



**ST. MARY'S**  
CATHOLIC SCHOOL - MORRIS, MN

# BEGIN PROGRAM

for Pre-Kindergarten Students

320-589-1704  
[stmarysmorris.org](http://stmarysmorris.org)

## **Parent/Family Handbook 2020-2021**

Updated Aug. 2021

# General Information

## **HISTORY**

The BEGIN Program began in September, 2015 as a half-day pilot program and will be expanding into a full day program in September, 2016.

## **SCHOOL BOARD**

St. Mary's School has an advisory board that oversees many parts of the school's financial and physical structure. A complete list of board members is available online at <http://stmarysmorris.org/about-us/school-board/> as well as an outline of many of our policies.

## **LOCATION**

The BEGIN Program is part of St. Mary's School located at 311 Colorado Ave, Morris, MN 56267. The main school number is 320-589-1704 and information is available online at [www.stmarysmorris.org](http://www.stmarysmorris.org).

## **ST. MARY'S SCHOOL MISSION STATEMENT**

The mission of St. Mary's School is to provide an environment that promotes the Catholic Faith and Christian values for all. We work with parents, parish family, and the community at large to empower our students to recognize God's presence in their daily lives, strive for academic excellence and become responsible lifelong learners.

The BEGIN Program staff provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child, and a child friendly environment. The BEGIN Program abides by the NAEYC Code of Ethics and Statement of Commitment\*.

\* a copy can be downloaded online at <http://stmarysmorris.com/about-us/school-board/>

## **ST. MARY'S SCHOOL PHILOSOPHY**

St. Mary's School is entrusted by The Church of the Assumption of The Blessed Virgin Mary of Morris to instill in our students the Catholic faith. Through Catholic morals and values St. Mary's School achieves a positive learning atmosphere for the development of the whole person. St. Mary's School expresses the Catholic faith through classes, prayer, liturgical worship and Christian relationships. With up to date curriculum and technology, St. Mary's School provides a differentiated rigorous academic experience for all. Students' responsibility is fostered by promoting positive attitudes, acceptable behaviors, and an admirable work ethic. St. Mary's School provides opportunities to facilitate growth toward a healthy self-image. A strong collaboration between students, parents, teachers, staff, parish and the larger community flourishes at St. Mary's School. This bond promotes the dignity and well-being of each person.

The St. Mary's School Begin Program provides both group and individualized care, which stimulates growth through a balance of self-directed and guided activities. St. Mary's School Begin Program uses a in-house created curriculum. Using this curriculum each child has the opportunity for individual development and exploration offered in environments that stimulate creativity and problem solving. This means that a Preschool Program is built into every day. Children enrolled receive quality preschool services as well as nurturing and loving care all in one setting.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

## **LICENSING**

St. Mary's School Begin Program maintains a current child care license issued by the Minnesota Department of Human Services (651-651-6500) for 10 preschoolers. The BEGIN Program adheres to all state licensing requirements (fire, safety, health, and sanitation regulations).

## **INSURANCE**

St. Mary's School has a comprehensive liability policy in effect to the limits required by the State of Minnesota.

## **AGES SERVED**

Our BEGIN program will serve students 36 months through Kindergarten entry.

**We accept children regardless of race, creed, religious affiliation or economic status**

## **HOURS and DAYS of OPERATION**

St. Mary's School is open week days Monday-Friday 8:00 a.m. to 3:05 p.m.. The BEGIN Program will follow the regular St. Mary's School calendar which can be found online at [2020-2021 School Year Calendar](#)

## **ENROLLMENT POLICY**

When families are ready to register and prior to the child's first day of attendance at The BEGIN Program the following enrollment, health and safety information must be on file at school .

<b>Enrollment information needed before your child starts at school :</b>	<b>In addition to the enrollment information, families will:</b>
<ul style="list-style-type: none"><li>● Registration Form</li><li>● Family and Social Background</li><li>● Immunization record</li><li>● Medication, Photo, and Field Authorization</li><li>● Publicity Release Form</li><li>● Student Emergency Medical Information Form</li><li>● Acceptable Use Agreement</li></ul>	<ul style="list-style-type: none"><li>● Meet their child's teacher</li><li>● Tour the school and classroom</li><li>● Within 30 days, a Health Care Summary form needs to be completed by your child's health care source and turned into school</li></ul>

It is essential that you keep The BEGIN Program up to date whenever there is a change in:

- home or work phone numbers
- address
- medical information including new immunizations
- persons authorized to pick up your child
- attendance schedule

St. Mary's School reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Parents are required to notify us immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

If a parent does not designate a medical and dental source then the following will be used for medical and dental emergency contacts. For medical emergencies we utilize City of Morris and Stevens County (Fire and Medical): **911** and for dental emergencies we utilize Dental Emergency (Dr. Hauger): **(320) 589-4481**

## **PROGRAM PLAN**

A detailed Child-Care Program Plan can be found online at <http://stmarysmorris.com/about-us/school-board/>

The program plan is reviewed annually by a Teacher qualified staff member.

