



NATIVITY *of* MARY  
SCHOOL

# Preschool Parent Handbook 2024-2025

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Nativity of Mary Preschool  
9901 East Bloomington Freeway  
Bloomington, MN 55420  
school.nativitybloomington.org  
952-881-8160

Principal: Mrs. Sarah Hickel  
shickel@nativitybloomington.org

Preschool Coordinator: Mrs. Sara Shook  
sshook@nativitybloomington.org

#### Saints

Lead Teachers:

Mrs. Anne Theis

Mrs. Sara Shook

atheis@nativitybloomington.org

sshook@nativitybloomington.org

Assistant: Mrs. Tammy Kapsner

#### Angels

Lead Teacher:

Mrs. Sarah Burg

sburg@nativitybloomington.org

Assistant: Mrs. Ana Montano

#### Program Schedule

2 day- Tuesday and Thursday

3 day- Monday, Wednesday and Friday

5 day- Monday, Tuesday, Wednesday Thursday and Friday

Half Day: 9:30am -12:00pm

Full Day: 12:00pm - 4:00pm

Extended Hours through Creative Clubhouse:

Maggie Nelson mgromek@nativitybloomington.org

AM 7:00 am - 9:15 am

PM 4:00 pm- 5:30 pm

We would like to welcome you to the Nativity of Mary preschool program! We are thrilled you chose us to partner with you to care for your child!

### **Mission Statement-Nativity of Mary School**

Nativity of Mary Catholic School provides a Catholic education that fosters academic, spiritual, social, and emotional growth while preparing students to become impactful members of our community and world. We aim to inspire our children to become the saints of the future!

### **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 develop a well-rounded child with a strong Catholic identity.

### **Statement of Policy**

We admit and do not discriminate against students of any sex, race, color, ethnic origin, or religion. All rights, privileges, programs, and activities will be available to all students. Children with special needs will be accepted if our setting provides an adequate environment to meet those needs. Children with special needs may be enrolled after a consultation and individualized child care program plan has been developed with parents, qualified consultants from Bloomington Public Special Education Services, director, teacher, and state licensing agent.

### **Confidentiality**

Any information about children or their families must be shared on a "Need to Know" basis only. Staff are sensitive about discussing children's developmental needs and family information in public places. This does not exclude off premise discussions and/or conversations. Staff will follow the Code of Ethical Conduct and questions of major concerns should be forwarded to the school principal. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy.

### **Staffing**

Nativity preschool takes pride in hiring qualified staff with education and experience in child development. A background check will also be performed before being hired. Each staff member will be trained in Pediatric First Aid, CPR, Child and Adult Care Food program (CACFP), and additional training as required. Staff members should be familiar with our Nativity Policies and Procedures, MNSAA rules, MN Indicators of Progress and The MN Knowledge and Competency Framework before working with children. 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.

### **Nativity of Mary Preschool Program**

Nativity preschool is open to children ages 33 months to kindergarten. Children must be 33 months old by September 1<sup>st</sup> and toilet-trained. Nativity Preschool can accommodate up to 60 children per day. Children are supervised at all times of the day, with no exceptions. Parents are invited to set up a time to visit our program during the school day, if desired.

## Enrollment Forms

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

1. Enrollment form
2. Health Care Summary
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. A person who has not received the recommended number of vaccines for his or her age may need to be excluded from class, field trips or events should the virus/illness be present in the school.

## General Educational methods

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 develop a well-rounded child with a strong Catholic identity.

## Development and Evaluation of Plan

The teachers evaluate the program plan each August prior to the start of the new school year. Staff will log evaluation notes and scope and sequence of program plan. In addition, the program plan is discussed and updated yearly by the Nativity of Mary Trustees, School Advisory Council, principal and Head Priest. Each year an evaluation is provided to parents regarding the entire preschool program. Parents are encouraged to complete the evaluation and return it to guide decision making and setting goals for the program. A lead teacher or the school principal will fill out and maintain MNSAA accreditation by filling out the yearly reports cards for our program. Accreditation portfolios and program portfolios will be kept up to date and submitted when necessary by the lead teacher, aides and school principal.

