children and families are welcome to join together with us to strategically strengthen our inclusiveness and collaboration.

# Our Values

## **Collaboration and Partnerships**

We know our successes are deeply connected to maintaining and increasing partnerships and collaborations that focus on building relationships, creating community, and coordinating our efforts.

## **Community Based**

We believe that families involved in our organization are one of our primary partners in determining the needs of our community, and we honor their knowledge and work in partnership to address those needs.

## **Culturally Centered**

We recognize that groups in our community, and their cultures, have been marginalized socially, politically, and economically, and their voices have often not been valued nor embraced historically. We create and maintain our organization's practices that embrace, respect, and use communication and dialogue processes that are inclusive.

## **Whole Family Programming**

We focus on working with and providing children, caregivers, and other family members programming in a comprehensive manner that fosters stable family relationships, increases parenting skills, enhances children's physical and emotional well-being, and creates an environment for developing strong cognitive skills.

## **Inclusion**

We intentionally partner with the Lincoln Park community to cultivate a diverse environment by accepting people from all ethnic, faith, LGBTQAI2S+, economic status, and cultural backgrounds. All children and families are welcome to join together with us to strategically strengthen our inclusiveness and collaboration.

## **Social Connectedness**

We believe in and value a strength based approach as a successful way forward in restoring health, strength, a feeling of well-being, and healing.

## **Relationship Based**

We believe that all people experience their world as an environment of relationships, and that these relationships affect all aspects of their development. We embrace and promote healthy early childhood development and relationships that focus on the whole family. We work to achieve equity in early life outcomes.

## **Sustainability**

We manage our organization in a manner that combines people, programming, and financial resources that stabilizes and grows our organization for the long term by creating and enhancing community well-being.

## **Efficient and Effective Practices**

We assure effective practices through an active Board and Committees, that include strong leadership; established processes to handle issues; regular and ongoing evaluation of programs, annual fundraising plans, goals, and processes for an effective organization; and written policies and procedures for efficient operations.

## **Nimble**

We will proactively and consistently evaluate the needs of the community, be open to changing directions and programs, and will have the fortitude to take risks when necessary.

# **Lincoln Park Children and Families Collaborative Programming**

## **Family Resource Center**

LPCFC is currently planning and implementing a Family Resource Center model, stay tuned.

## **Circle of Security**

Circle of Security parenting classes are designed to intervene early in the mental health of children and to prevent stress between caregivers and children by increasing attachment, connection, & communication.

## **Big Red Bookshelf**

The Big Red Bookshelf places bright red bookshelves stocked with free, gently used and/or new books , appropriate for children from birth - 3rd grade, in the community where families with young children visit.

## **Health POWER and Healthy Food Access**

Our Rise to Health Power Coalition organizes monthly free Grocery Giveaway events, supporting hundreds of community members gaining access to food, hygiene, COVID mitigation, clothing, and other resources.

LPCFC has 1 container garden, 1 medicine garden, 1 pollinator garden and 1 orchard that we're stewards of. Community members, volunteers and staff participate in gardening programming.

**Youth Advisory Committee** We started a new project in 2022 that involves youth leadership in the area of commercial tobacco control and promoting mental health and wellbeing as the social norm.

## **Supported Family Time**

LPCFC offers in-home, on-site, off-site, and virtual parent coaching, group and monitored visits, observation, safe exchange, and transportation services that provide a safe space for family time.

## **LPCFC Childcare**

LPCFC serves infants, toddlers, pre-school, and school aged children year-round, M-F, 7:45AM-4:45PM.

## **LPCFC ChildCare Executive Summary**

Welcome to LPCFC ChildCare! Children begin their lives by playing. From their play activities, they learn about the world around them and they learn the skills they need to grow. Play is the best way for children to develop the skills that will lead to later school success. We are Parent Aware Rated with 4 Stars and accept Early Learning Scholarships. We use The Redleaf Press Family Child Care Curriculum, as well as the Learn Every Day: Infants, Toddlers, and Twos and Learn Every Day: Preschool Curricula. We will provide children with many opportunities to play based on interest, assessment, and enjoyment. LPCFC staff will support and extend play through observation, conversations with children, and guiding interactions between children. We aim to provide affordable, high quality childcare to toddlers, pre-school age, and school age children, especially those who live below the poverty line. We have a Parent Resource area at the space and can help connect families to resources. We are currently exploring what it looks like to be able to have up to 30% of our enrollment be children with disabilities, children who need extra support due to sensory differences, and/or children who may need trauma-informed care.

