

Nativity of Mary School Preschool

Parent Handbook



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Nativity of Mary Preschool

9901 East Bloomington Freeway

Bloomington, MN 55420

school.nativitybloomington.org

952-881-8160

Principal: Mrs.Mindy Reeder x101

mreeder@nativitybloomington.org

Preschool 5-day Pre-K Lead Teacher: x122

Mrs. Lisa Hegard lhgard@nativitybloomington.org

5-day Assistant: Melissa Barnes

Preschool 5-day Pre-K Lead Teacher: x122

Miss Emily Lowman elowman@nativitybloomington.org

5-day Assistant: Lekshmy Kumari

Preschool 2 & 3-day Lead Teacher: x126

Mrs. Olivia Sage osage@nativitybloomington.org

2- and 3-day Assistant: Mrs. Theresa Rynda

Program Hours: Preschool 9:30am-12:00pm
Extended day: 12:00pm -4:00pm

Mission Statement-Nativity of Mary School

Nativity of Mary School provides a Catholic education that fosters academic excellence and spiritual growth while preparing students to become responsible citizens in a global society.

Nativity Preschool Philosophy

Our philosophy is that children learn best in a warm, caring environment. Our program is designed to promote social skills, independence, and confidence through hands on learning experiences. We provide an engaging, comfortable environment in which children can discover their own interests and talents and to take pride in their accomplishments. We work with families to reach the whole child, focusing on intellectual, physical, social, emotional and spiritual growth.

Welcome

Welcome to Nativity of Mary Preschool! Nativity preschool is open to children ages three to five. Nativity Preschool can accommodate up to 60 children per day. Our 2-day program meets on Tuesday and Thursday and accommodates twenty children per day, ages 3 to 4. Our 3-day program meets Monday, Wednesday and Friday and can accommodate twenty 4 to 5 year olds. Our pre-kindergarten classroom meets Mondays through Friday morning and has a capacity for twenty children, ages 4 and 5 and who will be entering kindergarten next year. Our program also has an extended day / after care option for 4 and 5 year olds. Parents are invited to stop in and visit the program at any time. Please call the office to arrange for a visit or tour at 952.881.8160.

Program Plan

Nativity of Mary Preschool provides for activities that meet the Minnesota Early Learning Standards and teach to the whole child, with emphasis on their intellectual, physical, social, spiritual and emotional development as appropriate for their ages.

Classroom time allows for both quiet and active engagement through teacher directed and child initiated programs. A variety of activities and equipment are utilized.

- **Art:** Varied media and materials in a creative, process oriented approach
- **Science/Nature/Health:** Observation, exploration and discovery
- **Language:** Books, flannel board and figures, small group games, calendar activities, discussion, finger plays, child-dictated stories
- **Group Time:** Stories, puppets, readiness activities, unit experiences Blocks and Construction (Curriculum – Early Learning Success; Super Kids Preschool Program)
- **Music:** Songs, CD's/tapes, instruments, rhythmical activities, movement, dramatics (3 day and 5 day classes have music class once a week)
- **Large Muscle Activities and Equipment/Games** (3 day and 5 day classes have physical education once a week)
- **Library:** All preschool classes of library once a week.
- Dramatic Play
- Cooking/Snack Preparation
- Manipulatives/Table Toys
- Outdoor Play
- Show and Tell (sharing and speaking in front of others)

Program Goals and Objectives

To assist develop the social, intellectual, physical, spiritual, and emotional strengths of the children enrolled in Nativity of Mary Preschool, staff will:

- Create with each child a positive image of self-worth
- Help each child to develop strength and independent learning skills
- Enable children to understand how to monitor their inner controls of behavior
- Create an environment where children play and work appropriately/cooperatively
- Allow children to express feelings appropriately
- Assist children in making choices and accept consequences
- Introduce children to the beauty of our world and our spiritual needs
- Develop an awareness for prayer and the love of Christ

To enhance the physical development of the children, Nativity of Mary staff will:

- Enable children to develop an awareness of their bodies in space, how their bodies move, and the effects of their movements on the environment.
- Strengthen gross motor skills
- Develop fine motor skills

To promote the intellectual development of the children, Nativity of Mary staff will:

- Grow receptive and expressive communication skills
- Increase each child's understanding of concepts about themselves, others and the world around them.
- Create an atmosphere that enables children to develop skills in problem solving, critical thinking and decision making

Educational Methods: Nativity of Mary follow the Minnesota Early Learning Standards and emphasize learning as an interactive process. The environment is prepared for children to learn through active exploration and interaction with adults, other children and materials. A themed, learning center approach is utilized along with independent and group opportunities. Preschool learning centers, group experiences, program materials and communications are multicultural and nonsexist.