## Goals and Objectives

The Nativity of Mary Preschool teachers provide lesson plans that include activities that promote the MN Early Learning Standards and teach to the whole child, with an emphasis on the development of physical, intellectual, social, emotional, and spiritual areas as appropriate to their age.

All aspects of classroom planning are designed to meet the needs of children individually and age appropriately. We value comfortable, inviting, rich environments which welcome children to explore, create or relax as they need. Classrooms should be kept clean, attractive and well organized so that children can actively participate in choosing their own activities as well as maintaining the environment.

The teachers provide a variety of specific activities that are quiet, active, teacher directed and child initiated. The activities also may require the use of varied equipment and materials. Each classroom shall provide the following developmentally appropriate components:

### *Physical*

Students engage in daily physical activities such as gym, outside time, circle time games, yoga and musical movement. There are large muscle activities involving the block area, a variety of props, and large vehicles.

### *Intellectual*

Students engage in morning meeting activities such as counting, letter games, calendar, and weather. Students have choice time where they are invited to participate in various cognitive activities expanding knowledge in science and math such as sorting, matching, classifying, observation, exploring, manipulatives and games.

### *Social*

Students develop social skills when they greet one another during morning meeting, engage in partner activities, play together outside, and develop friendships through choice-time and dramatic play.

### *Emotional*

Teachers refer to posters and feelings as students face their own emotions throughout the day. Teachers educate students through books and processing through emotional changes each day. Also, there are a number of cozy, soft elements combined with the book designed for comfortable 'quiet' resting/mindfulness techniques.

### *Spiritual*

Students have access to a variety of activities to further their development spiritually including bible stories, prayers in classrooms, weekly Catechesis of the Good Shepherd, monthly prayer services, occasional visits from the priest, and the use of the Seeds curriculum.

## Curriculum and Conferences

The curriculum of Nativity Preschool is designed to support the social, emotional, physical, creative and cognitive development of each child using a variety of programs such as Teaching Strategies Gold, Seeds Curriculum and Creative Curriculum. 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.

Twice a year, parent-teacher conferences are offered using the Teaching Strategies Gold Assessment program to share documented observations of physical, intellectual, social, and emotional development of their children. Parents or teachers may request a conference at any time during the year to discuss particular concerns.

In the course of evaluation of a child, if it is determined that a child needs a referral for additional screening, the teacher, coordinator and principal 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 work 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 the Early Childhood Screening office locally before entering kindergarten. We prefer they are screened at age three to determine if additional resources may be required.

## Communication

Clear communication is the key to an effective program. Weekly newsletters are sent via email. Flyers and emails are sent regarding important information and community events. Parents are responsible for reading the information in their child's folder and sent in emails.

Please inform the coordinator 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 principal.

Each child's preschool record (including health and safety record) is confidential but is available to review upon request by parents/legal guardians, administrators and teaching staff who have consent from parents, and regulatory authorities.

## Attendance

Students come on the days scheduled per your tuition agreement. If there is no school on a day your child attends, they are not allowed to come on a different day to make up.

If you want to change attendance days, this will be considered at trimester, depending upon availability. Please inform the principal and preschool coordinator as soon as you are considering so we can assess.

## Drop off and Release of Children

Nativity of Mary Preschool staff will greet parents/family in the morning and at pick up times. If your child arrives by bus, a preschool staff will greet them and bring them to their classroom.

Children are only released to their parents or those people listed on the authorized pick up list. Staff will ask for picture identification for any person they do not recognize and will not release to anyone 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.

## 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 belongings 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-toe 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 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 ensure their safety. Parents must provide the appropriate clothing for outdoor play. Sunblock and insect repellent are applied according to manufacturer's instructions. Parents must sign permission for each product to be used. We will follow the outdoor cold temperature recommendations when determining outdoor recess.

