



Apple Academy Learning Center

1845 and 1847 Main Street • Centerville, MN 55038

Ph: 651.762.8911

Parent Information

- A. Apple Academy Learning Center is presently licensed at:
1845 and 1847 Main Street
Centerville, MN 55038

- B. Licensed for: 16 infants, ages six weeks through 16 months
Licensed for: 21 Toddlers, ages 16 months through 32 months
Licensed for: 20 Preschool I children, ages 33 months through 3 years
Licensed for: 30 Preschool children ages 4 years through Pre-K
Licensed for: 30 School Age children Kindergarten through 12 years

- C. Our hours are 5:30 am to 8:00pm, Monday through Friday.

- D. Our center is licensed to provide full time and part time care. The primary responsibility of the program is to provide exceptional care along with a quality educational program for your child/ren. In meeting this responsibility, the center will cooperate with and reinforce the educational efforts of the home. A curriculum is provided that enhances the social, intellectual, physical and emotional development of each child. An environment exists where there is acceptance, respect, caring and encouragement. In the warmth of this setting, we hope to help the child develop a positive attitude towards learning, and towards responsibility, self-discipline and self-esteem. Parents are encouraged to review our Child Care Program Plan upon enrollment.

- E. We offer parent/teacher conferences twice each year. At conference time, parents will be provided with a written assessment of each child's intellectual, physical, social, and emotional development.

- F. Parents must submit a current record of their child's immunizations at the time of enrollment. Parents must submit a Health Care Summary within 30 days of enrollment.

- G. When children become sick at the center they will be sent home. We follow the guidelines determined by the State of Minnesota's Commissioner of Health in determining whether a child should be sent home. We also have a Pediatric Nurse who consults with us on a monthly basis regarding health and safety issues. Please be advised that if your child has any of the conditions listed below, they will be sent home, and be expected to remain at home until they have been symptom free, or treated with medications for 24 hours and are no longer contagious to other children.



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1. They have a reportable illness or condition as specified on the attached list;.
2. They have chicken pox, until all lesions are crusted over;
3. They have head lice, until they are completely nit free;
4. They vomit one or more times since admission in any given day;
5. They have 3 or more abnormally loose stools since admission;
6. They have conjunctivitis, or pus draining from the eye;
7. They have a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
8. They have unexplained lethargy;
9. They have lice, ringworm, or scabies that is untreated and contagious to others;
10. They have a 100.0 degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given;.
11. They have an undiagnosed rash, accompanied with a fever;
12. They have significant respiratory distress;
13. They are unable to participate in child care program activities with reasonable comfort; or
14. They require more care than the program staff can provide without compromising the health and safety of the other children in care.

We will notify parents immediately when their child becomes sick at the center.

- H. The parent must inform the center within 24 hours, exclusive of weekends and holidays, when a child is diagnosed by a child's source of medical or dental care as having a contagious reportable disease specified in the attached, or lice, scabies, impetigo, ringworm, or chicken pox.

The center will post a notice to the parents of children who are exposed to a contagious reportable disease the same day a parent notifies the center of the child's illness or condition

The center will also notify the health authority of any suspected case of reportable disease as specified on the attached, within 24 hours of receiving the parents report.

All of our teachers and assistant teachers, as well as most of our aides are certified in First Aid and CPR. There is at least on staff member who is certified in CPR present in the center at all times.



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- I. First aid treatment will be given to a child in need of attention. If the circumstance requires more medical attention, an ambulance will be called, and the child will be transported, if necessary, to St. John's Hospital in Maplewood for Emergency care. If an ambulance is required, all costs would be borne by the parents.
- J. The center must receive written permission before administering medicine, diapering products, sunscreen lotions, and insect repellents. Non-prescription medicines will only be administered with current written instructions for their use by a licensed physician or dentist. A physician's signature is required to dispense Tylenol or other fever reducing medications to children under two years of age.

The center must get and follow written instructions from a licensed physician or dentist before administering each prescription medication. Medicine with the child's name and current prescription information on the label constitutes instructions. Prescriptions for one child may not be used for any other child, including siblings.

All medications must be kept in their original container and have a legible label stating the child's name. The medicine must be given only to the child whose name is on the label. The medicine must not be given after the expiration date on the label and any unused portion must be returned to the parent or destroyed. The center must ensure that the administration of medicine is recorded and gives the name of the child, name of the medication or prescription number, date, time, dosage, and the name and signature of the person who dispensed the medicine. The record must be available to the parent and maintained in the child's record.

Sunscreen lotions and insect repellents supplied by the center may be used on more than one child. A product to control or prevent diaper rash, including pre-moistened commercial wipes that cannot be dispensed in a manner that prevents cross contamination of the product and the container as determined by the health consultant, must be labeled with the child's first and last name and used only for the individual child whose name is written on the label.

Medications, insect repellents, sunscreen lotions and diaper rash control products must be stored according to the directions on the original container and so that they are inaccessible to children.

The center will receive written permission from each child's parent before taking a child on a field trip.



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- K. The center will receive written permission from each parent before a child is involved in experimental research or public relations activity involving a child while at the center.
- L. The center will provide breakfast, lunch and 1-2 snacks to all children in attendance. Breakfast and snack is prepared on site. Ramaley Catering will cater lunch daily. The food will be delivered in Camcarrier holding units, one half hour or less before serving time. the hot items will be held at 140 degrees Fahrenheit. The cold items will be held at an appropriate temperature as well. The kitchen facilities where food is prepared is located at 38155 Forest Boulevard in North Branch, Minnesota. This kitchen meets all of the Minnesota State Health requirements.
- M. This center is a non-smoking environment.
- N. This center does not have any pets.
- O. Parents are encouraged to visit the center at any time during the hours of operation. Parents also have a standing invitation to join us for any meal or special event!
- P. The phone number for the Department of Human Services, Division of Licensing is 651.296.3971.

GRIEVANCE POLICY

If parents should have a grievance of any sort, after attempting to reach an agreement with the staff involved, they are invited to schedule a time to meet, personally with the director/owner of the center. All grievances will be handled by the director/owner in a timely fashion.