

Sacred Heart Area Preschool

Policies and Procedures Manual and Program Plan

Table of Contents

Table of Contents	1
Directory	2
Mission	3
Philosophy	3
Objectives	3
Policies and Procedures	4
Policy Information for Parents	4
Health Policies	8
Maltreatment of Minors and Reporting Policy	9
Emergency and Accident Policies and Records	20
Behavior and Guidance Policies and Procedures	23
Sacred Heart Area Preschool Program Plan	26

Directory

SACRED HEART AREA PRESCHOOL

310 Fourth Street NE

Staples, MN 56479

Principal Email: sacred@arvig.net

Secretary Email: SacredHeartAreaSchool@arvig.net

Website: www.SacredHeartAreaSchool.org

Preschool (school year)218-894-2077 Fax218-894-2994
Rectory (summer months)218-894-2296 Rectory Fax.....218-895-2296

STAFF DIRECTORY

Father Joseph Korf
Mr. Jim Opelia
Mrs. Ann Koetter
Mrs. Kelly Miller
Mrs. Jennifer Reiman
Mrs. Kelly Miller
Mrs. Sandy Becker
Mrs. Terri Kangas
Mr. Larry Odden

Pastor
Principal
Preschool Teacher
Preschool Assistant Teacher
Preschool Aide
Preschool Aide
School Secretary / Health Aid
Parish Secretary
Maintenance / Custodian

ISD 2170 SHARED STAFF

Mrs. Ashley Ingman
Aimee Keller
Mrs. Carrin DeLong
Ms. Pam Seipkes
TO BE ANNOUNCED

School Counselor / Social Worker
School Psychologist
District School Nurse
Speech
Special Education

Sacred Heart Area Preschool

MISSION STATEMENT

In sharing our Catholic faith in Christ, we foster spiritual and academic formation in a positive welcoming atmosphere that reflects love and respect for all.

PHILOSOPHY

It is our belief that scripture shows that love for God and others is the foundation for building a faith community that inspires students, teachers, parents, and staff to eagerly seek ways to know, love, and serve God.

Each child will develop a sense of acceptance and security through friendship and discipline in a nurturing atmosphere.

Our school proclaims the message of Christ by incorporating Roman Catholic doctrine and morals.

Our students will grow in knowledge and sensitivity to their responsibilities as stewards of church, society, and the global environment.

OBJECTIVES

1. To begin the building of each child's faith formation.
2. To develop a positive self-concept towards themselves through guided activities.
3. To develop a positive attitude towards school.
4. To help develop a child socially.
5. To teach respect, responsibility, and cooperation.
6. To teach new skills in learning to improve upon the skills the child already possesses.
7. To feel comfortable when participating in group activities.
8. To foster a sense of creativity through the use of their imaginations.

Sacred Heart Area Preschool is licensed by the State of Minnesota through the Department of Human Services. The phone number for the Division of Licensing is 651-296-3971.

POLICIES AND PROCEDURES

I. POLICY INFORMATION FOR PARENTS

1. **AGE**: The age range of children served in this program shall include preschoolers ages 3-5. The child must be three (3) or four (4) by September 1 of the current calendar year and not enrolled in kindergarten. This preschool will be licensed to serve up to 40 students with no more than 10 students per adult.
2. **DAYS AND HOURS OF OPERATION**: 7:00 a.m. – 5:30 p.m. Monday through Friday. The preschool days of operation follow the Sacred Heart Area School calendar.
3. **SCHOOL ACTIVITIES**:
 - School readiness activities will be offered in the a.m. with a more relaxed childcare atmosphere in the p.m. All activities are teacher guided.
 - The school readiness and childcare program plan can be found at the back of this policy book and is available in the school office upon request.
4. **ARRIVAL AND DISMISSAL**: Children should be dropped off and picked up on time (no earlier than 7:00 a.m. and no later than 5:30 p.m.). It is inconvenient to the teacher if children arrive before he/she is ready for them, or if he/she is delayed after the sessions are over. Please use the front entrance of the school to deliver students for class. Please use the north preschool classroom door when picking up your child from after school care.
5. **FEES**: Monthly tuition will be due and payable by the first of each month. The cost is, as stated on enrollment forms, \$23 per day for fulltime students and \$25 per day for part-time students. Please make checks payable to Sacred Heart Area School. Failure to pay may result in dismissal from the program.
6. **LATE PICK-UP CHARGE**: Pick-ups after 5:30pm are considered to be late pick-ups. A fee will be added to your bill for late pick-ups at a rate of \$2.00 per 5 minutes that you are late.
7. **REGISTERING FOR PRESCHOOL**
 - The required registration, health, and tuition commitment forms must be filled out by the parent or guardian prior to August 15th.
 - The Sacred Heart Area Preschool and School Parent/Student Handbooks are given to the parents to acquaint them with the policies of the school.
 - Participation in Early Childhood Screening is recommended.
8. **TRANSPORTATION**: No transportation is provided by the school. Carpooling arrangements can be made between families. Bussing arrangements for 4 and 5 year olds

