

**St. Joseph Preschool  
Parent Handbook  
2023-2024**

**13900 Biscayne Ave. W.  
Rosemount, MN 55068  
school.stjosephcommunity.org  
edited August 2023**

**Principal:**

Kelly Roche      651-423-1658      [kelly.roche@stjosephcommunity.org](mailto:kelly.roche@stjosephcommunity.org)

**Director**

Shannon Carroll      651-313-8491      [shannon.carroll@stjosephcommunity.org](mailto:shannon.carroll@stjosephcommunity.org)

**Lead Teacher 3's classroom**

Bridget Sturm      [bridget.sturm@stjosephcommunity.org](mailto:bridget.sturm@stjosephcommunity.org)

**Lead Teacher Multi-age classroom**

Rebekah Priest      [bekah.priest@stjosephcommunity.org](mailto:bekah.priest@stjosephcommunity.org)

**Lead Teacher 4 / 5 classroom**

Chaillee Donovan      [chaillee.donovan@stjosephcommunity.org](mailto:chaillee.donovan@stjosephcommunity.org)

**After School Lead Preschool Teacher (3:00-6:00pm)**

Lily Krekelberg

**Preschool Assistant Teachers**

Shannon Miller  
Jaci Peplinski  
Susan Westphal

**Preschool Aides**

Ann Mead  
Maria Sampers

**Child Care Program Plan**  
(Minnesota Rules, part 9503.0045, subpart 1)

A. Children in **St. Joseph Preschool** are supervised by sight and sound at all times.

**B. Program Description**

**St. Joseph Preschool license capacity is: 58 children (between the 3 classrooms).** Three Classrooms--Preschool A classroom = 1182 sq.ft.= 24 students, Preschool B classroom= 570 sq.ft.=16 students, Preschool C classroom=630 sq.ft.=18 students.

**C. Hours of Operation and Program Sessions**

St. Joseph Preschool hours are 7:00 a.m. to 6:00 p.m. Monday through Friday between the months of September - June. St. Joseph Preschool provides a flexible early childhood program with wrap-around care options for families.

7:00-8:20 am	Before School Care (Breakfast served 7-7:45 am)
8:20 am	Core AM Class Begins
8:30 am	Circle Time
8:45am	Bathroom Break/Snack Time
9:10am	Outdoor Play or Gym
9:50am	Learning Center Time & Free Play
10:30am	Lunch
11:10am	Bathroom/Story Time
11:30am	Learning Center Time & Free Play
12:30pm	Quiet Time Starts (3's Class)
12:30pm	Outside/Gym (PreK/MultiAge)
1:00pm	Quiet Time Starts (PreK/MultiAge)
2:30pm	Snack Time
3:00pm	PM Dismissal (Extended Care Starts)
3:00pm-6:00pm (4:30pm Snack)	Extended Care (Free Choice, Outside, Gym)

A maximum of 24 children will be enrolled in preschool A, a maximum of 15 children will be enrolled in Preschool B, and a maximum of 18 children will be enrolled in Preschool C.

**D. Philosophy of Early Childhood Education**

**MISSION STATEMENT**

St. Joseph Preschool works in partnership with students' families to educate the whole child—mind, body, and soul.

## **PHILOSOPHY**

St. Joseph Preschool provides a hands-on classroom experience designed for the Pre-Kindergarten child. Activities are designed to meet individual developmental needs and learning styles, with an emphasis on furthering the students' Kindergarten readiness skills. Working in partnership with students' families, we educate the whole child—mind, body, and soul. Our Catechesis of the Good Shepherd faith formation program is integrated into children's early childhood education.

## **Curriculum**

The framework for the curriculum will be based on the Early Childhood Indicators of Progress: Minnesota's Early Learning Standards. The primary purpose of these Indicators is to provide a framework for understanding and communicating a common set of developmentally appropriate expectations for young children within a context of shared responsibility and accountability for helping children meet these expectations.

### **E. Child Care Program Plan Annual Evaluation**

Program Lead Teachers with the school Principal/Director, will annually develop and evaluate the written child care program plan.

Program Goals:

- To provide safe classroom learning environments for students.
- To meet each child's needs in all five areas of development; physical, social-emotional, cognitive, speech/communication and adaptive approaches to learning.
- To celebrate each student as a Child of God.

### **F. Developmental Goals and Objectives**

(Minnesota Rules, part 9503.0045, subpart 2)

Goals/Objectives:

The goals and objectives for the children will be:

- o Develop their growing faith and understanding of God's love.
- o Develop both socially and emotionally.
- o Develop a healthy self-concept.
- o Develop trust in adults and peers.
- o Develop cognitive skills in areas such as language, literacy, mathematics, science, and social studies.

