



2026-2027
KINDER PREP PRESCHOOL FAMILY HANDBOOK

Floyd & Jeanette Marcott Family
KINDER CENTER

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Forest Lake, MN 55025

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LAKES INTERNATIONAL LANGUAGE ACADEMY
An IB World School

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CONTACTING KINDER PREP STAFF

Questions? Sick child? Feedback? Please contact us. We appreciate the opportunity to talk with you! One of the best ways to reach us during the day is through email. We are busy working with our students, but check our email several times throughout the day.

General Questions: 651-252-6729 or kc.frontdesk@MyLILA.org.

Payment Questions: Melissa Bent – mbent@MyLILA.org.

ABOUT KINDER PREP PRESCHOOL

OVERVIEW

Welcome to Kinder Prep Preschool – a place where curiosity is encouraged, learning is fun, and language is the key that unlocks the world! Guided by Lakes International Language Academy's award-winning global focus, Kinder Prep is a fee-based preschool experience for 3-year-olds and a kindergarten readiness experience for 4-year-olds that prepares children to enter kindergarten with the skills necessary for a successful academic journey. We also welcome 5-year-olds who need an extra year to grow prior to starting kindergarten.

At Kinder Prep Preschool, learning takes place through play and other age-appropriate activities in a safe and child-centered learning atmosphere. Like all Lakes International Language Academy staff, Kinder Prep Preschool educators have extensive professional training and job experience, and many of our teachers hold a teaching license from the State of Minnesota.

ELIGIBILITY

Children must be 3 or 4 years of age by September 1 of the school year. LILA also welcomes 5-year-olds who need an extra year to grow prior to starting kindergarten.
Parents must be able to provide transportation for their child to and from Kinder Prep Preschool.
Children must be able to use the bathroom independently prior to entering the program.

Note: If your child has an Individual Education Plan (IEP) or special needs relating to their behavior, you must notify the Kinder Prep Preschool program prior to enrollment. A conference may be required to discuss and determine the appropriate program for the child.

OUR PROGRAM

LANGUAGE EXPLORATION

Kinder Prep is a great jumpstart to Lower School's full language immersion program. Our teachers are masters at designing engaging learning activities in Spanish, Chinese and English that gets our students' brains ready for language acquisition. Our goal is to spark children's curiosity and create opportunities for exploration in language, science, math, literacy, the arts, and physical development.

INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAMME (PYP)

The values of LILA's IB program drive our curriculum. This approach aims to do more than simply help students reach academic goals. Through inquiry, action and reflection, we seek to develop inquiring, knowledgeable and caring young people. IB encourages students across the world to become active, compassionate and lifelong learners. This approach also allows for a range of student learning styles. Teachers find opportunities for authentic learning, tapping into the unique way each child sees our world.

SOCIAL & EMOTIONAL DEVELOPMENT

We believe that children learn best in a supportive, loving environment where they are encouraged by caring adults who observe and learn beside them. Our teachers use a variety of strategies and techniques to support emotional regulation and the development of self-control, self-esteem, social skills and problem solving skills. Developing emotional well-being and fostering a child's ability to adapt in new environments and form positive relationships play a central role to healthy development.

PARENT AWARE

Parent Aware Star Ratings help parents identify programs that use research-based practices to prepare children for school and life. LILA earned its 4-Star Rating, the highest possible, by demonstrating that we are committed to:

- **School readiness** by using best practices in child assessment, making instruction more individualized, stimulating, and language-rich with the goal of promoting critical thinking. We assess students' learning through observation and the collection of work done by each student. The progression of skills in each area of the curriculum guides our instruction.

- **Ongoing professional development** by training our staff in the following key areas of children's development: cultural and socio-economic differences between families; practices that support inclusion; offering healthy meals; and engaging children in physical activity and active play.

- **Developing strong relationships with families** by sharing assessment results and helping them access family support services. We also communicate regularly with families, share information in ways that meet their unique needs, and offer ideas and suggestions to extend learning at home.

FAMILY INVOLVEMENT

Family involvement is welcomed and encouraged at Kinder Prep Preschool! Participation may include read- ing a book, helping with an activity, sharing information about your occupation or hobbies, or talking about special holidays or customs. Please contact your child's teacher to arrange a visit.

