

# faithful beginnings

at Most Holy Redeemer  
Catholic School

## **(Little Lambs) Policy/Handbook**

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[www.mosthrs.org](http://www.mosthrs.org)



# Parent Information for Faithful Beginnings (Little Lambs)

## I. POLICY INFORMATION FOR PARENTS

(Minnesota Rules, part 9503.0090, subpart 1)

Upon enrollment of their child, parents will receive copies of the Faithful Beginning Policy/Handbook and the Faith Beginnings Emergency Plan which will include the following information: (A complete policy book for Faithful Beginnings Preschool is available for review in the school office during normal school hours.)

### A. Faithful Beginnings is licensed to serve:

- 20 Preschool-aged children in the Pre-K classrooms, ages 3 - 5.
- a 10 student/1 instructor teacher-student ratio

### B. Hours of Operation and the Class Sizes

- Faithful Beginning is currently open 8:20-2:40 pm- Monday through Friday.
- Before and After Care available 7:30am-8: 20 am and 2:40-3:00 pm, Monday through Friday Afterschool daycare with MHR is available to 5:00 pm.
- The school calendar as outlined by the TCU Public School District is adopted each spring by Most Holy Redeemer School (MHR) with slight differences. When TCU & Most Holy Redeemer School is closed or dismissed early, the Faithful Beginnings (Little Lambs) program will follow the same schedule.

### C. School Calendar and Emergency Closings

The school calendar as outlined by the TCU Public School District is adopted each spring by MHR with slight differences.

In the event of inclement weather, please turn to WCCO AM (830) radio or channels 4,5,9,11 for announcements regarding “TCU Public and Parochial Schools.” Such announcements will usually begin shortly after 6:00 a.m. Parents may pick up their child at any time should the weather be a threat to a safe travel home. When Most Holy Redeemer School is closed or dismissed early, the Faithful Beginnings (Little Lambs) program will follow the same schedule. Parents who also signed up on “*remind101*” will be notified with a text message.

## MISSION STATEMENT

Most Holy Redeemer Catholic School/Preschool supports parents in the education of the whole child by instilling Catholic teachings, nourishing faith in Jesus Christ, and strengthening the individual commitment to holiness and academic excellence. Integrating our mission, “Living for Christ & Learning for Life,” we will provide a curriculum that supports parents in teaching the Catholic Faith and offers school readiness skills. Along with Catholic preschool curricula, units of instruction rich in language, mathematics, music, movement, and Spanish will prepare children for a positive start in Kindergarten.

## **PHILOSOPHY**

Following the belief that Christ is the foundation of the whole educational enterprise in a Catholic School, Most Holy Redeemer Preschool is committed to assisting parents in the education of their children. We strive to educate the whole child – attending to the spiritual, moral, intellectual, emotional, and physical needs of each student in response to the Gospel of Jesus as it comes to us through scripture and the tradition of the Catholic Church. Most Holy Redeemer seeks to nourish faith in Jesus Christ by providing an environment of respect and Divine love based on Christian values. We believe service and leadership opportunities strengthen student commitment to lifelong learning and growth in holiness. We foster academic excellence through the use of a research-based curriculum, innovative instructional practices, and the integration of technology.

### **Community of Faith**

Most Holy Redeemer School is a community of faith, whose bond of unity is the shared presence of Jesus Christ, working in each and every member. All are treated with respect and dignity as all have been baptized in Jesus Christ and share in His mission of building the Kingdom. By sharing one another's burdens and joys, the HRS community strengthens and supports each person and models the presence of Christ.

### **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. The goals for the children will be:

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

#### **D. Assessment of Children**

Faithful Beginnings parents will be provided the opportunity to meet with their child's teacher two times during the school year. At this time, parents will be provided the opportunity to discuss their joys and concerns with the teacher. This will also be a time when their child's teacher can provide assessment information obtained through authentic assessment methods such as observations, photographs, anecdotal records, checklists, and the child's work samples. All developmental areas of the child will be included in the child's assessment record and will be coordinated with the Minnesota Early Learning Standards.

## **E. The Health and Safety of Children**

*Health Care Summary:* Faithful Beginnings requires that a health care summary be completed by the child's health care provider and be submitted to the school. Updated forms will be required annually.