can and should be made by parents with the bus garage prior to the school year. For the safety of our students, parents and guardians will be asked at the beginning of the year what the normal means of transportation for their student will be. The parent or guardian will need to send a written note if there is a change to this schedule.

Automobiles

- Please do not park in front of the school - this space is reserved for bus drop off and pick up. You may be ticketed by the City of Staples if you violate this policy.
 - Please do not drop off your student earlier than 7:00 a.m. as supervision is not provided before this time.
9. **LIABILITY INSURANCE**: Catholic Mutual Group insures Sacred Heart Area Preschool with multi-peril coverage.
 10. **PROVISIONS FOR SPECIAL NEEDS**: The parents of any child with special needs must discuss this with the child's teacher at time of registration to assess the child's eligibility to attend the preschool.
 11. **DISCRIMINATION**: This program will not discriminate in admission or omission on the basis of sex, religion, creed, color, national origin, or source of payments. Children of all faiths are welcome, however if demand requires limiting our members, Catholics will be given preference if they have registered by July 1st.
 12. **MINIMUM ENROLLMENT**: Parents who enroll a child agree to send the child for the duration of the calendar year. Our minimum enrollment is 10 students. In the event of extenuating circumstances, parents must give a 2 week written notice when withdrawing a child.
 13. **SCHOOL VISITATION BY PARENTS**: Parent involvement is encouraged and parents are welcome to visit the preschool room. Please be considerate and do not disrupt the class by visiting with the teacher if he/she is involved with a group activity.
 14. **PARENT VOLUNTEERS**: We are most grateful to the many parents who have given, and will give, their time in some way in the volunteer program during the school year. Volunteers play an important role in our school and help keep our school costs down during the year.

Please read and fill out the volunteer information sheet and return it to the school as soon as possible. This will allow us to contact you regarding the activities in which you have expressed an interest.

The Diocese of St. Cloud mandates that all staff and volunteers who have any contact with students read and sign the Diocesan Sexual Misconduct and Ethics and Integrity Policy

before volunteering in activities that directly involve student contact. A criminal background check is also required.

15. **PHONE CALLS**: Since the teacher is only available before and after school, messages will be taken by office personnel. If you have an EMERGENCY CALL, please make that clear and ask that the message be delivered immediately.
16. **CHILD ABUSE**: Teachers are mandated by law to report any suspected cases of child abuse to the county Social Services.
17. **PARTICIPATION IN RESEARCH, EXPERIMENTAL PROCEDURES, PUBLIC RELATIONS**: Parents will be notified in the event that any research, experimental procedures, or public relations activity will occur. Written permission will be obtained prior to these activities. Parents are free to choose not to participate.
18. **PRESS RELEASES**: From time to time, student pictures and names may be published in the local newspaper, St. Cloud Visitor, etc. Written permission will be obtained from parent prior to the publication of articles and/or pictures.
19. **DRUG AND ALCOHOL USE**: While on Sacred Heart Area School and/or parish premises and while conducting business-related activities off Sacred Heart Area School and/or parish premises. No employee, subcontractor, or volunteer may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
20. **DATA PRIVACY AND STUDENT RECORDS**: Sacred Heart Area School recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

Directory information is defined as information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, date and place of birth, and dates of attendance (not attendance record). Directory information does not include personally identifiable data which references religion, race, color, social position or nationality. Parents or eligible students must submit a written request for any of the above directory information to be considered private. Parents and students have the right to inspect and review the student's education records.