## 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. Each preschool class has a designated Room Parent volunteer, who works with the teacher to coordinate parties, chaperone field trips, and help with special projects. 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 attend a Virtus session before coming in contact with the children. More information on PYCI can be found on the school website.

## Family Events

Family events are planned throughout the year. Room parents will be asked to plan a Halloween, Christmas and Valentine's party. Each year, multiple events are organized through the church of school, with the largest being the annual Spirit of Spring Fundraiser.

## Nap Policy

Children enrolled in the full day 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 at the end of each week. Reminder that your child is responsible for carrying their items so please be aware of sizes.

## **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.

During a field trip, we will invite parents with approved background checks and Virtus training to assist in chaperoning these events. Students will be paired up for safety and in small groups. Counts are taken prior to departure, upon arrival and throughout the trip. All chaperones will have the teacher's contact information as well as the school to ensure safety.

In addition to field trips, 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. We do not allow food treats to be brought in, but if your child would like to bring their favorite book, we will be sure to read it on their special day and celebrate in the classroom.

## **Pets**

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

## **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.

## **Nutrition**

Our preschool program offers a nutritious breakfast and snack each morning and in the afternoon. Children enrolled in the full day program have lunch each day at noon. Lunch options include purchasing hot lunch served by CKC Good Food Catering or bring a lunch from home. Milk is available for purchase. A monthly menu is available. All meals are peanut free and are in accordance with the federal Child and Adult Care Food program (CACFP). In accordance with federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating

## **Behavior Guidance Policies And Procedures**

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. Staff will model positive behavior, guide appropriately, redirect inappropriate behaviors, offer acceptable alternatives, and provide related consequences.

### **Persistent Unacceptable Behavior**

There are certain behaviors that are unacceptable within our program. These behaviors include persistent 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 parents in writing and will be documented on the separation log. Staff members may observe and record consistent behaviors to develop a plan. A conference will be scheduled with the parents, teacher, coordinator and principal to establish a behavior modification plan. 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. If no behavioral changes occur, the program reserves the right to terminate the enrollment. If parents are unwilling to participate in steps two and three, care may be terminated.

### **Prohibited Staff Actions**

There are certain behaviors that are unacceptable within our program, these actions are prohibited by or at the direction of a staff person. Subjection of a child to corporal punishment, which includes but is not limited to: Biting, cursing, pinching, kicking, hitting, choking, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, spanking or other actions that pose a threat to another child or adult. Subjection of a child to emotional stress, which includes but is not limited to: Name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, using language that threatens, humiliates, or frightens the child. Separation of a child from the group except within rule requirements. Punishments for lapsing in toileting is not permitted. Withholding food, warmth, clothing, or medical care as a punishment for unacceptable behavior is not permitted. Restraining a Child: A child may only be physically restrained by a staff person when it is necessary to protect the child or others from harm. A child may only be restrained by being held by a staff person. The use of mechanical restraints, such as tying, is strictly forbidden.

## 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. If there are any allergies, contact our school nurse.

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 in the previous 24 hours.
- Has had an abnormally loose stool in the previous 24 hours.
- Harsh or persistent cough.
- 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 provide without compromising the health and safety of the other children.
- If you are unsure if your child is well enough to attend school, contact our school nurse.

## Lice

Please notify the school nurse and classroom teacher. The recommendation is to do treatment prior to returning to school.

If your child is absent from school for illness or other reasons, please notify the main office attendance line at 952-881-8160 and the teacher by email or Talking Points. 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 in the nurse's office until the parent arrives.

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.

## Medication and Health Needs

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. Nativity of Mary Preschool employs a certified nurse to administer any needed medications or nursing assistance during preschool hours.