*Immunization records:* Faithful Beginnings requires that either a child's immunization records or a signed notarized statement of parental objections to immunization be **within 30 days at the time of enrollment in the program.**

- F. Illness:** For the protection of all children, a child must be kept at home if they show any of the following symptoms listed below under the “**exclusion of ill child.**” When a child becomes ill at Faithful Beginnings, the child's parent will be notified and the child will be cared for in the school office until the parent arrives for the child. The parents of children who have been exposed to a contagious disease, as specified in Minnesota Rules, 4605.7040 or are exposed to lice, scabies, impetigo, ringworm, or chickenpox, will be notified in writing of the child's exposure on the next day of school.

### **Exclusion of Ill Child**

The Department of Human Services requires that we exclude a child with an illness that the Commissioner of Health determines to be contagious and a physician determines a child has not had sufficient treatment to reduce the health risks for others. We must exclude a child with any of the following conditions:

1. Chicken Pox: Until all blisters have dried into scabs; approximately six days after the rash onset.
2. Conjunctivitis (Pink-eye): until the child has been treated with antibiotics for 24 hours.
3. Diarrhea (uncontrolled): Until uncontrolled diarrhea stops or a medical exam indicates the child does not have a communicable disease.
4. Diarrhea (Infectious): Until diarrhea has stopped or the child has been on antibiotics for 24 hours if medical treatment was needed.
5. Fever: Until the child's fever has been below 99 degrees for 24 hours.
6. Impetigo: Until the child has been treated with antibiotics for 24 hours.
7. Head Lice: Until the first treatment is complete and no live lice are visible.
8. Rash w/ or w/out fever or behavior change: Until a medical exam has indicated that these symptoms are not a communicable disease such as chickenpox, fifth disease, measles, roseola, rubella, shingles, or strep throat.
9. Respiratory Infections (viral): Until the child is without a fever for 24 hours and is well enough to participate in daily activities. Excessive nasal discharge along with persistent coughing is contagious, therefore parents are encouraged to keep children at home until these symptoms are gone.
10. Ringworm (skin and scalp): until 24 hours after treatment has started.
11. Scabies: until 24 hours after treatment has started.
12. Signs or Symptoms of illness (tired, uncontrolled coughing, irritability, persistent crying, wheezing or difficulty breathing.): Until a medical exam indicates that a child may return.

13. Streptococcal Sore Throat: Until at least a full 24 hours after treatment begins and the child is without a fever for 24 hours.
14. Vomiting: For 24 hours after the last episode (vomiting is defined as two or more episodes in the previous 24 hours.)
15. The teacher determined (visual check): If the classroom teacher or coordinator determines that a child is unable to participate in the daily preschool activities the parent will be called to pick up the child from the classroom in order to promote health and safety for the other children and teachers.

### **Communicable Diseases**

When a child is in our care and has been medically diagnosed with a reportable communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The school will notify parents of exposed children on the same day or within 24 hours of confirmed diagnosis.

### **Care of Ill or Injured Children**

If your child becomes ill or injured while at the center they will be isolated from other children under the supervision of a teacher. You or your designated emergency contact will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and provided comfort according to program procedures. If the coordinator thinks it is necessary, the child's health procedure care provider will be contacted. Most Holy Redeemer does not care for sick children; therefore, each parent must make other arrangements for their child when they are sick. The school has no facilities to care for sick children.

#### **G. Seizures, Allergic Response, & Asthma:**

Faithful Beginnings has a written procedure for each of the above mentioned medical situations. The procedure is in the Faithful Beginnings Policy Book and staff is familiar with the procedures.

**H. Accidents and Injuries:** All preschool teachers will all be certified in first-aid. An accident or injury that occurs at school will be dealt with using the following criteria. Minor injuries will be treated with the necessary first-aid procedures. The staff member administering the first aid will complete a "report" for the child's parent to sign and immediately return to the preschool office. These injuries will then be recorded in the injury log that is kept in the preschool office.

### **First Aid/CPR Classes/Abusive Head Trauma**

All teachers are required while employed at Most Holy Redeemer to maintain current certifications in Pediatric First Aid and Infant Child CPR which will include managing a blocked airway and rescue breathing. **In addition, all preschool staff will receive training on AHT (Abusive Head Trauma (AHT) (MN Statutes, section 245A.40, each school year.** In the event of an injury or illness at the school, trained staff will

administer appropriate first aid. 911 will be called if necessary and the emergency medical service will transport your child to a medical facility. The child will be transported to Mayo Clinic Health System in New Prague unless the parent/guardian has a different hospital listed on the emergency form.

A parent/guardian will be notified as soon as possible and will be given accurate information regarding their child. All classrooms have a complete first aid kit available stocked with items mandated by Department of Human Services Childcare Center Rule 3 Guidelines.