Nativity of Mary Preschool Staff annually meet to review, evaluate and develop new procedures for the Preschool Program Plan in writing.

Enrollment Forms

The following forms must be on file **before a child's first day**.

1. Enrollment form
2. Health Care Summary (must be turned in within two weeks)
3. Immunization form
4. Tuition agreement

Parents are required to submit updated health information and immunizations when necessary. All immunizations must be kept up to date to the standards of the State of Minnesota or provide necessary documentation that legally excuses them from immunizations.

Curriculum

Nativity Preschool uses *The Creative Curriculum by TeachingStrategies®*, a play based, child centered, and thematic curriculum. The teachers create weekly lesson plans each week based on the interest and needs of the children. Lesson plans include activities to promote development and growth in the following areas:

- Cognitive
- Social
- Emotional
- Spiritual
- Large and fine motor skills

Communication

Clear communication is the key to an effective program. Monthly newsletters are sent via email or as a paper copy in your child's take-home box and posted on the bulletin board and website. Flyers and emails are sent regarding important information and community events. Parents are responsible for reading the information in their child's file, sent in emails and posted on the bulletin board.

Please inform the lead teacher or principal if there is a change of address, phone number or family situation. In addition to completing the enrollment forms, parents are encouraged to share family information with their child's teacher in face to face communication, phone calls or emails. Any concerns about an experience or an event, should be shared with the lead teacher or the principle.

Release of Children

Children are only released to their parents or those people listed on the "authorized pick up" list. Parents must notify staff if someone else will be picking up their child who is not authorized. Staff will ask for picture identification for any person they do not recognize or who is not on the authorized list.

If there is someone who is specifically not allowed to pick up a child, the program must be notified in writing. Copies of legal documentation must be provided to the program before a staff member can prevent a child from being picked up by a non-custodial parent.

In the event that a person picking up a child is considered incapacitated, the staff will contact the emergency contacts. If the person resists, the staff will call 911.

If no one picks up the child by closing time, the staff will call the emergency contacts. If these efforts are unsuccessful, staff will call authorities. Parents are expected to call the program if they will be late.

Nutrition

Our preschool programs are served a snack each morning. Parents are asked to provide snack on a rotating basis. A schedule is sent home each month along with healthy snack suggestions. Please bring snacks from the approved list to be sure they are peanut/tree nut free. Students may choose two snacks when water is provided to drink. When juice is served, students will have one snack item.

Children enrolled in the extended day/after care are served lunch each day at noon. Lunch is either hot lunch as served by Bloomington Public Schools or you may provide a healthy lunch from home. Milk is available for purchase in the cafeteria. Snack is also served in the afternoon. Parents are asked to contribute two snacks per month, if their child is attending the afternoon program.

What to Bring

Children must bring a backpack to and from school each day. This is the best way to transport crafts, papers, clothes, etc. Children enrolled in all classes need to have a complete change of clothes in their backpack. Toys and personal belonging should not come to school. Security items (blankets and stuffed animals) are welcome but should remain in backpacks. Pacifiers are not allowed at preschool. All personal items brought to school should be labeled.

What to Wear

All children should wear durable clothing that they can put on and off by themselves. The focus of our day is on play and children get dirty and messy and should be dressed appropriately. Sandals, crocs and open toes shoes are not allowed. Children should wear shoes that fit well and encourage self-sufficiency (such as Velcro shoes). Children play outside everyday so appropriate outdoor clothing must be worn. Uniforms are not required. Clothing that displays inappropriate or violent images are not allowed. All clothing items brought/worn to school should be labeled.

Outside Play

Children have the opportunity to play outside every day weather permitting. When weather does not permit outside play, children have the opportunity to participate in large motor play inside. Equipment is chosen to insure the safety of the children. Children are also closely monitored to insure the safety of the children. Parents must provide the appropriate clothing for outdoor play. Parents must also send sunblock with at least an SPF rating of 15 in spring/summer (September, May, June). Parents may also provide insect repellent. Sunblock and insect repellent are applied according to manufacturer's instructions. Parents must sign permission for each product to be used.

