



# Faithful Beginnings

**POLICIES AND PROCEDURES**

2020-2021

## WELCOME TO FAITHFUL BEGINNINGS AT ST. PASCAL REGIONAL CATHOLIC SCHOOL

We are happy to have your child with us! We look forward to watching your child grow and develop. Family is important to us; we will work to provide both you and your child with a rewarding, well-rounded experience.

Good communication between parents and staff is essential. This handbook is a key part of our communication. Please read it carefully. We may, from time to time, need to change policies. We will let you know 30 days in advance of a policy change. Please keep us informed of your needs, concerns, questions and comments. You are important to us!

### OUR MISSION

Our family-friendly atmosphere provides flexible, high-quality care and cognitive-based learning opportunities. We are an intentional leader and develop the program around quality, safety and utilizing best-practice methods. These ideals nurture and develop your child's social, emotional, physical, cognitive, and spiritual development, and inspire life-long learning.

Our goal is to support children and their ever-developing autonomy. We will encourage children to make sensible choices, use their developing coordination and intelligence to achieve tasks, problem solve and encourage them to add to their skill set. We will demonstrate, provide picture cues, encouragement and predictable routines and thoughtful guidance.

### GENERAL INFORMATION

Faithful Beginnings at St. Pascal Regional Catholic School is a non-profit childcare center licensed by the Minnesota Department of Human Services. Faithful Beginnings at St. Pascal Regional Catholic School will attempt to fulfill the needs of the Early Learning Center (age 33 months to the first day of kindergarten) through qualified teachers' planned curriculum. Our staff includes a director, teachers, experienced aides, teacher's aides.. It is the policy and commitment of Faithful Beginnings at St. Pascal Regional Catholic School not to discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, or religion.

Faithful Beginnings at St. Pascal Regional Catholic School is in compliance with the general liability insurance required by the Department of Human Services: (651) 431-6500. Accident insurance is the parents' responsibility.

**Mailing Address:** Faithful Beginnings at St. Pascal Regional Catholic School  
1757 Conway Street  
St. Paul, Minnesota 55106

**Program Operation:** Early Learning Center  
7:40 AM-11:15 AM Half Day and 7:40 AM-2:30 PM Full Day

**Telephone Number:** 651-776-0092

**Director:** [icollierpaske@stpascalschool.org](mailto:icollierpaske@stpascalschool.org) 651-776-0092

**Website:** [www.stpascalschool.org](http://www.stpascalschool.org)

**License Information:** We are licensed to serve a capacity of 76 children in the Early Learning Center.

**Childcare programs include the following:** Full Day and Half Day Early Learning Center.

**Programs include:** The Early Learning Center offers Preschool and Pre-Kindergarten.

**Prerequisite:** Children must be toilet trained, 33 months old, and have all appropriate paperwork completed and on file. Children are accepted after they are toilet trained. The center does not diaper

students. For children who are unable to use the toilet consistently, we will make sure that staff assists children when changing into clean dry clothes in a bathroom. Soiled clothing will be immediately placed in a plastic bag and sent home that day for laundering.

### **COVID 19 INFORMATION**

Please see attached Covid 19 Health Protocols Handout for information on what Faithful Beginnings at St Pascal Regional Catholic School is doing to keep everyone safe and healthy and to stop the spread of Covid.

**Facility parking:** Safety of all children on our campus is paramount. Please observe the following: enter the north side of the parking lot. The parking lot is closed daily from 11:00 AM-12:30 PM for the school children to have recess. If you need to leave the parking area between 11:00 AM-12:30 PM, please park along the corridor by the gym or by the preschool and pre k playground. The parking lot will not be available to drive through during these hours. On occasion, you will notice that the cones will be moved further to the north side of the parking lot, to allow funeral patrons to park and the children to play.

### **Arrival and Departure**

No one may enter the Center before 7:30 AM. In accordance with our precautions due to Covid 19, we cannot allow families to gather and wait in the entryway of door 5. Parents must wait until 7:30 and then teachers will meet them at door 5 to bring the children to class. Parents or family members are required to wear a mask at drop off and pick up.

Teachers will walk children out at 2:30 to be picked up. It is important to notify the teacher if you must arrive late or if your child needs to attend extended day.

### **Faithful Beginnings**

Faithful Beginnings early learning programs are faith based and focus on teaching the whole child. Children are taught to treat each other with love and respect. Faithful Beginnings at St Pascal Regional Catholic School is an entity of the Catholic church and welcomes all faiths and congregations. We celebrate Jesus and the religious holidays associated with Him. We say the Faithful Beginnings prayer each morning and pray before all meals and snacks. We celebrate Advent and observe Lenten traditions. Our daily curriculum will be reflective of the desire from the families that we serve and will include Christian, faith-based learning opportunities.

### **EDUCATION METHODS/STATEMENT OF PHILOSOPHY**

Faithful Beginnings at St. Pascal's Regional Catholic, we believe that children learn through play and relevant education opportunities. We use the creative curriculum that reflects a balance of education practices including organized activities and open-ended play opportunities. Child-initiated and teacher-planned early childhood education experiences intertwine each and every day.. Our curriculum is individualized, adapted and modified as necessary. We use research based practices like multi-sensory education (hands-on learning!) and individualized instruction. Essentially, our teachers know what to teach, how to teach it and why it is being taught. These practices make it possible for your child to have an experience that is tailor-made just for them.

### **CLOSINGS:**

**Tuition** remains the same throughout the year, even when Faithful Beginnings at St. Pascal's Regional Catholic School is closed for a holiday, inclement weather or any other reason. Tuition remains the same to assure that we can provide the highest quality of service. It is essential that the financial status of the center remains stable. Only when our financial status is stable can we afford to pay our teachers the living

wage that they deserve. Our teaching staff is highly trained. They participate in continuing education classes yearly and are given adequate support and preparation time. Your child's teacher is prepared to give your child the best care and academic opportunities possible. Our support staff is also trained in education and health and safety. All of our full time staff is offered benefits, vacation time, and ample compensation.

**Weather Closings:** Faithful Beginnings at St. Pascal's Regional Catholic School will follow St. Paul Public Schools and St. Pascal's Regional Catholic School K-8 school in decisions regarding closing for weather. Notices of St. Pascal's closings for inclement weather conditions or any other reason will be broadcast over WCCO, KSTP, Fox9, and KARE11 TV, channel 4 and online. If St. Pascal's Regional School is closed then the Early Learning Center is included in that. If we close due to weather, water main breaks, power outage or anything else we deem unsafe for teachers and children to be present at school or travel to get there, no make-up days will be offered. Tuition for the day remains the same. No refunds will be offered.

### **ADMISSION POLICY**

- Complete the on-line application and submit the registration fee of \$50.00 per year per family. This is a non-refundable fee unless your child is placed on the waiting list. Should you wish to hold your position on the waiting list, we will hold your registration fee. Should you wish to forfeit your place on the waiting list, we will refund your registration upon request.
- Once the application has been accepted and a spot becomes available, the following forms will be provided: Registration form (which includes general permission slips), Allergy/Intolerances Form, Getting to Know Your Child and Family, Handbook receipt, and the Health Record Information as listed below.

#### **Health Record Information:**

*Health Care Summary (form):* The Health Care Summary is due within 30 days of the child's first day in attendance. It must be signed by the child's source of medical care. One Health Care Summary is sufficient for as many years as your child is enrolled at St. Pascal's Childhood Learning Center.

*Immunization Record (form):* Is required within 30 days of the child's first day in attendance. From time to time there may be unvaccinated children in the program. However, for the safety of all of our children, WE DO NOT ALLOW CONSCIENTIOUS EXEMPTION (only for documented medical reason).

Please update this form when new immunizations are administered.

*Overdue Health Services:* When a child is overdue for any routine health services, parents must provide evidence of an appointment for those services before the child's entry into Faithful Beginnings at St. Pascal's Regional Catholic School and as a condition of remaining enrolled.

*Under-immunized children:* If a child is under-immunized because of a documented medical reason and a vaccine-preventable disease occurs, the child will be excluded promptly.

*Updates and Re-examination:* Families are responsible for keeping health information and all other information accurate. Please provide additional health updates for screenings/test that have been deemed abnormal.