Major or life-threatening injuries will be handled by administering the necessary first aid and immediately calling 911. The child's parents will be called as soon as possible. Any other children in the area will be removed as soon as the situation allows and the school nurse will be called. A **Serious Injury Report** will be completed by the school staff and a copy will be provided to the child's parents as well as being filed in the nurse's office of Most Holy Redeemer School.

#### **I. Medications:**

Prescription medications will only be administered with written parental and written physician instructions from the child's licensed health care provider. A medication form will also need to be present in the child's file. For medications that are to be given long term, we will need an Individual Child Care Plan signed by the parent and the child's licensed health care provider. This includes as needed over the counter medication such as Tylenol (acetaminophen) and Ibuprofen used for a child with a history of febrile seizures. See the previous section on Special Needs. Each time a child is given a medication (prescription or over the counter), the teacher must fill in the Medication Administration Record.

#### **Over the Counter Medication**

Faithful Beginnings will give over the counter medications with the written permission and instructions from the parent/guardian and licensed health care provider.

These products must be used according to the manufacturer's instructions. If the dosage or instructions differ from the manufacturer's instructions, written instructions from the licensed health care provider will be needed.

- Insect repellents and sunscreens are an exception and need to be written parental approval only. Insect repellent and sunscreen need to be in lotion form. Containers must be labeled with the child's full first and last name and date.
- Outdated medications will not be given and returned to parents.
- All medications must have a legible label on the container. Your medication container will be returned to you when it is completed.

## **Personal Safety & other Preschool Policies**

### **J. Personal Safety**

Children are to be brought to the classroom and pick-up by a parent or other adult assigned by the parent. If an unauthorized person or a person incapacitated or suspected of child abuse attempts to pick up a child:

1. The child will not be allowed to leave.
2. The administrator will be notified
3. The police will be called if the person will not leave the premises.

If no one comes to pick up a child:

1. The parent will be called
2. The emergency contact will be contacted.
3. After a one-half hour has elapsed the police will be called.
4. \$5.00/15 minutes will be charged.

If a child is missing, the principal will be contacted, then parents and police.

### **K. Field Trips**

As part of the preschool curriculum, children will have the advantage of participating in field trips outside the classroom. A field trip permission form indicating the purpose and destination of the field trip will be sent home with each child prior to the field trip. Parents are required to sign this form giving their child permission to participate in the field trip. Staff members will take along on the field trip the emergency information of each child including the number where the parent can be reached, the phone number of the child's physician, as well as a first aid kit.

### **L. Photographs and Publicity**

Photographs of the children participating in the Pre-K program may occasionally appear on the Most Holy Redeemer web page, in newspapers, magazines, brochures or other public materials. However, written permission from each child's parent will be obtained prior to a child's involvement in each research, experimental procedure, or public relations activity. This information will be kept on file in the school office while the child is at the preschool.

### **M. Nap/Quiet Time**

As part of the preschool curriculum, children will be participating in nap time or rest time during the student day. Nap and rest are provided to the students in a quiet area that is separate from children who are engaged in an activity that will disrupt a napping or resting child. Sleeping cots are provided, and are placed so there is a clear aisle and unimpeded access to all exits. Each student will rest quietly during at least a 30 minute period. If a child has napped or rested quietly for 30 minutes, he or she will not be required to remain in the sleeping area.



## **N. Snacks**

Most Holy Redeemer will prepare nutritious snacks and provide milk for your child. Snacks will meet USDA and MN Dept. of Human Services requirements. All food served at HRS for the Faithful Beginnings program will be provided for by the school at a cost to the parents. No children will be allowed to bring in their own breakfast, lunch or snack.

## **O. Breakfast - Lunch**

Students who attend the school all day are required to have a school provided breakfast and a hot lunch. These meals follow the USDA requirements for nutrition and is prepared by the HRS lunch staff. Meal tickets can be purchased at the school's office, through the food service director's office, or through **TADS**.

## **P. Clothing and Personal Belongings**

Children should be dressed in clothing he/she can feel free to play in. Try to provide clothing easily managed by the small child as the children will be encouraged to dress themselves. Girls may prefer to wear slacks as the children will often play out-of-doors or on the floor. Please mark all of your child's belongings with his/her first and last initial.

