



Family Handbook

Last updated: August 2023

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Contact Information

School Address

Summit School
1600 N 8th Avenue East
Duluth, Minnesota 55805
(218) 724-3133
www.summitschoolduluth.com

Administration

Alex Zenner, Director (x152)
ms.alex@summitschoolduluth.com
India Salter, Director (x152)
ms.india@summitschoolduluth.com

Classrooms

Infant I (x220)	Preschool I (x250)
Infant II (x100)	Preschool II (x270)
Toddler I (x150)	Preschool III (x320)
Toddler II (x240)	Preschool IV (x260)
Toddler III (x230)	

Licensing Information

Patricia Dailey-Ruddy, Licensor
Department of Human Services (DHS), Division of Licensing
(651) 431-4244

MN DHS License Number: 808805

Infant capacity:	20
Toddler capacity:	35
Preschool capacity:	60
Total licensed capacity:	115

Center Information

Hours of Operation & Holidays

Summit School is open year-round. We are open Monday-Friday. Our hours of operation are 6:30 a.m. – 5:30 p.m.

We will be **closed** on the following holidays for the 2023-2024 school year:

- July 4: Independence Day observed
- August 31st and September 1st: Professional Development Days for staff
- September 4: Labor Day
- November 23 and 24: Thanksgiving
- December 22-January 1: Holiday break
- January 15: MLK Jr. Day
- February 19: President's Day
- February 20: Professional Development day for staff
- May 27: Memorial Day

Mission, Values, and Philosophy

The mission of Summit School is to provide children beginning in infancy with the highest quality educational experiences in a nurturing environment of high expectations, respect, creativity, and safety.

The primary goal of Summit School is to provide high-quality instruction, built on the foundation of excellent teachers. Summit School believes that teachers respond enthusiastically when working in a stimulating and challenging environment, in an atmosphere of respect for their colleagues.

Everyone at Summit School – administration, teachers, and Board Members alike – understands that brain development during the first five years of life is critical to the rest of children's lives. Further, the time that children spend at Summit School bleeds into the time they spend at home, and vice versa. To that end, we work closely with families to identify strengths and challenges and work toward common goals. The result is a nurturing environment where children are supported in their efforts to do their best and to profit from his/her own experiences.

Non-Profit Organization

Summit School is a 501(c)3 not-for-profit corporation, governed by a Board of Directors that provides fiscal oversight.

Board of Directors

The Summit School Board of Directors plays a key role in the development and success of the school. From determining the mission of Summit, to providing feedback and guidance as the organization implements that mission, the board sets the broad parameters under which Summit operates. Further, the board ensures fiscal accountability and that Summit has adequate resources – both human and financial – to be successful. Finally, the board is responsible for monitoring the finances of Summit, and it also hires, supervises and evaluates the performance of the Executive Directors. More information regarding the Board as well as the Board President contact information is available upon request.

Programs

Summit School has three programs:

- **Infants** – Infants are between the ages of 6 weeks – 16 months old.
- **Toddlers** – Toddlers are between the ages of 16 – 33 months old.
- **Preschool** – Preschoolers at Summit are older than 33 months old- 5 years old (but haven't attended Kindergarten).

Supplies

Summit School provides most of the supplies for the students to engage their imaginations and explore. There are a few specific items we require parents to provide. Please make sure all items you provide are labeled clearly with your **child's first and last name!**

Infants

- Diapers/Wipes/diaper cream
- Formula/breast milk/bottles (**LABEL ALL!**)
- Solid foods (**nut free!**)/sippy cups/milk as needed
- Outdoor clothes/shoes
- Sunscreen/Bug Spray, if desired
- 2+ extra outfits
- Swaddle/sleep sack, if desired
- Pacifiers, if desired

Toddlers

- Diapers/Wipes/diaper cream
- Change of clothes (2+ sets, including underwear!)
- Seasonally appropriate outdoor clothing
- Lunch (**nut free!**)
- Water Bottle, **labeled with first and last name**
- Blanket/Pillow or other sleep items for their cot
- Shoes (must have a heel strap, no flip flops!)

Preschool

- Change of clothes (2+ sets, including underwear!)
- Seasonally appropriate outdoor clothing
- Blanket/pillow or other sleep items for their cot
- Lunch (**nut free!**)
- Water Bottle, **labeled with first and last name**
- Sunscreen/Bug Spray
- Shoes-(must have a heel strap, no flip flops!)

Due to licensing requirements, it is essential that ***items brought in are labeled with both first and last names***. This includes all clothing, blankets, diaper packages, diaper bags, lunch boxes, food containers, water bottles etc.

Curriculum

Summit School teaches children in all of the programs utilizing The Creative Curriculum. The Creative Curriculum is based on more than four decades of child development research and is rooted in intentional play-based learning. For consistency, we use the Teaching Strategies GOLD Child Assessment Portfolio, the assessment tool that aligns with The Creative Curriculum.

Communication with Families

Kangarootime

We use Kangarootime as our child care management software program. It provides real-time updates, the ability to share pictures, provides the opportunity for communication between teachers and parents, and allows families to check-in and check-out children. Summit School also utilizes Kangarootime's text function to communicate for school closures, upcoming events, and any emergency information. Please ensure your cell phone number is correctly listed on your Kangarootime profile and that all guardians have an account activated. Each classroom has a tablet with updated information on allergies, emergency contact, and all useful child information. Infant and Toddler staff will report about the child's food intake, bathroom usage, sleeping habits and general behavior. Summit administration is only able to add the initial guardian. it is then

their responsibility to add in any additional parents or guardians who should have access to the student's profile.