SAMPLE DAILY SCHEDULE

- Arrival & Free-Play Time
- Morning Meeting: Greeting, Songs, Unit Books & Activities Playground/Gymnasium
- Snack
- Learning Centers: Fine Motor Skills, Math, Alphabet, Shapes, Colors Bathroom/Wash Hands
- Lunch
- Playground/Gymnasium
- Quiet Time
- Story Time
- Guided Learning Activities: Arts, Crafts, Games, Music
- Afternoon Meeting
- Dismissal

ENROLLMENT OPTIONS, FEES & PAYMENT

ENROLLMENT REQUIREMENTS

Enrollment is on a first-come, first-served basis. **Your child will not be considered formally enrolled** until their registration fee is paid and all required forms are completed and returned to the Kinder Center Administrative Assistant.

Required enrollment forms include:
- An online Kinder Prep Preschool application
- $50 non-refundable registration fee
- Student immunization record
- Proof of Age (ie: birth certificate)
- Completed health form
- Early Childhood Screening, if completed*
- Enrollment form (online)

MINNESOTA'S MANDATORY EARLY CHILDHOOD SCREENING PROGRAM

Early Childhood Screening is a free and simple check of how your child is growing, developing and learning. The law requires your child be screened between the ages of 3 and the start of kindergarten. Because detecting and addressing developmental issues early promotes later success in school, screening at age 3, and no later than age 4, is recommended.

LILA partners with resident school districts for screening and early intervention services. At the screening, a trained professional will check your child's vision and hearing; height and weight; immunizations; large and small muscles development; thinking, language and communication skills; and social and emotional development. Parents will be provided feedback on their child's development and have the opportunity to ask questions. Your resident school district will typically reach out to you to schedule your child's screening. You may also contact them directly to schedule an appointment. Please send a copy of your child's screening record to LILA as soon as it has been completed.

PROGRAM OPTIONS & FEES

Program Options Hours: 8:00 a.m. to 2:00 p.m.	Monthly Payments on the 22nd of the Month, August through April	Yearly Rate	Daily Rate	Attendance Days
Mon-Fri (5 day program)	$844.67	$7,602	$45.25	168
Mon/Wed/Fri (3 day program)	$487.69	$4,389	$45.25	97
Tues/Thurs (2 day program)	$356.97	$3,213	$45.25	71
Other Fees				
Application fee for each student	$50 non-refundable			
Overdue/late payment	$25 per occurrence			
Insufficient funds/returned check	$40 per occurrence			
Late Pick-Up Fee	$1.00/minute per child			

PROGRAM PAYMENT

Kinder Prep tuition fees are charged on the 22nd of each month, August through April, and are paid through our online system, LILAPay.

Payment instructions will be sent by the end of July to allow time for families to set up an account prior to the first payment. If you prefer a different card to be used, you are responsible for making the change in LILAPay.

To stop automatic payments at any time, submit the Cancellation of Automatic Payment Authorization Form no later than the 15th of the month to give our finance department staff time to process your cancellation request.

If you need assistance with online payment, please contact Melissa Bent, Finance Clerk, at mbent@MyLILA.org or 651-464-8989 ext. 308.

TUITION ASSISTANCE

Minnesota Early Learning Scholarships (MELS)

Through the Minnesota Department of Education, families may apply for **Pathway I or Pathway II scholarships**.
Pathway I funds follow the child to the program of the family's choice and may be renewed if the child remains age-eligible.
Pathway II scholarships are awarded directly through LILA's Four-Star Parent Aware–rated Kinder Prep Preschool; funds stay with the program and are typically partial tuition awards. Scholarships are granted on a first-come, first-served basis until funds are exhausted.

Voluntary Pre-Kindergarten (VPK)

VPK provides another tuition assistance option for eligible Minnesota residents who are four years old by September 1 of the applying school year. Families with 4-year-olds are *encouraged to review* all qualifying options *and apply if eligible*.
Pending seat availability, VPK may cover full tuition for a 3-day or 5-day program. Priority is given to students with demonstrated financial need or qualifying circumstances, including those identified as at risk.