Volunteering

Parents are encouraged to be active members of the Nativity of Mary Community. The community has many opportunities for families to be involved on a regular or occasional basis. Information on volunteering opportunities can be found on the parish and school website or through our preschool newsletters. Our preschool program utilizes volunteers for planning parties, chaperoning field trips, and helping with special projects. Emails and notes regarding volunteer opportunities are sent. Parents who choose to volunteer directly with the children need to comply with the Archdiocesan Protecting Youth and Children Initiative (PYCI) which includes a background check and attending a Virtus session. More information on PYCI can be found on the school website.

Family Events

Family events are planned throughout the year. Parents will be asked to plan and put on a Halloween and Valentine's party. Watch for a newsletter from your child's teacher for information on other events.

Nap Policy

Children enrolled in the extended day/after care program are required to take a rest each day. Each child is assigned a rest cot. They are invited to bring a blanket or stuffed animal from home. These rest items are sent home on Fridays to be washed.

Naps and rest must be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. The cots are placed so there are clear aisles and access for both adults and children at least on one side of each napping equipment. The cots are placed directly on the floor and are not stacked when in use.

Field Trips

Occasionally, off-site field trips are scheduled. These field trips may be walking trips or may require a bus ride. To help off-set the cost of the bus and the trip, an additional fee may be charged. This fee is due with the permission slip. A permission slip must be signed for each child before they can attend the field trip. The program works with Nativity of Mary School and community to offer onsite cultural and education experiences. The experiences include band concerts, plays, visiting artists and faith based events.

Birthdays

Birthdays are an exciting time for preschoolers. We will celebrate your child's birthday or half-birthday at school. Your child will be able to provide a snack on his/her birthday and be able to invite a special adult to read their favorite book to the class. Notification will be sent home as your child's birthday approaches.

Staffing

Nativity preschool takes pride in hiring qualified staff with education and experience in child development. Each staff member will be trained in pediatric First Aid and CPR. All staff members have completed an orientation and are familiar with our policies and procedures. Staff members complete a background check before they begin working in our program. Staff members supervise the children by sight and sound at all times. The minimum ratio for Nativity preschool is one staff person for ten children at all times (one staff per 9 children in the 3-4 year old class). Staff members participate in continued learning opportunities on an on-going basis.

Children thrive on consistency. Therefore, we strive to provide consistent staffing in our classrooms. Each classroom has a lead teacher and a specific assistant teacher assigned to each classroom. Staff members develop meaningful relationships with each child.

Transitions for each child are minimized by consistent daily staff and clear communication to staff members. All substitute staff are familiar with the classroom and the children.

Parent-Teacher Conferences

The curriculum of Nativity Preschool is designed to support the social, emotional, physical, creative and cognitive development of each child. Throughout the year, teachers record observations on the

development of each child using an evaluation form, written observation and work samples. Each child is assessed in a manner that is particular to each child. The purpose of these observations is to better understand a child's developmental levels, interests and needs. Teachers use the information gathered to adapt activities and lesson plans to the needs and interests of the children in the class. Standardized testing is not used in our preschool unless an outside agency has been contracted by a parent for assessment. If translation is needed, staff works with families.

Twice a year, in the fall and spring, parent-teacher conferences are offered to discuss development and to share observations. Parents or teachers may request a conference at any time during the year to discuss particular concerns. Only one conference per child is offered; parents who are divorced or separated must schedule a conference together. This insures that parent receive the same information.

In the course of evaluation of a child, if it is determined that a child needs a referral for additional screening, the teacher and director will meet with parents in a conference to share concerns and to refer the parents to the appropriate resources. If a child requires additional services, staff members works with the organization providing the services and the parents to assure continuity. At the request of the parents, the staff will attend assessment and transition meetings. Nativity Preschool has an established relationship with the Bloomington Public Schools Early Childhood Special Education.

All preschool children must be screened through your district's Early Childhood Screening office. Please do this as soon as your child turns 3 years old or as soon after as possible.

Withdrawal

If parents choose to leave the program, please inform the staff verbally or writing as soon as possible.

Illness/Injury

Health and safety are of great importance. A current Health Care Summary and Immunization Form must be on file before your child can attend their first day. Parents should notify staff of any special medical conditions and they must update their child's immunization form throughout the year.

A child cannot attend Nativity Preschool if they are ill or if they exhibit any of the following conditions.