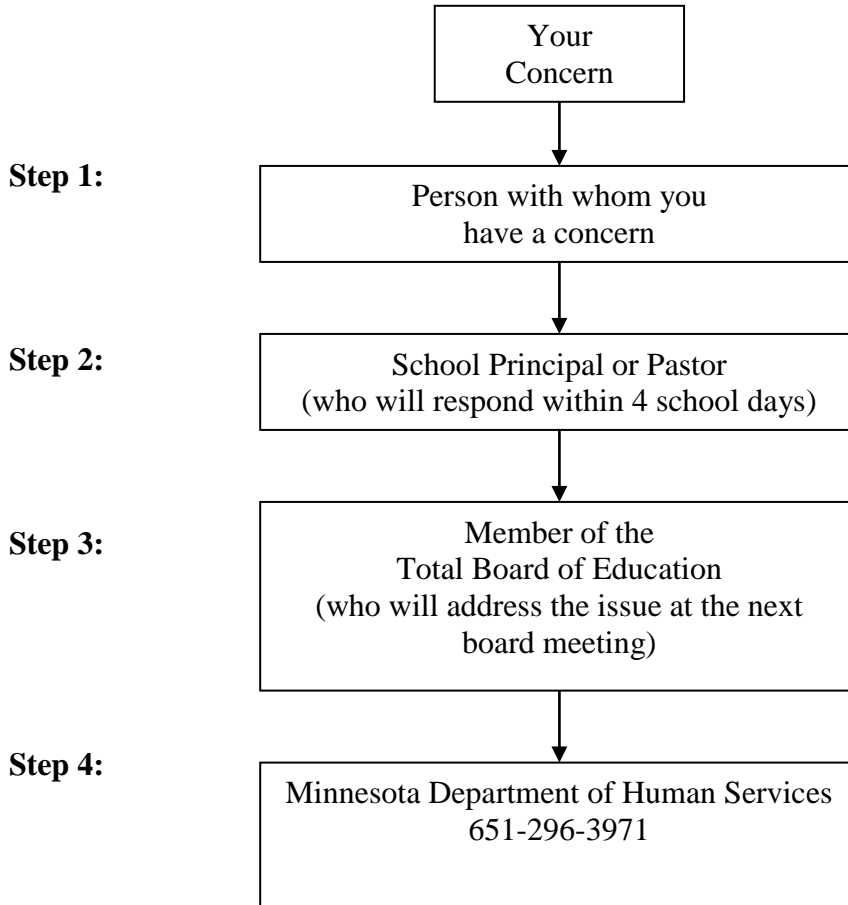
All forms and records will be kept on file and maintained in the school office.

21. **INFORMATION UPDATE**: It is important that the data from the registration form be kept current. It is the responsibility of the parent to update the school immediately of any change of phone number, address, alternate contact persons, emergency dismissal

instructions, or student medical conditions. This is particularly of concern with regard to contacting you in case of an emergency.

22. **SCHOOL FUNCTIONS AND CHILD SUPERVISION**: If parents are at a school social function, they are responsible for the supervision of their child(ren). Students must be accompanied by a responsible adult at school events outside the scheduled school day.
23. **ABSENCE FROM SCHOOL**: If your child will not be going to school because of illness or other reasons, please notify the office before school starts that day.
24. **SCHOOL CANCELLATIONS**: We ask that parents listen to the local stations during bad weather and to check on late starts and early dismissals. The local stations will announce school closings/late starts in the early morning on bad weather days.
25. **PERSONAL BELONGINGS**: All personal belongings must be marked with your child's name, first and last. Do not allow children to bring valuable items to school or ones that they are not willing to share. Do not bring toys such as guns, swords, war toys, etc. These often encourage aggressive play.
26. **BACKPACK**: All children will bring a backpack everyday.
27. **BIRTHDAYS**: On your child's birthday there will be a little party during the snack time. You may send a "special" snack on this day for your child to share.
28. **SNACK**: To keep cost at a minimum, we will be requesting that parents furnish nutritional snacks on a rotating basis. Snacks must be pre-packaged and cannot be homemade. Parents should send enough for every student.
29. **NAP AND REST POLICY**: All students will have quiet time for a minimum of thirty minutes each day. Students may have up to an hour and a half for rest time if needed. Mats or cots and blankets are provided by parents. Students will be supervised during nap and rest time by a program staff.
30. **PETS**: Pets are allowed in the classroom as part of a planned activity. It is the responsibility of the parents to assure that pets have all required inoculations prior to bringing the pet to preschool with written proof of a current rabies vaccination (for cats and dogs).
31. **CHANGE OF CLOTHING**: Parents should send one change of clothing to be kept at school for their child (shirt, pants, socks, and undergarments). There is some spare clothing kept at the preschool. We ask that parents bring any borrowed items back after laundering.

