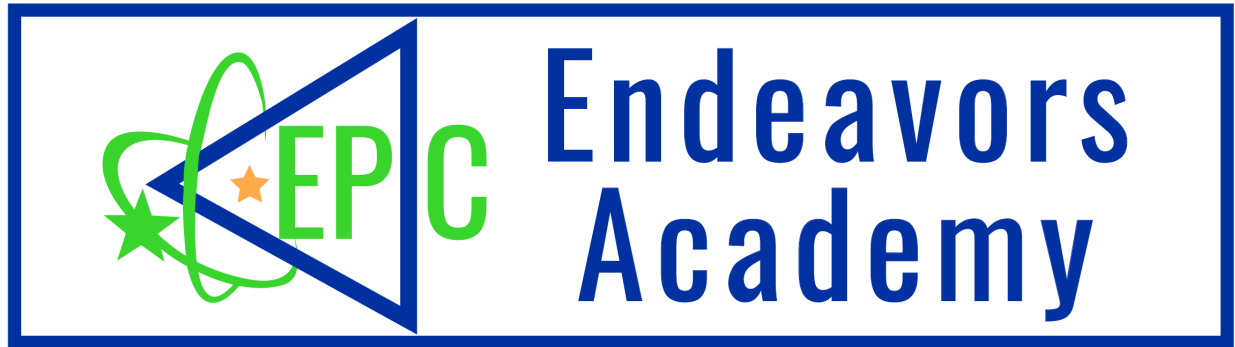




2025-2026

PRESCHOOL

Parent Handbook

Table of Contents

Why would EPIC Endeavors Preschool Academy be a good fit?	3-5
Welcome and are we a "good fit" for what you are seeking	
Mission & Philosophy of Education	
Learning Goals and Objectives	
Curriculum and Standards	
What preschool enrichment classes are offered?	5-9
STEM Challenge Morning [M-F] 9:00-12:00	
Little Researcher Little Athlete [M-W-F] 12:45-3:45	
Art Literature Math Music Dance [T-TH] 12:45-3:45	
Early Riser Sunshine Enrichment [M-F] 7:00-9:00 [Breakfast Policy]	
After School Enrichment [M-F] 3:45-5:30	
Lunch Bunch Book Club [M-F] 12:00-12:45 [Lunch Policy]	
What forms of communication can I expect?	9
2 ways [orientation, notebook, text/call, email, 2 conferences]	
1 way [bulletin boards, newsletters, website, Social Media sites]	
How do I enroll my preschooler?	10
Requirements	
Tuition Rates Policies	
What is the snack policy?	11
Meals & Snacks	
Special Dietary Needs	
How will I know my preschooler is safe?	12-18
Supervision	
Clothing Indoor & Outdoor Play	
Arrival Departure Guidelines	
Pick up Authorization	
School Closings	
EPICC positive behavior system	13-14
Behavior guidelines	
Emergency Plans	14-17
Medical Procedures	

WELCOME to EPIC Endeavors Preschool Academy my name is Trista Stamness and I am the owner and founder of EPIC Endeavors Preschool Academy. **I hope to serve you and your child with the very best preschool experience possible.** I invite you to read the following policies and procedures. It is my hope the following information will help you learn why I started a preschool, the expectations for each little learner and parent, and share the menu of enrichment offerings so you can make an informed decision if we are a **"good fit"** for your child's enrichment needs and your educational desires as a parent.

The following policies and procedures are in accordance to the Minnesota state law under the Department of Human Services, Licensing Division for childcare centers. The expectations and accompanying contracts become effective upon acceptance by the parent and EPIC Endeavors Preschool Academy.

EPIC Endeavors Preschool Academy Mission (MN RULE Subpart 1. C)

To provide a "state of the art" daily intellectual stimulating learning environment **where children become curious about our world** and ask questions and offer solutions through problem solving and discovery while **becoming a reader, writer, and creative thinker.**

Philosophy of Education (MN RULE Subpart 1. C)

Kids get smart through exposure, modeling, and stimulating environments fostering high expectations in a positive playful intellectual environment. **Purposeful play and practice grow children.** All children will learn and grow their schema when provided enriching focused playful environments that include:

- Targeted Inquiry Based **Questioning** and **Problem Solving.**
- Focused Observation Time and Modeling that includes peer Interaction and **Dialog after Reading,** Writing, and Thinking about our World.
- Balance of Free **Choice & Challenge with Purposeful Practice** to meet a Child's Interests and Interesting Topics about their World.

In a nutshell, as owner, **I believe there is no cap for how far a child will grow and learn just because they are a certain age.** Our staff will use formative assessments to learn what a child can do and then determine goals to further their learning in that area. Our staff will reteach when they need more practice and move to another skill when they master it. Minnesota State Standards for Early Childhood Education will be our benchmark to guide all growth in all preschoolers. As a parent you can speak with the director at any time to request review or clarification of our center's program plan.

Understand the meaning behind our name and the foundation we intend our preschool to draw upon. (MN RULE Subpart 1. C)

EPIC

- Extending **beyond** the usual or **ordinary** especially in size or scope
- **Impressively** great | very **impressive**; awesome | extremely

ENDEAVORS

- Exert oneself to do or effect something
- Conscientious effort toward an end | **Purposeful** activity

ACADEMY

- School that provides training in special subjects or skills; work to support art, science, or literature
- Academic community | Institution of **distinguished scholars**, artists, or **scientists**, who **aims** to promote/maintain standards in its particular field

ENRICHMENT

- Supply with riches, wealth, **abundant** or possessions, etc.
- Abundance of anything desirable | Add greater value or **significance** to

EXPECT

- Your child to learn **beyond** the **ordinary** preschool skills, which traditionally are shapes, colors, etc.
- A **purposeful** playful learning environment leaving **significant** impact on your child's life long skills in becoming a **distinguished** scholarly reader, writer and leader.
- **Impressive** growth in reading and writing and learning about our world of **science, math and social studies.**
- Our staff to **aim for high standards** daily to assure we promote a high **academic community** among our little **scholars** and their families.

How to get started?

Read through the parent handbook to see if we are the "right fit" for what you are seeking to enrich your child's early learning years. Email us to set up tour and meet us! epicendeavorspreschoolacademy@gmail.com

Follow us on Facebook

<https://www.facebook.com/epicendeavorspreschoolacademy/>

Hours and Ages Served (Subpart 1 A & B)

EPIC Endeavors Preschool Academy is licensed to serve 40 School Age/Preschool children Monday-Friday from 7:00-5:30 not to exceed 20 School Age. Preschool age includes children who **33 months** (must be potty trained and without accidents for 1 full month) **to age 5 and not yet in kindergarten**. Please ask about an updated calendar of days we are open.

EPIC Endeavors Preschool Academy offers the following menu of enrichment choices:

- **Early Riser Sunrise Enrichment (M-F) 7:00-8:30/9:00AM**
- **STEM Challenge (M-F) 8:30 or 9:00-12:00AM**
- **Lunch Bunch Club (M-F) 12:00a.m. -12:45PM**
- **Little Researcher & Athlete (M & W & F) 12:45-3:45PM**
- **STEAM - Art, Literature, Math, Music & Dance (T & TH) 12:45-3:45PM**
- **After School Enrichment (M-F) 3:45-5:30PM**

Licensure

EPIC Enrichment Endeavors Academy Preschool is licensed by the State of Minnesota. State law offers a license to preschools under the umbrella of childcare. The license is displayed in the office. The preschool is inspected periodically by the regulatory agencies to ensure the best for your child.