Email

Messaging through Kangarootime is the preferred method of communication at Summit School. All teachers, however, do have an email address that is checked regularly. Feel free to reach out if you would like the email address of your child's teacher! Lead teacher emails can also be found on each monthly newsletter.

Phone

Each classroom is equipped with a landline phone for emergencies. You can find each classroom extension at the beginning of the family handbook.

Newsletters

Lead Teachers will provide monthly newsletters to families with information specific to your child's classroom for the month.

Building Security

Summit School has a security keypad system; access to the building is secured at all times. This system ensures that the building is available only to staff and family members during the school day. **To make certain that the center is kept as secure as possible, we ask families not to "piggyback" on entrance or departure from the center. We also ask that you not allow your child to attempt to unlock the door.** We have found this results in issues with the lock when the code is entered incorrectly too many times, as well as a child running to the door and entering the building without a guardian or teacher present. We teach the students that the locks are teacher/parent jobs only and ask that you do the same. The door codes are deactivated between 5:30 p.m. – 6:30 a.m. and all weekend and on holidays. The code for the doors will be provided upon enrollment. The door code is changed periodically throughout the year. If your family ever has a situation in which the code needs to be changed, don't hesitate to reach out and let us know. Summit also has an alarm system that is activated overnight and on the weekends.

Meals/Snacks/Water

Each meal served at Summit must include one-third of the child's daily nutritional needs as specified by the United States Department of Agriculture, Food and Nutrition Service (see Appendices). Summit is responsible for ensuring that each child has two snacks and a lunch each day and staff are an integral part of meal time (seated with the children during meal and snack times, modeling appropriate eating habits and food choices, etc.). We will provide whole milk for children ages 16 months-24 months and 1% milk for children 24 months of age and up. If your child drinks any milk other than whole or 1%, please provide it on a weekly basis and we will serve it to your child. If you provide your own milk, make sure that the container is labeled with their first and last name, as well as the expiration date so we can verify it is still okay to serve. **Summit will not serve any food or beverages that are past their printed expiration date.**

Dietary Needs

Summit will provide for a child's dietary needs as prescribed by the child's source of medical care. If a dietary request is made by parents rather than prescribed by a doctor, Summit asks that parents/families provide the prescribed diet items that are not part of the menu plan. All teachers who provide care to the child are informed of the diet order.

Food Related Procedures

- Infant parents provide all nutrition for their children.
- Toddler and Preschool parents provide their child's lunch.
- Summit provides morning and afternoon snack and dairy milk to all toddler and preschool classrooms.

- Snack menus will be planned weekly and posted in classrooms.
- Snacks will comply with USDA requirements.
- Drinking water is available to the children throughout the day and will be offered at frequent intervals. Water is provided in single service drinking cups unless a water bottle is provided by the family. All water bottles are required to be brought home and washed daily by the family.
- Food requiring refrigeration will be kept in a refrigerator with a temperature of 40F or less. Each classroom has a fridge available to them.
- Please send food that is fully prepared for your child (cooked and cut to their developmental needs). Each classroom has a microwave available to warm foods as needed.
- Disposable plates and silverware are available for snacks and lunches.
- **Summit is NUT FREE in all our classrooms as well as the staff lounge. This includes peanuts, almonds, cashews and all other nuts.** Some popular alternatives to use for sandwiches are sun butter or wow butter!

Infant Food/Feeding

Families vary widely on what to feed infants and when. For that reason, Summit does not provide meals or snacks to children in our Infant Program. The diet of an infant is determined by the infant's family/guardian and Summit School will ensure that sanitary procedures and practices are used to prepare, handle, and store formula, breast milk, milk and solid foods. These procedures are reviewed and approved annually by a health consultant.

Summit will gather and display written dietary instructions of each infant and offer formula/milk/age-appropriate solids based on parental specification.

Each bottle and food/milk container must be labeled with the infant's first and last names.

Toddler & Preschool Food/Feeding

Summit provides a morning and afternoon snack as well as dairy milk for the Toddler and Preschool Programs. Families provide a daily lunch for their children—labeled with the child's FIRST and LAST names. **Each meal must provide one-third of the child's daily nutritional needs as specified by the USDA.** Summit is a **NUT FREE** facility so please keep that in mind when packing lunches. Upon arrival, the child's lunch is placed in the refrigerator. At lunchtime, lunches are taken out of the refrigerator and immediately served to the children. Each room has access to a microwave, so feel free to send leftovers.

Water/Water Bottles

Drinking water is always available to age-appropriate infants, toddlers, and preschoolers. Further, water is offered to the children at regular intervals. In compliance with MN Food regulations (4626.0575), drinking water can be provided to children at Summit in single-use drinking cups, from a drinking fountains accessible to children, or a refillable water bottle. If using a refillable water bottle, please make sure it is labeled with your child's first and last name. Parents must bring it home each night to be washed and returned the following day. All water provided in a refillable water bottle must be dispensed so that there is no contact between the two containers/faucet

Health & Safety

Summit School maintains safety practices based on Minnesota's child care center licensing requirements as well as the *Caring for Our Children, National Health and Safety Standards*.

Required Health Documentation

The following records must be updated annually as required by state licensing:

- **Health Care Summary:** Each child must have a current Health Care Summary on file (reports a physical exam), signed by the child's source of medical care

- **Immunization Report:** Parents must provide documentation of current immunizations, a signed notarized statement of parental objection to immunizations, or a medical exemption. This information must be updated in accordance with the state care licensing regulations and kept current.

Child Illness Policy

We strive to limit the spread of communicable disease at Summit and are committed to implementing policies that balance and respect the needs of children, families, and staff in these circumstances.