- Thick mucus or pus draining from eye or nose.
- A serious illness or condition that is termed contagious and has not had sufficient treatment from a physician.
- Chicken pox virus that is still infectious.
- Vomited two or more times in the previous 24 hours.
- Has had two or more abnormally loose stools in the previous 24 hours.
- Contagious pink eye.
- Harsh or persistent cough.
- Lice, ringworm or scabies.
- A temperature over 100 degrees in the previous 24 hours.
- Undiagnosed rash.
- Unexplained lethargy.

- Respiratory distress.
- Not able to participate in program activities with reasonable comfort.
- Requires more care than staff can give without compromising the health and safety of the other children.

If your child is absent from school for illness or other reasons, please notify the teacher at 952-881-8160 x 126 (Ms. Sage) or x122 (Mrs. Hegard) **and** the main office attendance line at 952-881-8160. If a child exhibits any of the above symptoms while at Nativity Preschool, a parent will be called to pick up the child. The child will be isolated from the other children and provided with a place to rest until the parent arrives. The child will be offered appropriate activities and will be supervised at all time.

If a child becomes sick or injured while at Nativity Preschool, every effort will be made to notify the parents by phone. If we cannot reach the parents, we will call the persons listed as the emergency contact. If a child is seriously injured, staff will call 911 and administer first aid until a first responder arrives. Parents will be contacted and if necessary, the child will be transported by ambulance to the hospital indicated on the registration form. A staff person will stay with the child until a parent arrives.

EMERGENCY TELEPHONE NUMBERS

- **Fire – 911**
- **Medical and Dental – 911**
- **Poison Control Center – 1.800.222.1222**
- **Health Authority – Minnesota Dept. of Health Acute Epidemiology 651.623.5415**
- **Department of Human Services, Licensing Division 651.431.6500**

All staff members are trained and certified in First Aid during workshop week in August of each year. If staff are not present at training, staff are required to attend training elsewhere before beginning of school year. Staff members keep their certification valid through re-certification every two years, and documentation is kept in staff members' personnel files. Staff members treat every injury seriously and apply proper first aid. If a child sustains any serious injury, parents are notified with a phone call. All injuries are recorded on an incident report form and parents sign the form. Parents may request a copy of the incident report. These incidents are logged and a monthly and an annual review take place. Principal, nurse, and preschool staff are on site and trained at all times.

In case of a serious injury, staff member will call 911 so the situation can be assessed by emergency personnel. Parents should then be notified. Staff members need to keep emergency cards and special medical plan information accessible. The child should be transported to the hospital that is specified on their emergency card. If parents are not present, a staff member will accompany the child to the hospital in the ambulance.

Safety Procedures

Activities are planned and monitored to insure the safety of all participants. Safety rules to follow in avoiding each of the following:

Injuries: All staff members are trained and certified in Pediatric First Aid and CPR. Staff members keep their certification valid through re-certification every two years, and documentation is kept in staff members' personnel files. Each classroom has a fully equipped First Aid kit in the classroom. This First Aid kit must accompany the class whenever they leave their classroom both for outdoor play and for field trips. **When an injury is sustained in the classroom/school or during outdoor play staff will bring child to the school nurse.**

Student Rules:

1. Students will walk.
2. Students will not throw objects.
3. Students will keep their hands to themselves.

Staff Procedures:

- Every abrasion should be washed with soap and water and a bandage should be applied.
- In case of bleeding, compresses should be applied until the bleeding stops.
- Ice packs should be applied to all bumped heads.
- Bites should be washed with soap and water and an ice pack should be applied. If a bite breaks the skin, the school nurse and parents should be notified immediately.
- In case of serious injuries, such as a deep cut or an injury that is causing a child to be uncomfortable for a long period of time, parents should be contacted so they can bring their child to their primary physician.
- If a child stops breathing or sustains an injury such as a serious head injury or broken bone, nurse will be notified, and staff will contact 911. Parents should then be called.

Burns

Student Rules: Students may not touch hot objects or use hot tools.

Staff Procedures:

- Staff will keep all hot items out of reach.
- Children must not be in proximity to an oven, glue gun or any other hot surface.
- Cooking activities are done under the constant supervision of an adult. Staff are responsible to see that every child has sunscreen administered before going outside on days that possess harmful risks in scheduled outside time.

Poisoning

Student Rules: Students will not have access to cupboards with chemicals.

Staff Procedures: All chemicals and hazards are kept out of the reach of children or in a locked cupboard. Bleach sprays are kept out of the reach of children.

Choking/Suffocating

Student Rules: Students will not put objects in their mouth.

Staff Procedures: Staff members monitor materials and equipment and remove any choking or suffocating hazards.