The Department of Human Services is **1-651-431-6500**. (Subpart 1. O)

Class Size Our license staff ratios are as follows but may exceed expectations.

- 20 students to 1 teacher and/or 1 Assistant teacher and/or 1 Teacher aide
 - adult ratio always 10-1 for preschool
 - 15-1 for school age usually during summer camp
- Expect students to get 1 on 1, small group, and large group instruction daily. During a state of emergency, especially while practicing social distancing, large group activities may be adjusted to small group sizes when feasible. The CDC and Minnesota Department of Health guidelines will be reviewed to guide our plan.
- **Prudent decision will be used by all EPIC staff to keep a safe environment.**

Statements below provide detailed description of activities designed to promote the intellectual, physical, social, and emotional development.

Parent Conferences and Student Learning Goals Notification (MN RULE Subpart 1. D)

Student data will be monitored for a child's intellectual, physical, social and emotional development. Parents will be shared the data at two conferences offered throughout the year but are welcome to set up an appointment to see it anytime. Conferences times will be shared with parents via email, text, or verbal with lead teacher or director. A document will be shared at the conference and form signed.

Learning Goals

Student will have a data or goal booklet to monitor personal growth, success, and learning. Parents will be shared this at each conference throughout the year. Students will be given two conferences a year. All Minnesota State Standards for Preschool and kindergarten will be taught, shown, and assessed. In the event a child shows mastery of their goal, we will encourage them to seek standards beyond the kindergarten level.

Cognitive and metacognitive development will be encouraged daily through one on one, small group, and large group using:

- Authentic daily play with purpose and intent often with apprenticeship and modeling of new concepts
- The American Reading Company Reader/Writer workshop | Accountable Talk & Active Listening
- EPIC creative hands-on STEM/STEAM curriculum and lessons written by our EPIC Endeavors Academy
- Lessons or material from Teach with Trista
- The gradual release of responsibility framework will be used for lesson modeling: I do, We do, You do.
- Inquiry and experiments with open ended questions will be fostered
- Socratic dialog and student journaling | Active listening and speaking

Knowledge and Skill Goals:

Reading

- Recognizes and reads first, middle and last name and name of friends | Recognizes all 26 letters and sounds
- Recognizes 25-120 most common high frequency words | Understands print concepts to begin to read
- Reads from Y and/or 1 Green book independently without help!
- Develops reading strategies to support research reading
 - Inference skills | Skim & Scan | Picture Clues | Text features

Writing

- Writes/spells first and last name | Writes sight words | Write numbers 0-30 | Writes all letters for memory w/o visual help

- Writes from sentence frames and completes ideas to complete the sentence.
- Journals: About personal story/ideas | Around focused research | From prompts

Math

- Develops 1 to 1 counting | Rote counts to 50+ | Recognizes number 0-30 | Writes numbers 0-30
- Recognizes and names, sorts 10 shapes | Counts by 2's, 3's, 5's and 10's
- Understands Adding: +1 (0-20), +2 (0-20), +5 (0-50), Puts numbers in 0-30 sequence

Science

- Colors | Sound | Astronomy | Levers/Gears | Geology | Chemistry | Slide/friction | Magnets | Physics

Engineering

- Build a tower | Builds a bridge | Builds a city and roads | Designing elevation, slide/incline | Balance

Social Studies (MN RULE Subpart 1. C)

- Continents | Oceans | Countries | States | Cities | Neighborhoods | Religious Holidays and customs around the world NOTE: **Our preschool does not teach from any specific curriculum geared toward any specific religion; however, the Christian holiday can be celebrated such as the Christmas holiday.** But, holiday awareness and celebrations should not and will not be limited to only Christian holidays as we recognize other philosophical beliefs and want all children and families to feel welcome. Christian music may and can be played at any time as well as taught to the children only if preapproved by the Director. All staff are expected to offer a variety of culture and backgrounds when planning their lessons for our Social Studies content.

Music- Sings | Moves to music | Shares beat/patterns | Creates music videos | Plays an instrument to music

Social and Emotional Learning Development Skills

- Cooperating 1 on 1 and in groups | Sharing objects and ideas with another | Solves problems individually within a group
- Leadership | Responsibility | Follow the daily expectations of personal space for group work with reminders
- Asks and Answers questions confidently | Shares learning with others | Helps friends and adults when in need
- Expresses feelings in a calm appropriate manner

Physical Learning Development Skills

- Participates in large gross motor activities such as jumping, throwing, hopping, skipping, running
- Participates in fine motor activities such as cutting, pasting, coloring, tracing, molding, playing an instrument.
- Personal care and cleanliness | Self Help such as buttoning, zipping, and dressing for outdoor play
- Personal safety

Preschool Curriculum | Learning Centers

The Minnesota State Standards for Early Childhood Education in math, science, and language arts will be our road map for skills and content knowledge learning. A theme-based scope and sequence will be followed but may have the flexibility to be adjusted at any time to fit student/group interests to foster their love for learning through curiosity.

- Students will learn through theme-based inquiry questions to foster research reading/writing on a theme of study.
- Books leveled from American Reading Company and other supplemental materials will be sent home daily.
- Students will learn through open-ended questions, inquiry, and experiments.
- Students will learn through hands on problem and solution, trial and error, and reflection.

The following are daily focus frameworks used to teach all standards and skills.

- The Gradual Release of Responsibility
- The American Reading Company Reader/Writer workshop
 - Accountable Talk and Active Listening Protocols
- EPIC creative hands on STEM/STEAM curriculum and lessons written by our EPIC Endeavors Academy
- Lessons or material from Teach with Trista | Socratic Dialog

STEM Morning 9:00-12:00 M T W T H F		
How is inquiry used to investigate the answers to questions we pose?		
FALL		
September Guiding Question: What is a force? Theme: Fall Science - Parts of an Apple Life Cycle - Apple rotting Oxidation - Leaves Chlorophyll Colors - Gravity Technology: Video Engineering - Parachutes - Simple Helicopters - Shapes Math - Rote Counting 1-20+ - Reads 1-10	October Guiding Question: What are machines? Why do we use simple and complex machines? Theme: Fall Science - Part of pumpkin Life Cycle - Hot vs. Cold - Simple Machines Technology: Video Cameras Engineering - Candy Catapult - Building 3D Structures Shapes - Pulley Slide Ramps - Wheel Axel	November Guiding Questions: What makes a landform and its physical quality? Theme: Fall Science - Planet Earth - Land Forms: ex. mountains, basins and valleys, rivers, coasts, volcanoes, caves, underworld - Erosion Impact - Earth's Layers Geology Technology - Maps Engineering - Draw Maps with Landforms - Build Landforms Maps