Faithful Beginnings at St. Pascal's Regional Catholic School follows the recommendations for routine screening tests and immunizations according to the schedule recommended, published in print, and posted on the Websites of the American Academy of Pediatrics, the Centers for Disease Control of the United States Public Health Service and the Academy of Family practice.

*Health Consultation Services:* Faithful Beginnings at St. Pascal's Regional Catholic School contracts with Health Consultants for Child Care, 1210 Morning View Drive, Mounds, MN

555346, (952) 472-3915. The health consultant reviews the health policies and practices annually and certifies that they are adequate to protect the health of children in our care. A copy of the consultant findings is kept in the director's office.

### **TUITION PRACTICES**

A non-refundable application fee is required at the time of registration per family per school year. A non-refundable re-enrollment fee per family is due yearly. Tuition rates will typically be amended at the beginning of the school year. The new rates are published in the early spring. Parents are encouraged to review these rates to obtain the best rate possible.

#### **Enrollment Priority.**

If there are more applications than positions available, remaining positions will be determined by 1) Date the application was received, followed by 2) A lottery system if necessary, which will also determine the waiting list. Open enrollment begins in January each year.

**Tuition fees for all programs** are to be paid via a tuition management program. You will receive information in the mail about how to set up your tuition via our tuition management company. Each family is responsible for the yearly tuition regardless of their child's attendance. Full tuition will be paid even if child is absent.

**Delinquent Accounts:** Accounts must be current in order to register for the coming school year. St. Pascal's reserves the right to apply a finance charge of up to 1.5% per month on the delinquent balance for accounts more than 60 days in arrears.

**Tuition Refunds:** In the unfortunate event a student leaves our school for any reason, the tuition obligation will be reduced as follows: A student who attends any part of a month shall receive no reduction in tuition obligation for that month but shall receive a full reduction of obligation for all un-attended months. All fees must be current before any overpayment, if applicable, can be refunded.

**Additional Closings:** The payment for tuition remains the same. No refunds or reductions will be made for absences or holidays.

**Agency Assistance:** This section pertains to families receiving tuition assistance from an agency. Fees for services will be billed the same for families using an agency or not using an agency. Additional fees not covered by the agency will be billed directly to the child's responsible party. Co-pays are due at the beginning of each month or as specified by contract with the governing agency.

**Absences:** If your child is going to be absent, please call the School Office at 651-776-0092 by 7:30 AM to notify the teachers. Please note that tuition remains the same regardless of days missed due to illness or any other reason. If your child is absent more than 3 days in a row without notification, your child's spot may be terminated so that children on the waiting list may attend.

**Activity and Curriculum Fees:** Children enrolled are assessed an activity fee of \$30.00. The fees will be billed to your tuition account.

### **WITHDRAWAL/TERMINATION**

If you no longer need to attend Faithful Beginnings at St. Pascal's Regional Catholic School, we require that you provide two weeks' written notice of your child's last day in the program. You will be charged two weeks' tuition from the date we receive your written notice.

**Termination of Care by the Parent:** In the great majority of cases, termination of care by the parent is due to reasons such as relocation, child entering school, etc. However, we also recognize that not every situation is appropriate for every child. If, for any reason, this program is found to be unsatisfactory for any particular child, we will make every effort to discuss this with the parents in order to determine the cause. Sometimes, we can help the child make the adjustment. If this is not possible, the parent and/or program may choose to terminate the arrangement on a timeline that is in the child's best interest.

**Termination of Care by the Program:** As stated above, the child's adjustment to the program and the appropriateness of this particular care arrangement for an individual child may cause concern for the child's well being. If the program staff does not feel that it is meeting the child's needs, we reserve the right to terminate the care arrangement. Other reasons, which may result in the termination of a specific care arrangement, are as follows:

- Non-payment for childcare services and/or lack of adherence to our tuition payment policies.
- Lack of cooperation from parents with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meeting or conferences.
- Abusive behaviors, language, and/or verbal threats by parents toward program staff or other parents (immediate termination.)
- Parents disciplining, in any way, children (other than their own) while at the program.
- Child exhibits special needs or needs related to an illness that cannot be met at St. Pascal's Regional Catholic Early Learning Center. In this case, and prior to termination, St. Pascal Baylon Early Learning Center will make every effort to involve the parents, and possibly other resource persons (as appropriate), in order to decide together on the best course of action for this child.
- When it is deemed that a child is repeatedly using conscious, willful and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, or to induce terror, that will be considered bullying. Children who display a pattern of bullying will be terminated from the program.

#### YEAR-END TAX INFORMATION

TADS (tuition management company) collects and figures all of your tuition, so that is where you will find the information you need during your tax prep time. In order to get to the best screen for this purpose, follow these steps:

1. Log into your TADS acct
2. Click on the Payment tab
3. Click Expand (found on top of the payment screen) this will list each program and what you paid per billing month.
4. You can print from this page if you need a printed sheet for your records or for an accountant.

**The Director will not be printing out a year-end tax statement for individual families.**

Leah Eviston is the person responsible for TADS and tax info. If you have any other tax questions please contact her at; [leviston@stpascalschool.org](mailto:leviston@stpascalschool.org) or 651-776-0092.

**St. Pascal's Tax ID #: 41-0704479**

#### MULTICULTURAL POLICY

Our program is committed to multicultural education. This means we share a commitment to human rights, dignity of the individual and social justice. We strive to create a program that truly reflects the lives of our children, families, staff, and community. By recognizing the impact culture plays on families, we will make every effort to provide culturally responsive and respectful child care by affirming human

differences and the right of people to make choices about their own lifestyle. We seek to recognize, appreciate, and respect the uniqueness of each child. Faithful Beginnings at St. Pascal's Regional Catholic School provides childcare services to children without regard to race, creed, religion and economic status. *If your child has special needs, please discuss them with the director prior to enrollment.*

### **CURRICULUM FRAMEWORK AND ALIGNMENT**

Faithful Beginnings at St. Pascal's Regional Catholic School curriculum is based on the Early Childhood Indicators of Progress: Minnesota's Early Learning Standards. These indicators provide a framework, or a map, for understanding developmentally appropriate expectations for children ages 3-5 years. It is expected that most children will meet the majority of these expectations by the time the child is ready to enter kindergarten. The goals of these research-based standards are in alignment with our state Kindergarten Academic Standards.

The curriculum that we utilize is the Creative Curriculum. To view the Objectives for Development and Learning that specifically relates to the Early Childhood Indicators of Progress: Minnesota's Early Learning Standards, please visit the following website: <https://www.teachingstrategies.com>

The Creative Curriculum allows for varied levels of development. We adapt instruction and curriculum to include all children. Faithful Beginnings at St. Pascal's Regional Catholic School teachers help children of all levels attain the curriculum objectives by providing many opportunities for exploration, practice, play and interactions. The Creative Curriculum includes Interest Areas that include all domains of a child's development including: Social and Emotional, Approaches to Learning, Language and Literacy, Creativity and Arts, Cognitive Development, Physical and Motor Development and Spiritual Development.

**Our Interest Areas include:** Blocks, dramatic play, toys and games, art, discovery, sensory, technology, library, music and movement, outdoors and nature, and spiritual development.

### **PERSONAL POSSESSIONS AND CLOTHING**

Faithful Beginnings at St. Pascal's Regional Catholic School children are required to have the following on the first day of admission:

- A picture of your child for his/her "cubby" or locker
- A picture of your family to display in the classroom
- Completed forms from the office
- A backpack or bag to carry home projects
- An additional complete set of seasonally appropriate and labeled clothes (shirt, pants, underwear, socks)

**Children who will be taking a nap at school:** Please bring a labeled, washable blanket. The blanket stays at school on the child's cot. It is not brought back and forth every day. It is the teacher's responsibility to send the blanket home at the end of each week for parents to launder and return it on your child's first day of attendance for the week.

Personal possessions (toys, electronics etc.) may not be brought to school except on designated "Show and Tell" sessions. If students or parents bring objects from home to share with the group, we cannot assume responsibility for loss or damage.

### **PROGRAM PLAN**

- **Licensing and Rule 3:** Faithful Beginnings at St. Pascal's Regional Catholic School requires that all children be supervised by sight and sound at all times. We follow the child/teacher ratios mandated by the Minnesota Department of Human Services.