**Physical Development:** Develop balance/special relationships, coordination skills, confidence/skills with playground equipment, eye-hand coordination, complete cycle of activity

- Gross Motor Activities: running, jumping, climbing, hopping, ball play, balance beam, relays, obstacle course, exercise, creative movement, construction with blocks, riding toys, skipping/galloping, circle games,

parachute

- Fine Motor Activities: cutting, pasting, painting, puzzles, stringing, pouring, playdough, coloring, printing, peg work, sewing, manipulatives, sorting, spooning

**Intellectual Development:** Develop language, math, science, sensorial skills and geography

- Math Activities: pegs, quantity to symbol 1-5; sets, processes (add, subtract, etc.) money, time measurement, thinking activities, symbols
- Language Activities: storytelling, flannel boards, puppets, board games, classification, rhyming, matching, sequencing, phonics, letter recognition, reading printing
- Sensorial Activities: shape activities, computer, board games, “what if” questions, “solve the problem”
- Social Activities: block/building area, dramatic play area, creative movement, free choice, large muscle time, group time, housekeeping, sharing opportunities, service projects, music, sand and water play, snack time, stories, discussions.
- Emotional Activities: group times, story time, free choice, sand/water play, outside play, creative movement, dramatic play, block play, music, sharing opportunities

#### G. Culturally Appropriate Activities to Promote Intellectual, Physical, Social and Emotional Development

(Samples of activities designed to meet these goals/objectives)

- **Objective for Social/Emotional:** *Demonstrate increasing competency in recognizing and describing own emotions. Activities: Sing songs related to emotions; Play games matching happy, sad, angry, scared, etc. faces; read stories and storytelling using words “I was really (happy, sad, etc.) when...”*
- **Objective for Approaches to Learning:** *Demonstrate ability to complete a task or stay engaged in an experience. Activities: put a puzzle together with children; story-time; playing games that take turns and has an end; craft project with up to 3 step instructions)*
- **Objectives for Language/Literacy:** *Communicate information using home language and/or English. Activities: Rhyming activities; sing songs; guessing games like “I spy”; Dictated stories to teacher*
- **Objectives for Creativity/Arts:** *To participate in art and music experiences. Activities: Sing a story; Clap in rhythm; move to music; create art using a variety of tools, techniques and materials.*
- **Objectives for Cognitive:** *Uses senses to explore materials and the environment. Activities: Collect natural objects on nature walk; sensory table experiences; listen to nature sounds;*

#### H. Activities that promote progress in 3/4/5 year olds in all developmental domains

Activities are documented using assessment tools and will be provided for parents to

review during conferences twice each school year, using Observation Notes, Work Samples and Learning Continuum.

- o **Social/Emotional:** Uses words to handle emotions instead of actions; Shares and takes turns; Participates in group play
- o **Approaches to Learning:** Demonstrates problem solving ability; Seeks out new experiences; Stays on task
- o **Language and Literacy:** Identifies rhyming words; Uses words and sentences; Demonstrates understanding of print concepts; Recognizes letters and writes name legibly
- o **Creativity/Arts:** Expresses self in creative ways; Demonstrates an appreciation for art and creativity
- o **Cognitive Development:** Demonstrates ability to count in sequence; Counts objects; Recognizes/duplicates patterns; Sorts objects; Identifies shapes; Recognizes colors; Understands order/sequence of objects; Uses senses to understand environment; Knows identifying information (full name/address/phone/parent names)

7:00-8:20 am	Before School Care (Breakfast served 7-7:30 am, gym 7:30-8:10am)
8:20 am	Core AM Class Begins
8:30 am	Circle Time
8:45am	Bathroom Break/Snack Time
9:10am	Outdoor Play or Gym
9:45am	Learning Center Time & Free Play
10:30am	Lunch
11:10am	Bathroom/Story Time
11:30am	Free Play & Learning Center Time
12:30pm	Quiet Time Starts (3's Class)
12:30pm	Outside/Gym (PreK/MultiAge)
1:00pm	Quiet Time Starts (PreK/MultiAge)
2:30pm	Snack Time
3:00pm	PM Dismissal (Extended Care Starts)
3:00pm-6:00pm (4:30pm Snack)	Extended Care (Free Choice, Outside, Gym)

I. DAILY SCHEDULE

<b>Time</b>	<b>Activity</b>
<b>7:00-8:20am</b>	Children arrive for before school care (7-7:30am breakfast)
<b>8:00-8:30am</b>	Children Arrive & Explore Learning Centers art; science; writing; books; dramatic play; housekeeping; fine-motor games
<b>8:30-8:45am</b>	Circle Time (Calendar/Weather/Story)
<b>8:45-9:10am</b>	Bathroom Break/Snack Time
<b>9:10-9:50am</b>	Outdoor Play / Gym
<b>9:50-10:30am</b>	Learning Center Time Free Play
<b>10:30-11:10am</b>	Lunch
<b>11:10-11:30am</b>	Bathroom/ Story Time
<b>11:30-12:30pm</b>	Learning Center Time Free Play
<b>12:30-1:00pm</b>	Outside / Gym (PreK/MultiAge)
<b>12:30pm-2:30pm (3's class)</b> <b>1:00pm-2:00pm (4 / 5 classroom &amp; MultiAge)</b>	Quiet Time
<b>1:45pm-2:15pm (4 / 5 classroom &amp; MultiAge)</b>	Learning Centers and Play
<b>2:30pm</b>	Snack Time
<b>3:00pm</b>	End of Day Dismissal
<b>3:00-6:00pm</b>	Extended Care/ Free Play/ Outside/Gym (4:30pm Snack)

J. Active and Quiet Activities

- o Children will be provided choices of active play and games, as well as restful activities in the reading area or art station.
- o Rest times offered in morning and afternoon schedules and asked to read quietly

- o while waiting for the group to finish.
  - o Active times offered during large muscle indoor play in gym and large muscle rooms, when music and movement is offered and outside play.
  - o Child initiated activities happen during free play and large motor time.
- K. Equipment and materials used for activities specified in item G.**
- o **Social / Emotional:** puppets and dolls; mirrors, art supplies; books; posters
  - o **Approaches to Learning:** puzzles; books; art supplies; blocks
  - o **Language/Literacy:** CD's and music player; puppets and dolls; board games; dramatic play area; flannel board story sets
  - o **Creativity and the Arts:** art posters; CD's and music player; art supplies; musical instruments; art books; playdough and tools
  - o **Cognitive Development:** magnifying glasses; objects from nature; nature books; playdough; sensory table; sound shakers; smell jars; finger paint; nature sounds
- L. Parents may review the Child Care Program Plan and Parent Handbook anytime by calling #651-423-1658. Parents are free to visit the center anytime during the hours of operation.**

## **Parent Information**

### **Licensure**

St. Joseph Preschool is licensed and complies with the standards set forth by the Department of Human Services for the state of Minnesota. The policy manual complies with state standards and is open for review by parents at any time. Parents may also review the Child Care Program Plan and Parent Handbook anytime by calling #651-423-1658.