• Writes 1-5 • 1 to 1 Counts to groups 0-5 • Measurement ✓ Length ✓ Weight ✓ Height	Math • Rote Count 1-20+ • Reads 1-20 • Writes 1-10 • 1 to 1 Counts to group 0-5 • Measurement ✓ Length ✓ Weight ✓ Height	Math • Rote Counting 1-30 • Reads 1-25 • Writes 1-20 • 1 to 1 Counts to group 0-5 • More Less • Odd Even • Puts numbers 0-25 in sequence
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STEM Morning 9:00-12:00 M T W TH F How is inquiry used to investigate the answers to questions we pose?		
Winter		
December Guiding Questions: How is electricity used in our world? Why is the study of light, or optics, important in modern physics? Theme: Winter Science • Electricity Circuits • Lights Radio Waves • Electromagnetic Radiation • X-Ray Reflection • Diffraction = bending of light Technology • Digital Camera Coding Engineering • Build a flashlight • Batteries to lights Math • Rote Counting 0-40 • Reads 1-30 • Writes 1-25 • 1 to 1 Counts to groups 0-10 • More Less Odd Even • Recognizes Shapes • Sorts by Attributes	January How do magnets interact with each other and other objects? What is the study of Astronomy? Theme: Winter Science • Magnets Force and motion • Gears • Solar System Planets Technology • IPAD Coding Robots Engineering • Drawing Buildings • Build a City Sky Line • Create Tape Roads • Building snow sculptures Math • Rote Counting 0-75 • Reads 1-30 • Writes 1-25 • 1 to 1 Counts to groups 0-12 • Puts numbers 0-10+ in sequence • Symmetry • Sorts by Attributes	February How do the bones in our body allow us to work together to move and function? Theme: Winter Science • Parts of a body • Senses • Shadows Reflections Technology • IPAD body part simulations Coding Engineering • Build Body Part • Create Body map • Create Model Circulatory system • Build a Robot Code a Robot Math • Rote Counting 0-75 • Reads 1-30 • Writes 1-30 • 1 to 1 Counts to groups 0-12 • Puts numbers 0-20+ in sequence

STEM Morning 9:00-12:00 M T W TH F How is inquiry used to investigate the answers to questions we pose?		
SPRING		
March Guiding Question: What is energy? How do we know things have energy? Theme: Spring Science • Energy Forms • Heat Thermal • Light Radiant • Motion Kinetic • Electrical • Chemical • Nuclear • Gravitational • Nonrenewable Vs. Renewable: Wind, Hydro (Water), Geothermal	April Guiding Question: How does the sun supply living things with the energy they need? Theme: Spring Science • Parts of a flower • Growing plants • Photosynthesis • Seeds to Plant Cycles Technology- Coding Engineering • Building water falls • Build a planter Math	May Guiding Questions: How do Newton's Laws of motion apply to amusement rides? Theme: Summer Science • Sink vs. float • Angles/Tension Technology- Using a microphone Engineering • Building boats • Sand sculptures • Salt sculptures • Zip lines Math

(inside earth), Biomass (from Plants) Technology - Robots Engineering - Pinwheel - Kites - Hover Craft - Thermal Oven Math - Counts by 2's, 3's, 5's and 10's - Understands Adding +1 (0-20) +2 (0-20) +5 (0-50) - Puts numbers in 0-30 sequence	- Counts by 2s, 3s, 5s and 10s - Understands Adding +1 (0-20) +2 (0-20) +5 (0-50) - Puts numbers in 0-40 sequence	- Counts by 2's, 3's, 5's and 10's - Understands Adding +1 (0-20) +2 (0-20) +5 (0-50) - Puts numbers in 0-50 sequence
YOU CAN EXPECT YOUR CHILD TO - Become a mathematician, engineer, and scientist through becoming a scholarly reader by learning to read the right fit book. - Build a ferocious appetite for learning as they read, write, build, create, and discuss the above topics of study. - Read, write, think like a Scientist, Technologist, Engineer, or Mathematician - Explore complex science concepts while being immersed in domain specific vocabulary to further build their background knowledge. - Learn to read independently. - Your little reader to learn 25 to 120+ sight words while developing into a fluent reader who comprehends what they read.		Enrichment Daily Schedule 9:00 Academic Ticket into Explorative Choice Play time and 1 on 1 Ind. Reading with teacher 9:45 Morning Meeting Message Calendar: Math, Movement, and Songs with theme letters, words, Phonemic Awareness/ Letters and sounds etc. 10:00 Snack (1-2 books read per day) 10:15 Songs into Inquiry questions of the day? Investigate answers or ideas to daily question posed through Shared Reading / Read Aloud (Goal 15 books each week) 10:30 Station Learning Lab time 4 -15 or 3- 20-minute stations - Engineering - Science Technology - Math Reading 11:30 Seasonal Songs/chants/rhymes into free playtime indoor or outdoor depending on weather 12:00 Student pick up/ Transition time

Little Researcher Little Athlete 12:45-3:45 [M W F]
September October November Research: Zoology One-Animals Students will build a ferocious appetite for learning to read as they read and classify animals. Students will Classify and discuss mammals, reptiles, amphibians, fish, and birds. Athletics: Kickball-Soccer-Flag Football-Volleyball
December January Research: Ecology-Exploring their World Students will get excited about exploring and learning about their world as they journey through the forest, ocean, savannah, desert, rain forest, and arctic ecosystems. Athletics-Basketball, Hockey, Tennis, Kick ball
February March Research: Entomology- What is a bug, anyway? Students will hone their observation skills as they enter the world of all things creepy crawly, from butterflies to wasps, spiders to millipedes and learn what is the difference between invertebrates vs. vertebrates. Athletics: Baseball, Softball, Golf, Lacrosse
April May Research: Plants Systems and 3 Types of Birds What birds are seen in Minnesota? - Students will hone their observation skills as they enter the world horticulture and hydroponics - Become a bird watcher and listener Athletics: Outdoor games & large motor movements