32. **GRIEVANCE PROCEDURE FOR PARENTS:** If you have a concern with someone, Matthew 18 vs.15 teaches us to go directly to the person with whom we have a concern. If that does not work, then we are to go to a higher authority.



33. **MEALS:** Meals will be catered and provided through Staples Motley ISD 2170, which include breakfast and lunch.

II. HEALTH POLICIES

1. **PHYSICAL EXAMINATION AND IMMUNIZATIONS:** Physical examinations are required for all students. Before admission to the preschool, or within 30 days of admission for children already admitted, an updated report of the physical examination needs to be signed by a doctor. Immunizations must be current and on file prior to entry.
2. **PROCEDURE FOR NOTIFYING PARENTS IF CHILD BECOMES ILL:** If your student becomes seriously ill or injured at school, we will make every effort to notify you immediately. You will be asked to take your student home or to your family physician for

medical attention if necessary. Any ill or injured student leaving the building must be signed out by the parent or guardian in the school office.

The school needs to know how to reach parents quickly in order to handle emergency situations; therefore we ask that every parent complete **AND** update the Medical Health Information form. This information is kept on file so that parents can be contacted quickly.

3. **COMMUNICABLE DISEASES**: Parents will be notified of infections or communicable diseases by written statement from the school. Parents should notify the preschool within 24 hours after a child is diagnosed with a contagious disease.
4. **EXCLUSION & CARE OF ILL CHILDREN**: Parents are asked to keep their child out of school at the first sign of a communicable disease or infection. The preschool is not allowed by law to have children in attendance at school with a communicable disease. If a child becomes ill while at school, the parents or person designated on the enrollment form will be called. A teacher or school nurse has the right to send a child home if he/she feels a child is too sick to be in school. If a child is sick they will be looked upon and cared for by the school nurse until pick up. Symptoms and treatment will be documented in the nurse's log book. The child will also be isolated from other children in the nurse's office until pick up.
5. **HEALTH**:

Subpart 1 – Health policies to be part of preschool instruction and followed in daily activities involving the children.

1. Washing hands – teachers and children will wash hands after each bathroom visit.
2. Tissue – cover mouth when coughing or sneezing, and dispose of properly.
3. Hair – teacher will watch for excessive itching and report it to the parent to prevent spread of head lice.
4. Skin irritation – teacher will watch for disorders of the skin or eyes and report it to the parents to prevent the spread of infectious diseases.
5. Sanitation procedures and practices for food prepared by ISD 2170. See Appendix. This will include breakfast and lunch served during the school year and the summer food program by ISD 2170. During July and August and other non-school days, parents will be required to provide packed breakfast and lunch meals. The state and local health and sanitation requirements will be met at all times.

Subpart 2 – The school nurse will act as a health consultant for the center. She will assist in developing health policies and keeping them current.

III. MALTREATMENT OF MINORS AND REPORTING POLICY

1. **WHO SHOULD REPORT CHILD ABUSE AND NEGLECT?** Any person may voluntarily report abuse or neglect. If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at the licensed facility. If you know or have reason to believe a

child is being or has been neglected or physically or sexually abused within the preceding three years, you must immediately (with 24 hours) make a report to an outside agency

2. **WHERE TO REPORT**: If you know or suspect that a child is in immediate danger, call 911. All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the MN Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123. Reports regarding incidents of suspected abuse or neglect of children occurring with a family or in the community should be made to the local county social service agency or local law enforcement (numbers and addresses are provided on the Report of Suspected Maltreatment of a Minor). If your report does not involve possible abuse or neglect, but does involve possible violations of MN Statutes or Rules that govern the facility, call the Department of Human Services, Licensing Division at (651) 296-3971.