- Faithful Beginnings at St. Pascal's Regional Catholic School is licensed to care for 76 children. The students must be at least 33 months old and have not attended the first day of kindergarten.
- **Staff to Child Ratio:** Faithful Beginnings at St. Pascal's Regional Catholic School maintains a staff to child ratio of 1:10. Parent volunteers are not counted in our adult to child ratio. This ratio is maintained at all times, including indoor time, outdoors time, during transportation and field trips.
- **Educational Methods:** We practice discovery learning through use of manipulative, creative thinking, dramatic play, independent and teacher directed centers, exposure to multi-cultural activities, interest centers, and sensory experiences and physical education. In addition, our children are exposed to new concepts and experiences through field excursions. Children experience music, cultures, art and science.
- **Philosophical Basis:** It is our philosophy that children reach their growth potential when provided with a stimulating, inviting, and loving environment. We believe that children who are challenged with new opportunities become involved in the exploration and development of new skills and, in turn, become more interested in new and positive activities.

Our primary objectives are to establish a program that provides a safe and positive environment with quality care for children and to meet the developmental needs of each child. It is the Center's goal to foster an atmosphere of trust, love, and security. We feel that a child who has faith in his/her surroundings will be a happier child, and will be more receptive to the variety of activities that he/she will be exposed to.

The children will be involved in activities that enrich their social, intellectual, emotional, spiritual and physical growth. Learning experiences in art, music, daily living skills, dramatic play, fine and gross motor skills, and basic readiness skills for kindergarten will be provided. We support children and their ever-developing autonomy. We will encourage them to make sensible choices, use their developing coordination and intelligence to achieve tasks, problem solve and encourage them to add to their skill set. We will demonstrate, provide picture cues, encouragement and predictable routines and thoughtful guidance. These methods will take precedence over dominating and interfering with a child's developing independence.

Families will be supported in their involvement in their child's early learning experience and their child-rearing efforts.

- Discipline Practices: We will utilize natural consequences, logical consequences and 1-2-3 Magic strategies when discipline or redirection opportunities present themselves.
- Children who display a pattern of bullying will be terminated as described in the "Termination of Care" section.
- Periodically, the director who is teacher qualified under part 9503.0032 of Rule 3, will evaluate in writing the program plan, which is developed yearly.
- The goals and objectives of Faithful Beginnings at St. Pascal's Regional Catholic School are to promote the physical, intellectual, spiritual, social and emotional development of the children in each age category outline in part 9503.0005, subpart 3.

Faithful Beginnings at St. Pascal's Regional Catholic School staff have been provided program plans specific to: the Early Learning Center, and School Age programs. Specific program plans are available in the office for parental review. The plans are separated by program.

As required in 9503.0090, subpart 2, parent/teacher conferences will be offered for purposes of sharing information about your child's progress.



Faithful Beginnings at St. Pascal's Regional Catholic School staff has provided a daily schedule for both indoor and outdoor activities. Time schedules related to outdoor activities may fluctuate depending on the weather. When outdoor activities are not feasible, similar indoor play activities will be provided. Teachers post adapted schedules, specific to their classrooms. Faithful Beginnings at St. Pascal's Regional Catholic School meets and maintains all equipment mandated by the Department of Human Services. In addition, we purchase supplies that aid in promoting the development of our classrooms and students.

## **PARENT CONFERENCE/ASSESSMENT/REPORTING TO PARENTS/SCHOOL**

- Prior to the first day of school, there is an opportunity to meet with your child's teacher at our meet your teacher night. Any questions or concerns can be addressed at this time or a meeting can be scheduled.

**Assessment Methods:** Children **may** be assessed throughout the year using the following devices:

- *Ages and Stages Questionnaire* (developmental rating tool may be given to parents/guardians on the Child's birthday or half birthday). This tool helps identify any developmental concerns.
- *Work-study* samples of your child's work will be saved to demonstrate development.
- *Observations:* Your child's teacher will make notes based on observations.
- *Intake forms* will help us use the information you've provided to form plans and goals for your child.
- *Assessment Forms/Report Cards* will be used to report your child's progress at conference time.
- *Creative Curriculum's Developmental Continuum for children.* This Continuum aligns with the MN Early Childhood Indicators of Progress. Children will be assessed in the classroom and when we visit the gym. Assessments will be initiated by your child's regular teacher and often completed as part of a "center time activity". Assessments for ASQ will be completed in the child's home by their parent/legal guardian and scored at school, by your child's teacher.
- **Concerns:** If we have a concern about your child's development, we will communicate those concerns using the above documentation. The concerns will be communicated in a confidential manner. We will suggest "next steps" and any other information necessary.
- Parents or caregivers may email the teacher with any concerns they have. Any concerns expressed by the parent or caretaker, and any relevant information will be noted. To the extent possible, parents should be informed of information noted.
- **Frequency:** Parent/teacher conferences or goal-setting opportunities are offered twice a year: fall and spring. Parents are notified two – three weeks in advance and are provided with many scheduling options. Having a positive relationship with your child's teacher is important for your child, you as parents, and the teacher. If, for any reason, you feel it is necessary to speak with your child's teacher, feel free to arrange additional conferences or telephone conferences. We ask that you converse out of the range of your child and other parents. Confidentiality and maintaining family privacy is *extremely* important.
- **Records:** Copies of the parent/teacher conferences are placed in the child's personal file. The parent/teacher conference shall report the status of the child's complete development, which includes physical, intellectual, social, and emotional.
- **Translator:** Please let us know if you will require a translator during your conferences or any other time.
- **Use of Assessment Information:** The assessments are routine for all children and are integrated with teaching and planning. We use the information we gain about your child for many purposes. We can determine if further developmental screening or a referral is needed, we identify the child's interest, needs and possible learning styles, we can improve

our curriculum and adapt our teaching or environment. We can plan program improvements and most importantly, we can describe the developmental progress and learning of your child to you as we see it.

- **Program Assessment:** Surveys will be performed routinely to ensure that the goals and objectives of the program are being articulated and understood by families. We will use those results to establish goals for continuous improvement and innovations. Additionally we will use this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

#### **DEVELOPMENTAL CONCERNS AND RESOURCES**

Faithful Beginnings at St. Pascal's Regional Catholic School recommends that all children attend Early Childhood Screening. We recommend that children between the ages of 3 -4 years of age make an appointment for this screening We recommend the younger ages because if concerns are found, there is longer time to address the concerns before your child enters school. Your child will not "do better" if they wait. There is a list of local Early Childhood Screening offices at the end of this Manual under "Area Resource List."

Additionally, if you have any concerns about your child's growth and development, please talk to your child's health care provider or call 1-866-693-GROW (4769) to talk to a professional and find out ways in which you can get connected to various resources in Minnesota.

As a childcare provider, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Childcare providers are considered a primary referral source for early intervention under federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concerns we have before a referral is made. We can assist the parent with the referral, or partner with them in the referral process.

#### **COMMUNICATION**

Once your child is enrolled in a program, your child's teacher will communicate with you on a regular basis to help keep you informed as to what is happening at school. This communication will come in various forms, either email or paper. *If you prefer to have paper copies of emails, please ask your child's teacher to put a printed version in your child's folder.*

#### **PRIVACY**

**Data Privacy:** Records concerning your child (enrollment forms, health records, observation records, and written parent-teacher conference reports and all other information about your child) are confidential. Information will only be accessible to you (parent(s) or legal guardians), our Director, your child's teachers, a person designated by the state licensing department to review our records for licensing purposes, appropriate officials in the cases of health and safety, to comply with a judicial order or lawfully issued subpoena, state and local authorities, within a juvenile justice system, pursuant to specific state law, and representatives from the National Academy of Early Childhood Programs during accreditation procedures. Written consent will be obtained prior to sharing information with outside agencies. Files are located in the file cabinet in the director's office, which is locked.

**Family Privacy:** Our ideals are to establish and maintain relationships of respect, trust and cooperation with the families we serve. We shall maintain confidentiality, and respect the families right to privacy. We will refrain from disclosures of confidential information and intrusion into family life.

What we ask of you: If you have a concern about the professional behavior or manner of an employee or family attending Faithful Beginnings at St. Pascal's Regional Catholic School , please let the staff member or the director know of your concern, in a way that shows respect for personal dignity.