This document outlines the policies and procedures of Lincoln Park Children and Families Collaborative (LPCFC) family childcare. We meet the licensing requirements from the state of Minnesota. Children are within sight and/or hearing of LPCFC staff at all times. A complete copy of the licensing rules, parts 9502.0315 to 9502.0445, can be found at [www.Revisor.leg.state.mn.us](http://www.Revisor.leg.state.mn.us) (a Summary is attached). LPCFC has a hard copy available for review and will print out a copy for families upon request.

# LPCFC ChildCare Contract

LPCFC ChildCare may amend this contract at any time and will notify you if/when that needs to happen.

Child 1 Full Name \_\_\_\_\_

Child's DOB \_\_\_\_\_

Child 2 Full Name \_\_\_\_\_

Child's DOB \_\_\_\_\_

Child 2 Full Name \_\_\_\_\_

Child's DOB \_\_\_\_\_

Parent/Caregiver Name/s: \_\_\_\_\_

1. Licensing Information
2. Child Abuse
3. Smoking, Drug & Alcohol Use
4. Sleeping Arrangements
5. Bathroom Training
6. Meals & Snacks
7. Emergency, Fire, and Storm Plans
8. Transportation
9. Rules & Discipline
10. Pick Up & Drop Off
11. Late Pick Up & Early Arrival
12. Pets
13. Communication
14. Outdoor Play
15. Field Trips
16. Ill Child & Medical Policies
17. Hours & Rates
18. Payment & W-10 Form
19. Termination & Notice Procedures
20. Non-Discrimination Practices
21. Photography Policy
22. Clothing & Supplies
23. Head Lice Policy
24. Insurance
25. Grievance Procedure
26. Substitute Caregiver Policy

**1. LICENSING INFORMATION:** We have a Special Family Care license with an E Occupancy, C-3, which allows us to care for up to 14 children with no more than 5 children less than 30 months of age. Children can fill open slots that are age groups younger than them, but not older than them. We are licensed for infants, toddlers, preschool, and school aged children.

2. **CHILD ABUSE:** We are required to immediately report any suspected physical or sexual abuse, or neglect of any child in our care, according to Minnesota Statutes, Section 626.556 (more information attached).
3. **SMOKING, DRUG & ALCOHOL USE:** According to Minnesota state law, LPCFC ChildCare is cigarette smoke-free at all times. Commercial tobacco and e-cigarette use is not allowed at LPCFC ChildCare. Our building has a distance from doorway policy that restricts smoking within 25 feet of building entryways and air intakes. LPCFC ChildCare staff and volunteers will not use or be under the effects of non-prescribed mood-altering medications, illegal drugs, or alcohol during the hours of childcare operation.
4. **SLEEPING ARRANGEMENTS:** Each child is provided with a safe and comfortable sleeping space with separate bedding. We follow safe sleep guidelines for infants, who must be put to sleep in approved cribs or porta cribs with waterproof mattresses or pads. Minnesota Statue 245A.1435 requires all infants to be positioned on their backs unswaddled for sleep unless the provider has a signed directive from a physician for an alternate sleeping position. We provide quiet activities for children who do not nap.
5. **BATHROOM TRAINING:** Children will remain in diapers or training pants during childcare hours until they have been accident-free in childcare for period of at least two weeks. When children need limited reminders and minimal assistance, diapers or training pants will no longer be required.
6. **MEALS & SNACKS:** We participate in a federally funded food program and serve nutritious, well balanced meals and snacks. Children in our care enjoy free breakfast, lunch, and afternoon snack. We serve food in a family style way. Food, dishes, and bottles brought from home must be labeled. Please let us know if you've brought food from home for meal and snack planning purposes. While we do our best to accommodate allergies, cross-contamination is always a possibility.
7. **EMERGENCY, FIRE, AND STORM PLANS:** We have a written emergency safety plan that is posted in the childcare. A copy will be provided to families as a hard copy or an electronic copy. We are required to conduct monthly fire and storm drills. Staff working with children are certified in AED, CPR, and First AID. Should severe injury or illness occur, 911 will be called and first aid administered. LPCFC ChildCare has emergency supplies such as water, food, blankets, flashlight, emergency candles, and a first aid kit on-site at all times. We notify parents/emergency contacts of emergencies as soon as it is safe to do so.
8. **TRANSPORTATION:** Families are required to have their own drop-off and pick-up arrangements. Children will not be transported in a personal vehicle by our staff or picked up from bus stops by staff.
9. **RULES & DISCIPLINE:** If there is negative behavior, for children under the age of 18 months, staff will remove children from the situation and redirect their attention. For children over 18 months, staff will alert children to the offense by saying, "No Thank-You" and follow up with an example of what they can do instead. If those attempts do not work for pre-school & school age children, they will take a break for a period of 1-5 minutes, depending on their age. We will check-in with children and encourage them to apologize to each other, if developmentally appropriate. Staff will reward positive behavior with affirmations (aiming for 10 a day). Children who help clean up often receive stickers or other prizes.