The program plan is designed with the child's individual cultural, social, intellectual, physical, emotional needs based on a manner that is developmentally appropriate for the child (ren). St. Mary's School Begin Program exists to enhance the emotional, social, physical, intellectual, and language development of children and to help them gain confidence and self-esteem while learning to function in a group setting. We believe children learn through a structured environment as well as through play.

Developmentally appropriate activities and materials are planned/available DAILY:

- Language and Literacy
- Large Motor
- Fine Motor
- Music

Developmentally appropriate materials are available DAILY and activities are planned at least WEEKLY:

- Sensory
- Art/Crafts
- Science
- Cognitive

## **GENERAL GUIDELINES FOR DAILY PROGRAM PLAN**

The child care program plan at BEGIN PROGRAM **MUST**:

- Have children supervised at all times: 100% SIGHT AND SOUND
- Provide general educational methods to be used by the program and the religious, political, or philosophical basis, if any;
- Be developed and evaluated in writing annually by Principal
- Promote the physical, intellectual, social, and emotional development of the children in each age category
- Have a posted class schedule for days of operation
- Provide for activities that are both quiet and active, teacher directed and child initiated
- Provide for a variety of activities that require the use of varied equipment and materials

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

- Allow parents to request to view our classroom curriculum

We provide daily access to indoor or outdoor large muscle activities and at least five of the following interest areas:

- Creative arts and crafts
- Cognitive Development: equipment and materials that enhance intellectual development such as problem solving, observation skills, group skills and symbol recognition
- Dramatic Play: equipment such as dress up clothes, large or miniature play sets, figures and small and large building blocks that can be used to design a setting or space that stimulates the child's imagination and encourages role playing and the learning of practical life skills
- Science
- Music
- Manipulative Equipment: means equipment that is designed to enhance fine motor development and coordination, such as peg boards, puzzles, beads and strings, interlocking plastic forms and carpentry materials
- Sensory Stimulation Activities: things that have different shapes, color and textures that stimulate the child's visual and tactile senses. Such as sand, water play dough etc

The frame worked used for these areas is:

- A well-planned program. Each day, the teachers design developmentally appropriate learning experiences to meet the children's needs for their age group. This includes opportunities for creative art, music, science, nutrition, language arts, dramatic play, cognitive (knowledge) development, large and small muscle development, outdoor exploration and play. The staff recognizes and respects the unique differences of the families we serve.
- We use The Creative Curriculum, which reflects developmentally appropriate activities based on the children's individual goals and interests.
- Teachers develop lesson plans based on the interests and needs of their group of children. Every child is monitored for progress in the areas of physical, social and emotional, cognitive, and language development.
- St. Mary's School Begin Program recognizes and respect the unique differences of the families served, which is reflected in curriculum. St. Mary's School Begin Program strives to present activities that are multicultural, gender fair, and disability sensitive. There are fun events and celebrations presented in the curriculum.

St. Mary's School Begin Program provides daily access to interest areas with the equipment and materials needed to carry out the activities specified below.

Lead Teachers are responsible to rearrange and change toys around in their classrooms at least once a month. Some children are here every day for long hours and it is important to keep the environment stimulating and interesting.

There is an annual review for the Program Plan but is continually being reviewed for areas of improvement.

### **WHAT TO BRING TO SCHOOL**

These should all be marked with the child's first and last name:

- Water bottle with name (these are helpful on field trips)
- Nap time blanket to be kept here but should be taken home weekly for washing or as needed.
- Extra set of clothing, these will be kept in the child's individual cubby
- Winter weather clothing (during winter season)

### **TUITION POLICY**

St. Mary's School offers an extremely flexible tuition payment plan. Families can pay their tuition whenever they are able to. We ask that all tuition be paid by May of the school year.