#### EMERGENCY AND ACCIDENT POLICIES AND RECORDS

- Parents and staff should work cooperatively looking for potential hazards. All potential hazards should be reported to the Director.
- Parents must keep Faithful Beginnings at St. Pascal's Regional Catholic School informed of any changes in emergency information such as telephone numbers.
- "911" is posted on each phone in the school. "911" shall be contacted when an emergency arises at Faithful Beginnings at St. Pascal's Regional Catholic School
- Parents need to have signed the permission slip stating that the children may be transported to emergency care facilities in case of an emergency. Parents will be notified after "911" has been called. Faithful Beginnings at St. Pascal's Regional Catholic School keeps a record of incidents, emergencies, accidents, and injuries that occur.

**Accident Forms:** All injuries and accidents shall be recorded in the following manner:

- Accident Report forms shall be used for incidents where the child has what appears to be a minor injury (scrape, scratch, or bump). The form shall be filled out by the staff member present at the time of the incident, and signed and dated.
- All other accidents and injuries shall be reported on the Accident/Incident form. All information regarding time and date of accident, place, circumstances, individuals involved, type of injury and treatment of injury must be included. The staff member present shall sign the form and send it home with the child. A copy of the report should be given to the Director. The parent is asked to sign the form and return it to school.
- All accident forms shall be filed in the accident form file.
- All accidents involving outside treatment or observation by a medical individual shall be logged and reported to the Department of Human Services.
- The teaching staff will document minor incidents that occur between children during the course of the day and the document will be given to the parent(s) of the children involved. Minor incidents typically relate to social situations between children. The date, time and incident will be described.
- Incidents pertain to how an unusual event was managed. Factual details will be documented, including the time and date, person(s) involved and the nature of the situation. Copies of the information will be forwarded to the persons involved and a copy will be placed in the child and/or staff member's file.

**Procedures for administering first aid:** All staff members are required to take a certified first aid and CPR course. This course must be completed within 90 days of starting to work in the childcare program. Certified instructors who meet DHS requirements must give the course. Each classroom is equipped with a first aid kit, for both inside and outside use. Our staff, the director and our Health Consultant review the contents once per year or as necessary. A staff member who has successfully completed CPR must be present at Faithful Beginnings at St. Pascal's Regional Catholic School An individual who has completed a CPR course must accompany children on all field trips.

All staff will remember that first aid is first aid only, consisting of measures to be taken before a nurse or

doctor attends to give second aid, which is proper treatment. Safety rules are followed and practiced to avoid injuries, burns, poisoning, choking, suffocation, and traffic and pedestrian accidents. Specific guidelines are available in the employee handbook.

- **Daily Inspection of Potential Hazards:** Every day, a teaching staff member will take time to visually check the environment for safety and/or health hazards. On a regular basis, the environment shall be observed by the Director to ensure it is safe for children.
- **Fire Safety:** Each month a fire drill will be held. The drills will be a combination of scheduled and surprise drills, both for the children and the staff. The drills will be logged in a fire drill chart, date and time noted. Evacuation routes are noted and posted in each classroom. In case of a fire, the children will leave the schoolyard and walk quickly to a prearranged location (Nokomis Elementary school). Attendance shall be taken to make sure all children have left the building safely.
- **Tornado Drills** will be practiced during the month of April and May. These drills shall be recorded in the emergency drill chart, with date and time noted.
- **Emergencies/Disaster Planning:** Faithful Beginnings at St. Pascal's Regional Catholic School cooperates with state and local government disaster planning agencies to prepare for or react to emergencies presented by a pandemic outbreak. St. Pascal's is equipped with a battery-operated radio, a weather radio, emergency lighting, and flashlights. Staff will act based upon the instructions from weather reports. If necessary, the school will close early during bad weather or any other emergency situation. No children will ever be left unattended. A message will be left on our voice mail indicating details of such a situation. The teachers will remain calm, leading the children in songs, stories, or quiet activities. The children will be informed as to why they have left their classroom and what steps are being taken to ensure their safety.

**Safety:** Children shall always be under the supervision of a staff member. When leaving the school grounds, a staff member shall always supervise the group. Children on school field trips may wear a school T-shirts. The group shall periodically be counted.

If a child is missing or lost the following procedures shall be followed:

- Staff shall be immediately notified.
- The staff shall divide into teams and search all areas in the building and in the schoolyard.
- "911" shall be contacted.
- The parents shall be notified of the missing child.
- A teacher or teachers shall remain with the other children, informing them of the problem and keeping them calm.

Opportunities to educate the children in the importance of safety, remaining with the group, and what to do when one becomes lost, shall be provided as part of the curriculum.

## **AIR QUALITY AND EXTREME TEMPERATURES**

**Outdoor Extreme Temperatures:** Faithful Beginnings at St. Pascal's Regional Catholic School children will not go outside when the wind-chill or temperature are 10 degrees or lower in the winter. Children will not go outside when the heat index is over 100 degrees in the summer. Children are required to have appropriate clothing for outdoor play. This includes access to boots, a hat, pair of mittens or similar, a jacket with an operating zipper, and snow pants in the winter.

### **Air Quality (Outdoors)**

Faithful Beginnings at St. Pascal's Regional Catholic School will use the Air Quality Index for the Twin Cities to determine the air quality. A measure called the Air Quality Index (AQI) rates daily air quality on a scale from 0 (cleanest) to 500 (most polluted). The MN Pollution Control Agency issues a Smog Alert whenever

the AQI is predicted to exceed 100. These forecasts predict which pollutants are likely to be high the following day, enabling us to plan for indoor activities. When the air quality is: RED, 151-200, the air is unhealthy for everyone. When the air quality is deemed “unhealthy,” children will not be permitted outside.

### **Indoor Air, Lead and Asbestos**

Faithful Beginnings at St. Pascal’s Regional Catholic School protects children and adults from the environmental hazard of poor indoor air quality, lead poisoning, and asbestos contamination by contacting the Minnesota Department of Health’s Environmental Health Division when/if there is an issue with the indoor air quality at St. Pascal Regional Catholic Early Learning Center. The MDH Environmental Health Division will inspect and monitor our site if needed. Their website is [www.health.state.mn.us.divs.eh](http://www.health.state.mn.us.divs.eh), and the contact information is listed below:

Indoor Air Quality	651-201-4601 or 1-800-789-9050	<a href="mailto:health.indoorair@state.mn.us">health.indoorair@state.mn.us</a>
Lead Poisoning Prevention	651-201-4620	<a href="mailto:health.asbestos-lead@state.mn.us">health.asbestos-lead@state.mn.us</a>
Asbestos	651-201-4620	<a href="mailto:health.asbestos-lead@state.mn.us">health.asbestos-lead@state.mn.us</a>

### **GREETING, ARRIVAL AND DEPARTING**

Drop-off and pick-up times carry a risk for under-supervision or confusion about supervision. Therefore we ask the following:

**Program Schedule:** Please be aware of the time your child’s program starts and ends. Children who are tardy or leave early will miss out on directions and activities, and it is important for all children to feel that they are part of the program. We recognize there is a need for exceptions, such as when children have appointments.

**Greeting:** Please set a positive tone about school even if your child does not appear happy about coming to school! All children will be greeted while in the presence of a caregiver, and their presence and arrival time will be documented on the sign-in sheet. It is the parent’s/guardian’s responsibility to sign in/out your child each day. All students need to have the time recorded on the sign in sheet when they arrive and depart. Children are not permitted to “sign-in” themselves. Parents or caregivers must accompany children into the building, and children are considered the responsibility of the parent until the greeting is accomplished.

**Departure:** The Early Learning Center closes promptly at 2:30 PM. Once a parent has arrived to pick up their child(ren), parents assume responsibility after greeting their child(ren). A parent or alternative pick up person needs to be seen by the caregiver. Full day children should be signed out to the minute on the appropriate clipboard. Alternative pick up persons should always be prepared to show government issued photo identification.

**Alternate Pick Up:** When other people (including alternates on the Contact Information form) come to pick up your child: Parents **must** complete the Emergency Contact section located on the Contact Information Form. Parents then had in the completed, signed form. In addition, please remind the person who will be picking up your child(ren) that a staff person will ask to see their government issued photo identification the first couple of times they are picking your child up. If the Emergency Contact Section is not completed, a parent must call the center to inform the teacher and director of the person who is picking up their child that particular day. If you would like to call and verify alternate pick up information with you, just let us know.