YOU CAN EXPECT YOUR CHILD TO • Become a reader and learn to read the right fit book. • Build a ferocious appetite for learning as they read about and discuss: ◦ Mammals, reptiles, fish, birds, and bugs. ◦ All things creepy crawly, from butterflies to wasps, spiders to millipedes. ◦ Forest, ocean, savannah, desert, and artic ecosystems. • Read, write, think like a researcher as they develop their reading skills. • Explore complex science concepts while being immersed in domain specific vocabulary to further build their background knowledge. • Learn to read independently. • Your little reader to learn sight words while developing into a fluent reader who comprehends what they read.	Sample Enrichment Daily Schedule 12:45 Explorative Play & 1 on 1 reading w/teacher 1:30 Afternoon Calendar: Meeting & Message: letters, words, time, academic Ticket, Math, Movement, and Songs Shared Reading / Read Aloud (Goal 15 books a week) 2:00-3:00 Science Lab & Project & Centers: Daily Research Question & Topic Target Independent Reading Observation/Exploration/Note Making Accountable Talk Phonemic Awareness/ Letters and sounds Center: Athletics Writer's Workshop 3:00 SNACK and Read aloud fiction Seasonal Songs/chants/rhymes 3:30-3:45 Outside Playtime
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STEAM ART LITERATURE MATH MUSIC DANCE [T TH] 12:45-3:45 monthly theme-based units of study	
SEPTEMBER APPLES FALL LADYBUGS CATERPILLARS BUTTERFLIES OCTOBER PUMPKINS HALLOWEEN SPIDERS & BATS BONES FIRE SAFETY NOVEMBER VOTING THANKSGIVING DINOSAURS VETERANS DECEMBER CHRISTMAS HOLIDAYS AROUND THE WORLD WINTER SOLSTICE JANUARY ARTIC ANIMALS TRANSPORTATION OCCUPATIONS SNOW SCULPTING FEBRUARY VALENTINE'S DAY PRESIDENT'S DAY SHADOWS-Ground Hog Day KINDNESS/FRIENDSHIP DENTAL HEALTH MARCH EASTER ST. PATRICK'S DAY WEATHER SPRING CATERPILLARS & BUTTERFLIES APRIL EARTH – Recycle ASTRONOMY-PLANETS POETRY & MUSIC PLANTS MAY CONSTRUCTION & ARCHITECTURE MOTHERS & FATHERS MAY DAY FLOWERS MEMORIAL DAY	
YOU CAN EXPECT YOUR CHILD TO • Build a steady appetite for learning to read as they listen, read, and discuss books around monthly themes. • Read and think like an artist and musician • Illustrate and draw numerous pictures around the themes we study. • Explore complex science concepts while being immersed in domain specific vocabulary to further build their background knowledge. • Learn to read independently. • Your little reader to learn up to 25+ sight words while they work through the beginning stages of reading. • Build their ability to use Rhythm to movement. • Read and write numbers to up to 25 or above. • Understand numerous math concepts.	12:45 Explorative Play & 1 on 1 reading w/teacher 1:30 Afternoon Calendar: Meeting & Message: letters, words, time, academic Ticket, Math, Movement, and Songs Shared Reading / Read Aloud LITERATURE (Goal 10 books a week) Independent Reading Accountable Talk 1:40 ART 2:00-3:00 SKILL & STRATEGY BUILDING STATIONS WORD STUDY MATH MUSIC DANCE ART (Perceptual Motor skills) 3:00 SNACK 3:15 Read aloud WRAP UP Seasonal Songs/chants/rhymes 3:30 Outdoor Play

EARLY RISER SUNSHINE ENRICHMENT [M-F] 7:30-/8:30 or 9:00 AM 7:00-8:00-QUIET Morning coloring Drawing painting Puzzles Morning 1 on 1 Reading Learning Videos 8:00 Breakfast 8:00- INGENUITY TIME Cutting Folding Technology teaching-IPAD 8:30- Outside Play weather permitting Stories Independent Reading 9:00 Transition into preschool start
AFTER SCHOOL ENRICHMENT [M-F] 3:45-5:30 PM 3:45 OUTSIDE PLAY 4:30 ENRICHMENT CHOICE: GAMES ACTIVITIES Learning Video DAILY CHALLENGE
LUNCH BUNCH CLUB 12:00 p.m.-12:45 p.m. 12:00 FREE PLAY OUTSIDE (weather permitting) or INSIDE LUNCH 12:30 BOOK CHOICE CHOICE CENTER PLAYTIME after lunch is finished.

Is extended care available?

We offer 3 enrichment options for extended care including:

Early Riser Sunshine Enrichment is available starting at **7:00 a.m. each day**. Students will need to register for this enrichment option. The cost of Early Riser Sunshine Enrichment is **\$15.00 for "drop in" per day**, with pre-approval by at least 3:00 1 day in advance pending on available spots, or the prearranged the rate on a student's tuition contract.

Lunch Bunch Book Club is available as a bridge program from the morning enrichment to afternoon enrichment or it can be an extension for a morning or afternoon enrichment option. **Parents do need to provide lunch** and EPIC Endeavors Preschool Academy will serve milk and offer water. **Please label lunches with First and Last name**. Lunches will not be refrigerated so please use an ice pack if necessary. Student must pre-register. Once you have signed your child up for an extra service your account will be charged. The cost for Lunch Bunch Club is the rate from the tuition contract signed. An **\$11.00 rate will be charged for single day "drop in"** with must be pre-approval by at least 3:00 1 day in advance and/or pending on available spots.

After School Enrichment, is geared for late pick-ups, is available from 3:45-5:30 each day. The cost is per tuition contract. **\$15.00 is the cost for single day "drop in"** with pre-approval by at least 3:00 1 day in advance pending on available spots.

All "drop in" enrichment requests should be made via text 507-319-5709 or email to epicendeavorspreschoolacademy@gmail.com to track communication and verify notification and approval.

Holidays - The EPIC Endeavors Preschool Academy building will be closed on the following holidays: New Year's Eve Day & New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, and Christmas Eve Day and Christmas Day and President's Day

School Breaks — See the school calendar for additional days we will be closed and have as school breaks this changes every year as we have a similar schedule as Rochester Public Schools.

Owner Credentials

As Owner and Director, Trista Stamness brings 25+ years of teaching preschool-adult learners. Currently she holds a **K-12 Administrative License and K-6 Teaching License in the State of Minnesota** while continuing to be a **National Professional Developer for curriculum and instruction**. She is sought after both locally and nationally as an expert in reading and writing instruction. She is currently an independent Executive Consultant to many schools, districts, and individuals through her business EPIC Development. You can count on her National experience and ongoing professional development with school systems to continue to bring cutting edge research best practices to all staff members and students of EPIC Endeavors Preschool Academy as she and 3 of her school partners have together achieved Reward School Status from the Department of Education in Minnesota.

All staff members will be required to go through our EPIC Endeavors Preschool Academy systems policies, procedures and protocol trainings throughout the year and hold professional learning community meetings with each other to improve their practice and student learning weekly. We have high expectations for staff and only those with the same standards are hired.

Communication and Conferences

We believe in daily communication and welcome feedback anytime to improve our offerings and service to our families. Our typical **2-way** communication including:

- Parent orientation meeting is held prior to the first day of school so parents experience the classroom environment.
- Texting or calling the director and/or lead teacher.
 - Reach ALL lead staff & center at 507-218-9290 (text if you need to.)
 - Director's cell phone text or call anytime 507- 319-5709
 - EPIC Direct Line 507-601-7396
- Email epicendeavorspreschoolacademy@gmail.com
- 2 scheduled conferences for parents to learn about your child's intellectual/academic, physical, social, and emotional development. Your child's preschool teacher will set it up.

- Each child will be assigned a cubby for their papers and a hook for their bag and coat. If you have a message for a teacher, we ask you text or message through Bloomz. app.

Parents are always **welcome to visit the center anytime during the hours of operations**; however, we do ask if it is necessary you need to hold a conversation with the teacher, we will need to schedule a time they are not responsible for the children in his/her class. If you should ever have a concern you wish to discuss, please contact the director/teacher ahead of time to schedule an appointment. (MN RULE Subpart 1. N)

1-way communication will be shared:

- Welcome Communication Bulletin Boards upon entering classrooms.
- Website updates on events
- Social Media: Twitter, Facebook, Instagram, Pinterest, Bloomz will provide updates and pictures (providing permission on part 2 of enrollment form) (MN RULE Subpart 1. J)
- A monthly calendar of events will be posted on Bloomz app for parents and/or posted on Facebook.

EPIC Enrichment Academy Expectations Enrollment

Your child's part 1 & 2 enrollment forms will need to be completed before your child's first day of preschool.