If your child is ill, please keep them home and notify us as soon as possible.

If your child becomes ill during the day, a parent/guardian will be notified as soon as possible and asked to pick up the child within 90 minutes. Summit staff will isolate the child to the best of our ability while still remaining with the child at all times. A cot and blanket will be provided to keep them as comfortable as possible.

Per state licensing rules we are REQUIRED to exclude a child:

- with a reportable illness or condition that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;
- with chicken pox until the child is no longer infectious or until the lesions are crusted over;
- **who has vomited two or more times since admission that day;**
- **who has had three or more abnormally loose stools since admission that day;** if there is a known stomach bug traveling through classrooms at Summit we will send children home after a second loose stool.
- **who has contagious conjunctivitis or pus draining from the eye;**
- who has a bacterial infection, such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
- who has unexplained lethargy;
- who has lice, ringworm, or scabies that is untreated and contagious to others;
- **who has a 100-degree Fahrenheit auxiliary or higher temperature of undiagnosed origin before fever reducing medication is given;**
- who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- who has significant respiratory distress;
- **who is not able to participate in child care program activities with reasonable comfort; or**
- **who requires more care than the program staff can provide without compromising the health and safety of other children in care.**

Further, families must notify Summit within 24 hours if a child has lice, scabies, impetigo, ringworm, chicken pox, or one of the contagious, reportable diseases listed on the Hennepin County Infectious Disease website. Within 24 hours of notice, Summit will inform families if their children have been exposed to any of the aforementioned illnesses or conditions via a notice on their classroom doorway.

Children must be symptom-free for 24 hours without the help of medication to return to Summit. For the health of others, if your child is out for three or more days and is seen by a physician, please provide a note detailing any diagnoses.

Allergies

Please notify the center regarding children's food or environmental allergies. Summit School will work with your family to minimize the risk of allergen exposure to your student while in our care. Parents/guardians of children with diagnosed allergies or asthma are required to provide the center with an Individual Child Care Program Plan (ICCPP) signed by the child's medical provider, detailing the child's symptoms, reactions, treatments, care, and all necessary medications. All teachers at Summit are trained on each ICCPP annually, and at any point midyear if there are updates to the allergy and its plan. Summit has food allergy information posted in several locations throughout the building, please let us know if you want all of the specific spots staff can easily review allergies for Summit students!

Summit School is a completely **nut free** school. All families are required to carefully monitor all product ingredients to avoid nut-containing products (including almond milk and products containing nuts in any form). Due to the potential for airborne peanut/tree nut allergies, teachers monitor lunches to ensure this policy is followed.

First Aid

All staff are required to complete pediatric CPR and first aid every two years by a qualified trainer. New staff are required to complete this training within 90 days of employment if they do not already have a current certification. Staff will notify you by Kangarootime message of minor bumps or bruises and the Director(s) receive a written report including the details of the incident. A phone call will be made if it involves a head injury or any other more serious injuries. If it appears that the accident may lead to future complications or in any way is serious enough to warrant medical attention, the following procedures will be used:

1. A member of the center's staff will carry out immediate first aid
2. A member of the center's staff will contact the parents in order for them to take the child for necessary medical care.
3. If the parents or the listed alternative emergency number cannot be reached, the center Director(s) will have the authority to call a previously designated physician and/or transportation to the hospital. A staff person will accompany the injured child to the hospital and stay until a parent arrives.
4. In life-threatening situations, staff will contact the local emergency unit before calling the parent. In this case, the following procedures will be followed:
 - a. Staff will take whatever life saving measures necessary.
 - b. Staff will call 911.
 - c. The center Director(s) will accompany the child to the emergency room, and
 - d. The teacher or assistant teacher will call parents or other contact persons.

Administering Medication

Summit does not administer medication to children in most instances. However the following times would be exceptions to the general rule: ongoing prescriptions related to asthma, allergic reactions, or short term antibiotics. The only over the counter medications staff administer is Benadryl (provided by the parent) in times of an allergic reaction. Before administering any medication, Summit Schools requires a form on file for the specific medication, and staff will chart any time it is administered. Please reach out to the center Director(s) if you have any questions.

Covid-19 Policies

Isolation

Students: Summit will continue to require a student who receives a positive Covid-19 test to isolate for 10 days. The first date of symptoms (or date test was administered if asymptomatic) is day 0, and the person can return to Summit on day 11. This assumes that their symptoms have gotten better, and they have been fever free for at least 24 hours without the aid of medication.

Staff: Summit will utilize the CDC Isolation Calculator (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>) to determine when it is safe for a staff member to return to work. This guidance follows the 5 day isolation recommendation assuming the staff member is fever free and symptoms are improving. If the staff is asymptomatic, we will revisit the calculator to determine their timeline should they develop symptoms after their positive result.

Quarantine

Effective January 31, 2022, when there is a positive Covid-19 case at Summit, the close contacts will not be required to quarantine. As long as the close contacts are not experiencing any symptoms, they will be able to attend Summit as usual. If at any point a close contact develops symptoms of Covid-19 they will be sent home and a Covid-19 test would be strongly encouraged before returning.

In-Home Exposure

Due to the higher rate of exposure with an in-home positive, Summit's in-home exposure policy will be as follows:

If your (negative) student can fully separate from the positive individual: If you can fully separate the negative child from the positive case, then your child can attend Summit as normal as long as they remain separated from the positive person and they are not experiencing any symptoms of Covid-19. If at any point your child becomes symptomatic, they will be asked to stay home until you have checked in with your care provider and a test is strongly encouraged before returning.