**Parents are free to visit the school anytime during the hours of operation.**

**Parents will need to sign in at the school office.**

### **Staffing**

St. Joseph Preschool is staffed by a full time director, lead teachers, assistant teachers, and aides per licensing capacity of 58 children (between the 3 classrooms) for 3-5 year old classrooms. Teachers meet all the standards set forth by the State of Minnesota for preschool teacher and are all CPR and First Aid certified.

### **Enrollment**

Once a child has been confirmed as enrolled in a class, the following forms are provided and returned by the family before the first day of attendance:

- o Emergency Card
- o Student Information/ Enrollment Form
- o Health Care / Physical Summary/Food Allergy Form
- o Immunization Record / Signed Form
- o Sunscreen Form

## Payment Policies

Preschool tuition payments are made through TADS, an online tuition management system. Payment plan is selected based on 1 time payment, 2 payments, a 9 month plan, or a 12 month plan. Families who choose the “Inclusive Tuition Rates” do not pay extra for childcare days and earn one week of vacation (do not need to pay tuition for that week) per year. A family must give at least a 2 week notice upon leaving St. Joseph Preschool. Once a family withdraws or cancels, they forfeit the registration fee.

**2023-2024**

### St. Joseph Preschool/PreK Tuition Rates

**September 5<sup>th</sup> – May 31<sup>st</sup> (Includes Childcare Days)**

**faithful +  
beginnings**

at St. Joseph Catholic  
School Rosemount

	<b>11 hrs.</b> (7:00 am-6:00 pm) Includes breakfast, lunch, & snacks.	<b>8 hrs.</b> (7:00am-3:00 pm or 8:00-4:00) Includes breakfast, lunch, & snacks.	<b>7 hrs.</b> (8:00 am-3:00 pm) <i>School day schedule.</i> Includes lunch & snacks.	<b>4 hrs.</b> (8:00 am-12:00 pm) Includes snack & lunch.	<b>2.5 hrs.</b> (8:00 am-10:30 am) Includes snack.
<b>5 Days</b>	\$280/ week	\$240/ week	\$210/ week	\$150/ week	\$100/ week
	\$1120/ month	\$960/ month	\$840/ month	\$600/ month	\$400/ month
<b>4 Days</b>	\$250/ week	\$210/ week	\$190/ week	\$130/ week	\$90/ week
	\$1000/ month	\$840/ month	\$760/ month	\$520/ month	\$360/ month
<b>3 Days</b>	\$210/ week	\$170/ week	\$160/ week	\$100/ week	\$70/ week
	\$840/ month	\$680/ month	\$640/ month	\$400/ month	\$280/ month
<b>2 Days</b>	\$150/ week	\$120/ week	\$100/ week	\$70/ week	\$60/ week
	\$600/ month	\$480/ month	\$400/ month	\$280/ month	\$240/ month



## **Children's Arrival**

From 7:00am-7:45am, parents will need to bring their child through the front school doors and walked to the preschool classroom. From 7:45am-8:20am, All families will pull up to the church front doors. They will be greeted by a school staff person and that staff person will take the child to the classroom. A map is provided to all families in the summer/back to school packet.

## **Transportation**

Preschool students will need to be transported to and from school via parents own vehicles. Bussing will not be provided at this time.

## **Children's Dismissal**

All families will park their vehicles in the main parking lot. They will then enter the school doors, using an assigned key fob during regular school hours and after regular school hours. Families will then proceed to the preschool room to pick up their child and sign their child out.

**If your pick-up time is at 3:00pm, the preschool teachers will bring your child out to the church doors.** All other pick-up times, parents will need to pick their child up from their classroom.

## **Release of Children**

Security check for picking up children:

- Each child has a file that contains information as to which person(s) are allowed to pick up a child. People who are unfamiliar to staff will be asked to show picture identification and teachers will check this with the child. If their name is not on the child's file, a parent or guardian will be called for approval for their child to be released to this individual. Permission by parent or guardian may be given over the phone or written on the child's daily record sheet.
- If anyone new comes to pick up the child, (other than the person authorized), the staff will ask for picture identification. A child may never leave school without parent approval. If an unauthorized person comes to pick up a child and the parent cannot be reached by phone, the child will not be released. Staff will ask for a picture of the person, contact the child's parents, and inform the Director of the person's name and address.
- Children will not be released to persons incapacitated or who are suspected of abuse

attempts. When a child's safety is in question, the child's parents will be called. If the incapacitated suspected person resists, the teacher/Director will call the police. Parents will also be contacted. If a child is not picked up and parent(s)/guardian, or other contacts listed on the emergency card, cannot be reached, the police may be called to pick up the child.

### **Child Safety**

Staff take a headcount of the group of children prior to leaving one area, and re-counted when the group arrives at the second area when transitioning children from one area within the facility to another.