ADDITIONAL FEES

Non-sufficient Funds: If a personal check payment is returned for non-sufficient funds, it is the parent or guardian's responsibility to resubmit the full NSF amount plus a non-sufficient fee of $40 to the Kinder Prep office by cash, money order, or certified check. Failure to comply may result in termination of services. After the second NSF incident, Kinder Prep Preschool will only accept credit card payments via our online LILAPay system, or cash or money orders.

Past Due Accounts: Payment due dates are listed in the Schedule of Fees for Enrollment Options on page 3. Late payments and/or past due balances will result in a late fee of $25 per incident. Chronic late payments or past due balances may result in termination of services. Please contact the Kinder Prep Main Office if special arrangements need to be made.

REFUNDS, CREDITS & FINANCIAL ASSISTANCE

Emergency Closure Refund Practice: Contracted fees for emergency closings will be reimbursed after three (3) school-closure days.

Tuition Credit and Fee Changes: Kinder Prep Preschool is a non-profit, self-supporting program. Tuition refunds are NOT issued for absences, except as outlined in the Emergency Closures section. Kinder Prep Preschool reserves the right to change tuition fees on an annual basis.

Withdrawal from the Program: There are no refunds for withdrawal for any reason once a program month has started - e.g. moving, changing your mind. All outstanding balances must be paid in full by the withdrawal date.

Financial Assistance: Pathway I ELScholarships can be submitted at any time through your county. Pathway II information will be sent out in June.

ARRIVAL & PICK-UP

MORNING ARRIVAL - 7:30 A.M. - 8:00 A.M.

- Students may arrive anytime between 7:30 a.m. and 8:00 a.m.
- **It's important to arrive early to allow for social time before the academic day starts.** See the *Dropping Off & Picking Up map* for additional details.
- **If you need to drop off your child before 7:30 a.m., you may enroll them in Little Explorers Child Care.** Because our staff are busy preparing for the day, they're unable to provide supervision for your child prior to 7:30 a.m.
- If you arrive at school after 8:00 a.m., please park in the Kinder Center lot and walk your child into the building.
- There is ***NO PARKING*** in the Kinder Center lot from 7:20-8:00 a.m.
- There is ***NO PARKING*** on 2nd Street at any time during the day.

AFTERNOON DISMISSAL - 2:05 P.M. - 2:25 P.M.

- Pick-up is from 2:05 p.m. to 2:25 p.m. See the Dropping Off & Picking Up map for additional details.
- If you need to pick up your student before 1:45 p.m., you may park in the Kinder Center lot.
- There is ***NO PARKING*** in the Kinder Center lot from 1:45-2:30 p.m.
- There is ***NO PARKING*** on 2nd Street at any time during the day.
- A $1.00/minute late fee may be assessed for consistent late pickup (starting after 2:30 PM).

SILENT DISMISSAL

Silent Dismissal is the online tool that parents use to tell the school how they want their children dismissed at the end of the day. This system is in alignment with our school's commitment to keeping students safe and improving the efficiency of dismissal. This means that every family must use the system to set where their children are to go at dismissal time. Families enrolled in Kinder Prep will receive information from our transportation coordinator regarding setting up and managing your Silent Dismissal account prior to the start of the school year.