If your (negative) student can't fully separate from the positive individual: If you cannot fully separate the negative child from the positive case, your child must remain home for the positive person's 5-day quarantine AND for the child's 7-day quarantine period (total 12 days). A test is strongly encouraged on day 5 or later of the child's quarantine period but not required to return on day 13.

If your child is fully vaccinated or within their 90 day window of a positive test, they can attend as normal as long as they are not experiencing any symptoms of Covid-19 regardless of whether or not they can fully separate from the positive case. If at any point your child develops symptoms, they will be sent home and we will strongly encourage you to touch base with a doctor and test your child if necessary.

If at any time your student becomes positive during their quarantine, the timeline reverts to 10 days in the isolation. (Please see the Isolation section above.)

Notification of Positive Result

Summit will continue to notify all members of the Summit Community when a positive Covid-19 result is found. We are able to specify the age group but not which classroom or whether the result was a staff or student in order to protect the privacy of the positive individual. Dates of exposure will also be shared so families can determine when to test.

Masking

Summit will continue to support any family who chooses to mask themselves as well as their children above the age of 2, however masks are not mandatory for anyone in the building including staff. Masking does **not** change the quarantine timeline for children.

Vaccines

All Summit staff are required to complete the initial series of the Covid-19 vaccine, or to apply for an exemption from the Board of Directors. For students that receive the vaccine, please provide an updated copy of your child's shot record to the school directors.

Possibility of Closure due to Staff Shortage

With the uncertainty of Covid-19, there is still the chance that classroom closures may be necessary due to staff shortages. We will do everything we can to avoid this, including utilizing staff from other age groups

whenever possible. In the event of a classroom closure due to staffing shortages, families will receive a 50% refund for the days their child does not have care at Summit.

All Covid-19 Policies were created and voted on by Summit School's Board of Directors. Policies are subject to change and families will be notified any time an update is made.

Behavior Guidance

General Procedures

Summit School teachers and staff are trained to utilize positive guidance techniques (including, but not limited to, redirection, encouragement, and positive reinforcement) rather than competition, comparison, and criticism. Age-appropriate expectations and guidelines are used to minimize the need for discipline. When caring for the children, we go to great lengths:

- To make sure the care, lessons, and play are tailored to the developmental level of the children that we are licensed to serve and the age groups we are working with.
- To use times of problems or conflict to redirect children and groups away from problems and towards constructive activity to reduce any conflict.
- To teach children how to use acceptable alternatives to problem behavior to reduce conflict.
- To protect the safety of children and staff persons as we handle conflicts.
- To provide immediate, directly related, and age appropriate consequences for a child's unacceptable behavior.

Persistent Unacceptable Behavior

- If a child is showing ongoing and persistent unacceptable behavior we will observe and record the child's behavior and record how we respond to this behavior. We will bring this to the attention of any staff member providing care for the child and the Director(s).
- If needed, we will address the behavior in consultation with the child's parents and with other staff persons and professionals when appropriate.
In the event that a child is suspended or expelled from Summit School, no refunds will be given.

Prohibited Actions (Per Minnesota licensing)

- The subjection of a child to corporal punishment, which includes, but is not limited to: Rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking is strictly prohibited and will result in immediate dismissal of employment.
- Subjection of a child to emotional stress, which includes, but is not limited to: Name-calling, ostracism (exclusion from the group), shaming, making derogatory remarks about a child or the child's family, or using language that threatens, humiliates, or frightens the child is strictly prohibited and will result in immediate dismissal of employment.
- Separation of a child from the group except within rule requirements, in which case documentation will occur.
- Punishments for lapses in toileting
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
- The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm
- The use of mechanical restraints such as tying are all strictly prohibited and will result in immediate dismissal of employment.

Separation from the Group

No child may be separated from the group unless the following has occurred:

- Less intrusive methods of guiding the child's behavior have been tried and were ineffective

- The child's behavior threatens the well-being of the child or other children in the program
- Children between the ages of 6 weeks and 16 months must not be separated from the group as a means of behavior guidance.

A child who requires separation from the group must:

- Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person
- The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation
- The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops

Separation Report

All separation reports from the group must be noted on a daily log and must include the following:

- Child's name
- Staff person's name
- Time
- Date
- Information indicating what less intrusive methods were used to guide the child's behavior
- How the child's behavior continued to threaten the well-being of the child or other children in care

If a child is separated from the group three or more times in one day, the child's parents shall be notified, and the parent notification shall be indicated on the daily log.

If a child is separated five or more times in one week, eight times or more in two weeks, we will follow the Persistent Unacceptable Behavior procedure.

Biting Policy

Biting is a very common behavior among toddlers. It is often a form of communication when kids don't yet have language skills.

Summit strives to prevent situations in which biting might occur. Low teacher:child ratios, smaller classrooms, structured days with activities planned, and kid-size nooks are all part of prevention. When biting does happen, we contact the families of both children. **Names of the other children involved are not shared with either parent.**

When Biting Occurs

For the child who was bitten -

- First aid is administered as needed,
- Documentation is tracked in in the form of an incident report and Kangarootime, and
- The parents are notified

For the child who bit -

- The teacher will tell the child "No biting. Biting hurts," and talk to the child (as age appropriate) about the situation and alternative actions.
- Documentation is tracked in the form of an incident report and Kangarootime and parents will be notified.

If Biting Continues

- Summit teachers will shadow the child to help prevent any biting incidents,
- Summit teachers and/or administrative staff will spend time observing the child to determine patterns, and
- The Lead classroom teacher and family members will meet to discuss observations and cooperatively develop plans to address any on-going biting.