1. Boots, gloves, snow pants and hats will be worn in wet, cold and snowy weather.
2. SOCKS: Socks must be worn during all seasons with all types of shoes.
3. SHOES: Shoes or sandals WITH SECURE BACKS are to be worn at all times. No "cros"
4. SHIRTS: Shirts w/ long or short sleeves. No sleeveless shirts or tank tops.
5. BOTTOMS: Pants, capris, shorts, dresses, skorts and skirts are permitted. Shorts, dresses, skorts and skirts may not be shorter than 3 inches above the top of the knee.
6. **Shorts and capris may be worn ONLY in September, October, April and May.**
7. No holes or stains. All clothing should be neat in appearance and clean.

## **Q. Items Needed by Child**

A school supply list will be sent home by the teacher before school begins in the fall.

## **R. Safety Drills**

Procedures for fire prevention and fire drills will be practiced. In the event of any natural disaster, children will be taken to the basement of the building and will remain there until it is safe to return to the classroom or leave the building. Fire drills are held frequently throughout the year and a log maintained. The teacher of the Little Lambs program is responsible for monthly evacuation drills of the children.

## **S. Birthday & Holidays**

If parents wish to help celebrate a child's birthday in Little Lambs, they may send a special "store bought" treat for snack-time. Please let the teacher know if you plan to send along a birthday surprise. Appropriate holidays will be celebrated; parents will be informed in advance of the activities.

## **T. Behavior Guidance (see below)**

### **Behavior Guidance Policies**

Faithful Beginnings daily schedule, curriculum plans, classroom arrangements, and staffing patterns are designed to promote safe, positive, and enjoyable learning experiences, including respectful and trusting relationships among adults and children. The teachers at Faithful Beginnings will model appropriate behavior and communication to help children learn what is expected of them. A child's age, intellectual development, emotional make up, and past experiences will be considered in guidance, and consistency will be maintained in setting rules and limits for children.

*The following is a list of some child guiding techniques teachers' use:*

- Tell the child what she/he CAN do
- Establish eye contact when speaking with the child
- Give choices when possible
- Encourage children to solve problems and work out conflicts
- Redirect a child to another activity
- Help children learn how to join play.

Children at Faithful Beginnings

Preschoolers are taught the Be Attitudes:

### **Be Respectful, Be Safe, Be Welcoming**

Some examples of the Be Attitudes:

Be Respectful . . .

- show respect to everyone
- follow directions without argument
- be attentive and respond appropriately when greeted or spoken to

Be Safe . . .

- use materials appropriately
- follow school rules
- display self-control that is age-appropriate
- seek an adult when help is needed

Be Welcoming . . .

- include others in play and group work
- be willing to forgive when wronged by another

## **Separation**

A child will never be separated from the group unless a child's behavior threatens his or own well-being or that of the other children or teachers. If other methods of guiding prove unsuccessful, only then will the child be separated from the group. When separation is required, the child will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a teacher. The child will be welcomed back to the group when the inappropriate behavior has been stopped or brought under control.

## **Separation Report**

All separations from the group are noted on a daily log which includes the following: the child's name, the teacher's name, the date and time, and information indicating what less intrusive methods were used to guide the child's behavior. If a child is separated from the group three or more times in one day, their parent or guardian will be notified and the notification is recorded on the Separation Report. If a child is separated five or more times in one week, or eight times or more in two weeks, the procedures described in the Persistent Unacceptable Behavior section are followed.

## **Persistent Unacceptable Behavior**

Persistent unacceptable behavior is a behavior that requires an increase of teacher assistance and does not change after the initial consultation and behavior plan made by the teacher, coordinator, and family. The teacher must record the behavior and document their response to it. A plan to address the documented behavior will be developed. Consultations with other teachers or professionals may be needed to ensure a positive outcome for everyone. The Removal from Program Policy may be followed (see below).

## **Removal from Program Policy**

When a situation presents itself that may cause harm to a classmate or teacher, threatens the integrity of the program and the curriculum is not able to be carried out with modifications the following actions will be taken:

1. The parent/guardian will meet with the teacher and/or coordinator to create a plan of action. The plan will be reviewed and amended as needed on a weekly basis.
2. If physical harm has occurred to a classmate or teacher, the parent will be asked to remove the child from the classroom that day. During a consultation between the teachers involved and parents, a plan will be created to prevent further incidents.
3. After three documented incidents; a professional expert will be consulted. The teachers, consultant and child's family will work to create a positive learning experience for the child. If this is not possible, expulsion from the program could result. The Catholic School/Preschool Catholic Preschool Coordinator will assist the family in locating a program that will best meet the needs of the child.
4. We reserve the right to take immediate action of suspension if the safety of anyone at Faithful Beginnings is being severely compromised.
5. A student may be removed from the program if lapses in toilet training create a situation where the teacher's attention is continually diverted. The child will be welcomed back when fully toilet trained.