3. **WHAT TO REPORT**

- **DEFINITIONS OF MALTREATMENT**

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 1. is not likely to occur and could not have been prevented by exercise of due care; and
 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated Reporter" means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. "Neglect" means:
 1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;

3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance;
6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Physical Abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- G. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- H. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.
- I. "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- J. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

- K. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

• REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

4. 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 person receiving services from programs licensed by the Department of Human Services and by the MN Department of Health, and unlicensed personal care provider organizations.

5. 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 with respect to whom the 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.

6. FALSE REPORTS

- Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees

7. INTERNAL REVIEW

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:
 - I. Related policies and procedures were followed.
 - II. The policies and procedures were adequate.
 - III. There is a need for additional staff training.
 - IV. The reported event is similar to past events with the children or the services involved.
 - V. There is a need for corrective action by the license holder to protect the health and safety of children in care.

8. INTERNAL REVIEW FORM:

Sacred Heart Area School Maltreatment of Minors Internal Review

In compliance with DHS 245A.66 the internal review must be completed within 30 calendar days if the facility has reason to know if an internal or external report of alleged suspected maltreatment has been made. The internal review primary designated reporter will be the principal. If this individual is involved in the alleged report the pastor/superintendent will be the designated reporter.

The following section is an evaluation for the reporter to determine whether:

Related policies and procedures were followed?

Yes _____ No _____

The policies and procedures were adequate?

Yes _____ No _____

There is a need for additional staff training?

Yes _____ No _____

The reported event is similar to past events with the children or services involved?

Yes _____ No _____

There is a need for corrective action by the license holder to protect the health and safety of children in care?

Yes _____ No _____

Corrective Action Plan (if necessary)

Use additional space if needed

Completed by (Printed Name) _____ Title _____

Signature _____ Date _____

9. DOCUMENTATION OF THE INTERNAL REVIEW

- The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

10. CORRECTIVE ACTION PLAN

- Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

11. STAFF TRAINING

- The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, Section 245A.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

SACRED HEART AREA SCHOOL REPORT OF SUSPECTED MALTREATMENT OF A MINOR

**** CONFIDENTIAL DATA ****

In accordance with Minnesota Statute 626.556, Maltreatment of Minors Reporting Act, a verbal report of child maltreatment is to be followed by a written report to the proper authorities no more than 72 hours after the verbal report.

SCHOOL INFORMATION

Name of School:	
School Address:	
School Phone Number:	
Name of Principal:	
Date:	

REPORTER

(Reporter is confidential under Minn. Stat. 626.556)

Name:	
Title or Position:	
Address:	
Phone Number:	

ALLEGED VICTIM

Name:	
Date of Birth:	
Grade:	
Gender:	
Address:	
Phone Number:	
Parent(s) / Guardian(s):	

ALLEGED OFFENDER

Name:	
Title or Position (if applicable):	
Address:	
Home Phone Number:	
Work Phone Number:	

MALTREATMENT

Type of Maltreatment:	
Date and Time of Incident:	
Location of Incident:	
Witness:	
Phone Number:	
Witness:	
Phone Number:	
Summary of Incident:	

NOTIFICATION

Date & time of verbal report to authorities:	
Was law enforcement notified?	
Date notified:	
Department notified:	
Law enforcement agency contact person:	
Phone Number:	

WHERE TO SEND FORM

If the report is for:	Send this form to:
Suspected abuse or neglect that does NOT involve school personnel and alleged victim lives in <u>Todd County</u>	Todd County Social Services Courthouse Annex 212 2 nd Ave South Long Prairie, MN 56347 Phone: (320) 732-4500 Fax: (320) 732-4540
Suspected abuse or neglect that does NOT involve school personnel and alleged victim lives in <u>Wadena County</u>	Wadena County Social Services 124 1 st St SE Wadena, MN 56482 Phone: (218) 631-7605 Fax: (218) 631-7616
Suspected abuse or neglect that does NOT involve school personnel and alleged victim lives in <u>Morrison County</u>	Morrison County Social Services 213 1 st Ave SE Little Falls, MN 56345 Phone: (320) 632-2591 Fax: (320) 632-0225
Suspected abuse or neglect that does NOT involve school personnel and alleged victim lives in <u>Cass County</u>	Cass County Sheriff's Office 300 Minnesota Ave W Walker, MN 56484 Phone: (218) 547-1424 Fax: (218) 547-3394
Suspected abuse or neglect that DOES involve school personnel	MN Department of Human Services Licensing Division's Maltreatment Intake line: (651) 297-4123
Suspected kidnapping or depriving another of custodial or parental rights	Todd County Sheriff's Office 115 3 rd St South Long, Prairie, MN 56347 Phone: (800) 794-5733 Fax: (320) 732-3867
Child's death as a result of neglect or physical or sexual abuse	Medical Examiner or Coroner