**Unauthorized Pick Up of a Child:** If someone new comes to pick up a child and there is no completed Contact Information form nor a message from the parent stating an alternate is picking up that particular day, the following procedures shall be followed:

- 1. The individual shall be escorted to the Director's office.
- 2. Identification of the individual will be requested.
- 3. The parents of the child shall be contacted by telephone.

**Denial of Release:** If an individual comes to pick up a child and s/he is either showing abusive behavior or appears to be incapacitated; the staff members may not release the child. If necessary, police may be notified. If a parent cannot be reached to confirm that there should be an alternate pick up person, release of the child will be denied.

**Status Change:** All court orders (legal copies are required), "Alternate Pick up Forms", and information on children's release shall be given to your child's teacher. That information, should you request it, may be transferred to your child's personal file. All information on the emergency and authorization card, and in your child's file must be kept current. It is the parent's responsibility to inform the office of changes such as:

- Home phone and address of parent(s)
- Work place and phone number of parent(s)
- Name of child's physician, address, and phone number
- Persons authorized to pick up your child and their phone number
- Immunization updates

## HEALTH AND ILLNESS

### Hand-washing

Hand washing is the single most important way to reduce the spread of infections. Children will be taught proper hand-washing techniques. Additionally, step-by-step photos are posted near most sinks to remind children of the proper techniques. The following describes proper hand-washing techniques: Rubbing hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a single-use towel, and avoiding touching the faucet with just-washed hands. Staff must also monitor children for proper hand-washing techniques. Staff, parents, volunteers and children are expected to wash hands and assist children who require assistance with washing hands during the following circumstances.

Your child will be asked to wash their hands during the following circumstances:

- Upon arrival to the center and entering the classroom
- After using the toilet
- After wiping their nose, coughing or sneezing
- After handling animals or pets
- Before and after eating or handling food
- After playing outside
- After moving from one location to another
- Before and after using the moist items (play dough or similar)
- After water play with 2 or more children
- Additionally staff members will be required to wash during the following circumstances: before and after feeding a child or assisting with food, before and after administering medication; after assisting a child with toileting; and after handling garbage or cleaning.
- Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any required hand-washing situation listed above.
- Staff wear gloves when contamination with blood or body fluids may occur.

**Parents should keep their child at home and notify us whenever the child is ill.** Parents should call or email the teacher by 7:30 AM when your child is staying home for any reason, including illness. Please record the following information:

- 1. Your name
- 2. Your child's name
- 3. The illness they have contracted
- 4. When the illness began

**Please review the "General Disease Exclusion Guidelines for Child Care"** chart found in the back of the Parent Handbook. If your child has been exposed to or contracted a contagious disease, please inform the Director within 24 hours for the protection of all the children. If this condition is contagious, a posted note will notify other parents. That specifies the illness, program the child attends, and the onset of symptoms. Be sure to inform the director or your child's teacher when:

- Immunizations are given
- Allergies are discovered
- Food restrictions are required
- Medications are prescribed
- A screening or test is deemed "abnormal"

If an ill child is brought to school, the parent will be advised that their child must be taken home. *A child sent home for illness cannot return to Faithful Beginnings at St Pascal Regional Catholic School for a minimum of 24 hours.* Children must be fever-free without the use of fever-reducing medication for 24 hours.

**If your child becomes ill at St. Pascal Regional Catholic Early Learning Center,** he/she will be isolated, comforted and attended to with care. The parent or specified emergency care person will be contacted and asked to take the child home within one hour of notification. We will call the primary contacts in the order of preference. We will leave voice mail messages, and email. We ask you to respond right away to acknowledge that you have received the information and to let us know the care arrangements.

**In the event of an emergency or an injury** (requiring medical attention), we will attempt to notify either parents or a contact person and it becomes their responsibility to seek appropriate medical care. If immediate medical attention is needed, the staff will contact the parent. Local paramedic units will be called if necessary to take your child to the appropriate hospital. Faithful Beginnings at St Pascal Regional Catholic School reserves the right to contact "911" prior to contacting parents, should St. Pascal Regional Catholic Early Learning Center deem the situation serious.

**Smoking, firearms and other significant hazards that pose a risk to children and adults are not allowed.** Law Enforcement Personnel who are required to carry a firearm are an exception.

### **SPECIAL CARE PLANS**

Children who require special care plans may be accepted to Faithful Beginnings at St Pascal Regional Catholic School. These plans include but are not limited to: severe allergies, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support. Parents and Legal Guardians are responsible for alerting the director to the need for a special care plan. Special care plans are available from the office. They must be completed in conjunction with you, your child's physician, and Faithful Beginnings at St Pascal Regional Catholic School. They must be completed before admission.. If it is deemed that we cannot perform the necessary tasks required, the needs regularly compromise other students' care or is out of the scope of training of staff

members, efforts will be made to maintain enrollment of the child by asking parents, legal guardians or other trained professionals to assist with the child's needs. Faithful Beginnings at St Pascal Regional Catholic School will not be responsible for any fees associated with obtaining other trained professionals.

## **ADMINISTRATION OF MEDICATION**

Medication may be given out if the parent(s) follow these procedures:

- **Medication Permission:** Faithful Beginnings at St Pascal Regional Catholic School requires written permission from the child's parent before administering medicine, and medicine products (including but not limited to products such as lotions, sunscreen, insect repellants, and lip balm). Over-the-counter medicine and medicine products must be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist. Medication Permission forms take a few minutes to complete so please plan accordingly.
- **Prescription Medication:** Faithful Beginnings at St Pascal Regional Catholic School must receive and follow written instructions from a licensed physician or dentist before administering each prescription medicine. Medicine with the child's name and current prescription information on the label constitutes instruction. All medicine must be kept in its *original container and have a legible label stating the child's first and last name*. The medicine must not be given after an expiration date on the label, and any unused portion must either be returned to the child's parent or destroyed. Faithful Beginnings at St Pascal Regional Catholic School must ensure that the administration of medicine is recorded. Parents are to give as many doses at home as possible.

## **FIELD EXCURSIONS and SPECIAL EVENTS**

- A number of field trips, special events and guests will be scheduled throughout the year. Parents are required to sign a "Permission Slip" for each occasion and/or a general slip for regularly planned trips. These permission forms will be made available to you through the children's file system. General permission forms are available on our website as well.
- Parent volunteers are encouraged to attend field trips and to offer assistance with special events upon the completion of VIRTUS Training. We ask that parent volunteers do not bring additional children on the field trip.
- Additional money may be required.

## **MEALS/SNACKS**

Faithful Beginnings at St Pascal Regional Catholic School provides nutritional meals and snacks at regular times. We say a prayer before meals and snacks.

**Snacks:** Morning and afternoon snacks are served. Snacks are served with milk (all snacks/milk provided)

**Lunch from home:** The state provided regulations regarding lunch dictate that lunches must include:

- A source of protein
- A bread or grain
- Two separate servings of either fruits or vegetables
- Milk (available for purchase)
- Please don't send pop or water bottles.
- Please make us aware if your child has any special dietary needs and/or allergies.
- We do not have a refrigerator to store cold lunches. Please include a cold pack for perishable items.



- Lunches must be sent in labeled lunch boxes or bags.
- Food should be sent in ready-to-serve containers.
- Please cut your child's food to the appropriate size.
- Uneaten food will be sent home.
- **Lunch from school:** Hot lunch is available for an additional fee through St. Pascal's hot lunch program during the regular school days. You must *pre-pay* and pre-order meals.

**Nut-Free:** Due to food allergies, St. Pascal Regional Catholic Early Learning Center is a nut-free center. This includes peanuts and tree-nuts. Below are options that are tree-nut free. Tree nuts are: almonds, walnuts, peanuts, pistachio, pecans, cashews, macadamia, pine nuts, hazelnuts, Brazil nuts, hickory nuts, chestnuts and coconut.

**Birthdays:** Your child's birthday will be a special occasion. You may provide store bought edible treats that your child may give to their classmates.

**Free and Reduced Lunch Program:** Your children may qualify for free or reduced price meals. A new application must be submitted each year. Applications will be given to all families before the current school year.

### **GRIEVANCE POLICY**

Faithful Beginnings at St Pascal Regional Catholic School aims to be a good "fit" for your child and family. We recognize that there are times that we are not going to be compatible, for a variety of reasons. During the first 6 weeks of enrollment, termination of services by either Faithful Beginnings at St Pascal Regional Catholic School or the parents may occur without a two-week notice. Full payment for all services rendered will be expected upon termination.