### **Plan for Emergency Shelter**

Emergency shelter for children will be provided under the direction of the Director, in cooperation with local authorities. Rosemount High School is our designated emergency shelter.

### **Emergency/Accident Procedure**

Every child will participate in periodic fire and tornado drills at school. Parents are encouraged to discuss the experience with the child. In the event of a real disaster, we urge the parents to follow these procedures:

1. DO NOT call or come to school. We will contact parents when able.
2. Community disasters will be reported on the radio.
3. Be assured the center personnel are giving children any necessary care.
4. The safest place in a disaster is to remain off the streets and out of the way of any rescue mission.

### **Fire Evacuation**

Children will be taken out of the environment by means of the nearest exits and taken to a central meeting spot. Primary exits to outdoors are located throughout each of the buildings. There are also two exits located in each classroom. Fire Department will be contacted: 911

### **Tornadoes**

In case of a tornado emergency, the staff will make sure all children are accounted for and move them to the designated shelter areas. The children will be taught to crouch down, head towards the wall with their hands over their heads.

## **Emergency Closings and Delayed Starts**

### **IF SCHOOL IS CANCELED FOR THE DAY:**

- No regular classes for preschool students and the following activities are canceled:

### **IF SCHOOL IS DELAYED FOR THE DAY:**

- Preschool care and classes begin two hours later than normal

### **IF SCHOOL IS RELEASED EARLY FOR THE DAY:**

St. Joseph School will notify families as soon as possible when the need for an early release has been determined.

- Preschool classes dismissed early

### **INFORMATION ABOUT SCHOOL SCHEDULE CHANGES:**

If the decision is made to change the school schedule, information is shared first as a popup on St. Joseph School websites. It is also shared on our Facebook (@stjoesrosemount) page; through a recorded phone call, email, and text message to school families and staff. You can also check local television stations (look for “Rosemount-Apple Valley-Eagan Public Schools”).

Emergency closing due to problems within our facility will be handled by the administration and the Pastor.

If the decision is to hold school as scheduled, there is no communication from St. Joseph School.

### **Health Care Summary**

St. Joseph School requires a health care summary within 30 days of enrollment and an immunization record of a child at the time of enrollment.

### **First Aid**

All teachers, assistant teachers and aides are required to have first aid training every 2 years by a qualified trainer which must be completed within 90 days of employment. One staff member who is trained in CPR and treatment of obstructed airways will be in the center at all times the children are present. CPR training was developed by the American Heart Association, American Red Cross, or by an individual approved to provide CPR instruction using nationally recognized, evidence-based guidelines and psychomotor skills.

If first aid procedures are required they will be administered by the first person on the site. The second teacher/aide will remain with the rest of the children. If additional help is needed, staff from other rooms will be called. All first aid procedures administered will be documented and kept in the center.

The first aid kit and manual are kept in the classroom, in a cupboard marked with a red “+”.

It will be the responsibility of the Site Director and Lead Teacher to check the kits monthly and keep the kit stocked with all the items required by State licensing.

### **Ill Children**

Children should be kept home if they have any of the following symptoms or illnesses

1. Any child with a **reportable illness or condition** as specified by the health department that is contagious, and a physician determines has not had sufficient treatment to reduce the health risk to others.
2. **Chicken pox** until all of the lesions are crusted over.
3. **Vomiting** - 2 or more times since admission that day.
4. **Diarrhea**- 3 or more abnormally loose stools since admission that day.
5. **Undiagnosed rash** or rash attributable to a contagious illness or condition.
6. **Undiagnosed drainage from eyes** and / or excessive ear drainage that cannot be contained.
7. **100.3 degrees Fahrenheit temperature** (axillary) or higher without fever reducing medication. The ill child should be kept at home until fever free for 24 hours without fever reducing medication.
8. **Bacterial infection** such as **strep or impetigo** and has not completed 24 hours of antibiotic therapy.
9. Any child who has **lice, ringworm, or scabies** that is untreated and contagious to others.
10. Significant **respiratory distress**: fast, difficult, or different breathing, uncontrolled coughing, and /or wheezing.
11. **Unexplained lethargy**
12. Any child who is **unable to participate** in child care program activities with reasonable comfort or **who requires more care** than the staff can provide without compromising the health and safety of the other children.
13. If your child tests positive for **COVID**, they will need to be out of school for 5 days and if symptom free, then can return to school wearing a mask for the last 5 days.

**If a child becomes ill during the day she/he will be kept isolated from the other children. A staff member will remain with the child in the main nurse’s office and make him/her comfortable as possible (resting on a cot). A parent will be notified and asked to pick up the child.**

The parents are asked to notify the classroom within 24 hours if their child contracts a communicable (contagious) illness. Communicable (contagious) illnesses will be reported to all parents the same day the information is received. The staff will post a notice in a prominent place stating the illness, incubation period, early signs to watch for and exclusion recommendations. These postings will be updated with each new case of the illness.

### **Administration of Medicine**

The St. Joseph Preschool staff will administer physician prescribed medicine accompanied by an authorization form completed by the parent. Medicines must be stored in the original container with the child's name as well as information on dosage amounts and times. You may request that your pharmacy issue two bottles for the medication so that you will be able to keep some at home and some at the school. If over-the-counter medication (such as pain reliever, Cortizone cream, or cough medicine) is to be administered at the school, you must obtain written instructions from your child's physician and also fill out a medicine form. Prescriptions can be honored for 2 weeks from the issue date. We need written physician permission to extend administration beyond this time frame. For chronic conditions (such as diabetes or asthma) your physician needs to complete a health plan. Associated medications may be given for up to 6 months.