IV. EMERGENCY AND ACCIDENT POLICIES AND RECORDS

1. **EMERGENCY POLICY**: Preschool personnel will follow policies regarding emergencies, accidents, and injuries. A written report will be made concerning any accidents or injuries occurring in the preschool. A semi-annual analysis of the accident log will be done by the director. (Sacred Heart Area Preschool's Accident/Injury Report will be filed in the school office). A record of training for staff members will be kept in the preschool file in the school office in personnel file folders.
2. **EMERGENCY MEDICAL CARE**: If emergency treatment is required and the parents or emergency contact person listed on the Medical Health Information form cannot be reached, we will call a physician and/or ambulance at your expense. Forms to be signed prior to entrance.
3. **FIRST AID PROCEDURE**: The preschool teacher will be certified in standard First Aid (8 hours) and child CPR through the American Red Cross and will follow their procedures in administering First Aid up to level of training.

First Aid priorities are as follows:

- a. Survey the scene to make sure it's safe.
- b. Don't move the victim if there is a suspected neck or back injury
- c. Ensure the victim is breathing.
- d. Ensure the victim's heart is beating.
- e. Control severe bleeding.
- f. Call 911. *In a serious emergency in which medical care is needed at once, call the rescue squad immediately.*
- g. Administer CPR if necessary.
- h. Treat all body fluids as potentially infectious.

Health Precautions:

- a. Assume that all body fluids of all persons could be contaminated with infectious agents. If possible, avoid direct contact with body fluids. Disposable gloves are required in a First Aid Kit.
 - b. If no gloves are available, wash hands vigorously if coming into contact with body fluids.
 - c. Use the materials in the Universal Compliant Kit to clean up emergency sites.
4. **MEDICATIONS**: "No medication should be sent to school with the student. This includes prescription medications, over-the-counter medications (including cough drops, pain reliever, etc.), herbs and vitamins, skin creams and ointments, and antibiotics. No medication will be given at school, unless it is absolutely necessary for the student's health and welfare. In special situations, the parent must provide the school with a written and signed physician's order that states the name of the medication, time of administration, dosage, physician's

phone number, and any other special instructions.” ~ Staples Motley School District Medication Policy

It is the parent’s responsibility to let the school know of medical and prescription changes regarding their student.

The school will provide Tylenol, Motrin, cough drops, and Tums to students who are in need of them ONLY IF the parent has signed the Medical Health Information form giving the school permission to do so. These items are provided by the school - PLEASE do not send them to school with your student.

5. **EMERGENCY AND EVACUATION PROCEDURES:** Students will have practice fire drills, tornado drills, and lock down drills to prepare them for emergency situations. We also have a District-wide Evacuation Practice Drill in late September. If emergency evacuation of the building is necessary, students will go to the Sacred Heart Church basement and the building will be locked down. Parents will complete an Early Dismissal Form at the beginning of the school year so we have information on file regarding where your child should go if school is released unexpectedly.

6. **SAFETY RULES:**

a. **Injury**

- i. Do not allow children to run with wooden sticks or other articles that may break if child falls.
- ii. Keep sharp objects of children’s reach and only allow use under close supervision
- iii. Keep protective covers on electrical outlets.
- iv. Tape electric cords to floor to prevent tripping.
- v. Sweep up broken glass immediately and supervise children until disposed of.
- vi. Wipe up spilled liquids immediately.

b. **Burns**

- i. Do not have matches in a place where children will find them.
- ii. Store matches in a metal container out of reach of children.
- iii. Make sure all children are properly dressed when they play outside in cold weather to prevent frostbite.

c. **Poisoning**

- i. Store all chemical products and medicines out of reach of children.
- ii. Keep cleaning products and medicines in separate storage areas away from food products.
- iii. Do not allow children to chew or swallow leaves, plants, or berries they may find.
- iv. Clean up all spilled liquids.
- v. Hotline number for poison information is 1-800-222-1222.