KINDER CENTER DROP-OFF & PICK-UP : TRAFFIC MAP

DROPPING OFF & PICKING UP YOUR CHILD – SEE MAP

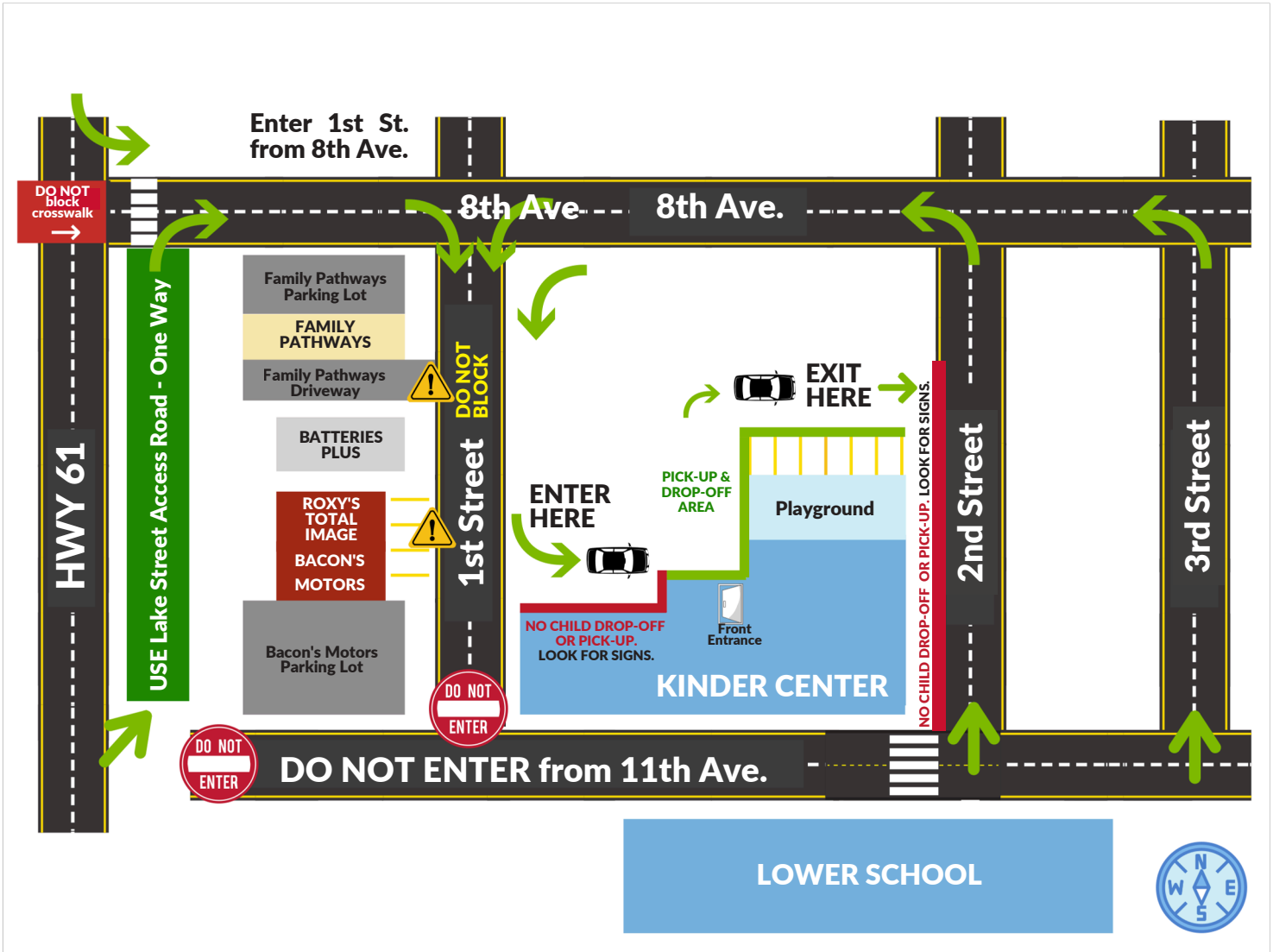
To minimize congestion along 11th Avenue during morning drop-off and afternoon pick-up, please enter the Kinder Center parking lot from the north, moving south on 1st Street. Follow the line to drop your child(ren) off or pick them up by the north door (Main Entrance) of the Kinder Center.

In the morning, students will be welcomed curbside by their classroom assistant teacher and brought into the building. In the afternoon, students will be released by Silent Dismissal and escorted to their vehicle.

IMPORTANT INFORMATION FOR AFTERNOON PICK-UP: Please create our line on the frontage road (aka Lake Street Access Road, in GREEN on the map). It runs parallel to Hwy 61. **DO NOT block crosswalks**.

ON HWY 61 FROM THE SOUTH: Enter the frontage road early, immediately after crossing 11th Ave (the road that is between the Lower School and Kinder Center).