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. Nativity of Mary Preschool will provide all incoming parents with an enrollment form. If there is an allergy, an individual child care plan will be outlined on an allergy form, which must be filled out by a doctor. This form must be submitted before providing care. The form will be available at all times including on site, when on field trips, or during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child. Therefore, the form will be included in the child's file, posted in the classroom, posted in the lunchroom, and kept in the teachers emergency files. The form must include a description of the allergy, specific triggers, avoidance techniques, symptoms of allergic reactions, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

-The staff will be trained and documented annually on the allergy policies. Each staff person will document their review of an individual plan. If any changes are made to the plan, or at least annually, the plan will be updated and the staff will document their notification of the change.

-In the event of an allergic reaction that requires medical attention, the parent will be notified immediately. In addition, EMS must be contacted when epinephrine is administered. It is the parent's responsibility to keep allergy plans and medication up to date.

## Toileting Accidents

In the event that a toileting accident occurs, staff will handle the soiled clothing following the sanitary procedures. The soiled pieces will be bagged and sent home with the child. If frequent accidents occur, a meeting will be held to discuss a plan.

## Safety Policies and Procedures

All staff members are trained and certified in CPR/First Aid within 90 days and then every other year thereafter. Principal, nurse, and preschool staff are on site and trained at all times as well as on field trips and when transporting.

Staff members treat every injury seriously and apply proper first aid. Each classroom has a fully equipped First Aid kit in the classroom that is clearly displayed with a safety sign. 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 the child to the school nurse, while ensuring that children are adequately supervised. All injuries are recorded on an incident report form and parents sign the form, and a monthly and annual review takes place. Parents may request a copy of the incident report. If a child sustains any serious injury, staff

members should call 911 so the situation can be assessed by emergency personnel. Parents should then be notified. 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. Teachers inspect classrooms daily for potential hazards and bring them to the immediate attention of the director. The facilities manager inspects the playground and common areas and removes or fixes any potential hazards.

#### Procedures for fire prevention:

Nativity preschool will perform monthly fire drills and a log of dates and times showing that the fire drills were held. Nativity preschool will post the following: a map which shows primary and secondary exit doors, building evacuation routes are followed as posted on map, with the Apostle room following the main hallway to door 12, the other preschool classes going out door #9 and the telephone number of the Bloomington Fire Department: 952-563-4801. In case of a fire, staff members follow the posted instructions to exit the building with the children. The lead teacher takes the emergency cards and accountability clip board and leads the children out the designated doors. The second staff member follows the children, turning off the lights and closing the door after all the children have left the room. Once outside, the staff count and make sure that all of the children and staff are accounted for. If someone is missing, the firefighters and administration are notified immediately. Escape routes are posted in the classroom and found in the classroom "Red Folder" for emergencies.

#### Procedures to follow that include the location of an emergency shelter in the event of:

1. In case of a severe winter storm/blizzard, the program will close with Bloomington Public Schools or at the discretion of the principal. If the program will not be open, the closing will be communicated via email and talking points. If the program closes early, staff will call parents to pick up their children. Two staff members, at least one lead teacher will remain in the program until all of the children are picked up.
2. In case of severe weather, the principal 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. The program will hold a monthly drill from April through September and log the date and time. Safety procedures are posted in the classroom and in the classroom "Red Folder" for emergencies.
3. On the rare occasion when a smog alert is issued, the staff limit outdoor playtime and wait for instructions by facilities manager or principal.

#### Grievance Policy

Clear and frequent communication between staff and parents 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. Parents should first contact their child's lead teacher or 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 principal.

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 651.431.5715.

### **Withdrawal**

If parents choose to leave the program, please inform the principal and preschool coordinator by writing as soon as possible. There is a tuition policy in your tuition agreement regarding payment, please see your agreement.

## **MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS**

### **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.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services 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 612-348-3552 or local law enforcement at 952-563-4900
- 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) 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 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.

### **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 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:

- (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; and
- (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 Principal Ryan Pajak (name or position). If this individual is involved in the alleged or suspected maltreatment, Pastor Nathan LaLiberte (name or position) will be responsible for completing the internal review.

### **Documentation of the 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.