## **Prohibited Actions**

Faithful Beginning staff prohibits the following actions by or at staff at the direction of a staff:

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

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

- Rough Handling
- Shoving
- Hair Pulling
- Ear Pulling
- Shaking
- Slapping
- Kicking
- Biting
- Pinching
- Hitting
- Name calling
- Ostracism
- Shaming
- Making Derogatory remarks about a child or the child's family
- Using language that threatens, humiliates, or frightens the child.
- No child will be punished for lapses in toilet habits.
- No child will be separated from the group except as outlined in Step #5 "Separation From the Group", in the Faithful Beginnings policy book.
- No child will be 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.

### **U. Pets**

Pets will be allowed in the school only with the advance permission of the Preschool Director and if

- No allergies exist among the children in the classroom

-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.

Teachers will supervise all interactions between children and animals and instruct children on safe behavior.

### **V. Parent Visits**

Parents are encouraged to become involved in their child's class through volunteer opportunities that are available. Parents are also welcome to observe their child's class during regular classroom hours at any time.

**W. The following phone numbers will be made available to parents:**

**Le Sueur County Child Protection      507-357-8288**

To report suspected maltreatment within a family or community

**Department of Human Services      651-431-6600**

To report suspected maltreatment occurring in a licensed child care program

**Department of Human Services      651-431-6500**

To report possible licensing violations

**Subp. 2. Parent Conferences and Daily Reports**

A. Individual parent conferences are planned and offered to all parents in the fall and spring. Either teachers or parents may request conferences at any time there is a need, and an appointment will be made.

B. Documentation shared with parents during conferences are signed and kept in each file. If a parent chooses not to come to a conference, written documentation from the parent stating their choice is also placed in their file. All information regarding the assessment of children will remain confidential and will be stored in a locked office. No information will be released without parent permission. Any changes in regulations governing access to files and familial rights will be shared with families.

C. During conferences, parents will be informed of the child's spiritual, intellectual, physical, social and emotional development and progress related to Early Childhood Indicators of Progress: Minnesota's Early Learning Standards. A written assessment and work samples will provide feedback for all areas of development.

**Tuition and Fees**

Monthly payments will be **due at the beginning of each month** based on a fee determined by the School Board. Interest will be charged on all past due accounts. (10% annually)

**Parent Participation**

Children profit most from a school experience when home and school share common goals. Sharing of parental views and ideas are welcome and encouraged.

Parents and teachers will have the opportunity to communicate on a daily basis. The parent or teacher may arrange for a special conference at any time.

Parents are encouraged to offer their services and talents for school projects and activities. Parents are free to visit the classroom anytime during the day. Please stop in the office first to check in.

Per Archdiocesan policy all persons who have unsupervised contact with children must undergo a background check, complete a Code of Conduct form and attend the VIRTUS safe environment session. This would include parents who wish to chaperone events or assist on the playground or in the cafeteria. Those willing to drive students must also undergo a Driving check and submit proof of insurance in the amount of \$100,000/\$300,000.

### **Program Grievance Procedure for Parents**

During the course of your child's attendance at Faithful Beginnings, there may arise a problem that the parent feels should be corrected. Fill out the "Parent Grievance Report Form" and turn it into the teacher of your child's room. If the problem is not resolved to the parent's satisfaction, the problem is to be presented to the director. The goal of these discussions is to resolve the problem. However, if a resolution is not reached through this procedure, the parent may bring their grievance to the Most Holy Redeemer Advisory Board Chairman. The Chairman will evaluate the grievance and make a final decision as to the plan of action. The entire grievance process is to take no longer than two (2) weeks to make a final resolution.

Faithful Beginnings Parent Grievance Report / Feedback Form



at Most Holy Redeemer

Parents are requested to make any suggestions or complaints in writing. We will give high priority to dealing with complaints. We appreciate your views and involvement and welcome your input to ensuring our high standard of care is maintained. Please refer to the Parent Policies and Procedures Manual for our Parent Feedback / Grievance Policy and Procedures.

Name.....

Address.....

Best contact Phone number and time to call.....

**Nature of Feedback and / or Complaint**

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Signed.....Date.....

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**Action Plan**

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Signed (parent).....

Staff member.....

Director.....