**Informal:** Any parent or volunteer who has a grievance may bring it to the Director's attention orally. The person may discuss the grievance with the Director in an attempt to reach a satisfactory resolution. The Director will investigate the grievance.

**Formal:** To initiate a formal grievance, the grievance must be put in writing along with the facts upon which it is based, and submitted to the Director. The Director will investigate the grievance and will respond, either orally or in writing, within ten days of receiving the formal grievance.

### **CONFLICT OF INTEREST**

Faithful Beginnings at St Pascal Regional Catholic School does not endorse staff members performing childcare services on their own time for any of the registered at our facility. To do so may present a conflict of interest. A conflict of interest exists whenever a situation arises which presents, or appears to present, the possibility of personal benefit which could interfere with independent exercise of judgment in the best interest of Faithful Beginnings at St Pascal Regional Catholic School and all of its students. Faithful Beginnings at St Pascal Regional Catholic School has no liability whatsoever for incidents that may occur as a result of private day care arrangements made between you and an employee for non-program child care services.

### **BEHAVIOR GUIDANCE**

Our behavior guidance policies and procedures are as follows. The specific goals for meeting the following objectives are available for parental review in the program plan.

Our goal is to support children and their ever-developing autonomy. We will encourage them to make sensible choices, use their developing coordination to achieve tasks, and encourage them to add to their skill set. Demonstration, picture cues, regular encouragement and predictable routines will take precedence over providing immediate assistance. Assistance will be provided after it is determined that the child does not possess any part of the necessary skill needed to complete a task or make a decision.

- Children should be presented with positive models of acceptable behavior. Staff actions and interactions set the tone, through their actions, body language, and voice level.
- Behavior Guidance standards need to be developed based upon the developmental needs of the children in attendance.
- Redirection and constructive solutions should be the techniques used by the teaching staff.
- Children should be taught how to use acceptable alternatives to “problematic or negative” behavior in an effort to reduce conflict.
- All children and staff members shall be protected and provided a safe and secure environment.
- It is important that the children clearly understand their boundaries, through introducing rules that are age-appropriate and in the best interest of the total community.
- When a child tests the rules, staff members should immediately remind him/her of the ground rules and use the assistance of those children involved in the incident to reinforce the ground rules.
- Our staff practices “1-2-3 Magic.” The 1-2-3 Magic programs offer effective classroom discipline techniques for pre-K through eighth grade. Teachers and parents have been using 1-2-3 Magic for years. The program helps encourage good behavior, manage difficult behavior, and strengthen our relationships with our students.
- The rights of the individual child and staff member must be respected.

**Consequences** for unacceptable behavior shall be handled in the following way:

- The teacher must first respect and protect the rights of the child(ren).
- Work toward the restoration of order without the loss of a child’s self-esteem.
- Help the child(ren) to understand the problem.
- Redirect the child(ren) to other activity areas, or to a specific area.
- Whenever possible, natural consequences should follow the misbehavior. When this is not possible, logical consequences should be used.
- Children should be encouraged to verbalize their feelings (rather than demonstrate them physically).
- Situations of misbehavior should be used as a learning experience for all involved.

**Persistent unacceptable behavior:** If a child’s behavior is consistently unacceptable and or dangerous to other people, the Early Learning Center staff will do the following:

- The child’s name, age, date, description of behavior, time, duration and the response to behavior will be documented.
- The behavior will be documented for 3 class periods.
- Faithful Beginnings at St Pascal Regional Catholic School is responsible for the well being of all children in a large group setting. With this in mind, we will call for timely parent-teacher conferences when one child requires more attention than is feasible.
- The parent(s) of the child shall be called in for a conference to discuss this plan and to enlist their cooperation and input.
- The teaching team and the parent will develop a plan to address the unacceptable behavior.
- When necessary the staff will contact or recommend that the parents contact outside professionals appropriate for input, evaluation and guidance.

- As a last resort, children who are repeatedly physically abusive toward other children or staff may be asked to leave the program.

### **Prohibited Actions**

- Children shall not be subjected to any form of corporal punishment.
- Children shall not be subjected to any form of emotional abuse.
- The withholding of food, clothing, or medical care shall not be used as punishment.
- No physical restraints shall be used on a child, except to gently remove a child from a compromising situation.
- No mechanical restraints of any kind shall be used on a child.
- Children shall not be subjected to threats or derogatory remarks.
- Following Actions are prohibited
- Subjection of a child to corporal punishment, which includes but is not limited to:
  - Rough Handling
  - Shoving
  - Hair pulling
  - Ear pulling
  - Shaking
  - Slapping
  - Kicking
  - Biting
  - Pinching
  - Hitting
  - Spanking
- Subjection of a child to emotional stress, which includes but it 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 from the Group**

A child may only be separated from the group when 3 chances to redirect behavior have proven to be ineffective, and a child should only be separated from the group when his/her behavior is a cause of concern to the safety of self or to the other children. When separated from the group, the child must remain in an area of the room where his/her physical presence can be seen and heard by the teaching staff. Typically children return to the group after 3-4 minutes. When an unruly child has been removed from the group, he/she may return to a group when his/her behavior has been brought under control and the child is no longer a threat to either self or their classmates. The child shall be returned to the group at the earliest possible opportunity.

### **Separation Report**

All separations must be noted on a daily log. Information is to include the child's name, staff person's name, time, date and information indicating what less-intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well-being of the child or children in the program. If a child is separated three times or more in one day, the child's parent shall be notified and notation of the parent notification shall be indicated on the daily log. If a child is separated five times or more in a week time period, or eight times or more in a two-week period, the same procedure shall be

followed.

## CLOTHING

Your child should wear comfortable, durable clothing that is easily removable in the bathroom. Please remember that Faithful Beginnings at St Pascal Regional Catholic School provides outdoor play and art activities daily and that clothes may become stained during the day. Although our staff will take precautions to avoid damage to clothing, Faithful Beginnings at St Pascal Regional Catholic School will not be responsible for damaged clothing. Children must be equipped every day with a complete set of outdoor clothing: snow pants, jacket, scarf, hat, mittens and boots. In spring, we ask that you continue to bring boots. All clothing, shoes, and boots are to be labeled and kept in the child's locker. *Please clearly label all of your child's belongings.* **All children will go outside unless the temperature is below 10 degrees, or the wind-chill is below 10 degrees.**

- Any child who is well enough to attend school is considered well enough to participate in normal outside activities.
- Children have the opportunity to play in the shade. When in the sun, they need to wear sun-protective clothing, have applied sunscreen, or both. Applied skin protection will be either sunscreen or sun block with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin. **We ask that you apply sunscreen prior to arrival at SPCLC. If a parent wishes for reapplication, you must send sunscreen (that follows the above criteria) in a bag labeled with your child's name.** This will be stored in a locked cabinet. It will be reapplied as necessary, according to the manufacturer's instructions.
- An extra set of clothes is required. Please be sure to include socks and underwear in the extra set of clothing.

## PARENTAL LEGAL MATTERS

Any legal documents that pertain to your child must be in our possession. Verbally communicated changes must be accompanied by a formal court document. We can only honor legal documents in our possession. Faithful Beginnings at St Pascal Regional Catholic School never wants to be in the middle of parental situations. While it is good information for your child's teacher and/or the director of the program to be informed of major family changes, disruptions, or major stresses, we do not need nor want to be privy to delicate information that does not pertain to the well-being of your child. All personal matters should be discussed privately with your child's teacher, and/or the program director. These discussions should take place away from all children and other parents.

## NAPS AND REST

Naps are provided for children who attend full day Early Learning Center.

- No child will be left on his/her cot if he/she has not gone to sleep within 30 minutes.
- Children are not required to sleep.
- 

**Necessities:** Children who are involved in the rest period may have a blanket brought from home. These supplies will be kept at St. Pascal Regional Catholic Early Learning Center and sent home every week for washing. Be sure your child's name is on the blanket and pillow.

## TOUCHING

Following is the nature and type of routine physical contact that children will experience while at Faithful Beginnings at St Pascal Regional Catholic School. It is our belief that children require physical contact for

their care and healthy development. The contact can be described in three ways:

**Nurturing:** This includes hugs,, hand holding, carrying, cuddling and back rubbing. This type of contact is never made against the expressed wishes of children.