Summit reserves the right to send a student home any day if their behavior creates a safety issue for themselves or others at Summit and mitigation tactics are not resolving the issue. Directors will meet with the family prior to the student's return to create a plan for any future instances of said behaviors.

Nap & Rest

Nap Schedule

Infants sleep "at will" and, should they fall asleep in a bouncer or swing, are transitioned to a crib as soon as practical. If an infant falls asleep before being placed in a crib, supervision needs of the group as a whole are taken into consideration regarding how long the child can be held before being transitioned to their crib. The sleeping infant will be placed in a crib on their back and according to other safe sleep guidance. Toddlers and Preschoolers nap from approximately 1-3pm. A child, however, who has completed a nap or has rested quietly for 30 minutes will not be required to remain on a cot or in a crib. All classrooms maintain at least a 30 minute period of quiet time midday. Please communicate with your child's teachers if you have a preference for nap length.

Placement of Equipment

Naps and rests are provided in a quiet area for each class. Cribs and cots are placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment; the cribs and cots are placed directly on the floor. Children who have completed at least 30 minutes of rest or nap will not be required to remain on their cot/in their crib, and will be separated from the sleepers to the extent that is possible.

Bedding

Summit provides crib sheets in both infant rooms. Once a child is one year of age, a small blanket is allowed in the crib with them. Toddlers and preschoolers are welcome to bring a blanket, pillow or other comfort item to have on their cot during rest time. All bedding is washed at Summit weekly (more as necessary if soiled sooner) using a scent free detergent.

Crib Standards

A crib must be provided for each infant for which the center is licensed to provide care. The equipment must be of a safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations, title 16, part 1219 for full-size baby cribs, or part 1220 for non-full-size baby cribs. Cribs are inspected monthly for safety and annually for any recalls. See Minnesota Statutes, section 245A.146, for questions about crib safety standards including routine crib inspection requirements.

Sudden Unexpected Infant Death Prevention/Risk Reduction

Summit is required by the Department of Human Services, Minnesota Statutes, section 245A.1435, to place infants on his or her back to sleep unless the license holder has documentation from the infant's physician directing an alternative sleeping position for the infant. The physician directive must be on a form approved by the commissioner and must remain on file at the licensed location. An infant who independently rolls onto his or her stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home.

Further, Summit provides a firm mattress with a tight-fitting sheet. The sheets overlap the underside of the mattress, so they cannot be dislodged by pulling on the corner of the sheet with reasonable effort. In order to reduce the risk of sudden unexpected infant death, teachers at Summit will not place anything in the crib with your infant except for the infant's pacifier.

Swaddling

Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian (on a form provided by the commissioner and prepared in partnership with the Minnesota Sudden Infant Death Center), Summit may place an infant *who has not yet begun to roll over* on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle.

Program Grievance

Grievances by a Parent, Guardian, or Authorized Representative

Should a parent, guardian, or authorized representative have a grievance about a classroom procedure at Summit, we encourage you to first connect with the teacher to discuss options. The connection can be made either verbally or in writing.

- If the individual initiating the connection feels that it is being ignored, if the grievance is about a policy or procedure at Summit, or if the matter is of a serious nature, the complaint can be made to the Director(s). Depending on the nature of the complaint, the Director(s) will either handle it personally or bring it to the Board of Directors. The Director(s) will be responsible for seeing to it that the grievance is handled properly and expeditiously.
- Grievances about the facilities or equipment therein should be brought to the attention of the Director(s). All necessary repairs will be made immediately.

Grievances About a Staff Member

There may arise a situation where a family has a grievance about a teacher. Due to the personal nature of such a grievance, please connect with the Director(s) and discuss the situation.

- The Director(s) will approach the teacher and hear their perspective.
- If an unsatisfactory resolution of the problem occurs, then the next step should be taken:
 - The Director(s) will provide, in writing, how the problem will be resolved.
 - If the complaint is about the directors and cannot be resolved internally, the Board of Directors will be notified.

Summit School is committed to having open communication with families. Please do not hesitate to reach out to the Director(s) at any point to voice a question, concern, or to share an accolade about one of our staff! You can reach the Director(s) via phone, email, Kangarootime message, or by just stopping by the office when you are dropping off or picking up your child(ren).

Maltreatment & Mandated Reporting

Child Abuse Reporting

The State of Minnesota Department of Human Services has very clear rules about maltreatment of minors and Summit's role as Mandated Reporters. In short, if anyone on staff suspects, or is suspected of, abuse and/or neglect of a minor, we are required by law to report our observations.

"An early childhood professional who is engaged in the practice of child care who knows or has reason to believe a child is being neglected or physically or sexually abused shall immediately report the information to the Child Protection Agency in the county where the child resides. The staff member who suspects abuse is responsible for the reporting. Detailed written documentation of all suspicions and conversations related to the circumstances of the suspected abuse must be kept. This documentation must include times, dates, places, persons involved, and accurate quotes. Any suspected case of abuse or neglect must be reported to the Department of Human Services (DHS) maltreatment intake at #651-431-6600."

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an **internal review within 30 calendar days** and take corrective action, if necessary, to protect the health and safety of children in care.

The 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 like 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.

The Director(s) (Primary) or Board Chair (Secondary) will ensure that, when required, internal reviews are completed. The secondary person shall be involved when there is a reason to believe that the primary person was involved in the alleged or suspected maltreatment, and document that the internal review has been completed and provide documentation showing the review was completed to the commissioner upon the commissioner's request.

Policies & Procedures

Attendance

Summit's core hours are 8 a.m.-4 p.m. and teachers plan for activities based on enrollment numbers for each day. Please notify Summit if the child won't be attending prior to 10 a.m, but as soon as possible. As you are able, please also notify the center Director(s) of any longer term absences such as vacations as soon as possible.