This includes:

- ☐ Tuition Contract & Policy Signed (See menu of selected enrichments your child is enrolled in.)
- ☐ Field Trip Permission Slip Procedures (Slips will be given out at the time of field trip.)
- ☐ Behavior Guideline Signature of Approval (on Part 2 of form & on tuition contract)
- ☐ Does your child have an IEP with school district or had an ICCPP plan before?
- ☐ Have you read the handbook, emergency plan, and COVID preparedness plan?
- ☐ Emergency Numbers of Guardian/Parent to contact for Immediate Response
- ☐ Immunization Record (***need first day**) (MN RULE Subpart 1. E)
- ☐ A Health Care Summary (Completed and signed by a physician and returned within **30 days of enrollment.**)

Tuition

A tuition schedule and policy contract with our menu of enrichment options is attached to the parent enrollment pack and will need to be signed and return with the enrollment packet. Please review the menu of enrichment options and check those you want your child to enroll in. **Preschool Deposits:**

- **A deposit of your child's one month of tuition is due to hold your child's preschool or summer camp spot.** It will be applied to your child's May or August spot as stated on the tuition contract you sign as long as your tuition is paid in full through April or prior month of that year. The first month of tuition is due for your child's enrollment on or before the start your regular monthly tuition installments unless you have a separate plan made and approved by the director.

When choosing less than 1 or 2 enrichments, tuition is due at the beginning of the month. When choosing full day options tuition can be paid split with the first half paid on the 1st of the month. The second half paid due on the 15th of each month or the Friday before the 15th.

SUMMER TUITION RATE

All current children attending EPIC preschool may continue to attend camp through the summer by notifying the director or teachers each January prior to the summer. A summer tuition deposit of half or full is expected to hold a spot for summer camps and/or fall depending on the arrangement you have made with the director.

ACH AUTOMATIC PAYMENTS for tuition each month **Direct payments for an ACH debit can be set up through our partnership with THINK Bank.** Please fill out the ACH payment form and attach a void check. All tuition payments will be handled this way unless you have discussed another option with the Director.

A service charge will be added to any returned check/or NSF from the bank. If a check has been returned, cash or money orders will be required for payment.

Late pick up fees

Your child needs to be picked up at the enrichment end time. There will be a **10.00 charge when a late pickup happens and if it exceeds 5 minutes or more**, the enrichment class fee that follows will be added to the tuition of a child's monthly tuition fee. If a late pick up happens at the end of the day a \$1.00 a minute will be charged to the child's monthly tuition and if 5 minutes late a \$10.00 fee will be charged and 2.00 for every minute after. Thank you for understanding.

Withdrawal Policy

Our enrichment and learning goals are based on a full year of enrichment. If you must withdraw your child during the school year, a 30-day written notice to the director is required as well as your final payment for your class options for those 30 days following the written notice.

Scholarships & Gratitude Gift of Giving

EPIC Enrichment Academy always looks to partner with a business and people who are willing to sponsor a child. If you have a business or personally would like to sponsor a child in need, please let us know and we will find a match for you. If you are in need or know someone who is interested or in need of support, please contact our office for more information. An email will be sent with an application.

Toileting

Student enrolled in our preschool must be toilet trained and self-sufficient. It is extremely encouraged to have your child use the bathroom BEFORE coming to class. All students must have an extra pair of pants and underwear in their backpacks. If a child has a "wet" accident, we will assist the child in changing the child's clothing. If a child has a "messy" accident, the parent may be called to come and assist the child or take them home. Any child who is 33 months of age and also toilet trained is welcome to attend our preschool enrichment classes.

Nap and Rest Policy

Due to our mission to be a preschool enrichment focused environment for learning offering half day and full day options, we offer a nap and/or quiet rest time with books during the p.m. enrichment for all who are enrolled in more than 2 enrichment offerings. Parents should request to fill out a nap form to help us know more about your child's needs for a nap as well as a parent can request "no" nap.

We will provide a cot for napping and or quiet rest time. Since we do realize there is a wide range of age for milestones of not needing a nap. A child who has napped or rested quietly for 30 minutes will not be confined to a cot. Student enrolled for only the morning enrichments or afternoon enrichments will not be given a nap.

For nap and/or quiet rest time, students may bring personal blankets or pillows to read with/on the cot. We will not provide blankets or pillows for children. All personal blankets and pillowcases need to go home weekly to be washed.

Clothing

Sending your child in comfortable clothing is preferred. Children will be encouraged to participate in all activities. Plan your child may encounter activities such as paint, dirt, water, or Play-doh. We will encourage them to wear a covering such as a smock when working with messy items.

Winter wear will be required when the snow starts to fall or the temperature drops. Please send your child with winter coat, snow pants, boots, hat, mittens or gloves.

We do ask outdoor shoes to be taken off at the door and kids change into slippers or indoor shoes to keep our facility cleaner. You can leave the extra pair in your child's cubby. **Students should always have socks to wear indoors.**

Outdoors Play

We plan to play outside each day and/or hold our sports and athletic training outside when weather is permitting. The amount of time spent outside will depend on the weather. Children will almost always play outside when the wind-chill factor is 15 degrees or above. We may go outside 1 or 2 times a day for very short periods when the wind-chill factor or "feels like" temperature is between 0-15 degrees or lower under prudent decision made by multiple staff input. ALWAYS bring warm clothes! Hats/Caps will not be worn indoors.

Field Trips (Subpart 1 I)

EPIC Endeavors Preschool Academy goes on field trips throughout the year. A permission slip with the location, duration and cost will be provided to parents prior to the field trip day.

Photos/Social Media Posting (MN RULE Subpart 1. J)

EPIC Endeavors Preschool Academy likes to capture the smiles from our daily endeavors. Please sign our enrollment form to give permission or decline permission to capture photographs of your child's smiles to show on site, memory books, and/or posted on social media.

How will I know my child is safe?

Arrival | Departures

You are required to sign your child in and out for each day's enrichment. There is a clipboard with appropriate paper stating your child's enrichment class enrolled in. Please use the pens and note the drop off and pick up times with your signature on the line for the correct day of enrichment. This will record your child's attendance and hours. When dropping off, please always hand your child off to the teacher in charge of enrichment. **COVID-19 or other sickness screening is simply you making a prudent drop offs as you are expected to sign them in which stated you are saying your child has not been exposed to COVID-19 or have cold or any flu symptoms when you sign your child in each day.** (Subpart 1 – F) Please read or ask for the updated COVID plan.

When picking up your child, please wait outside the classroom door and teachers will dismiss children as they see the adult who is authorized for the child's pick up. **12:00 and 3:45 pick-ups will happen outside** during outdoor play typically.

Parking Lot Safety. Please **do not allow your child to be unsupervised in the parking lot** for drop off or pick up. It is expected an adult will be with them during all transition times. It is expected all children who attend EPIC Endeavors Preschool Academy will act with orderly conduct walking and talking quietly while coming to and from our facility. **For early drop off** you will need to notify staff and confirm an AM Early Riser Enrichment spot or Lunch Bunch spot is available and confirm it is held via email or text message prior to 10:00 a.m. the day prior. **For a late pick up** you will need to notify staff and confirm a Lunch Bunch spot or After School Enrichment spot is available and confirm it is held via email or text message prior to 3:00 p.m. the day prior. **The correct drop off and pick up times** are expected to assure your child gets their full enrichment and so our preschool maintains our high standards and state license requirements. **Curbside Drop off - Pickup** is fine when it is stormy, raining, or in the early morning or end of day.