When your child is sick, please call 651-423-1658 and email your child's teacher. Children can return to school when they are fever-free or diarrhea free for 24 hours..

### **Health and Safety Issues**

Be sure that you keep St. Joseph Preschool informed regarding your child's health status. Inform your teacher when immunizations are given, allergies are discovered, food restrictions are required, or medicines are prescribed.

- Public Health Nurse or Physician Assistant (PA): Periodically, a certified public health nurse or physician assistant will provide consultation services to the staff. The nurse instructs staff regarding child development, sanitation procedures, administration of medicines, and so forth. She regularly safety checks the playgrounds and the environment and also reviews the logs kept on illness/injury.
- Teachers will immediately notify the parent, legal guardian or other person authorized by the parent when your child has any sign or symptom that requires exclusion from the program.

*Staff and teachers will provide information to parents verbally and in writing about any unusual level or type of communicable disease to which your child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability and control measures that are being implemented at school and that you can implement at home.*

## **Staff/Child Contact**

Children require physical contact for their care and for healthy development. Our physical interaction with children will involve the following:

- Nurturing: which includes soft touching like hugs, hand-holding, carrying, cuddling, and back rubbing. This type of contact is never made against the child's wishes.
- Safety and guidance: which includes restraining the child from harmful situations, separating conflicting children, guiding children by gently leading, and administering first aid.
- Hygiene: which includes face and hand washing as well as assisting with such needs as diapering/toileting, cleaning the child up after becoming dirty, examining for rashes or unusual marks, and changing children's clothes when necessary.

## **Under-Immunized Policy**

When a child is under-immunized due to medical conditions or family's beliefs, teachers will notify the parents when/if a vaccine-preventable disease occurs in the program and exclude under-immunized children from school when acute signs of illness are present, as listed under "Exclusion from the Program".

When a child is under-immunized due to the immunization schedule being not up-to-date, teachers will notify parents about missing immunizations and advice for documentation on medical conditions, family's beliefs, or request documentation of scheduled appointment for immunizations.

## **Exclusion from the Program**

A child will be excluded from St. Joseph Preschool when these conditions exist:

1. A reportable illness or conditions, as specified in Part 4605.7040, that the commissioner of health determines to be contagious and a physician has not had sufficient treatment to reduce the health risk of others.
2. Chicken pox, until the child is no longer infectious or lesions are crusted over.
3. Vomited since admission that day.
4. Has had abnormally loose stools since admissions that day.
5. Has contagious conjunctivitis or pus draining from the eye.
6. Has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy.
7. Has unexplained lethargy.
8. Has lice, ringworm or scabies that is untreated and contagious to others.
9. Has a 100 degree Fahrenheit or higher temperature of undiagnosed origin before fever reducing medication is given.

10. Has an undiagnosed rash or a rash attributable to a contagious illness or condition.
11. Has significant respiratory distress.
12. Is not able to participate in the classroom/program activities with reasonable comfort.
13. Requires more care than the program staff can provide without compromising the health and safety of other children in class.

**Child must be fever free for 24 hours before returning to school.**

### **Accident or Illness at School**

Minor injury or illness:

1. The staff will isolate the sick child and keep them within sight and sound at all times.
2. Keep the child lying down on a cot and protected from excessive cold and heat.
3. The parent will be notified of the illness/injury, advising them of care given and informing them of the policy for care of children who become ill or injured at school. If neither parent is available, the individual listed under the emergency contact on the child's emergency card will be contacted.

Severe injury or illness:

1. Staff provides immediate first aid, 911 will be called if parent(s) cannot be reached, the school's emergency care policy on the emergency permission release goes into effect.
2. Child will be transported by ambulance, if necessary.
3. Parents or designate will be contacted.

All accident reports must be signed by the parent and will be kept on the file in the school's Accident Log and child's permanent file. An analysis of the Accident Log is reviewed annually to identify potential hazards.

Infectious and communicable disease:

1. If there is exposure to communicable diseases, parents will be alerted, in writing or by phone, so that they may be aware of the incubation period for the disease, and symptoms should the illness have spread.

Emergency medical source: Fairview Ridges Hospital, Burnsville, MN

(952) 892-2000

911

### **Emergency Preparedness**

All teachers and assistants are required to maintain current first aid and CPR certification. Training sessions are conducted by certified instructors who meet the Department of Human Services requirements. Each classroom is equipped with a first aid kit and staff members are instructed as to correct usage of the contents. Staff conducts monthly fire drills, which are timed and logged. Tornado drills are also practiced and logged April through September.

## **Hazards**

St. Joseph Preschool protects children and adults from hazards including:

- Electrical shock, burns or scalding
- Tripping or falling: floor coverings are secure to keep staff and children from tripping or slipping
- This program excludes baby walkers
- Areas in the building or classroom that have been recently painted, carpeted, tiled, or otherwise renovated are ventilated before they can be used by children.
- Staff supervise all children by sight and sound in all areas with access to water in tubs, pails and water tables.
- St. Joseph Preschool is a smoke-free facility and prohibits the use of firearms and other significant hazards that post risks to children and adults.
- Written procedures are in place to protect children and adults from environmental hazards such as hair pollution, lead, and asbestos, according to public health requirements.