**Safety and Guidance:** This includes restraining children from harmful situations, separating conflicting children, guiding children by gently leading or propelling them, administering first aid to injuries.

**Hygiene:** This includes face and hand washing, assisting with toileting, examining rashes or unusual marks, nose blowing and assisting or conducting necessary clothing changes.

Both in accordance with law and rule, and in accordance with our own beliefs, no child will be subject to corporal punishment, or punishment administered through physical overpowering of a child.

## **PESTS**

Faithful Beginnings at St Pascal Regional Catholic School maintains our facilities so they are free from harmful animals, insects/pests, and poisonous plants. We practice Integrated Pest Management. Information about the prevention of pests is located in the office.

## **VISITING PROCEDURES**

**VIRTUS Training:** Before a parent may volunteer, VIRTUS Training must be completed. Our PROTECTING GOD'S CHILDREN program for adults is an awareness session that instructs adults that interact with children that to protect children you must have continuous awareness and vigilance. Please register at [www.virtusonline.org](http://www.virtusonline.org). For a list of local sessions, select the St. Paul and Minneapolis Diocese.

**Open-Door Policy:** Faithful Beginnings at St Pascal Regional Catholic School has a parent open-door policy. All parents of children are welcome to visit and participate at their convenience. To ensure fairness among all parents who want to participate, there may be a schedule. In these circumstances, we ask that additional representatives from a child's family do not attend unless it is a scheduled volunteer day. Please speak with the director if you have questions about this policy.

## **CHILD PROTECTION AND CONCERN**

Children need a safe, nurturing environment that will assist them to grow, learn and feel loved by their caretakers. In order to grow and learn, children's minimum needs must be met: good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulation, appropriate discipline, love and a feeling of self-worth. When these needs are not met, a child cannot grow and learn as easily. Faithful Beginnings at St Pascal Regional Catholic School expresses a commitment to provide an environment that encourages the child's growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to identify your concern to the Director. Should you have difficulty in providing for your child's emotional or physical needs, you are encouraged to ask for help. Our staff can help you find a community resource that can offer assistance. A 24-hour community resource that can help you when you find that you are experiencing more stress than you can handle is Parents Anonymous: 651-770-0777.

If you feel that your child's needs are consistently not being met, our staff will work with you to identify your child's needs and to assist you in meeting those needs. If you are temporarily unable or unwilling to meet your child's minimal needs, as described above, our staff is mandated by Minnesota State Law to file a report with Child Protection. It then becomes a role of the Child Protection Unit to work with your family to insure that your child's needs are being met.

Faithful Beginnings at St Pascal Regional Catholic School **follows the policy of Child Protection** requiring parents to take all young children out of the car when picking up a child at school. If a parent does not follow this policy, it becomes the responsibility of Faithful Beginnings at St Pascal Regional Catholic School to report that parent to Child Protection.

We are licensed by the Department of Human Services (DHS), a Division of Licensing (651-431-6500).

### **MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS -Provided in accordance with MN Law**

#### **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.

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.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or the community should be made to the local county social services agency.

Ramsey County 651-431-6600

Washington County 651-430-6457 or

St. Paul Police 651-291-1111 (non-emergency)

#### **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 MN Dept. 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 Director will complete the internal review. If this individual is involved in the alleged or suspected maltreatment, the Assistant 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 lapse 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 (MN 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 MN Statutes, section 245A.04, subdivision 14.

### **Retaliation**

Faithful Beginnings at St Pascal Regional Catholic School who report suspicions of child abuse are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious.

### **Accusations of Abuse or Neglect of a Child**

Faithful Beginnings at St Pascal Regional Catholic School employees who have been accused of abusing or neglecting a child enrolled in the school have the right to defend themselves against the allegations. They are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious.

**The mandated reporting policy must be provided to parents of all children at the time of enrollment in the program and is available upon request.**

### **GENERAL EXCLUSION GUIDELINES FOR ILL CHILDREN/STAFF**

Certain symptoms in children may suggest the presence of a communicable disease. Excluding an ill child may decrease the spread of the disease to others in the childcare and school settings. Recommended exclusion varies by the disease or infectious agent. Children with the symptoms listed below should be excluded from the childcare or school setting until symptoms improve; or a healthcare provider has determined that the child can return; or children can participate in routine activities without more staff supervision than usual.

#### **Exclude children with any of the following:**

**Illness:** Unable to participate in routine activities or needs more care than can be provided by the childcare/school staff.

**Fever:** With an elevation of body temperature above normal when accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or is unable to participate in routine activities.

**Axillary (armpit) temperature:** 100 degrees F or higher; Oral temperature: 101 degrees F or higher. Ear temperatures are not recommended because of inconsistent and inaccurate results. Each manufacturer may have different temperature ranges, which makes setting standards difficult. *(Measure temperature before giving fever-reducing medications.)*

**Signs/Symptoms of Possible Severe Illness:** Until a healthcare provider has done an evaluation to rule out severe illness when the child is unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.

**Diarrhea:** Until diarrhea stops or until a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus.

**Vomiting:** Vomiting two or more times in the previous 24 hours, unless determined to be caused by a non-communicable condition and the child is not in danger of dehydration.

**Mouth Sores with Drooling:** Until a medical exam indicates the child may return or until sores have healed.

**Rash with Fever or Behavior Change:** Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.

**Eye Drainage:** When purulent (pus) drainage and/or fever or eye pain is present or a medical exam indicates that a child may return.

**Unusual Color of Skin, Eyes, Stool, or Urine:** Until a medical exam indicates the child does not have hepatitis A. Symptoms of hepatitis A include yellow eyes or skin (jaundice), gray or white stools, or dark (tea or cola-colored) urine.

For specific guidelines for childcare settings, see the Infectious Diseases in the Childcare Settings and School Manual, pg 3-8 (located in the office).



There are specific guidelines for “sick childcare” programs (see Minnesota Department of Human Services licensing rules for those requirements).

For more information, call Hennepin County HSPHD-Epidemiology at (612) 543-5230 or call your local health department.

- Prepared by Hennepin County Human Services and Public Health Department (HSPHD)

## **COMMUNICABLE DISEASE REPORTING**

Good communication among healthcare providers, childcare providers, school health staff, parents/guardians, and the health department can play a major role in preventing the spread of communicable diseases. It is important that parents/guardians let childcare providers and/or school health staff know whenever their children are diagnosed with a communicable disease. Child care providers and school health staff should check with the local or state health department to find out if any special control measures are needed when informed of a child or staff member who has a communicable disease.

### **Minnesota reporting rule**

Many diseases must be reported to the health department. According to Minnesota rule (MCAR 4605.7040 to 4605.7900), 77 specific diseases are reportable. Childcare providers and school health staff are required by the rule to report diseases to the health department. You do not need to worry about privacy issues or confidentiality when you make a report. Healthcare providers, laboratories, and others are also required to report. Some communicable diseases can be very serious, so it is important that you call right away, even if you think that someone else may have already made a report. Check the MDH website for any changes in the disease-reporting rule:

**[www.health.state.mn.us/divs/idepc/dtopics/reportable/rule/index.html](http://www.health.state.mn.us/divs/idepc/dtopics/reportable/rule/index.html)**

### **The following diseases are reportable in Minnesota:**

Amebiasis (*Entamoeba histolytica*), Anaplasmosis, Anthrax, Arboviral disease, Babesiosis, Blastomycosis, Botulism, Brucellosis, Campylobacteriosis, Cat scratch disease, Chancroid, *Chlamydia trachomatis*, Cholera, Coccidioidomycosis, Cryptosporidiosis, Cyclosporiasis, Dengue virus infection, Diphtheria, *Diphyllobothrium latum*, Ehrlichiosis, Encephalitis, *Enterobacter sakazakii*, Enteric *E. coli* infection, Giardiasis, Gonorrhea, *Haemophilus influenzae* disease (all invasive disease), Hantavirus infection, Hemolytic uremic syndrome, Hepatitis (all viral types), Histoplasmosis, Human immunodeficiency virus (HIV), infection, including Acquired Immunodeficiency Syndrome (AIDS), Influenza (unusual case incidence, critical, illness, or laboratory confirmed cases), Kawasaki disease, *Kingella* spp., Legionellosis, Leprosy, Leptospirosis, Listeriosis, Lyme disease, Malaria, Measles, Meningitis (caused by viral agents), Meningococcal disease (*Neisseria meningitidis*), Mumps, Neonatal Sepsis, Orthopox virus, Pertussis, Plague, Poliomyelitis, Psittacosis, Q fever, Rabies, Retrovirus infections (other than HIV), Reye syndrome, Rheumatic fever, Rocky Mountain spotted fever, Rubella and congenital rubella syndrome, Salmonellosis (including typhoid), Severe Acute Respiratory Syndrome (SARS), Shigellosis, Smallpox, *Staphylococcus aureus* (special situations involving vancomycin resistance or death or critical illness in an otherwise healthy individual), Streptococcal disease (invasive disease), Syphilis, Tetanus, Toxic shock syndrome, Toxoplasmosis, Transmissible spongiform encephalopathy, Trichinosis, Tuberculosis, Tularemia, Typhus, Unexplained deaths and unexplained critical illness (possibly due to an infectious cause), Varicella-zoster disease (unusual case incidence or critical illness in either chickenpox or shingles), *Vibrio* spp., Yellow fever, Yersiniosis, Unusual or increased case incidence of any suspect infectious illness is also reportable.

