Most Holy Redeemer
CATHOLIC SCHOOL

Little Lambs
Parent Handbook

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Policies and Procedures for Staff:
Section 1: Behavior Guidance Policies and Procedures:

Little Lambs 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 Little Lambs 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, if conflict arises to reduce conflict
- Help children learn how to join play
- Promote positive models of behavior to ensure safety
- Give appropriate guidance immediately for inappropriate behavior

Children at Little Lambs 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

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).

Prohibited Actions

Little Lambs 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
- Spanking
- 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 Little Lambs policy book.
- No separation of a child from the group, except within rule requirements
- 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.
- Prohibit the use of prone restraints except in very specific brief instances.
    - These exceptions include:
    - a person rolling into a prone position during a restraint if the person is restored to a non-prone position as quickly as possible;
    - holding a person briefly in a prone restraint to apply mechanical restraints if the person is restored to a non prone position as quickly as possible; and • holding a person briefly in a prone restraint to allow staff to safely exit a seclusion room

Separation from the Group:

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 less intrusive 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.If a child has been separated, parents will be notified in a timely manner.

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 before the separation occurred. How the child's behavior continued to threaten the well-being of the child or other children in the care. 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.

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 Little Lambs 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.

Section 2: Emergency and Accident Policies and Procedures

General Requirements

A. First aid will always be administered by a staff member who has been trained in First Aid and CPR. Proper first aid care can reduce the significance of an injury or illness, even if it does not require expert medical advice or care. Before any first aid is given, the staff member will make sure that the scene is safe before giving care.

B. The safety rules to follow in avoiding each of the following; Injuries, Poisoning, Burns, Choking, Suffocation, Traffic accidents, Pedestrian accidents, will be maintained to keep everyone safe. The staff will follow the safety policies and DHS guidelines - for example locking up personal belongings and making sure that they are out of reach of the children, removing any tripping hazards, all electrical outlets are covered or are safety outlets, or following safe sleeping practices. All staff are responsible for safety no matter their role. If a staff member sees a safety hazard that they are unable to remedy on their own, they will bring it to the attention of the director or leadership present.

C. There will be a daily inspection of the facility to make sure there are no potential hazards in the indoor and outdoor areas used by the program.

D. The procedures for fire prevention:
    a. The monthly fire drills and log of dates and times will be completed and available for review.
    b. The exit maps are located by the two classroom doors with primary and secondary exits and the evacuation routes shown.
    c. The telephone number for the fire department will be listed
    d. The roles of the staff members for any evacuation of children is listed on the maps.
    e. Fire extinguishers contain instructions on how to use and how to close off a fire area. Training for staff to carry out fire procedures will be provided annually or at orientation.

E. Methods used to guide children's behavior before separation during an emergency evacuation would be positive and empathetic during any natural disasters
    a. Blizzard - In the event of a blizzard occurring during child care hours, parents will be called and asked to pick up their children early. Children will be kept inside, and staff will remain with them until everyone has been picked up. Adequate food is available for the children. For an evening or night blizzard, the center will not open if the TCU area schools are closed.
    b. Tornado -Tornado drills are practiced every month, April through September. They are documented in a log. (See A to Z Manual)

In the event of a tornado warning, all children will be taken to the tornado shelter located on the bottom floor of the building in the main hallway. Head teachers will bring the attendance sheets and take attendance once their class reaches the shelter. The director will take the battery- operated radio, flashlight, first aid kit, blanket, and activities for the children. No one will leave the shelter until the all clear is given.

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.

A. The policies to follow if a child is missing are reviewed annually and at the time of orientation.
    a. Staff will never leave a child unattended or unsupervised at any time.
    b. Proper staff/child ratios will be maintained at all times.
    c. Staff will regularly do head counts whether in the classroom, hallway or other location.
    d. Staff will closely monitor children during transition times
    e. If a child is missing, an alert is made to all staff to check all areas to help find the child and the sign-in book is checked to make sure all other children are accounted for and director or leadership present is made aware of the situation.
    f. All doors are checked to make sure that there was not a breach of security.
    g. If the child cannot be found after an extensive search of the vicinity, the police will be called and the parents notified immediately.

B. Pick- up authorization of children

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.