Traffic/Pedestrian Accidents

Student Rules:

1. Students will stay in line and follow teacher or chaperone.
2. Students will wait to cross areas with traffic.
3. Students will use the buddy system.

Staff Procedures:

1. Traffic laws are followed at all times when transporting children. Children are only transported on buses and never in the personal cars of staff. When moving around the school property or in the neighborhood, children in each classroom has a daily accountability sheet. Children's names are noted as they arrive and crossed off as they leave. This record is kept with the teacher or teacher aide at all times. The teacher counts the children each time they leave and arrive in a new area. Staff members remove any broken or damaged items in the inside or outside environment. Broken equipment is brought promptly to the attention of administration.
2. Staff and students use crosswalks and sidewalks whenever possible. Walking during times of high traffic is discouraged. Staff will act as safety patrols at school crossings. Nativity of Mary Preschool is located in an active part of the surrounding community. Teachers are aware of moving cars when children are outside and follow transitioning guidelines to ensure safety at all times when crossing through parking lot or walking outside from small playground to large playground.

Drills

Nativity of Mary Preschool will practice safety drills in order to have students and staff prepared in the case of an emergency:

- **Fire:** Fire drills are conducted monthly and documented in the fire drill log.
 - Evacuation routes are posted in the classroom.
- **Tornado/Severe Weather:** In case of severe weather, the principal and secretary will monitor the situation using a weather radio and inform staff of an emergency. In case of **high winds or a tornado warning**, the staff will lead the children into the downstairs hallway. The children should sit away from all windows against the wall until the weather situation has improved. The program will hold a monthly drill in April and May and again in September to familiarize staff and children with the procedure. The preschool is not in session during the months of June, July and August. Safety procedures (where to shelter) are posted in the classroom and found in the classroom "Red Folder" for emergencies. Mandate monthly tornado drills in April, May and September are logged with in our drill log book confirmation drill practice events for tornado drills.
- **Blizzards:** School closings will follow the Bloomington District closings as announced on WCCO.
 - Delay: If the Bloomington district will be delayed two hours due to weather, we will cancel preschool.

- If a blizzard occurs while class is in session, the children will remain at school until parent/carpools arrive. All parents will be notified through the Instant Alert of the early closing time.
- **Emergency Shelter**
 - If the building and/or grounds need to be evacuated, the children will be across the street from the school and an instant alert will be sent out to parents.

The safety of the children is the most important concern in the day to day operations of Nativity of Mary Preschool. All staff members are expected to take responsibility to make sure that the environment and activities do not endanger themselves or the children. Teachers inspect classrooms daily for potential hazards and bring them to the immediate attention of the principal. Interior doors that are utilized during operating hours have a door-doughnut placed to prevent door from closing all the way. Exterior doors are opened by the first teacher and closed by the last teacher in transitioning lines. During rest time, child-sized cots are placed around room at-least three-feet from another and in visible location. During rest-time children are always within sight and sound of teacher or teacher-aide.

Incident Reports

Whenever there is an incident that results in injury, an incident report is prepared. Parents should sign the report and may request a copy. These incidents are recorded and monitored for ongoing safety or behavior issues. Parents are notified if there is an outbreak of infectious or communicable disease. Parents are required to notify the program within 24 hours if their child is diagnosed with a contagious disease or infection.

Medication

Written permission is required before administering any medication. Prescription medications require a written permission signed by the child's doctor and parent. This form must contain directions for administering medication. Parents must sign a written permission form before over the counter medication can be administered. Medication is administered according to the directions on the original container. All medications must be in their original container.

Allergies

Our staff works closely with families to create a safe environment for children with allergies and sensitizes. Children with allergies must have an allergy plan on file. A list of allergies and the allergy plans are posted in each classroom. Staffs read through the plans in advance and are trained in the use of epinephrine pens. It is the parent's responsibility to keep allergy plans and medication up to date.

Behavior Guidance

Nativity Preschool is committed to providing a safe, secure and healthy learning environment for all children. To achieve this environment and safeguard the safety of the children and the staff, Nativity Preschool expects children to exhibit appropriate and acceptable behavior and strives to help children learn to behave in appropriate ways.

Nativity Preschool children are provided with positive models of acceptable behavior by adults and/or other children. Such behaviors are recognized and reinforced. Behavior expectations are discussed regularly with the children.