- d. **Suffocation and Choking**
 - i. Keep objects that can be swallowed by children out of the center.
 - ii. Teach children not to put objects in their mouth.
 - iii. Do not stimulate a child to laugh or cry when there is an object in their mouth.

- e. **Pedestrian and Traffic**
 - i. Cross streets only at intersections.
 - ii. Look both ways before crossing streets and be certain there are no oncoming vehicles.
 - iii. Never run into the street to chase a ball.
 - iv. While outside, children will be closely supervised at all times.

- f. **Potential Hazards**
 - i. The teacher will be responsible for daily inspection of the building and grounds to detect potential hazards.
 - ii. The teacher will inspect the classroom, bathrooms, shared areas and the playground for hazards each morning, before the children arrive and throughout the day.
 - iii. Any hazards will be immediately corrected or removed.

- g. **Fire Prevention and Procedures**
 - i. Monthly drills will be conducted and logged. Each instructor will teach their students the correct evacuation procedures.
 - ii. Primary and secondary exits and routes will be identified in each room.
 - iii. Emergency phone numbers will be posted on all phones in the building.
 - iv. School personnel will be aware of and trained on the location and proper use of fire extinguishers at the beginning of each school year.
 - v. School personnel will be trained in the correct procedures to follow in case of a fire emergency at the beginning of each school year.

- h. **Blizzard, Tornado, or Natural Disaster**
 - i. Parents will be notified as soon as possible when a blizzard is forthcoming. Notices of school closing will be broadcast on local stations. Children will remain at school until picked up by an authorized adult.
 - ii. All school personnel and students will participate in monthly tornado drills April to September and will be aware of the correct procedures to follow. All drills will be logged by the director.
 - iii. The school's basement is used for tornado emergency.

- i. **Lock Down**
 - i. Five lock down drills per year will be conducted and logged.
 - ii. Each instructor will teach their student correct lock down procedures.

- j. **Missing Child**
 - i. A missing child will be reported immediately to the police as well as to the properly designated adult on the enrollment form.
 - k. **Unauthorized or Incapacitated Person**
 - i. Children will not be released to an unauthorized person or anyone who appears to be incapacitated or suspected of abuse attempts. An emergency contact person will be called if a child needs to be picked up in this situation. If necessary, the local police will be called.
 - ii. If no one comes to pick up a child, the two primary persons or emergency contact persons listed on the enrollment form will be contacted. Program staff will stay with any children that have not been picked up until an authorized pick-up person arrives.
7. **RECORDING ACCIDENTS**: The Accident and Injury Report Form will be used and a copy filed in the school office. See Appendix.
8. **UPDATING OF POLICIES**: The director will review and modify the centers policies semi-annually to ensure they comply with the Department of Human Services requirements.

V. **BEHAVIOR GUIDANCE POLICIES**

1. **DISCIPLINE**: Good behavior is best obtained by providing the child with an acceptable model of behavior. Discipline will be handled in a firm and loving manner. There will be no physical punishment. Children will be taught respect for the rights of others. The child will be redirected away from problems toward constructive activity in order to reduce conflict. The children will not be judged or compared to another. We encourage participation and cooperation. Each child will do what he/she can. The children will be guided towards self-acceptance and mutual respect for one another.
2. **DRESS CODE**: Dress your child appropriately for the weather. It is important to have coats, gloves or mittens, hats, boots, and snow pants during the winter months. Children will go outdoors for play and exercise, even during the winter except when the weather is 0° F or colder (including wind chill). Dress clothes are not suitable for wear at preschool.
3. **PLAYGROUND RULES**: Students will remain inside if temperatures are 0° F or colder (including wind chill).
 - a) In case of illness or injury, the playground supervisor will use a two-way radio to notify another staff member to assist.
 - b) Students may play an organized game or have free play as designated by the adult supervisor.
 - c) Good sportsmanship will be encouraged and expected.