C. Sources of emergency medical care would be to call 911 if needed
D. Procedures of recording accidents, injuries that involve a child in the program.
    a. The accident log is located in the classroom by the teacher desk and all required information is recorded including: name and age of child involved, date, time and location of incident, description of injury, action taken by staff person, to whom the incident was reported.
E. Procedures mandating an annual analysis of incident records

    a. The accident reports and Risk Reduction Plan, COVID Preparedness Plan, and the Emergency Preparedness Plan will be reviewed at least yearly by the lead teacher and director and modifications will occur based on the documented analysis.

    b. If a serious injury or death occurs, the program is required to report the incident within 24 hours of being notified of the incident on the Serious Injury or Death Reporting Form. This report needs to be submitted electronically to DHS.

Section 3: Allergy Prevention and response Policies and Procedures

Most Holy Redeemer School Little Lambs will require parents at the beginning of each year or at the time of enrollment, to fill out an emergency form. On this form, it is recorded by the parents/guardians or family doctor of any known allergy. This information will be kept confidential in the child's file but also accessible in the classroom and kitchen/cafeteria.

An ICCP form will be completed for each child with each known allergy and it will describe the allergy, any specific triggers, the avoidance techniques, the child's symptoms of the allergic reaction and how the staff will respond to the possible reaction of the allergy. This response will have the steps listed of how to respond in this situation including the name of the medication to be administered, the dosage and frequency and the doctor's contact information.

The action steps to be taken will be listed in order and all staff members will be trained on what to do in the event of an allergic reaction. This action plan will be reviewed and documented each year with all staff working in the program. There will be reviews made for any new allergies or changes in allergies and documented in the files of the staff as they occur during the school year.

The procedure to follow that specifies the license holder will contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. The license holder must call emergency medical services when epinephrine is administered to a child in the license holder's care.

The allergy folder will be placed with the other emergency information by the classroom door. If the allergy is a food allergy, there will be a copy of the ICCP form in the kitchen/cafeteria where the meals are served.

Section 4: Handling and Disposal of Bodily Fluids

The staff at Most Holy Redeemer School and Little Lambs are required to attend the Blood Borne Pathogens training each year. This training reviews how a staff should handle a potentially infectious bodily fluid including blood or vomit and how the contaminated surface must be cleaned and disinfected immediately according to Minnesota Rules, part 9503.0005, subpart 11. This training will ensure that all staff members follow universal precautions to reduce the risk of spreading infectious disease.

Any item that is blood contaminated must be disposed of in a plastic bag and securely tied shut.

Any sharp items need to be disposed of in a "sharps container." This container must stay out of the reach of children.

The school will make sure that disposable gloves, disposable garbage bags, and eye protection is available for situations where potentially infectious bodily fluids could be.

The license holder must ensure that each staff person follows universal precautions to reduce the risk of spreading infectious disease.

Section 5: Emergency Preparedness Policies and Procedures

The program will develop a written emergency plan for emergencies that require evacuation, sheltering, or other protection of a child, such as fire, natural disaster, intruder, or other threatening situation that may pose a health or safety hazard to a child. The program must use the DHS form developed by the commissioner.
https://mn.gov/dhs/assets/ChildCareEmergencyPlan_tcm1053-317028.pdf.
Use the Keeping Kids Safe resource-planning guide to assist you in developing your plan. The plan is available for review and an electronic or paper copy of the Child Care Emergency Plan is available to each enrolled and newly enrolled child's parent or legal guardian.

Emergency situations are not conducive to calm and composed thinking. The written plan with staff training provides the opportunity to prepare and to prevent poor judgments made under the stress of an emergency. Although not mandatory, unannounced mock situations used as drills help ease tension and build confidence in the event of a real situation.

Procedures for evacuation, relocation, shelter-in- place or lock-downs

A. Designated relocation site and evacuation route: The lead teacher will lead the students to the correct location by using the evacuation plans posted by the classroom door and also in the emergency folder which is also located in the classroom door.
B. Procedures for notifying parents or guardians of the child in an evacuation,
C. Relocation, shelter-in- place or lock-downs including the reunification with families: The school office will alert families about any emergency and the location for pick-up of their child/ren.
D. Accommodations for a child with a disability or chronic medical condition will be listed in the emergency folder which is located by the classroom door.
E. Procedure for storing a child's medically necessary medicine that facilitates easy removal during an evacuation: all medications are stored in the school office for ease in an emergency evacuation.
F. Procedure for continuing operations in the period during and after a crisis will be the teacher/s will continue to keep the students calm and have activities for them to keep their minds off of the situation.
G. Procedures for communicating with local emergency management officials or law enforcement are in the handbook and also in the office.