### **LPCFC CHILDCARE GUIDELINES**

1. BE KIND
2. BE SAFE
3. BE RESPECTFUL
4. BE RESPONSIBLE

**10. PICK-UP & DROP-OFF:** All children must be signed in and out daily on their Sign In/Out Sheet by a parent or authorized person; the log includes time arrived and time leaving. Families are required to keep an Authorized Pick Up form (attached) on file at all times. Children are not allowed to leave with anyone not included on the form. We ensure confidentiality for all families, please inform staff if there is a person who is NOT allowed to be in contact with your child. Without legal documentation, we are unable to prevent a parent or legal guardian from picking up a child from our daycare. LPCFC ChildCare will request photo identification of any authorized person picking up your child/ren.

**11. LATE PICK UP & EARLY ARRIVAL:** To allow staff time to prepare in the morning and to close in the evening, early arrivals and/or late pick up times should be discussed in advance with staff. Any time before or after we are open will be considered overtime. There will be an additional charge of \$25 if you are 1-15 minutes early or late and an additional charge of \$50 if you 16-30 minutes early or late. Any early/late fees will need to be paid before the next time your child/ren need care. Repeat occurrences may result in the termination of your contract. If you are late to pick up your child/ren, we will attempt to contact you, if we cannot reach you, we will try to reach your emergency contacts to pick up your child/ren. If pick up exceeds 30 minutes beyond the time we're open and we have not been able to reach you or your emergency contacts, Minnesota state law requires providers to contact the appropriate authorities to come and pick up your child/ren.

**12. PETS:** We have no pets in the classroom.

**13. COMMUNICATION:** Frequent, clear communication is essential to prevent misunderstandings. Please let us know of any updates or changes in the care your child/ren need as soon as possible. Please provide staff with any important updates upon arrival; staff will offer brief summaries of children's days at pick-up. Staff can be contacted through text messages or by phone during open hours; voicemails are checked regularly. Parents/caregivers are welcome to visit any time their children are in our care.

**14. OUTDOOR PLAY:** Outdoor play is encouraged and offered daily as weather permits. We ask that families provide appropriate clothing for the day's weather and always plan as if we will be outside.

**15. FIELD TRIPS:** Families will be notified at least two weeks before a scheduled field trip that is more than 2 blocks away. Children cannot attend without a signed permission form (a general field trip form is attached). Parents/caregivers are welcome to join us on field trips. The places and frequency of trips will depend on the ages of the children and are limited to places that are easily accessible by walking or use of the Duluth Transit Authority (DTA) bus routes.

