



MN State Specific Policies

Ratios and Group Size

Age	Ratio	Group Size
6 wks-12 months	1:4	8
12-18 months	1:4	8
18-24 months	1:7	14
24-36 months	1:7	14
3 year olds	1:10	20
4 year olds	1:10	20

Enrollment Requirements

A complete enrollment packet must be submitted through the Lightbridge Journey app prior to your child's first day. This packet includes a current health care summary and up-to-date immunization records. Children without a complete file, including all required forms, may not begin enrollment until all paperwork is submitted and approved.

Communicable Disease Reporting Guidelines

A complete list of reportable excludable communicable diseases, can be found at:

[Infectious Disease Reporting - MN Dept. of Health](#)

Contact Information for State Licensing

Department of Children , Youth, and Families (DCYF), Division of Licensing phone: (651) 431-6015, fax: (651) 431-7673.

Family Teacher Conferences

At conferences, the center provides a written assessment of each child's intellectual, physical, social, and emotional development to parents/guardians.

Nap and Rest Policy

Lightbridge Academy is committed to supporting each child's need for rest and relaxation during the day. Our nap and rest policy is as follows:

- All children are provided with a daily nap or rest period appropriate to their age and developmental needs.
- Naps and rest are provided in a quiet area physically separated from children engaged in activities that could disrupt resting children.



- Cribs and cots are placed so there are clear aisles and unimpeded access for adults and children on at least one side of each; they are placed directly on the floor and are not stacked when in use.
- Infants are placed in individual cribs for naps, following safe sleep practices. Toddlers and preschoolers are provided with individual cots.
- Nap and rest times are scheduled and posted in each classroom.
- Children who do not sleep are offered quiet activities so they can rest comfortably without disturbing others.
- Teachers supervise all children during nap and rest periods, ensuring safety and comfort at all times.
- Parents are encouraged to share any special instructions or preferences regarding their child's rest needs with the Center Director or classroom teacher.

Evacuation, Tornado and Shelter-in-Place Drills

To ensure the safety of all children and staff, our center conducts Tornado and Shelter-in-Place Drills on a regular schedule as required by Minnesota state regulations:

- Tornado and Shelter in Place drills are conducted monthly from April through September and quarterly during the rest of the year.
- Fire drills are conducted monthly.
- Each drill is documented in our center's drill log, including the date, time, and staff participation.
- These drills help children and staff practice moving quickly and safely to designated shelter areas in the event of severe weather or other emergencies.
- A center floor plan map is posted showing designated primary and secondary fire exits and evacuation routes, and it identifies the designated tornado shelter area.
- Families are welcome to ask the Center Director to review the posted map, drill log or learn more about our emergency preparedness procedures.

Reporting Suspected Child Abuse or Maltreatment

Lightbridge Academy is committed to the safety and well-being of every child. Our policies and procedures for reporting suspected child maltreatment are outlined in the Child Safety Manual. Parents will receive a copy of the Child Safety Manual upon enrollment and are available upon request.

Reporting Procedures

- All staff are Mandated Reporters and are required by law to report any suspicion of child abuse or neglect to the appropriate authorities.
- Reports of suspected child abuse or neglect, whether occurring within a family, in the community, or within the center, must be made immediately.
- Parents may request a copy of the full Child Safety Manual at any time.

Contact Information





- For reports of suspected child abuse or neglect of children occurring within a family or in the community, please contact:
 - Local Child Protection Agency:
 - Local Law Enforcement:
- A complete contact list for county and reservation child protection agencies is available from the Center Director or can be found on the Minnesota Department of Human Services website: [Child Protection Agencies](#).
- If a child is in immediate danger, call 911.

Internal Review

- The Center Director (primary) and Assistant Director (secondary) are designated to ensure that internal reviews are completed whenever the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made.
- The internal review process ensures that all reports are handled promptly, thoroughly, and in accordance with state law and center policy.

Policy Distribution

For questions or to review the full Child Safety Manual, please contact the Center Director.

Permission for Research, Experimental Procedures, and PR Activities

Lightbridge Academy is committed to protecting the privacy and rights of every child in our care. The following procedures are in place to ensure parental consent is obtained before any research, experimental procedure, or public relations activity involving a child:

Written Parental Permission Required:

The center will obtain written permission from a child's parent or legal guardian before each occasion of:

- Participation in research studies or data collection,
- Involvement in any experimental procedure,
- Participation in public relations activities (such as photographs, video recordings, interviews, or media appearances).

Permission Process:

- Parents will receive a detailed description of the proposed activity, including its purpose, duration, and any potential risks or benefits.
- A specific consent form will be provided for each activity, which must be signed and returned to the center before the child may participate.
- Verbal consent is not sufficient; only written permission will be accepted.

Right to Decline or Withdraw:





- Parents have the right to decline participation for their child in any activity.
- Parents may withdraw their consent at any time prior to or during the activity by notifying the Center Director in writing.

Program Drug & Alcohol Policy

License holders, employees, subcontractors, and volunteers are prohibited from abusing prescription medication or being under the influence of any chemical that impairs the ability to provide services or care when directly responsible for persons served.

The center trains all personnel on this policy; documentation of training is kept in each staff member's personnel file.