H. The relocation site and evacuation route must be posted in a visible place as part of the written procedures for emergencies and accidents.

Section 6: Health Policies and Procedures

First aid will always be administered by a staff member who has been trained in First Aid and CPR. Proper first aid care can reduce the significance of an injury or illness, even if it does not require expert medical advice or care. Before any first aid is given, the staff member will make sure that the scene is safe before giving care.

A. The safety rules to follow in avoiding each of the following; Injuries, Poisoning, Burns, Choking, Suffocation, Traffic accidents, Pedestrian accidents, will be maintained to keep everyone safe. The staff will follow the safety policies and DHS guidelines - for example locking up personal belongings and making sure that they are out of reach of the children, removing any tripping hazards, all electrical outlets are covered or are safety outlets, or following safe sleeping practices. All staff are responsible for safety no matter their role. If a staff member sees a safety hazard that they are unable to remedy on their own, they will bring it to the attention of the director or leadership present.
B. There will be a daily inspection of the facility to make sure there are no potential hazards in the indoor and outdoor areas used by the program.
C. The procedures for fire prevention:
    a. The monthly fire drills and log of dates and times will be completed and available for review.
    b. The exit maps are located by the two classroom doors with primary and secondary exits and the evacuation routes shown.
    a. The telephone number for the fire department will be listed
    b. The roles of the staff members for any evacuation of children is listed on the maps.
    c. Fire extinguishers contain instructions on how to use and how to close off a fire area. Training for staff to carry out fire procedures will be provided annually or at orientation.

D. Methods used to guide children's behavior before separation during an emergency evacuation would be positive and empathetic during any natural disasters

    a. Blizzard - In the event of a blizzard occurring during child care hours, parents will be called and asked to pick up their children early. Children will be kept inside, and staff will remain with them until everyone has been picked up. Adequate food is available for the children. For an evening or night blizzard, the center will not open if the TCU area schools are closed.
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In the event of a tornado warning, all children will be taken to the tornado shelter located on the bottom floor of the building in the main hallway. Head teachers will bring the attendance sheets and take attendance once their class reaches the shelter. The director will take the battery- operated radio, flashlight, first aid kit, blanket, and activities for the children. No one will leave the shelter until the all clear is given.

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.

F. The policies to follow if a child is missing are reviewed annually and at the time of orientation.

a. Staff will never leave a child unattended or unsupervised at any time.
b. Proper staff/child ratios will be maintained at all times.
c. Staff will regularly do head counts whether in the classroom, hallway or other location.
d. Staff will closely monitor children during transition times
e. If a child is missing, an alert is made to all staff to check all areas to help find the child and the sign-in book is checked to make sure all other children are accounted for and director or leadership present is made aware of the situation.
d. All doors are checked to make sure that there was not a breach of security.
e. If the child cannot be found after an extensive search of the vicinity, the police will be called and the parents notified immediately.

G. Pick- up authorization of children

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.

H. Sources of emergency medical care would be to call 911 if needed
I. Procedures of recording accidents, injuries that involve a child in the program.

a. The accident log is located in the classroom by the teacher desk and all required information is recorded including: name and age of child involved, date, time and location of incident, description of injury, action taken by staff person, to whom the incident was reported.

J. Procedures mandating an annual analysis of incident records

a. The accident reports and Risk Reduction Plan, COVID Preparedness Plan, and the Emergency Preparedness Plan will be reviewed at least yearly by the lead teacher and director and modifications will occur based on the documented analysis.
b. If a serious injury or death occurs, the program is required to report the incident within 24 hours of being notified of the incident on the Serious Injury or Death Reporting Form. This report needs to be submitted electronically to DHS.

Section 7: Food and Water Policies and Procedures

Most Holy Redeemer Little Lambs will follow proper procedure for food prepared at the school and also any food a child brings in for their meals.

- The students and staff will wash their hands before and after every meal or snack.
- Food will be maintained at a safe level for both hot and cold items.
- The proper preparation of the food including washing of food, equipment and utensils will be observed.
- The proper procedures for serving the food will be maintained by the kitchen staff who are trained in this area
- Staff will thoroughly wash their hands before and after serving any food.
- The kitchen/cafeteria is licensed and reviewed regularly with the health consultant.