Supervision

EPIC Endeavors Preschool Academy cares about all their students during the hours of their enrichment time. Students are supervised at all times while attending enrichment. Once a child has been released to a parent or guardian, the child ceases to be the responsibility of EPIC Endeavors Preschool Academy.

Pick Up Authorization

Parents are responsible for the transportation of their own children. Only authorized adults will be permitted to pick up your child. For your child's safety, if you are not picking up your child on a given day, you must either provide a written note or call the teacher or Trista to inform them of the change. Please provide the note or call even if the person picking up the child is on your authorized pick-up list to help with communication.

School Closings

If Rochester Public School closes due to weather EPIC Endeavors Academy will be closed. It will be announced via Bloomz app to parents and/or text message. It will also be posted on EPIC Endeavors Preschool Academy Facebook page. Watch if

- **Rochester Public School cancels school then all EPIC Endeavors Preschool Academy classes will be canceled. The building will be closed for all type of care.**
- When Rochester Public School begins 1 or 2 hours late, Epic Endeavors Preschool Academy will open begin either 1 hour late at 8:00 a.m. or 2 hours late at 9:00 a.m.
- When Rochester Public School is dismissed early, Epic Endeavors Preschool Academy will be dismissed early during a snow emergency. We will ask parents pick up their child as promptly as possible. In this event, Epic Endeavors Preschool Academy's Bloomz app and Facebook page.
- In the event of a utility failure, parents will be notified by a phone call or text message. Parents will be asked to pick up their child as soon as possible.

Emergency Shelter

In case of tornado, classes will be moved away from windows. A note will be posted in the front entrance of EPIC Entrance. All other emergency protocols are prudent decision making by staff. We do not answer doors for public unless we assume it is safe. **Doors are always locked at EPIC** and we do not offer outside public use of our restrooms. Tours for new families are typically late in the day and pre scheduled. Please see the updated maps of our relocation which are located on our exit doors for more information you may like to have, please email the director for our staff policy and procedures for emergency situations.

Meals

Lunch and Breakfast (MN RULE Subpart 1. K)

We do not prepare meals on site. Parents may pack a **breakfast** for any student who does not eat breakfast prior to coming to Early Riser Sunshine Enrichment. Students will be welcome to eat their breakfast at 7:45-8:15 each morning. USDA food guidelines do need to be followed for preschooler's breakfast. If requested, boxed cereal and/or single serve fruit and single serve milk will be offered for a small fee added to monthly tuition.

Lunch bunch care is available as a bridge program from the morning preschool to the afternoon. **Parents must provide a bag lunch** which includes a single serving of $\frac{3}{4}$ cup fluid milk or EPIC Endeavors Preschool Academy will offer milk for \$1.00 a day and additionally water as a drink. Please label lunches with first and last name. Lunches will not be refrigerated if coolness is needed you will need to use an ice pack. **Student must pre-register for lunch!** To assure we comply with the Department of Human Services and the Healthy Eating for preschoolers' recommendations from U.S. Department of Agriculture Food and Nutritional Services.

A preschooler's bag lunch each day **should include all food groups stated from Choosemyplate.gov** recommendations. Lunches should be balanced to include a fruit, vegetable, grain, protein, and dairy. When providing a juice please **make sure it is 100% juice.** Teachers are required to have backups for each food group so if your child's lunch is not representing all food groups, we will give your child the missing food group. **Please note:** each time we provide a food group for your child you will receive a charge added to your monthly tuition. We also are expected by MN Rule to serve your child milk at lunch if you do not send milk

in a thermos with your child. **If you prefer your child, not be served any milk if they say no, please see the director to write up a quick plan for no milk per parent request if child chooses no at its offering.** Please provide a cup each day for us to serve your child milk if you choose to pay for milk each day rather than provide a single serving carton of milk. PLEASE INCLUDE a napkin daily. If needed, we will provide one. We ask you to provide all utensils including spoons, forks or feel free to leave a boxed set of utensils at school.

Preschool Nutritional Recommendations cited:

https://health.gov/dietaryguidelines/2015/resources/2015-2020_Dietary_Guidelines.pdf

<https://choosemyplate-prod.azureedge.net/sites/default/files/audiences/HealthyEatingForPreschoolers-MiniPoster.pdf>

Boxed single serve lunches may occasionally be available for purchase for students on specific days. When box lunches become an option, a form will be handed out and need to be filled out and signed in addition to additional payment for the box lunch.

Snack Policy (MN RULE Subpart 1. K)

We promote sharing of snacks with our community of learners while promoting healthy lifestyles and knowledge of all basic food groups. As we assure to comply with the Department of Human Services and Nutritional Snack Standards, **we will ask each child who is enrolled for the 8:30-12:00 a.m. and/or 12:45-3:45p.m. to bring a snack to share. Each child is given a date on the calendar each month which they will be asked to provide a snack and drink that is 100% juice or milk that comes in single serving size.** (Juices other than 100% do not meet the Department of Human Services Standards.) **Each snack must include two food groups**, as outlined below. The teacher will keep a backup snack. If you forget to bring snack, please provide a replacement snack for another time. All snack items must be individually pre-packaged or from a store or individually packaged a bakery shop made. We are unable to serve or send home any items that are baked or prepared at home. We will provide napkins. **NOTE:** If you choose to bring jug juice or milk, **you will need to provide the single serve cups** required to serve the juice or milk.

If students need refrigeration for the group snack to be shared, such as cheese sticks or yogurt sticks, the parent should inform the teacher when dropping off their child. All staff will also make a point to ask the parent or child if refrigeration is needed. Snack requiring refrigeration should be put into the refrigerator upon arrival and will be taken out when it is snack time.

Ideas for snacks from two food groups: apple sauce & milk, crackers & juice, cheese sticks & juice, carrots & milk, 1% milk & raisins, juice & pudding, bananas & 1% Milk, pretzels and milk, animal crackers and milk

Water EPIC Endeavors Preschool Academy will offer water from single serve cups. We will not refill any student water bottle at our facility. This is a Department of Health Rule.

Allergies

All parents are responsible for notifying staff in writing regarding any food allergy or other necessary dietary allergy or health allergy requiring our staff extra care or awareness. Please submit the food allergy, dietary allergy or other allergy list with your student's enrollment form. Please make sure to notify all teachers and staff who will be caring for your child in writing on enrollment form and through email. This information will become part of the child's file and will be shared with child's class, so all parents are aware of the allergies when providing snacks. A Individual Child Care Plan will need to be written with the Director to assure staff are aware of your child's specific need. Please provide a snack for your child to have at school in case the provided snack is an allergen.

King or Queen or Superhero for the Day & Show and Tell

Students will be assigned 1-2 days a month where they will be the king or queen or Superhero for the day. This day offers them the opportunity to be the leader of the group. **On their special day you will be asked to provide two food groups for a snack.**

(See above snack policy and look for monthly calendar of days.)

Student Behavior Expectations (MN RULE Subpart 1. L)

What you can expect from our teachers.