*St. Joseph Preschool maintains the facilities so they are free from harmful animals, insect pests and poisonous plants. Pesticides and herbicides, if used, are applied according to manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact and inhalation. Integrated Pest Management (IPM) techniques are used for least hazardous means to control pests and unwanted vegetation are used.*

## **Missing Child Policy**

- If additional staff are available, an adult will be asked to stand at each outside door to watch for the missing child.
- Staff will conduct a thorough search of the building and grounds before police are contacted.
- If a child is not found within five to 10 minutes, the police will be called and parents contacted.

## **Personal Hygiene/Hand Washing**

Children and staff members will wash their hands with soap and water when hand washing would reduce risk of transmission of infectious diseases to themselves and others.

Hands are washed:

- Upon arrival at school; before and after eating; after toileting/diapering; before preparing or serving foods; after handling any raw food that requires cooking; after playing in water shared by two or more people; handling pets and other animals, or materials that may be contaminated by contact with animals.



Adults also wash their hands:

- Before and after feeding a child; before and after administering medication; after assisting a child with toileting and after handling garbage or cleaning

Disposable gloves are available throughout the school. Wet or soiled clothing will be changed promptly using the items in the child's backpack provided by home. Health guidelines prohibit us from washing out clothing that contains blood or feces. The school maintains a supply of extra clothing to use if there is not a change of clothes in the backpack. School clothing should be laundered and returned the following school day.

### **Communal Water Policy**

We have a sensory table in the classroom for children to stand and play. During sensory play, children are involved in active experiences with science and math concepts. Children with sores on their hands are not allowed to participate with others in the sensory table to ensure that no infectious diseases are spread. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children comes to participate. Outdoor water play is limited to tubs and buckets or containers as well as the water table. We do not participate in swimming pool activities. Staff supervise all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

### **Toileting Procedures & Toilet Training Policy**

Children must be toilet trained upon entering St. Joseph Preschool. Teachers will go with a child to the bathroom, monitoring safety and behavior of children. Teachers will monitor the surfaces of the bathroom, and wipe them if necessary.

### **Conferences**

- Conferences will be held twice a year (late fall and spring). If an additional conference time is requested, an agreeable time between staff and parents can be scheduled. It is during these conferences that parents are notified as to their children's intellectual, physical, social, emotional and spiritual development.
- Data Privacy: St. Joseph Preschool obtains and uses information about all children enrolled in order to assist in the planning of their educational program and in accordance with the requirements of the Department of Human Services. Federal and state laws allow parents and guardians to inspect and review all official records, files, and data relating to their child. Access to such information by third parties is limited and controlled in accordance with legal rights of data privacy. Currently, the only others who could potentially access a child's file would include the public health nurse, the DHS licensing agent, and accreditation officials.
- All information regarding the assessment of children will remain confidential and will be stored in a locked office. They are available to review between the hours of 8:00 am and 3:00 pm by parents, teachers, directors and the state licensing agents. No

information will be released without parent permission. Any changes in regulations governing access to files and familial rights will be shared with families.

- St. Joseph Preschool uses the Assessment from the Mother Goose Curriculum. Ongoing observation through classroom play and activities is our primary way of collecting facts and learning as much as possible about each child. To help us remember and use what we learn from our observations, we document what we see on each child's continuum. We also collect samples of child's work samples over time to keep in their portfolios. In addition to sharing this information with parents at conferences, teachers use assessment results to give direction for planning and adjusting lesson plans and curriculum.
- Staff encourage and support parents to make the primary decisions about services that their children need and then encourage them to advocate to obtain those needed services.

### **Field Trips**

Signed permission slips provided by St. Joseph Preschool for each child going on a field trip must be on file with the Lead Teacher prior to going on the field trip. Parent volunteers for field trips are greatly appreciated and are encouraged to volunteer. Each volunteer needs to be E3 certified. If we have more than the amount of parents we need for the field trip, a lottery will be done to choose which parents will go. We will ride a bus to and from field trip locations. Any child who rides with their parent on their own vehicle must also return in this same vehicle. A child who rides the bus must ride to and from the field trip on the bus. Staff will count children when entering and leaving a new area (playground, field trips, classroom, etc.) Staff will also count children prior to leaving a field trip to be sure they have everyone so as not to leave anyone behind. One staff person in attendance on field trips will have a checklist of children's names. This checklist will be checked upon arrival at field trips, and prior to departure.

### **Quiet Time Policy (for 3, 4 and 5 year olds)**

Children who attend the all-day have a half-hour Quiet Time following lunch. This is an opportunity for children to rest their bodies before starting the afternoon programming. If children fall asleep during this time, they are allowed to sleep past the allocated 30 minutes until they wake up on their own. Children who have completed a nap/rested quietly for 30 minutes will not be required to remain on a cot. Children will be provided with time within each class session to rest in a quiet and comfortable place and read a book, if desired. All other toys and games will be put away during this rest period. Each child will be provided a cot. Cots are placed directly on the floor with clear aisles and unimpeded access on one side. The child's family needs to provide a blanket and send it once per week. At the end of the week, the blanket is sent home and needs to be washed. If the blanket is soiled or wet, it needs to go home that day to be washed.

## **Research and Public Relations**

If the St. Joseph Preschool or any child in the program is involved in any type of experimental research or public relations activity, a signed permission form will be obtained from a parent(s) before it is undertaken, for each occasion. This will be maintained in the child's school records.