Reusable water bottles are provided for each child.

- First and last names of students written on the bottles.
- Water bottles are stored in a manner that reduces the risk of a child using the wrong water bottle
- These are cleaned and sanitized each morning and returned to the students each day.

Section 8: Maltreatment of Minors Mandated Reporting policies and procedures

This policy is for all providers licensed by the MN Department of Human Services

Who should report:

- Any person may voluntarily report abuse or neglect
- If you work with children in a licensed facility, you are mandated (required) 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 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 a child is immediate danger call 911
- Reports concerning suspected abuse or neglect of children occuring in a licensed child foster care or family care facility should be made to county child protection services.
- Reports concerning suspected abuse or neglect of children in all other facilities licensed by Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line
  Department of Human Services 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
  Le Sueur County Child Protection 507-357-8288
  Montgomery Police Department 507-364-8000
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern a 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) and should be attached to this policy.
- 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 occuring within a licensing 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.

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.
- 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 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.

Maltreatment of Minors Mandated Reporting Policy 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 who is subject of the report.
- 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.

Internal Review:

- When a 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 within 30 calendar days 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;
    - related policies and procedures were followed
    - the policies and procedures were adequate
    - there is a need for additional staff training
    - the reported event is similar to past events with the children or the services involved, and
    - there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Reviews completed:

- The internal review will be completed by the Director. If these individuals are involved in the alleged or suspected maltreatment, the Priest will be completing the internal review.

Documentation of Internal Review:

- The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

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.

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.

Provide Policy to Parents:

- 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 available upon request.

Section 9: Risk Reduction plan policies and procedures

Most Holy Redeemer Little Lambs program will follow the Risk Reduction Plan that is reviewed annually by the lead teacher and the director.. A copy of the current Risk Reduction Plan is available upon request and is also located in the Policy and Procedure Manual.

Section 10: Child Care Program Plan

A. All children at Most Holy Redeemer Little Lambs are supervised at all times.
B. Little Lambs is licensed by the Minnesota Department of Health to serve 20 preschool-aged children, ages 3-5
C. Little Lambs is open from 7:00 - 5:30 Monday -Friday
D. Little Lambs Mission Statement and Philosophy:
    a. 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.
    b. 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.
    c. 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 MHRS community strengthens and supports each person and models the presence of Christ.
E. Little Lambs program plan has been developed and is reviewed annually by the lead teacher and director
F. The Goals and Objectives of Little Lambs promote physical, intellectual, social and emotional development of children by using curriculum based

on the Early Childhood Indicators of Progress: Minnesota's Early Learning Standards.

G. Specific activities designed to promote the intellectual, physical, social, and emotional development of a child in a manner consistent with the child's cultural background.
H. Assessments of Children
    a. 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.
I. Daily Schedule is posted in the classroom of both indoor and outdoor activities
J. There are both teacher directed and child directed activities planned each day. Both active and quiet activities will be available during the day.
K. A variety of activities using varied equipment and materials will occur during each week to allow for the appropriate development and exposure for the children
L. The program plan will be available to parents/guardians upon request.

Section 11: Nap and rest policies and procedures

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.

The cots will be placed on the floor for rest time and when it is not rest time, the cots will be stacked against the wall by the door. Any bedding used for rest time will be brought by the child and sent home weekly to be washed and cleaned. If the bedding should become wet or soiled, it will be sent home to be washed and cleaned.

Section 12: Program drug and alcohol policies and procedures

Most Holy Redeemer School and Little Lamb's program prohibit any staff member or volunteer from abusing prescription medication or being in any manner under the influence of a chemical that impairs the individual's ability to provide service or care when they are directly responsible for persons served by the school/program. The license holder will train employees, subcontractors, and volunteers on the program's drug and alcohol policy. The documentation of this training will be kept in each staff person's personnel file.

Policies and Procedures for Parents: Section 13

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 (Little Lambs) 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.)**

Faithful Beginnings Little Lambs is licensed to serve:

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

Hours of Operation and the Class Sizes

- Faithful Beginning is currently open 7:00-5:30 pm- Monday through Friday.
- The school calendar as outlined by the TCU Public School District is adopted each spring by Most Holy Redeemer School (MHRS) 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.