Celebrations

Summit would love to help your children celebrate the important days in their lives- birthdays, holidays, etc! If you would like to bring in a special book to read, donate a special toy to their classroom in their name, or bring in small items for those in the class that is just fine! We kindly ask that you refrain from bringing in any edible treats due to the possibility of exposure to allergens. **Summit will no longer serve outside treats.**

Conferences

The intellectual, physical, social, and emotional process of each child will be documented in the child's record and conveyed to the parents during conferences and ongoing communication. Conferences will be offered twice annually. Summit teachers will post Conference Sign-Up sheets outside of his/her classroom and remind you when conference time is approaching. While conferences are not mandatory, they are highly recommended. It's a great opportunity for you to meet the child's teacher and see the progress he/she has made. Staff will always make time to meet with a parent if they have concerns or questions about their child at all times of the year, don't hesitate to reach out and ask for a meeting!

Confidentiality

Summit School will not disclose any child's record to any person other than that child, the child's authorized parent/guardian, the child's legal representative, employees at Summit, and the DHS commissioner unless the child's parent or guardian has given written consent or as otherwise required by law.

Custody Orders

Unless custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the Director(s).

Diapering

Due to the number of children at Summit who wear diapers, we prefer disposable diapers. We do, however, want to be considerate of the planet and individual family requests. The following are requirements for families who choose to use cloth diapers at Summit:

- The diapers must be an all in one style diaper.
- A zippered waterproof bag, labeled with the child's first and last names, brought home and emptied daily.
- Diapers, also labeled with the child's first and last names,

These processes must be followed:

- Teachers remove the entire diaper,
- Diaper is placed in a sealed plastic bag (can be a plastic grocery bag tied at the top) provided by the family,
- Diaper will be placed immediately into the provided waterproof, zippered bag provided by the family. Summit staff will not be removing any diaper contents or rinsing the diapers, they will roll up the used diaper and place the whole thing in your provided bag.
- Dirty diapers must be taken home every night.
- Cloth diapers must be sanitized prior to bringing them back for reuse at Summit.

Once your child transitions to pull ups, Summit kindly requests that you provide the type of pull ups that attach at the sides rather than the tear away ones. This will allow teachers to more easily change your child's pull up and help contain the mess.

Toilet Training

Summit is excited to partner with you and your child on their journey to using the toilet! The biggest way we can help each other is communication! If you are starting potty training at home, make sure you tell your child's teacher about the methods you are using at home so we can mirror them as closely as possible while at school. If we all work together to support your student, they will have the most success!

All of our toddler classrooms are equipped with toilets for when children start potty training. Teachers will offer the child a chance to sit on the toilet at each diaper change once they start showing interest, but they will not ever force a child to sit on the toilet. Our teachers often have a stash of stickers or stamps to offer to a child after they sit on the toilet. If your family uses a sticker chart, m&ms or some other method, let us know and we are happy to do that at school as well if you provide the necessary supplies.

Underwear: We strongly encourage children to go from their diapers/pull ups directly to underwear, however we understand there are some potty training methods that encourage no underwear at the beginning. We support you choosing whatever method works for you at home, but at school we have a few other factors to consider in terms of hygiene and privacy. If you do not want your child wearing underwear, they must first off not wear dresses/skirts. For their shorts/pants we will require them to either have an elastic band around the ankle, or be fitted pants at the top (like leggings). This helps contain any bowel movement accidents that may happen and make it less likely to end up on the floor.

Timing: Summit understands there is a continuum of when a child is ready to be potty trained, however there are some constraints about which classrooms a child can be in if they are still utilizing diapers/pull ups here at Summit. By the time a child is in Toddler III (around their second birthday) we ask that the child has been introduced to the toilet and the staff will work to engage the child and become interested to start potty training before moving to Preschool I at 33 months. Some children will be in underwear before they move up to preschool, and that is wonderful! **For a child to move on from Preschool I, they must be full time in underwear unless there is a documented medical or developmental reason for them to not be ready.** This move happens a few months after a child's third birthday.

Accidents: We understand that accidents happen even when a child has been potty trained for quite some time, so we ask that you always have at least one full outfit in their locker in case, and many extras when they are first transitioning to underwear (including shoes!) . Per licensing, Summit staff will never punish a child or talk down to them for having a toileting accident. We will calmly take them to the bathroom to clean them, have them sit on the potty to see if anything else is ready to come out, and remind them that they can always tell a teacher when they need to use the bathroom and we will take them right away.

Drop Off and Pick Up Procedure

Parent parking is located in front of the building near the large pine tree and in the lower parking lot. If the gate leading to the blacktop area outside of the commons is open, you are welcome to utilize those spaces as well. The gate will be closed during times children are/will be playing in that area for safety. During all drop off and pick up times we ask you to drive carefully due to the number of children getting into and out of cars with their parents. We also ask you to be courteous of all other drivers in our neighborhood. We love our secluded location, but realize that we add many extra cars to the road during the morning and late afternoon!

When dropping off/picking up, we ask that your vehicle be turned off and your keys removed while the car is parked. Please do not leave your child in an unattended vehicle.

Finally, Summit School utilizes Kangarootime, a program that allows families to see what the children are doing in real time. For the safety of the children, families are **required** to utilize the check-in and check-out features on the Kangarootime app when dropping off and picking up children and Summit School teachers verify the pick-up and drop-off.