EPIC Endeavors Preschool Academy desires a happy and safe environment for kids because we believe every child deserves a place they can feel physically and emotionally safe. We also value a specific standard of conduct by staff as well as students to ensure an engaging learning environment that is free from disruptive behaviors that interfere with learning for all students.

You can count on teachers to model positive choice words with adults and children to model appropriate positive social interactions with others.

Our Positive Behavior System fosters EPICC kids.

Adults will continue to teach **EPICC** acronym expectations by showing explicit examples of what "it looks like, sounds like, feels like", to be **EPICC Kids of Character**.

Efficacy (produce a desired outcome & beneficial change)- Effort to excellence

Teachers will state verbally and model the desired behavior outcome expected.

Teacher will provide redirection to foster correct behaviors to meet our standard.

Polite regard for others

Teachers will model polite manners to be used while interacting with others.

If a teacher notices the following impolite/inappropriate classroom behaviors including:

- Punching, kicking, biting pinching, hair pulling, pushing, shoving, swearing, throwing (when not related to sports event)
- Actions which are unsafe or make other children or teachers feel unsafe or endangered either physically or emotionally.
- Inappropriate touching of other children.
- Harassment of children or adults (threatening, recurring teasing)

A teacher will notify the parents with a written incident report or message through Bloomz or google text and/or a parent verbal conversation or conference. Together, the parents and the child will may be asked to create an ICCPP plan or success action plan to correct the misbehavior.

If the persistent behaviors and impolite behaviors continues a second conference with the teacher and/or director will be scheduled. An outside expert may be invited to this conference if both parties agree and feel this could benefit the outcomes for the child. At this time, the director can make a decision regarding further future programming for the child. At this time, the parent may be asked to withdraw their child from the program permanently.

If the director allows for further attempts for behavior modification from the second conference and behavior modifications are not successful and sufficient progress has not been made, a third conference with the teacher and director will be held. At this time, the director will make a decision regarding further future programming for the child. At this time, the parent may be asked to withdraw their child from the program permanently.

Insight to understanding

All staff will assess student's learning modalities to better reach every child's learning style.

Student can earn recognition for great character when kids demonstrate traits:

- Efficacy (produce a desired outcome & beneficial change)- Effort to excellence
- Polite regard for others
- Insight to understanding
- Courage
- Compassion

Courage

Students are encouraged to speak up, show leadership, and problem solve. Teachers will offer books and learning around courage and bravery.

Compassion

Students show kindness to one another. We will foster "Random Acts of Kindness" daily which may include but not limited to: holding the door for another person, or letting someone go before them, or helping carry an item for another person, saying "hi" or "bye" to others, saying "good morning" to teachers and classmates, writing "thank you" notes, helping clean up school and playgrounds we use, help with donation drives for our community, invite a friend to play

Unacceptable Student Behavior Guidelines

If an incident arises where a child is demonstrating unacceptable behavior that could impact the safety of the children or staff AND all above procedures are followed and the **behavior continues for longer than 15 minutes** and/or it becomes increasingly uncontrollable **a parent will be called and asked to speak with the child and/or come to pick up the child for the day depending on the severity and past patterns to work on the behavior expectations.**

If the student behaviors are unacceptable and did or might put others at high risk for injury, **teachers will call 911 immediately. If someone was injured all first aid policies will be followed.**

1. One teacher will always remain with other children and another with the child showing unacceptable behaviors until the police join the episode.
2. If parents were not notified prior to this decision, one teacher will notify parents immediately regarding their emergency intervention call to the 911 regarding their child' behavior. NOTE: It is always the intent to work through de-escalation through "time to think" and parent phone call or pick up prior to an emergency 911 contact interventions. Professional decision-making in good faith will be used at all times.

If a parent was not called or contacted during the day's episode due to the child complying with the request to seek a "time to think" away from peers to cool down, then a parent will be notified at pick up and/or a short dialog conference

will be held within 12-24 hours to share about the episode as well as work out a success plan of future responses if this should happen again.

Staff members who observed the behavior will:

- Record the behavior of the child and state the time the episode happened as well as how many redirection requests, "time to think" requests and compliance ratio to no compliance, phone calls made, staff observation and other students in class during the time of the episode who was all involved in the classroom behavior journal under the student's communication page.
- The parent will be notified through a written note and/or verbal conversation of how it was handled when the child is picked up.
- One copy of the documentation will be placed in student file and within the classroom behavior journal under communication journal page as well as a copy is to be placed in the center's Monthly Behavior episodes Binder located in the office.

Pets Policy EPIC Endeavors Preschool Academy **will not allow pets** to be brought into the center or onto the playground during preschool hours. **Do not let kids pet animals at the park. Look only!** (MN RULE Subpart 1. M)

Medical Procedures

First Aid (MN RULE Subpart 1. G)

If a child should have an injury requiring medical attention, you will be notified immediately. First Aid will be administered as needed. EPIC Endeavors Preschool Academy Staff will call 911 in case of a medical emergency and your child will be taken to the hospital listed on your child's registration form. The director or teacher will stay with your child until you can arrive. Our staff have emergency numbers at all of our exits and in our backpacks to take along on field trips. Staff will make prudent decisions to follow the best next step during the emergency to assure care while remaining calm.

NOTE: You will receive a copy of all accidents/incidents when minor first aid is provided.

Administration of Medication (MN RULE Subpart 1. H)

EPIC Endeavors has a policy of administering no medication unless absolutely necessary. If considered necessary, staff will give medication for emergency treatment only and a medication for those students with an individual plan in place. We do not administer antibiotics or over-the-counter medicines. These should be administered either before or after coming to preschool. If your child requires an EpiPen for use in an emergency, you will need to have a form completed by your doctor and supply an EpiPen with original prescription label attached.

- ✓ We will need to meet to set up a conference to go through an individual plan for your child to assure our staff is prepared in case of an emergency. If your child requires medication to be administered while at school, please contact the director for further information and approval.

Contagious Illness (MN RULE Subpart 1. F)

EPIC staff seek to prevent any outbreak of any form of illness including minor to highly contagious by (when necessary):

- **Wearing disposable gloves** to clean and disinfect
- **Clean surfaces and high touch spots using soap and water, and/or a disinfectant throughout the day.**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Cleaning outdoor high touch spots such as swing chains and using sanitizer or washing students' hands before and after play on a playground.
- Staff will wash their hand prior to serving food and use gloves for anything they may need to pass out.

We also ask you to help prevent sickness or spread. The following are expectations.

COVID-19 or other sickness screening is simply **you make a prudent drop off**. It is expected to **sign your child in on our form which states you are saying your child has not been exposed to COVID-19 or have cold or any flu symptoms** when you sign your child in each day. (Subpart 1 – F)

Please do not send your child to school if your child:

- Has been exposed to COVID – 19 within the last two weeks
- Has a temperature over 100.4 degrees
- Has vomited or had diarrhea in the past 24 hrs.
- Had a fever within the past 24 hours

Or any of the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Fever or Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Cold like symptoms or runny nose

If staff wonder, we will immediately check the child's temperature.

If your child becomes sick at school, every effort will be made to contact you or the emergency contact person. Your child will be kept under the supervision of staff or office staff and away from other children until someone is reached who can pick up the child.

A child with the following conditions or behavior is termed a sick child and must be excluded from school. We are not licensed to operate a sick childcare.