School Calendar and Emergency Closings

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

In the event of inclement weather, please turn to local tv or radio 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 *"Remind Parent Communication"* 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 MHRS community strengthens and supports each person and models the presence of Christ.

STUDENT CONDUCT

GUIDING PRINCIPLES FOR CATHOLIC SCHOOLS AND RELIGIOUS EDUCATION CONCERNING HUMAN SEXUALITY AND SEXUAL IDENTITY

PURPOSE

The Catholic school is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person.

Catholic teaching permeates and shapes the ethos of Catholic schools. Informed by Catholic teaching, these Guiding Principles shall inform the creation of policies, handbooks, statements, employee agreements, training for employees, and the approach to accompaniment in the Catholic schools of the Archdiocese of Saint Paul and Minneapolis, thus ensuring that the immeasurable dignity of every child is protected and respected, particularly as it relates to foundational beliefs of the Catholic Church:

- God created each person body and soul "in His own image, in the image of God he created them; male and female he created them" (Gen. 1:27). The

dignity of each person and the source of his or her most important identity is found in this creation in the image and likeness of God (*CCC* §364).

- God uses the body to reveal to each person his or her sexual identity as male or female. A person's embrace of his or her God-given sexual identity is an essential part of living a fulfilled relationship with God, with oneself, and with each other *(Laudato Si* §155).
- The harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul in the image and likeness of God (*CCC* §364-65).
- The physical**,** moral, and spiritual differences between men and women are equal and complementary. The flourishing of family life and society depend in part on how this complementarity and equality are lived out *(CCC* §2333-34).
- All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God's love *(Deus Caritas Est* §20).

APPLICATION OF GUIDING PRINCIPLES

The aforementioned Guiding Principles are practically applied in Catholic schools. Catholic schools in the Archdiocese of Saint Paul and Minneapolis will relate to each student in a way that is respectful of and consistent with each student's God-given sexual identity and biological sex. To this end, below are some examples of how these Guiding Principles apply to organizations that teach children and youth in the name of the Catholic Church in the Archdiocese of Saint Paul and Minneapolis.

1. All school policies, procedures, resources, employee training, and assistance given to families will be consistent with the Church's teaching on the dignity of the human person, including human sexuality. Reflective of a commitment to a culture of transparency and understanding, these policies will be made available in writing to members of the school community by way of inclusion in relevant handbooks, agreements, and statements.

2. Student's name and pronoun usage will correspond to his/her sex (see definitions).

3. Student access to facilities and overnight accommodations will align with his/her sex.

4. Eligibility for single-sex curricular and extracurricular activities will be based on the sex of the child.

5. Expressions of a student's sexual identity are prohibited when they cause disruption or confusion regarding the Church's teaching on human sexuality.

6. The consciences of students and employees will be respected with the assurance of their inviolable right to the acknowledgment that God has created each person as a unity of body and soul**,** as male or female, and that God-designed sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.

7. Schools will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.

DEFINITIONS

1. **Sex** refers to a person's biological identification as male or female based upon physical characteristics present at birth.

2. **Sexual identity** refers to a person's identity as male or female that is congruent with one's sex.

3. **Sexual binary** refers to the God-given gift of the human family created male or female in the image and likeness of God.

4. **Transgender or gender non-conforming** is an adjective describing a person who perceives his or her sexual identity to be different from his or her sex and publicly presents himself or herself as the opposite sex or outside the sexual binary. Such public expressions that are intended to communicate a sexual identity different from one's sex include, but are not limited to, utilizing pronouns of the opposite sex, changing one's name to reflect the cultural norms of the opposite sex, wearing a uniform designated for the opposite sex, and undergoing surgery to change the appearance of one's reproductive or sexual anatomy.