External Childcare Policy

Summit School promotes a strong sense of community. We have an amazing staff and it is understandable that staff may provide babysitting services for Summit students outside of school hours. Please refrain from asking staff for child care during our normal business hours (6:30am-5:30pm). Staff will not receive time off of work at Summit in order to provide outside care for families during regular school hours. Reach out to staff directly if you are interested in using them for after hours care!

Field Trips

Written parental permission will be obtained from each child's parent before taking a child off campus. Parents will be informed of the hours, mode of transportation, and the purpose and destination of the field trip. Staff will take emergency contact cards (with phone numbers for the child's parent, persons to be called if a parent can't be reached, and the child's doctors), a first aid kit, a first aid manual, and cell phone on all field trips.

Inclement Weather

In the event of inclement weather, Summit School follows these guidelines:

- **Snow:** Summit School will close for the day if Duluth Public Schools ISD 709 cancels due to inclement weather (snow, ice, blizzard conditions, etc.)
- **Temperature:** Summit School will remain open in almost all cases.
- **Delayed Opening:** Summit School will have a delayed opening if Duluth Public Schools ISD 709 has a delayed opening. We will then open at 9 a.m. for all children.
- **Notification:** A decision regarding closure will be made as soon as possible, generally by 5:30 a.m.. The Director(s) will provide closure notification via Facebook, KangarooTime message and text, and public broadcasting at KBJR and WDIO.

In the event of an early school dismissal due to weather conditions or other emergencies, the school must have written instructions from the family regarding the pick-up of the child. This must include the name and phone number of the person(s) to contact if either parent is not available. This information is kept in the Director's office.

Outdoor Play

Summit is lucky to have a large outdoor play area for our students! It is our goal to get the children as much outdoor time as possible, especially in the toddler and preschool classrooms. Our general rule of thumb is that if the “real feel” temperature is at least 10°, the children will spend some time outside. To that end, it is important to send your child in appropriate clothing, including waterproof gear in the winter. Teachers have discretion to bring the students outside if it isn’t quite at the 10° mark as long as all of the children have adequate clothing to remain safe.

Items to provide for your student based on seasons:

Spring/fall: Rain/mud boots, Rain suit,* light jacket/hat/mittens

Winter: Jacket, snow pants, boots, gloves/mittens (please ensure all items are waterproof!), hat.

Summer: Sun screen, hat/sunglasses*, bug spray,* swimsuit/towel, tennis shoes, sandals are allowed IF they have a strap on the back, closed toes are encouraged to avoid stubbed toes!

*Helpful items but not required

During the summer months, our goal is to spend as much time outside as possible and in some cases, even having outdoor classrooms. With this goal in mind, we are committed to keeping the children safe especially on days when the UV index is high. Teachers will be sure to apply sunscreen (provided by parents) to each child twice a day- once in the morning before heading outside for midday play, and once in the afternoon before heading outside to close. Parents are encouraged to send sun hats, sun shirts, or anything else your child may need to stay comfortable and safe in the sun!

Toys from Home

Summit does not allow items from home for play at school as they tend to lead to more issues than fun. If toys do come to school, we will place them in the child’s cubby for the day. Individual classrooms may have specific times of show and tell when those items can be brought out of a child’s cubby. Nap time is an exception as many children will bring a special stuffed animal or similar item for comfort, it will be placed back into their cubby after rest time is over.

Pets/Animals

If a pet will be introduced to a classroom parents will be notified prior to introduction. Please make the center aware of any allergies during enrollment. Currently there are not any classrooms with pets.

Procedure for Leaving the School during the Day

The student’s teacher needs to be notified by the parent when a student needs to leave school during the school day. The parent or person removing the student from school must be on the registered pick-up list and be prepared to show proper identification. If an unusual pick up time will affect your child’s eating or nap routine and you would like teacher’s to alter their daily plan please let them know at drop off so we can do our best to accommodate the change!

Research/Experiments

The center will obtain written parental permission before a child is involved in experimental research or public relations activity involving a child while at the center. The permission form is kept in the child’s record.

Smoking

For the health of the entire Summit community, smoking is prohibited anywhere on property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot. Parents who are smoking in their cars must dispose of the cigarette prior to entering the property.

Visiting Hours

Authorized family members of enrolled children may visit the center any time during the hours of operation; however, this “open door” policy may not be used to supplement a custody or visitation.

Emergency Situations - Authorization to Act

In case of a medical, or other emergency, while my child is under Summit School Child Care supervision, I understand that Summit School will attempt to contact me immediately; however, in the event that I cannot be reached, or when a delay would further jeopardize my child's health, I authorize Summit School to act on my behalf and to take the measures that include those listed below if deemed necessary by Summit School or by medical authorities for the care and protection of my child. I authorize Summit School or their employees to:

- o Consult the physician or dentist named on enrollment paperwork (if not one listed Summit School will use their preferred physician or dentist).
- o Administer first aid and/or cardiopulmonary resuscitation.
- o Transport your child by ambulance or other emergency medical service to a local hospital or other urgent care facility, if deemed necessary by paramedics, police, or other emergency personnel.
- o Obtain any emergency medical or dental treatment deemed necessary by medical authorities.
- o Transport my child to a local emergency shelter in the event of an emergency evacuation of Summit School Child Care.

Billing & Enrollment

Scheduled Days

Billing is based on the family's monthly contracted enrollment plan. Summit bills on a monthly billing cycle with bills going out on the 1st of the month. You will be billed the full monthly tuition rate regardless of closure days or absences in the month (we do not prorate tuition based on changes to attendance). Based on availability, we offer full-time and part-time care.