ON HWY 61 FROM THE NORTH: If the line has not yet filled 8th Avenue, you may enter as you normally do. If the line has already filled 8th Avenue, please drive past 8th to enter Lake Street Access Road from the South.



HEALTH

EMERGENCY CONTACTS

In the event of an emergency, we will refer to the authorized emergency contact information provided on your child's Kinder Prep Preschool application. If a child becomes ill or injured in school, parents will be contacted first. If the school is unable to contact the parents, then an authorized alternate person will be called. Please ensure all contact information is current in Infinite Campus.

INJURIES & EMERGENCIES

Kinder Prep Preschool staff will provide appropriate care and basic first aid for minor injuries and verbally communicate with parents. If a serious injury or illness emergency occurs, staff will contact 911 for an ambulance. All expenses incurred will be the responsibility of the child's parent.

ILLNESSES

In the event of an illness at school, a Kinder Prep Preschool staff member will provide basic care. Parents may be contacted to determine next steps - e.g. stay at school, be picked up from school.

WHEN IS MY CHILD TOO SICK FOR SCHOOL?

You MUST keep your child home in the following instances:

- **Fever of 100 degrees F or higher in the past 24 hours.**
  May return to school when symptom-free for 24 hours without the aid of medication
- **Vomiting or diarrhea in the past 24 hours.**
  May return to school when symptom-free for 24 hours without the aid of medication
- **Strep throat.**
  Diagnosed; 24 hours of antibiotic treatment required before a return to school
- **New onset of cough**
- **Evidence of lice, including nits (eggs)**
- **New onset of rash**
- **Pink eye with drainage**
- **New antibiotic treatment**
  May return to school after monitoring the first 24 hours for a reaction
- **Too ill to actively participate in school activities**

REPORTING ABSENCES

LILA encourages families to schedule time away outside of the school day whenever possible. In the event you need to be away from school, we ask that you fill out an online absence form rather than call or email.
There are two types of absences and absence forms:

- **ABSENT TODAY** – This form is for SAME DAY absences including illnesses, appointments that are less than a full day, family emergencies, or other unexpected events.
- **PREARRANGED EXTENDED ABSENCE** – This form is for lengthier absences such as vacations, funerals, family events, religious observances, full-day medical or other appointments, etc. Families usually know about these in advance.

For more information, or to submit an absence, visit our Report an Absence page located in the Quick Links section of the website.

MEDICATION

Whenever possible, medication should be administered at home. **NO MEDICATIONS** are to be given in school without a written order from your doctor and parent/guardian written permission. Authorization forms may be obtained from the LILA website. Medication must be in a current prescription bottle accompa- nied by the authorization form. This also applies to over-the-counter medications.

SPECIAL HEALTH NEEDS

If your child has a chronic health condition such as allergies, asthma, diabetes, seizures, or other condition, you must notify the Kinder Prep Preschool program prior to enrollment. A care plan may need to be in place before the child starts the program.

NUTRITION

SCHOOL LUNCH

School lunches and beverages are no longer provided by Forest Lake Area Schools Nutrition Services for pre- school students.

Students have one of two options for school lunch:

- Bring a lunch and beverage from home each day.
- Participate in the Big Apple Bagel lunch partnership program. BAB will be offering daily bag lunches to students that include a sandwich, fruit, and vegetable at a cost of $4.25/day; a beverage is not included.

Enrollment in the program is NOT required. Parents can opt in and out of the BAB lunch program on a monthly basis. Please visit the *Lunch Program* page on the website for details and instructions on how to enroll.

SNACKS & CELEBRATION TREATS

There is a powerful link between quality nutrition and learning so healthy snacks and celebration treats are strongly encouraged at LILA. A mid-morning snack time is part of the daily schedule - please send a healthy snack with your child each school day.

We love to celebrate birthdays! ***State guidelines require that all treats are store-bought, not homemade.*** If you plan to send a celebration treat for the class, be sure to contact your child's teacher in advance to make arrangements and check for student food allergies. As a reminder, a healthy treat is recommended. If you choose to send a sweet treat, mini versions are best. Please provide any utensils, napkins, cups, plates, etc. that may be needed.

OTHER IMPORTANT INFORMATION

LITTLE EXPLORERS CHILD CARE

Before- and after-school care is available through LILA's school-age care.