APPENDIX

Legal References

Adopted by the Catholic Bishops of Minnesota, June 2019

Minn. Stat. ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 121A.03, subd. **2 (**Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (**Safe** and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.04 (Athletic Programs; **Sex** Discrimination)
20 U.S.C. § 1681 et seq. (Title IX)
20 U.S.C. § 1701 **et** seq. (Equal Educational Opportunities)

Cross References **to Archdiocesan Policies**

Catholic School Model Bullying Prevention Program (Minnesota Catholic Conference, 2014)
Ministerial Standards/**Safe** Environment Policies (Archdiocese of **St.** Paul and Minneapolis)

Catholic Teaching **Tradition**

Catechism of the Catholic Church (1997) (§364, 1907, 2297, **2333**, **2393,** 2521**,** 2522**, 2523)**

Pope Francis:

Laudato Si (2015) (§155)
Amoris Laetitia (2016**)** (§56**, 285, 286)**
Audiences (**1/16/15**; 3/23/15; 4/15/15; **6/8/15;** 9/10/15; 7/27/16; 10/1/16; 11/27/16)

Pope Benedict XVI:

*Deus Caritas **Est*** (2005**)** (§5, 11)
Address to the Bishops of the United States of America (1/19/12**)**
Audiences (9/22/11; 12/21/12**)**

Pope Saint John Paul **II**:

Letter to Families (1994) (§6, 19)
Theology of the Body Wednesday Audiences (9/5/1979-11/**28**/1984)

Congregation for the Doctrine of the Faith:

Persona Humana (1975)

Congregation for Catholic Education:

"Male and Female He Created Them": Towards a Path of Dialogue on the Question of Gender Theory in Education (2019)

Pontifical Council for the Family:

Family, Marriage and "De Facto" Unions (2000)

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.

Assessment of Children

Preschool 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.

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 on one 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.

The Health and Safety of Children

Health Care Summary: Little Lambs 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:*Little Lambs 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**.

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 Little Lambs, 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, fifths 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 School 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.

Seizures, Allergic Response, & Asthma:

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

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 Child Care 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.

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

Little Lambs 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 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.

Tuition and Fees

Monthly payments will be **due per your TADS agreement** 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.

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.

Meals

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. Each afternoon, a snack is provided to the students. There is a fee for this which is due before

the school year starts. Please see the Lunch Policy information sheets. If your child has special dietary needs, please inform the school.

Breakfast - Lunch

Students who attend the school all day are required to have a school provided breakfast and a hot lunch. These meals follows the USDA requirements for nutrition and is prepared by the MHRS lunch staff. There is no charge for breakfast and lunch. A permission form must be submitted for breakfast and for second helpings. Second helpings are not free. If you rather your child brings his own lunch, the lunch needs to meet USDA requirements. Please contact the school for more information.

Nap and Rest Policy for Parents

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.

The cots will be placed on the floor for rest time and when it is not rest time, the cots will be stacked against the wall by the door. Any bedding used for rest time will be brought by the child and sent home weekly to be washed and cleaned. If the bedding should become wet or soiled, it will be sent home to be washed and cleaned.

Items Needed by Child

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

Clothing and Personal Belongings

Preschool (Little Lambs) DRESS CODE (boys and girls):

1. Boots, gloves 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 “crocs”.
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.

General Note: Jackets, boots, gloves and hats will be worn in wet, cold and snowy weather, any day that is 32 F or below. Boots must be worn when there are wet roads from rain or snow.

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.

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.

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.

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.

Maltreatment of Minors Mandated Reporting Policy for Parents

Who should report:

- Any person may voluntarily report abuse or neglect
- If you work with children in a licensed facility, you are mandated (required) 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 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 a child is immediate danger call 911
- Reports concerning suspected abuse or neglect of children occuring in a licensed child foster care or family care facility should be made to county child protection services.
- Reports concerning suspected abuse or neglect of children in all other facilities licensed by Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line
  Department of Human Services 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
  Le Sueur County Child Protection 507-357-8288
  Montgomery Police Department 507-364-8000
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern a 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) and should be attached to this policy.
- 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 occuring within a licensing 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.

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.
- 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 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.

Maltreatment of Minors Mandated Reporting Policy 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 who is subject of the report.
- 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.

Internal Review:

- When a 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 within 30 calendar days 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;
    - related policies and procedures were followed
    - the policies and procedures were adequate
    - there is a need for additional staff training
    - the reported event is similar to past events with the children or the services involved, and
    - there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Reviews completed:

- The internal review will be completed by the Director. If these individuals are involved in the alleged or suspected maltreatment, the Priest will be completing the internal review.

Documentation of Internal Review:

- The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

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.

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 following phone numbers are 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

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/ Little Lambs Parent Grievance Report / Feedback Form

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 ensure 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…….

Action Plan

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Signed (parent)…….

Staff member…….

Director……