- d) Throwing snowballs, sand, and or other objects is not allowed.
- e) **NO HORSEPLAY!** Kicking, hitting, pushing, name calling, and abusive language is not permitted.

4. **BEHAVIOR GUIDANCE**

Subpart 1

- 1. Each child will be provided a positive model of acceptable behavior.
- 2. Behavior guidance will be appropriate to the developmental age of the child.
- 3. Children will be involved in constructive activities that reduce conflicts and problems.
- 4. Acceptable behavior will be encouraged through positive reinforcement.
- 5. Acceptable behavior protects the safety of all; any other behavior is not allowed.
- 6. Unacceptable behavior will be handled on an individual basis and will provide immediate and directly related consequences.

Subpart 2

- 1. Any persistent unacceptable behavior will be observed and recorded by staff who will describe the behavior and the staff's response. The report will be discussed with the child's parent(s) or guardians.
- 2. A plan will be agreed upon and followed in consultation with the parents, other staff, and other professionals (when appropriate) to bring about an effective change in the behavior.

Subpart 3

- 1. Positive reinforcement techniques will be used whenever possible. Time out (in a supervised area) will be used if deemed necessary by the teacher. The children will be subjected to none of the following:
 - a. Corporal punishment including, but not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
 - b. Emotional abuse including, but not limited to: name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
 - c. Separation of a child from the group except as provided in subpart 4.
 - d. Punishment for lapses in toilet habits.
 - e. Withholding food, light, warmth, clothing, or medical care.
 - f. Use of physical restraint other than is necessary to protect a child from harm.
 - g. Use of mechanical restraints, such as tying.

Subpart 4

1. No child may be separated from the group unless his/her behavior threatens the well being of self or others. A separated child must be under adult supervision during the separation time. The child will sit at a separate table within an unenclosed part of the classroom, within continuous sight and hearing by a program staff person. Return to the group is contingent upon the return of appropriate behavior.

Subpart 5

1. All separations shall be documented in a daily log including their name, staff member's name, time, date, and information indicating reason for separation and methods used before separation occurred. If separation is used three or more times in one day, the child's parents will be notified and documentation made. If separation is used five times or more in one week, or eight times or more in two weeks, the classroom teacher or principal will set up a conference time as soon as possible with the parents to develop plan of action for a suitable behavior intervention.
5. **AMENDING THE HANDBOOK:** The school has the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

School Readiness and Program Plan

PROGRAM PLAN:

A: Sacred Heart Area Preschool provides a safe and secure environment for its students. All students are supervised at all times with a student teacher ratio of no more than 10 students per adult supervisor ensuring their environment is developmentally appropriate, safe and secure.

B: Sacred Heart Area Preschool serves students from ages 3 to 5 years of age with no more than 20 students at a time.

C: The hours of operation are Monday through Friday, 7:30am to 5:30 pm following the Sacred Heart Area School calendar.

D: The teacher uses large group and small group settings with various hands on activities throughout the day. Sacred Heart Area School's Preschool Program strives for small class sizes with a loving, family environment for its students to develop in. We instill Christian values with the support of volunteers and foster grandparents. We encourage strong academics while making learning fun.

F: The teacher endeavors to use a variety of age appropriate activities, while striving to relate lessons to the diversity of each child's everyday life and cultural background. We strive to ensure that each student feels valued for who they are, while respecting others.

G: The parents are kept up to date with their child's intellectual, physical, social and emotional progress through the use of student progress reports, quarterly assessments, parent-teacher conferences and parent-teacher communication links.

H: The teacher will provide school readiness activities throughout the day. The morning consists of learning circles and centers with an opportunity for play and social development. The afternoon consists of a rest/nap time and opportunities to explore dramatic play and complete morning school readiness activities. Breakfast is provided before school with a light morning snack at mid morning. Outdoor recess is at 11:15am, weather permitting. Lunch is at 11:40am, followed by a mid-afternoon snack. Snacks are available for students in the after school program as well.

I: The teacher provides a variety of large and small group activities to all students. The children are allowed ample free time to play, socialize or enjoy quiet time.

J: The preschool program provides a variety of fine and gross motor activities, materials and equipment to use as they wish.

K: The preschool program plan was developed by our licensed early childhood educator.