Our license states must exclude a child:

- With a **reportable illness** (or condition as specified in 4605.7040) that the commissioner of health determines to be contagious including COVID -19 and a physician determines has not had sufficient treatment to reduce the health risks to others.
- With chicken pox. The child may return when s/he no longer has infectious lesions or until the lesions are crusted over.
- Who vomited two or more times since admission that day
- 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 100.4-degree Fahrenheit auxiliary or higher temperature of undiagnosed origin before reducing medication is given.
- Who has an undiagnosed rash or a rash due to a contagious illness or condition;
- Who has significant respiratory distress;
- Who is not able to participate in activities with reasonable comfort;
- Who requires more care than the program staff can provide without compromising the health and safety of other children in the program

NOTICE: Parents must notify the director and teacher within 24 hours if their child has developed a contagious disease. The teacher or director will notify other parents within 24 hours of this notification or post on our bulletin board. Whichever is deemed most prudent at the time of the incident.

Emergency Preparedness Plan

EPIC procedures for an **evacuation and sheltering** include 3 of our nearest business. The site staff evacuate to is to be determined by staff under their prudent decision making after considering the potential harm observed initially and best location for safety.

PRUDENT DECISION MAKING SHOULD BE USED to

EVACUATION and RELOCATION SITE for possible fire, intruder, or other threatening situation.

- IF** it is deemed necessary to leave the EPIC building for safety of our kids. Staff will determine the safest route **which will be prudently determined by staff immediately.**

A map with arrows that best show other business locations is provided to staff at each exit and may be available upon request.

LOCKDOWN-EPIC is always locked, and staff are not expected to answer a door to an unknown person.

- IF** someone/or hazardous condition are seen outside the building and deemed potentially dangerous. **THEN STAFF AND STUDENTS** go into **LOCKDOWN/shelter-in-place** mode and exit to: back room, office and back bathroom. A staff member will contact CALL 911 for help immediately.

SHELTERING-EPIC staff will initially scan for a potential shelter kids could go to if there was an emergency situation. (245A.41 MINNESOTA STATUTES 2018 2)

PROCEDURES FOR NOTIFYING the child's parent or legal guardian during an evacuation, relocation, shelter-in-place, or lockdown, including procedures for reunification with families include EPIC staff will have their phone with our google app with ability to text or call parents or guardians in an emergency situation.

Accommodations for a child with a disability or a chronic medical condition; EPIC staff will be notified **IF** there is an ICCP plan with a student in our facility needing accommodations on an emergency situation **THEN** an **accommodation will be noted in the Emergency Folder** if there is a student with a need.

EPIC staff will bring medication and or the emergency folder, located at each exit, if EPIC building is left.

Be assured EPIC staff will remain calm and work to instruct kids to distract kids from the harmful situation by reading books, playing a game such as duck, duck gray duck, card cards, and songs from their phone or simply singing known simple songs without any electrical device if a device /phone is unable.

EPIC Staff know the procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities should follow the Child Care Emergency Plan numbers. Prudent decision making for who and when to contact should be made as you think about timely and safety of all staff and students first.

Staff must sign off they have been trained in the emergency plan at orientation, when changes are made to the plan, and at least once each calendar year. Training will be documented in each staff person's personnel file.

Drills according to the requirements in Minnesota Rules, part 9503.0110, subpart 3 will be completed monthly January to December **for a fire drill and monthly for a tornado drill during the months April to September.**

EPIC Director or Asst. Director must review and update the emergency plan annually. Parents are welcome to give input to them prior to the review if they have a suggestion for improvement to be considered.

An emergency plan is part of our policies and procedures as specified under section 245A.04, subdivision 14. Please sign your name you received a physical or electronic copy of the emergency preparedness plan.

Special Needs

Parents/guardians have the responsibility to inform the preschool when their child has special medical concerns, conditions, needs or allergies so that EPIC Endeavors Preschool Academy can provide appropriate care and support. If an emergency type ICCPP plan is necessary, it must be in place prior to admission. If an ICCPP plan requires getting to know the needs of your child, we will follow the EPIC flowchart and best practice timeline during the development phase of an ICCPP plan.

If your child has a special need and is (one of the following):

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

Parents will be asked to share the ISP and/or IEP with us at the time of enrollment. If it is not brought up, EPIC Endeavors Preschool Academy is not responsible for a parent's lack of informing the staff or providing the IEP plan for a child's file and staff review.

State licensing regulations requires us to develop an Individual Child Care Plan (ICCP) to meet your child's needs. When this becomes a need, EPIC Endeavors Flow chart will be referenced to help develop an ICCPP plan for your child.

If the special needs require staff be trained to perform a new skill, we will ask that you arrange for this training and if additional staffing is required you will be asked to pay for any additional staffing it may require to support this necessary modification.

Research / Public Relations (MN RULE Subpart 1. J)

Parental permission must be given prior to each occasion of research, experimental procedure, or public relations activity. We will notify you unless to request prior permission unless have already given permission on part 2 of our enrollment form for all public relations.

Grievance Procedure

Should a situation arise that you, the parent/guardian, see as a problem of if you have a grievance, please notify your child's teacher. If the situation is not resolved to your satisfaction, please notify the director. The director will contact the

parent within one week of a filed grievance. Open and ongoing communication between parents and staff is our goal of our program and we encourage you to share your concerns with your child's teacher.

Reporting Policy for Programs Providing Services to Children

Who Reports

- EPIC Endeavors Preschool Academy is a licensed facility, and therefore, all staff is legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or to anyone else at the licensed facility. If EPIC Enrichment Academy staff member knows or has reason to believe a child is being or has been neglected, physically, sexually, or emotionally abused within the preceding three years, he/she must immediately (within 24 hours) make a report to an outside agency.
- Any person may voluntarily report abuse or neglect

Where to Report

If you know or suspect that a child is in immediate danger, call 9-1-1.

All reports concerning suspected abuse or neglect or children occurring within a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake Line at 651-431-6600.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statue, section 656.556). A copy is available in the EPIC Endeavors Academy Office.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse/neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must followed by written report to the same agency within 72 hours, exclusive of weekends and holidays.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child about whom a report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations. If you have questions regarding our Minnesota childcare license, please contact the DHS at 651-431-6500.

Internal Review Policy

In the event that EPIC Endeavors Preschool Academy can staff member is suspected of maltreatment, EPIC Endeavors Preschool Academy will ensure an internal review is completed and corrective action is taken, if necessary, to protect the health and safety of children in care.

When a facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, an internal review will be conducted by EPIC Endeavors Preschool Academy director and if the director is involved in the alleged or suspected maltreatment, an outside agency will provide the internal review to the commissioner upon request.

Procedure

- The director will review current procedures and policies to determine if appropriate action were followed and to determine if the policies/procedures themselves are adequate.
- The director will assess whether additional staff training is needed.
- The reported event will be compared against similar past events and services utilized in the event.
- At all times the director will protect the health/safety of the children.
- Based on the results of the internal review the director will develop, document and implement a corrective action plan when deemed necessary

PLEASE NOTE: EPIC Endeavors Academy has the rights to change their policies at any time to assure we keep the best practices possible. When a change happens parents will be notified of the change.