**16. ILL CHILD & MEDICAL POLICIES:** If children are too sick to go out to play, they are too sick to be in childcare. We ask that children remain home if they display symptoms of illness including but not limited to fever of 100° or higher before the use of fever reducing medicine, sore throat, diarrhea, vomiting, skin rash, eye infection, head lice, COVID, and/or other communicable diseases. We have the right to decide when children are able to return to childcare, generally 24 hours of being symptom free without medication. We will notify you immediately if your child/ren have any of the following conditions: underarm temperature of 100°, oral or ear temperature of 101°, vomiting, diarrhea, rash other than a heat-related rash, coughing, sneezing, runny nose, and/or headache. Parents/caregivers will need to make arrangements to have children picked up as soon as possible.

We require written permission and instructions to administer over the counter medicines, sunscreens, diapering products, insect repellents, etc. (form attached). We ask that you provide these and label them with the child's name. Please administer prescription medicines at home. If you would like us to consider administering a prescription drug, please connect with our Executive Director. If we agree to administer prescription medicines, we will provide you with a Permission to Administer form for prescription medicines. Prescription medicines must have the child's name and directions on the label. Parents/Guardians need to train staff on any prescription medicines that we agree to administer when they bring them in. Please do not bring any prescription medicines to childcare until after form is signed. The Allergy Information form is attached.

The Admission and Arrangements form (attached) and the Immunization form (attached) must be completed for each child before attending LPCFC ChildCare. Children attending LPCFC ChildCare must be immunized. Exceptions may be made, case by case, with a notarized statement for drop-in care enrollees.

Our COVID-19 Plan and Attachments can be found online on our website, [www.lpcfc.org](http://www.lpcfc.org) or at the daycare space in a hard copy paper format. Most LPCFC staff members have received the COVID-19 vaccine.

**17. HOURS & RATES:** LPCFC ChildCare is open to provide childcare on the following days and hours: **Monday-Friday: 7:45AM to 4:45PM.** Extended hours may be an option in the future.

LPCFC ChildCare is closed on the following holidays; if a holiday falls on a Sunday we will take the following Monday off. If your child(ren) are scheduled on one of these days, you will be charged.

- New Year’s Day (January 1)
- Martin Luther King Jr. Day (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- National Day of Mourning (fourth Thursday in November and following Friday)
- Christmas Eve (December 24)
- Christmas Day (December 25)

We will notify you four weeks in advance of any changes in our rates.

**RATES EFFECTIVE JANUARY 2024**

**PART TIME OR FULL TIME:** \$50 per day

**DROP IN CARE:** \$10 per hour and is not guaranteed. Please call each day care is needed for availability.

Your child/ren’s contracted hours are: FULL TIME:\_\_\_ PART TIME:\_\_\_ DROP IN:\_\_\_

DAY	CHILD	TIME	CHILD	TIME	CHILD	TIME
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						



**18. PAYMENT & W-10 FORM:** We charge a \$25 registration fee during the enrollment process. If you are private pay, we bill online via QuickBooks bi-weekly. If payments are not received in a timely manner, your family may be refused care until your account is settled. If you have Child Care Assistance Program (CCAP) and also have a co-pay, we will bill you online via QuickBooks bi-weekly. Drop in payments are paid as you go via cash, check, or we can bill you online via QuickBooks bi-weekly. Payments that don't go through will be charged a \$35 fee, along with any bank fees that LPCFC ChildCare may incur as a result of a failed transaction. If care is terminated due to non-payment and the outstanding balance has not been paid within 30 days, we may pursue legal means to collect the balance owed. Families are responsible for any fees associated with collecting outstanding debt, including, but not limited to legal fees. If you are scheduled on certain days on a regular schedule, we will not charge for absences if you give us a 2-week notice; if you give less than a 2-week's notice, you will be required to pay for days that you were scheduled, even if your child(ren) did not attend childcare that day.

Please initial that you agree to and understand our schedule and requirements for payment: \_\_\_\_\_

In January of each year we will provide families with a W-10 tax form, which is a summary of all daycare expenses paid for the previous calendar year; families may claim daycare expenses on their taxes. Families have 30 days to correct any errors on the W-10 form before it is filed and becomes permanent.