Behavior guidance is appropriate to the development level of the children served and protective of their safety and that of the staff. The staff employs the following behavior guidance strategies:

- Instruction related to problem solving
- Eye contact
- Verbal direction
- Redirection
- Natural and logical consequences
- Removal from situation with which the child is having difficulty

Persistent Unacceptable Behavior

There are certain behaviors that are unacceptable within our program. These behaviors include biting, cursing, pinching, kicking, hitting, choking, or other actions that pose a threat to another child or adult. Such behaviors will be immediately stopped by a staff person. If their attempts to correct the behavior are not successful, the child may be separated from the group until they are ready to return to the group. Such a separation is communicated to parent in writing and will be documented on the separation log. A child who persistently demonstrates any of these behaviors will be subjected to the following steps.

1. Staff will observe and record behaviors and the staff member's response to the behavior for two weeks.
2. If the above guidance strategies are not effective, a conference will be schedule with the parents, teacher, and principal to establish a behavior modification plan.
3. If the unacceptable behavior continues for two weeks after the plan has been in place, the program has the right to require an evaluation and recommendation from a professional. The recommendation will be reviewed by the parents and staff together. The parents and staff will cooperate to implement the recommendations.
4. If no behavioral changes occur, the program reserves the right to terminate the enrollment.
5. If parents are unwilling to participate in steps two and three, care may be terminated.

The Minnesota Department of Human Services requires that all licensed centers have behavior guidance policies prohibiting certain actions. Included in the prohibited actions are: subjection of a child to corporal punishment or emotional abuse; punishment for lapses in toilet habits; the using of mechanical restraints; and the withholding of food, light, warmth, clothing, or medical care as punishment.

Grievance Policy

Clear and frequent communication between staff and parent is important for a good relationship. Parents are encouraged to contact the lead teacher if they have a concern or if they feel that their child's needs are not being met. The following is the most effective procedure to follow to voice your concerns.

1. Parent should first contact their child's lead teacher or the teacher assistant either verbally or in writing. The concern will be addressed within seven days.

2. If the individual making the complaint feels that it has not been properly addressed or if it is of a serious nature, the complaints should go directly to the principle.

If steps one and two have been taken and the grievance or complaint has not been resolved, the individual has the right to inform the Department of Human Services. The phone number for the division of licensing is 651.431.6500.

Program Evaluation

Each February and May, an evaluation is provided to parents regarding the entire preschool program. Parents are encouraged to complete the evaluation and return it. This information is compiled electronically. The results are used to guide decision making and setting goals for the program.

Pets

Parents are informed before any animal visits the program. Please do not bring pets to the program without asking the staff at least 24 hours in advance.

Research/Public Relations Activities

Parents are notified in writing in the event that a child or Nativity Preschool is to be involved in any research or public relations activities. Written parental permission is required before a child is involved in any type of activity.

Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs:

All staff members are mandated by law to report any suspected physical abuse, neglect or sexual abuse to local county child protection services.

“Physical abuse” is defined by the Department of Human Services as any physical or mental injury inflicted by a person responsible for the child’s care other than by accidental means, or any other physical or mental injury that cannot be reasonably explained by the child’s history or injuries, or any aversion or deprivation procedures that have not been authorized.

Who Should Report Child Abuse and Neglect:

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report:

- If you know or suspect that a child is in immediate danger, call 911.

- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431.6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at Ramsey County Child Protection at 651.266.4500 or local law enforcement at 911.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431.6500

What to Report:

Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report:

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with 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.

- MN Department of Human Services Division of Licensing December 2011 Retaliation Prohibited An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made.
- The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review:

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether: *(i) related policies and procedures were followed; (ii) the policies and procedures were adequate; (iii) there is a need for additional staff training; (iv) the reported event is similar to past events with the children or the services involved; (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.*

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed:

The internal review will be completed by the Preschool teachers. If this individual is involved in the alleged or suspected maltreatment, the Administrator/Director will be responsible for completing the internal review.

Documentation of the Internal Review:

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

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

- “Neglect” means failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter or medical care when reasonably able to do so, or failure to protect a child from conditions or actions which imminently and seriously endanger the child’s physical or mental health.
- “Sexual abuse” includes threatened sexual abuse and subjecting a child to any act of sexual abuse.

Confidentiality

All documents provided by parent to Nativity Preschool are considered confidential and are treated as such. Files are kept locked and are available only to staff who work with the child. Before sharing information with any agencies or programs outside of Nativity of Mary, staff will obtain written consent from parents or legal guardians. Staff members only discuss matter pertaining to a child with parents or legal guardians unless specific permission has been given.