For information regarding programs and fees, please contact the Explorers School-Age Care Office at 651-252-6720, email at explorer.office@MyLILA.org, or visit us on the website.

EMERGENCY PROCEDURES

All staff participate in an initial training and an annual review of emergency procedures. Kinder Prep Preschool students participate in emergency practice drills according to LILA policies, at least once during the school year. These drills include:

- **Evacuation** (procedures used when conditions are safer outside the building than inside - e.g. fire drill)
- **Secure** (procedures used to protect building occupants from potential dangers outside the building)
- **Lockdown** (procedures used to protect building occupants from potential dangers inside the building)
- **Shelter** (procedures used in severe weather emergencies - e.g. tornado drill)
- **Hold** (procedure used to keep students in classrooms when hallways need to be kept clear - e.g.
- medical emergency)

MANDATED REPORTING - CHILD ABUSE & NEGLECT

Kinder Prep Preschool staff, like all LILA staff, are considered Mandated Reporters and required to report all suspected cases of physical abuse, emotional abuse, sexual abuse, or neglect of children according to Minne- sota state law. Staff receive annual training on recognizing and reporting suspected abuse.

CLOTHING & PERSONAL BELONGINGS

Personal Belongings: We encourage you to send a water bottle and a stuffed toy or blanket for quiet time each school day. Please leave toys and other special belongings at home. Be sure to label all items – LILA is not responsible for lost or damaged items.

Clothing: Fresh air and physical activity is not only good for children's health, it's good for learning! Students will spend time outside each day, weather permitting or unless parents/guardians provide a doctor's note indicating their child should stay indoors. Parents/guardians should monitor weather conditions each day to ensure their child is prepared for the out-of-doors. If the temperature is below zero or -5 windchill, recess will be moved indoors. Layered clothing allows children to feel comfortable throughout the day, whether inside or outside. Children should bring the following to school each day:

- Appropriate outerwear including a hat, mittens, boots, snow pants, and a warm coat.
- Indoor footwear, tennis shoes preferred, are also required.
- An extra set of clothing in case of a toilet accident or should clothing get wet while outdoors.

To prevent lost or misplaced items, we encourage you to permanently label each article of clothing, water bottle, and blanket/stuffed animal with your child's full name. LILA is not responsible for lost or damaged items.

SCHOOL PICTURES

School pictures will be taken in the fall. Communication about dates will be sent out in the Back-to-School Newsletter from our Principal.

PICTURES & VIDEO

LILA regularly uses individual and group images for publicity, promotional, and educational purposes. Parents/guardians may decline use of their child's image when they fill out the application form. Staff will refer to this form prior to using images as outlined.

Lakes International Language Academy

2026-2027 District Calendar



Dragons

KEY
KC = Kinder Center
LS = Lower School
US = Upper School
PD = Professional Development

AUGUST
13-18 No School -New Staff PD/Work Day
19-28 No School - All Staff PD/Work Day
31 First Day of school

SEPTEMBER
4 No School - Holiday
7 No School - Holiday

OCTOBER
14 No School PK-5
15-16 No School - Fall Break
30 End of Quarter

NOVEMBER
2 No School - Staff PD/Work Day
25 No School - Staff PD/Work Day
26-27 No School - Holiday

DECEMBER
21-31 No School - Holiday

JANUARY
1 No School - Holiday
15 End of Quarter
18 No School - Holiday
19 No School - Staff PD/Work Day

FEBRUARY
15 No School - Staff PD/Work Day

MARCH
8-12 No School - Spring Break
26 No School - Holiday

APRIL
1 End of Quarter
2 No School - Staff PD/Work Day

MAY
3 No School - Staff PD/Work Day
31 No School - Holiday

JUNE
3 Last Day of School
3 End of Quarter
4 No School - Staff PD/Work Day
7 No School - Staff PD/Work Day

*Calendar subject to change based on changes made to LILA's busing by LILA's transportation partner, District 831.

Kinder Prep Preschool follows the Lower School calendar. The approved calendar can be found online at www.MyLILA.org under the Quick Links drop-down menu.