**19. TERMINATION & NOTICE PROCEDURES:** We allow a 2-week trial period. At the end of the trial period, together we will decide if your child/ren are a fit and will/will not remain at LPCFC ChildCare. If it is not satisfactory, we will each have the right to terminate this agreement within that period with no further obligations. Please note that your \$25 registration fee is non-refundable.

If possible, please give us a two-week written notice of any terminations so we can plan accordingly. If we find that we can no longer care for children, we will give families a two-week written notice; if families choose not to attend LPCFC ChildCare for the remaining 2 weeks, please let us know so we can plan.

**LPCFC ChildCare may terminate care due to, but not limited by, the following:**

Lack of compliance with policies and procedures	Failure to pay and/or complete required forms	False information given by parent/caregiver
Consistent early arrival and/or late pick up	Children not adjusting after reasonable amount of time	LPCFC unable to meet the needs of children

Please initial that you understand and agree to our termination and notice requirements: \_\_\_\_\_

**20. NON-DISCRIMINATION PRACTICES:** To comply with licensing requirement subpart 6, we do not discriminate in the admission status of children at LPCFC ChildCare. LPCFC is an equal opportunity provider and employer.

**21. PHOTOGRAPHY POLICY:** The LPCFC ChildCare Photo Release form (attached) is optional. If you choose to fill it out, it will grant staff permission to use any pictures taken during programming for LPCFC publications, website, Facebook page, and/or other social media accounts. No identifying information will be posted or printed.

**22. CLOTHING & SUPPLIES:** Please dress children ready for play. We do not wear outdoor shoes/boots when inside; shoes/boots must be taken off at the entrance. Families may provide children with a pair of slippers or shoes that are kept at childcare to wear when they are inside.

For infants and toddlers, please provide: diapers, wipes, baby bottles/cups with lids, a blanket sleeper, and two sets of extra clothes. For older children, please provide an extra set of clothes and a water bottle. During cold weather, please send hat, mittens, warm jackets, snow pants, and boots. Please label clothing with initials.

**23. HEAD LICE POLICY:** If your child/ren, or someone in your household has head lice, please let us know as early as possible so that other families can be notified and staff can take necessary steps to treat the childcare facility. Children are not to return to childcare until they are "bug and egg" free. After a known case of head lice, we encourage all families to perform head checks for 2 weeks to make sure your child/ren have not contracted lice. A child who is found to have head lice will be sent home immediately. Families will need to give children a head treatment for the lice. Families also need to treat their home and car with lice spray, vacuum, and wash everything soft. If items cannot be washed, families will need to place those items in a closed bag for at least 2 weeks. The hair treatment will need to be re-applied in 1 week, as well as home and car treatment.

**24. INSURANCE:** We carry general liability insurance in the amount of at least \$100,000 per person and \$250,000 per occurrence.

**25. GRIEVANCE PROCEDURE:** If you have a problem with anything that occurs at LPCFC ChildCare, please let us know and we will schedule a time that we can meet and discuss your concerns. After we meet, we will consider the situation and make a final decision. We will notify you in writing of the decision made. Emails can be sent to [jodi.lpcfc@gmail.com](mailto:jodi.lpcfc@gmail.com). Suggestions can be written down and put into our suggestion box, which is located near the childcare entry desk.

**29. SUBSTITUTE CAREGIVER** If staff must leave for an emergency, we will have another staff come in and take their place. In the rare event that all staff are experiencing an emergency and/or are ill, we will notify you so that you can make other arrangements. If staff are on vacation, we will have another staff working at that time. All LPCFC ChildCare staff are trained under the guidelines that the state of Minnesota has required in order to care for children in our family childcare setting.

We have read and understand LPCFC ChildCare's Policies & Procedures and agree to abide by them and our contract for childcare services with LPCFC ChildCare. We have received a copy of the Mandated Reporting Policy and Rule Statute information as part of our parent packet and on-boarding paperwork.

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Parent/Guardian Printed Name

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Date

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Parent/Guardian Signature

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LPCFC ChildCare Representative Printed Name

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Date

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LPCFC ChildCare Representative Signature