## **Communicating Concerns, Suggestions or Grievances**

A parent(s) / guardian's suggestions and concerns are considered valid and will be addressed. Your ideas and feedback help us make continual improvements to our program. We will work with you in resolving problems that may arise. In order to address concerns and suggestions at the most appropriate and effective level, we suggest the following:

- Parent(s) / guardian should direct any concerns by speaking or scheduling a conference with the Lead Teacher. If issues are not resolved (within one week), or you have additional concerns, parent/guardians are encouraged to contact the Director/Principal for more information or help. We strive to make this educational experience excellent for all.

The staff encourage parents to raise concerns so that staff can work collaboratively with them to find mutually satisfying solutions to then be incorporated into classroom practice.

## **Special Need Students**

Students with special needs may be assessed by the Early Education Assessment Team from the district in which they live. Staff will be a part of that process as long as families request it.

## **Pet Policy**

Pets may be brought to "Show and Tell" at St. Joseph Preschool only if:

- Animals appear to be in good health
- Have documentation to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children.

Staff will supervise all interactions between children and animals and instruct children on safe behavior and will make sure that any child who is allergic to a type of animal is not exposed. Parents will be notified in advance of pet visits.

**Due to risk of salmonella poisoning, we refrain from the use of reptiles as classroom pets.**

## **Lost and Found**

There is a lost and found located near the sign-in tables. Feel free to check it if you have misplaced an item. Please let the staff know if you cannot locate something. We will do our best to find it. We have a good track record of finding lost things, if they have been labeled with the child's name.

## **Playground / Outside Days**

During the winter months, the children go out everyday; weather permitting. The temperature must be 10 degrees above zero with wind chill for us to go outside. Please send outdoor play clothing on those play days. Teachers call for weather updates and temperatures: #763-512-1111

Children will walk, with at least 2 teachers, out to the playground. Children are supervised at all times and teachers stay near equipment where injury could occur. Staff are divided into areas of the playground so that all children are visible at all times and can help assess the situation for each child.

Specifically, while walking outdoors to the playground, children will walk with a teacher in the lead and in the rear. Teachers will always maintain teacher to child ratio (1:10) when walking children out to the large motor area. Children will be counted by a staff member when moving from one area to another (ex: head count after moving from the classroom to the playground).

## **Skin Protection Policy**

To protect against cold, heat, sun injury and insect-borne disease, we ensure that children are wearing clothing that is dry and layered for warmth in cold weather; children have the opportunity to play in the shade and are wearing sun-protective clothing and/or applied skin protection. Permission for staff to apply sunscreen is included in the Permission Form in the student file packet.

## **Allergies**

*St. Joseph Preschool is a peanut free environment with food or beverage products. We will make sure the food, beverages, and environment are peanut free. If you send a lunch from home, it must be peanut free.*

Areas used by children who have allergies to dust mites or to components of furnishings will be maintained by the program according to recommendations of the program Health Consultant.

## **Snacks/Lunches**

Snacks are served each session (a.m. & p.m.) Snacks and milk are provided by the program. Snacks include cereal, crackers, fruit, vegetables, cookies, fruit snacks, raisins, etc, and meet nutritional regulations put out by the USDA's Child & Adult Care Food Program (CACFD). A planned snack schedule is posted home monthly with the activity calendar.

St. Joseph Preschool offers daily hot / cold lunch. All meals meet the NSLP (National School Lunch Program) guidelines, with fresh and wholesome menus and increased daily fruits and vegetables. Menus to meet dietary, allergy or ethnic needs are available.

For foods that are known to cause choking (ie: hot dogs, grapes, carrots), teachers will ensure that these items are diced into pieces small enough for chewing and swallowing. We avoid the

use of popcorn, hardy candy, and nuts in our snacks for young children.

Federal regulations require that each child's lunch consist of items from the four food groups and meets the USDA's CACFP food guidelines. For menu ideas and nutrition information please go to the USDA's website @ [www.mypyramid.gov](http://www.mypyramid.gov).

<b>Lunch</b>	<b>Ages 3-6 years</b>
Milk	3/4 Cup
1 Vegetable AND 1 Fruit (or 2 different kinds of veggies, or 2 different kinds of fruits)	1/2 Cup
Meat, Fish, Poultry, Cheese, or Legumes	1 to 1 1/2 oz.
Bread, or Noodles, etc.	1/2 slice or 1/3 cup

**Parent/Teacher Organization:**

St. Joseph School Home & School Association. The primary goal of this parent-led group is to support classroom teachers and assist with family events and fundraising efforts. Watch for meeting times in the monthly newsletters & calendars. All are welcome!

**Birthdays:**

We love celebrating birthdays! ***Due to severe allergies, students will not be allowed to pass out treats of their own on their birthday.*** Instead, students are encouraged to bring in a book to read with the class.

**Uniform Policy:**

All children will wear St. Joseph School Uniforms. Donald's Uniform Company is our sole uniform vendor and all embroidered items must be purchased through them.

## **Behavior Guidance Plan**

St. Joseph Preschool promotes a positive approach to managing the behavior of all children. Use of the following techniques are implemented by the Staff and outlined in the Parent Handbook as a positive model of acceptable behavior.

### **STEP 1– TEACHER PRESENCE**

Teacher may need to stand near, look at, put hand on shoulder, etc., to show a child that his/her behavior is not acceptable.

### **STEP 2—REDIRECTION**

Teacher leads child to new activity to avoid conflict; may separate from toy, etc.

### **STEP 3—PROBLEM SOLVING WITH CHILD**

Teacher helps child to solve problem, think of alternative solutions, models words to use instead of physical reaction, lets child voice their feelings, and acknowledges other feelings, etc.