Parents can login to their account online at [stmarysmorris.org](http://stmarysmorris.org)

### **CONFIDENTIALITY**

Information regarding your child and family is kept private. Staff members have been trained in confidentiality and can be expected to keep information about your child private. Written information about your child and family is kept in a locked file with access available only to center leadership. Information from your child's file is shared outside of The BEGIN Program only with your written permission. By signing the enrollment form you will allow us to utilize your child's name in their classroom for the following items:

- Field Trip Authorization Forms will list your child's FIRST and LAST NAME
- Photo Authorization Forms will list your child's FIRST and LAST NAME
- Art work displayed in class may list your child's FIRST NAME
- Help chart and name writing aide will list your child's FIRST NAME
- Child's assigned cubby will list your child's FIRST NAME
- Class Activities using the children's name will list your child's FIRST NAME

Other than the items listed above the only time your child's information is shared is when your child is entering kindergarten we will share assessment information with the local school district. You will acknowledge this by signing the Enrollment Forms.

### **MEALS**

Students will have 1 morning snack time, 1 lunch time. Milk is served to students at morning snack and lunch. Pre-K students are served 1% milk unless otherwise directed by a parent.

### **PARENTS RIGHT TO IMMEDIATE ACCESS POLICY**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care, as provided by law. Parents of enrolled children may visit the center any time during the hours of operation.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with both parents shall be afforded equal access to their child as stipulated by law. St. Mary's School Begin Program cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, we suggest that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Principal, and are allowed in the child care facility only at the discretion of the Center Principal. An employee will accompany visitors at all times, throughout the center.

### **COURT ORDERS EFFECTING ENROLLED CHILDREN**

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) St. Mary's School Begin Program must be provided with a Certified Copy of the most recent order and all amendments thereto.

The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file administration, both parents shall be afforded equal access to their child as stipulated by law. St. Mary's School Begin Program cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, we suggest that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed. Once presented with a Protection from Abuse Order or a Restraining Order, it is obligated to follow the order for the entire period it is in effect.

Employees cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. We will report any violations of these orders to the court.

### **MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of St. Mary's School Begin Program are considered mandated reporters, under this law. The employees are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

All BEGIN PROGRAM staff members are mandated reporters and the phone numbers needed in order to complete this are found in each classroom post near the phones. St. Mary's School Begin Program wants to ensure the safety of the children in our care even when not in our care. The following policies pertain that are set forth by the State of Minnesota:

### **Who Must Report**

All staff of the St. Mary's School Begin Program is legally required and mandated to report suspected child abuse or neglect. 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. This reporting responsibility cannot be shifted to a supervisor or the management of BEGIN PROGRAM.

### **Where to Report**

- If a staff member suspects that a child is in immediate danger, call 911.
- All reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to:

Stevens County Human Services: 320-208-6600 and/or Stevens County Sheriff/Morris Police Department: 320-208-6500

All reports concerning suspected abuse or neglect of children occurring within the St. Mary's School Begin Program, call:

Department of Human Service Licensing Division's Maltreatment Intake: 651-431-6600

If the report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern BEGIN PROGRAM, call:

Department of Human Services, Licensing Division: 651-431-6500

### **What to Report**

The definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and are listed at the end of this policy.

Reports include the name of the child and the factual information that the reporter has seen or has been told to them. Include the nature and extent of the maltreatment/or possible licensing violation.

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.

### **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 provision regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

### **Failure to Report**

A mandated reporter who knows or has reason to believe a child is or has been neglected or abused and 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 MN Department of Human Services, the MN Department of Health and unlicensed Personal Care Provider Organizations.

### **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 Program Principal or designee. If this individual is involved in the alleged or suspected maltreatment, Principal Chairmen or designee 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

Both parents and staff served by or employed by St. Mary's School Begin Program will receive this reporting policy at enrollment or employment at BEGIN PROGRAM. All parents and staff will receive an annually updated copy of this policy and thereafter new staff and new families will receive the policy at employment or enrollment with BEGIN PROGRAM.

## **PARENT CODE OF CONDUCT**

We require the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees but is the responsibility of each and every parent or adult who enters school . Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent

Code of Conduct will not be permitted on agency property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding disenrollment of the child when a parent is prohibited from accessing agency property.

1. **SWEARING/CURSING:** No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.
2. **THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH THE ST. MARY'S BEGIN PROGRAM:** Threats of any kind will not be tolerated. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance.
3. **PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT ST. MARY'S SCHOOL:** While we do not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Principal . Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will

address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Principal are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting school .