### **Reports from parents/guardians**

Parents/guardians can also help to stop the spread of communicable diseases by telling the childcare provider or school health staff whenever their children are diagnosed with a communicable disease\*.

The childcare provider or school health staff then can watch other children for symptoms, notify all the parents/guardians, and check with the health department to see if anything else needs to be done. The sooner everyone is notified, the faster control measures can be started and the spread of disease can be reduced or stopped.

\*Minnesota Department of Human Services Division of Licensing DHS Rule 3 (Childcare Centers) requires parents/guardians to notify the childcare of a reportable disease within 24 hours.

#### **Reports from staff**

Childcare or school staff who are diagnosed with a reportable disease are responsible for letting the person in charge of the childcare facility or school health office know about the diagnosis.

#### **Reports to local/state health department**

Cases of reportable communicable diseases should be reported to your local health department or to the Minnesota Department of Health. When you call to report a disease, please have the following information ready:

- 1. Name of disease
- 2. Person's name, birth date, address, parent or guardian's name and phone number(s)
- 3. Date of onset of symptoms
- 4. Symptoms the child is experiencing (e.g., cough, diarrhea, vomiting, rash, etc.)
- 5. Healthcare provider's name and phone number
- 6. Immunization dates (depending on the illness)
- 7. The health department staff person taking the report will advise you if you need to take any specific control measures.

#### **Local and state health department disease prevention and control resources in Minnesota**

If you have a communicable disease question, please try to contact your local public health department first. If your local public health department is not listed or not available within a reasonable amount of time, contact the Minnesota Department of Health at 1-(877) 676-5414.

#### **Local Health Departments Telephone**

Saint Paul – Ramsey County (651) 266-1277, Washington County (651) 430-6655

#### **Minnesota Department of Health (MDH) Telephone**

Metro area (651) 201-5414, Toll free (877) 676-5414

Prepared by Hennepin County Human Services and Public Health Department (HSPHD)

#### **Health Consultation Services**

Faithful Beginnings at St Pascal Regional Catholic School contracts with Health Consultants for Child Care, 1210 Morning view Drive, Mounds, MN 55346, (952) 472-3915. The health consultant reviews our health policies and practices annually and certifies that they are adequate to protect the health of children in our care. A copy of the consultant's finding is kept in the director's office.

## **AREA RESOURCE LIST**

### **Domestic Abuse**

Order for Protection: - [Ramsey County Domestic Abuse Intake](#) 651-266-5130

Assistance with filing an Order for Protection (OFP), Telephone to set up an appointment

[Bridges to Safety](#) - Services for victims of Domestic Violence in Ramsey County. 651-266-9901

### **Anger Management Programs**

[Resources for Young Fathers](#) 651-225-8084

[Tubman Family Alliance](#) 612-825-0000

[Children's Home Society and Family Service](#) 651-222-0311

[Twin Cities Men's Center](#) 612-229-3102

### **Crisis Telephone Numbers**

MN Domestic Violence Crisis Line 1- 866-223-1111

[Asian Women United](#) 612-646-8823 or 612-724-8823

[Casa de Esperanza](#) 651-772-1611

[Tubman Family Alliance](#) 651-770-0777

[Saint Paul Domestic Abuse Intervention Project](#) 651-645-2824

Ramsey County Mental Health Crisis 651-266-7900

Suicide Prevention 612-873-2222

### **For Children**

[Ramsey County Child Protection](#) 651-291-6795

[Children's Crisis Response](#) 651-774-7000

### **Ramsey County Shelters**

[Woman of Nations \(Eagles Nest\)](#) 651-222-5836

[Women's Advocates](#) 651-227-8284

### **Counseling and Family Support Programs**

[Wilder Foundation, Children and Family Services](#) 651-280-2310

[Genesis for Families](#) 612-617-0191

[Northwest Youth and Family Services](#) 651-486-3858

[Prevent Child Abuse MN](#) 651-523-0099

[Catholic Charities](#) 651-215-2209 or 612-664-8500

[Children's Home and Family Services](#) 651-222-0311

[Chrysalis](#) 612-871-0118

[Keystone Community Services](#) 651-645-0349

[Family and Children Services](#) 612-339-9101

### **Parenting Classes**

[Children's Home Society and Family Service](#) 651-222-0311

[United Way](#) Telephone 211 or 651-291-0211

[Parenting Kids Through Divorce](#) 612-296-8676

**Child Care Assistance Program for Ramsey County Residents.** If you live in Ramsey County and would like assistance in understanding which Child Care Assistance Program you may be eligible for, call the Intake Screening Line at 651-641-6665. If you don't live in Ramsey County contact your county's human service program.

**Do you have questions? Call your county's program.**

<b>County</b>	<b>Child Care Assistance Program</b>	<b>MFIP, DWP, or Transition Year programs</b>
Hennepin	612-348-5937	612-596-1300
Ramsey	651-641-6665	651-266-4444
Dakota	651-554-5611	651-554-5611
Scott	952-496-8686	952-496-8686
Washington	651-430-6459	651-430-6459
Carver	952-361-1721	952-361-1710
Anoka	763-717-7711	763-717-7730

**Additional information to help understand Child Care Assistance Programs in Minnesota:**

General CCAP Information: [www.dhs.state.mn.us](http://www.dhs.state.mn.us)

Copay and Income Guidelines: <https://edocs.dhs.state.mn.us/lfsrserver/public/DHS-6413-ENG>

CCAP Facts and Figures: <https://edocs.dhs.state.mn.us/lfsrserver/public/DHS-4745-ENG>

Rules and Regulations: [www.revisor.mn.gov/rules/?id=3400](http://www.revisor.mn.gov/rules/?id=3400) and [www.revisor.mn.gov/statutes/?id=119B](http://www.revisor.mn.gov/statutes/?id=119B)

Online Screening Tool for Other Public Assistance Programs (cash, food, health care, and child care):

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

**Speech and Language Concerns**

Associated Speech and Language, Maplewood- 651-773-3208

St. Paul- 651-225-4588

Children's Theraplay 651-773-0354

**Occupational, Physical Therapy**

Children's Theraplay 651-773-0354

**Learning Difficulties/Disability Diagnostics**

Groves Academy, Colee Bean 952-915-4297

**Autism Spectrum Disorder** [www.autismspeaks.org/family-services/tool-kits](http://www.autismspeaks.org/family-services/tool-kits)

**Early Childhood Screening- recommended for all children between 3 ½ - 4 years of age.**

Maplewood, Oakdale, North St. Paul 651-748-7289

St. Paul 651-632-3746

**PRIVACY**

**Data Privacy**

Records concerning your child (enrollment forms, health records, observation records, and written parent – teacher conference reports and all other information about your child) are confidential. Information will only be accessible to you (parent(s) or legal guardians), our Directors, your child's teachers, a person designated by the state licensing department to review our records for licensing purposes, emergency medical services and representatives from the National Academy of Early Childhood Programs during accreditation procedures. Written consent will be obtained prior to sharing information with outside agencies. Files are located in the file cabinet in the director's office, which is locked.

**ACKNOWLEDGEMENT**

The undersigned acknowledges he/she has read this Policy Manual, and understands its contents. Please sign and return with other forms.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date