### **STEP 4—NATURAL AND LOGICAL CONSEQUENCES**

Teacher calls upon the child to assist in remedying the situation. (i.e., after a child knocks over another's toy blocks purposely, that child would be asked to help pick them up, etc.)

All consequences for unacceptable behavior are immediate and relate to the observed inappropriate behavior.

### **STEP 5—SEPARATION FROM THE GROUP**

No child will be separated from the group unless the following has occurred:

- Less intrusive methods, as listed in Steps 1 through 4, of guiding the child's behavior have been tried and were ineffective.
- The child's behavior threatens the well-being of the child or other children in the group.

A child who requires separation must

- Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person.
- Have the return to the group contingent on the child's stopping or bringing under control the behavior that precipitated the separation and
- Be returned to the group as soon as the behavior that precipitated the separation abates or stops.

**Separation Report: All separation from the group will be documented on the Daily Log and will include the following information:**

- The child's name; staff person's name; time; date
- Information indicating that less intrusive methods were used to guide the child's behavior;
- How the child's behavior continued to threaten the well-being of the child or other children in care; If a child is separated from the group three or more times in one day, the child's parent will be notified and the parent notification will be indicated in the Daily Separation Log

If a child is separated five or more times in one week or eight times or more in two weeks, the procedures under "Persistent Inappropriate Behavior" will be followed.

**Prohibited Actions**

**St. Joseph Preschool prohibits the following actions by or at the direction of a staff:**

**No Child will be subjected to corporal punishment, which includes but is not limited to...**

- Rough Handling
- Shoving
- Hair Pulling
- Ear Pulling
- Shaking
- Slapping
- Kicking
- Biting
- Pinching
- Hitting

**No child will be subjected to emotional stress, which includes but is not limited to...**

- Name Calling
- Ostracism
- Shaming
- Making derogatory remarks about a child or the child's family
- Using language that threatens, humiliates, or frightens the child.
- Spanking
- Punished for lapses in toilet habits.
- Separated from the group, except as outlined in Step 5 "Separation from the Group"
- Withheld from food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- No physical restraints will be used, other than to hold a child in an effort to protect him/her from hurting themselves or others.
- No mechanical restraints will be used on a child, such as tying.

## **Persistent Inappropriate Behavior**

### **If a child is consistently showing unacceptable behavior, the following steps will be taken:**

1. The persistent unacceptable behavior will be observed and recorded by the teacher or assistant along with written documentation on how the teachers responded to the behavior. This documentation will be kept in the child's file.
2. Staff will inform the Director/Principal of the inappropriate behavior, their observations, documentation and response to the behavior. The Director/Principal will give feedback and offer suggestions to staff on other ways to handle the behavior.
3. If the staff and Director/Principal feel the behavior is not diminishing after implementing the Behavior Guidance Plan or if a child has been separated from the group more than 3 times in one day or 5 or more times in one week, the child's parents will be notified and the parent notification will be indicated in the Daily Separation Log.
4. A meeting will be set up with the child's parents, the teaching team and Director/Principal. If needed, other professionals will be consulted ie: District Early Childhood Special Education; Private Psychologist, Health Care Professional or other private resources. If all avenues have been exhausted here and the staff feels a child would be better served in another program, staff will assist parents in finding a new program that best meets the needs of the child.



# Reporting Policy for Programs Providing Services to Children

## 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 your 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 (within 24 hours) make a report to an outside agency.

## 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 Department of Human Services, Licensing Division's Maltreatment Intake line at #651-431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency or local law enforcement.

Dakota County:	Emergency/Non-Emergency	#911
	Social Services:	#952-891-7171
MN State Child Protection/Maltreatment		#651-431-6600
Dakota County Child Protection Services		#952-891-7459

- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division, at 651-431-6500

## What to Report

Definitions of maltreatment are contained in the reporting of Maltreatment of Minors act (Minnesota Statutes, section 626.556)

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 or 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 be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

### **Internal Review**

If a report of maltreatment has been made against the center, the following steps will be taken to assure the health and safety of the children in the program. The review is conducted by the Director or, if the director is involved in the complaint, by the school principal.

1. Accused staff member put on administrative leave.
2. Evaluate whether policies and procedures were followed.
3. Determine whether current policies are adequate.
4. Determine if additional staff training is needed.
5. Determine if a corrective action is necessary.
6. Determine if the reported event is similar to past events with the children or the services involved.
7. Create a corrective policy.

All of this will be documented that the internal review has been completed and will provide documentation showing the review was completed to the commissioner upon the commissioner's request.

### **Retaliation Prohibited**

St. Joseph Preschool 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.

### **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 the employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

### **Individualized Files for the Children**

Each child will have their own file and in the file will include the following:

- Child's name, date of birth, address, and telephone number

- Name, address, and telephone number of parent
- Instructions on how a parent can be reached
- Alternate authorized pickup information (name, phone #)
- Days and hours of child's scheduled attendance
- Immunization record
- Health care summary
- Written authorization for St. Joseph School to act in an emergency
- Name, address, and telephone number of doctor
- Name, address, and telephone number of dentist
- Documentation of dietary or medical needs for the child
- Documentation of conferences and summary of information provided to the parent.

### **Water Bottles**

St. Joseph Preschool Children may bring a reusable water bottle to school. The water bottle must have the child's name on it and it will need to be kept in the child's cubby. The child's water bottle may only contain water (not juice or sports drinks). The St. Joseph Preschool Staff will be responsible for cleaning and sanitizing the water bottles each day.