Tuition Information

INFANTS

5-Day Contract: \$1090/month

4-Day Contract: \$960/month

TODDLERS

5-Day Contract: \$1055/month

4-Day Contract: \$935/month

PRESCHOOL

5-Day Contract: \$990/month

4-Day Contract: \$885/month

3-Day Contract: \$745/month

Flex Schedules

Summit provides families the option of flex schedules when enrolling in a 3 or 4 day contract. This means your child will attend 3 or 4 days each week, but they will not always be the same days needed. There is an additional \$50 monthly fee for each child enrolling on a flex schedule. Summit requires your child's dates of attendance for the month by the 15th of the preceding month (i.e. dates of attendance for May must be received by April 15th). If we do not receive your first choice dates by the 15th of the month, we cannot guarantee we can accommodate them. We will ensure you receive your contracted number of days, but they may not be your first choice days. **Summit does not allow "swap" days once you have given us your schedule, and drop in fees will apply to any additional days your child attends.**

Summer Holding fee

A family may choose to hold their child's spot at Summit for the summer months (June, July, August). A family may choose to select this option for up to all three summer months. The cost is \$100 per child per month.

Prorated partial months will not be an option. If you are holding your child's spot, you may use up to 5 drop in days that month, billed at the regular \$50 per day rate. If you need more than 5 drop in days you will need to

pay for the full month's tuition. A request to hold your child's spot must be placed at least one billing cycle prior to when you would like to hold (ie) if you are planning on holding for June, the request must be received by Summit by May 1.

Enrollment Deposits

Summit requires an enrollment deposit to secure a spot. The deposits are nonrefundable, but applied to the first month's tuition.

- Infant deposit: \$800
- Toddler or Preschool deposits: \$400

Fees

- **Late fees:** If tuition is not paid in full by the 10th of the month, a late fee of \$50.00 will be charged. You will see the addition of that late fee on the following month's invoice.
- **Late pick-up fee:** Any child that is picked up after 5:30 p.m is considered a late pick up. A late pick-up fee will be charged of \$20 per family per incident. We understand that families may have multiple children they need to pick up or multiple spots in the school they need to go to gather their child's belongings. A late pick-up is when a parent is not in the building by 5:30 pm.
- **School supply fees:** Each fall, every child will be charged \$25 for supplies. This charge will show up on your September invoice. If you would like to also donate specific supplies for our classrooms, you are welcome to do so!
- **Flex fee:** \$50 per month per child
- **Holding fee:** \$100 per month per child. (June, July, August only)
- **Returned payment:** If a payment is returned, any bank charges will be passed on to the family.
- **Drop in Day:** If your family is in need of care on a day your child is not contracted for, you may inquire about adding a day for your child. Please send the request to the Director(s) and they will let you know whether or not staffing allows for an additional student on the day in question. The fee is \$50 per child for each drop in day added. The more notice you give when requesting a drop in day, the more likely the director will be able to say yes! Drop in days are charged on the following month's invoice to ensure you are only charged for days you use in case you end up not needing care.

Withdrawals

If you withdraw from the school, you are required to give written notice at least one billing cycle in advance to Director(s). You are obligated for childcare fees through the child's final month of attendance regardless of where in the month their last day falls. We will not prorate final month's tuition if pulled before the last day of the month. If you do not give proper notice, you will be committed to pay full tuition and fees for the final month of attendance and the month thereafter regardless of the child's attendance. Registration fees and deposits are nonrefundable.

Sibling Discount

Summit School offers a 10% discount for the youngest child(ren) when siblings are enrolled.

Billing Process & Terms

Bills are sent out via Kangarootime on the 1st of the month in accordance with our billing cycle and can be paid through Kangarootime or in person by putting a check or cash into the payment box outside the main office. Payment is due by the 10th of the month. If you choose automatic payment on Kangarootime, it will be withdrawn on the 10th of the month, regardless which day of the week that falls on. Checks returned for insufficient funds will be charged a \$60 fee.

- **Unpaid balances:** We reserve the right to refuse care for children whose tuition is more than 45 days past due until tuition is paid in full and/or to send any outstanding balance to a collection agency.
- **Swap days:** Due to scheduling needs, Summit School does not allow swap days for part-time schedules, school closures, or vacation/sick days. If you need to change your schedule and/or add a

day of care, we may be able to accommodate drop-in care at \$50/day per child. Contact the Director(s) as soon as possible to see about availability (218) 724-3133 x152.

- **Drop-In days payments:** Drop-In day fees are added to the following month's invoice.
- **Withdrawal:** You are required to give written notice a minimum of one billing cycle prior to withdrawing your student(s). Failure to give proper notice will result in being responsible for your full tuition amount for the required notice period even if your child's time at Summit has ended. For example, a withdrawal occurring anytime in the month of August must be conveyed to Director(s) prior to July 1st. Summit does not prorate monthly tuition for any reason.
- **Contract changes:** Any family needing to make changes to their contract, must notify Director(s) at least one billing cycle prior to when the change would occur. For example, for a change starting September 1st, the school must be notified by August 1st at the latest. Increasing the number of contracted days is approved based on availability in the school.
- **Terms:** The terms of this agreement, including the fees, are subject to change in whole or part by Summit School with two weeks' notice, except that this agreement may be terminated by Summit School at any time.

Child Care Assistance Programs

Summit currently accepts child care assistance programs through St. Louis County, Early Learning scholarships (through The Northland Foundation), and the Child Care Aware of America military family assistance program as well as the Fee assistance program through the Coast Guard. Please contact the Director(s) for more information at (218) 724-3133 x152. We are also open to looking into signing up as a provider with alternative assistance programs if your family qualifies, just contact the Director(s)!

Summit School is a private business and as such reserves the right to terminate any family contract at any time for any reason with written notice.