4. **SMOKING:** For the health of all employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Morris Area Child Care Center. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.
5. **VIOLATIONS OF THE SAFETY POLICY:** Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees and children. Please be particularly mindful of St. Mary's School entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into school . Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Principal .
6. **CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES:** While it is understood that parents will not always agree with the employees or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.
7. **VIOLATIONS OF THE CONFIDENTIALITY POLICY:** We take very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy

## **WITHDRAWAL**

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Principal. A withdrawn child and his/her parents are required to call and request an appointment with the Principal if they wish to return to agency property following the last day of enrollment. Appointments are made at the discretion of the Principal and are not a right of the withdrawn child or parent.

## **ARRIVAL PROCEDURES**

Parents/Guardians should bring their children to the main door for the Pre-Kindergarten program where the teacher will meet you at 8:15am.

Parents are required to notify the child's teacher or Principal of any special instructions or needs for the child's day. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

## **NOTIFICATION OF ABSENCE**

Parents are required to inform school by 8:45am if a child will not be at school or will be running late on a scheduled day. This will enable the school to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the main office not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the principal, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. We will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

## **DEPARTURE**

The school day ends at 3:05pm. If you are planning to pick up your child from school at 3:05pm, you will meet your child and his/her teacher at their assigned dismissal door. Children who are staying for our after-school program will be brought to that program by the classroom teacher.

### **Check out Procedure for After-School Program**

1. Sign your child out on the Sign-Out sheet.
2. Accompany your child to his/her cubby to collect his belongings.

Only a parent/guardian or an authorized adult (16 years of age or older), as listed on your enrollment form may pick up your child. Changes to your enrollment form can easily be made, but they must be

in writing. If you call in by telephone to inform school that another person is picking up your child, identify yourself and your child. Person(s) picking up your child will need to provide a picture ID.

### **RELEASING CHILD AND IMPAIRED PARENT**

St. Mary's School must maintain safety of enrolled children in the event that the person who comes to pick up the child will not provide safe care and/or transportation. If a staff member is not sure of the identity of the person who is there to pick up the child the parent or guardian must provide identification and the staff member MUST verify they are listed on the "*People Authorized to Pick Up List*" found on the Enrollment Form which can be found in the classroom binder or in the first aid kit in each room.

1. If an unauthorized person attempts to pick up a child, the staff at THE BEGIN PROGRAM must not send the child with him/her. Parent/guardian or emergency contact person must be notified and before the child is released, written verification from the parent/guardian authorizing the pick up must be obtained (this can be done with email or text upon exception).
2. If a person who is incapacitated attempts to pick up a child, the staff at THE BEGIN PROGRAM must not send the child with him/her. Parent/guardian or emergency contact person must be notified and proper authorities or medical personnel must be called to assist the incapacitated person.
3. If a person who is suspected of abuse attempts to pick up a child, the child protection worker and/or law officials must be notified immediately. Depending on the situation, the child must not be sent with the suspected abuser and the child's parent/guardian or emergency contact person must also be notified immediately.
4. If no one comes to pick up a child, the staff must attempt to reach the parent/guardian and emergency contact persons. If the staff is unable to reach any of those contacts, the Principal must be notified immediately. The staff is to remain at school until the program Director can come and take over. The Principal must notify appropriate authorities of the situation.

The staff will take the following action in the situations above to:

1. Prevent for the unauthorized or incapacitated person as long as they can protect themselves and the remaining children in the classroom
2. If the person will allow for other arrangements to be made for the care of the child or authorization then the staff member will call authorized emergency contacts to do so.
3. If the person will NOT allow for other arrangements to be made for care of the child or authorization than the staff member will notify the authorities (via 911) and emergency contacts in that order

## **EMERGENCY AND AUTHORIZED PICK-UP CONTACTS**

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child. In an emergency situation the child's parents will be called first. If they can not be reached staff will call the persons listed on this form until someone can be reached.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

The persons on the Emergency/Alternate pick-up form will be required to provide Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule. All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

We reserve the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

## **EMERGENCY AND INCLEMENT WEATHER CLOSING INFORMATION EMERGENCY**

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by checking School closing announcements will be reported on KKOK (95.7 FM) and KMRS (1230 AM). We will also post an announcement on our Facebook page, website and through our automated calling system.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

## **EMERGENCY PROCEDURES**

St. Mary's School keeps a list of emergency procedures for tornado, extreme weather, lock-down, etc. available in the main office.

## **Daily Program**

### **TEACHERS, ASSISTANT TEACHERS AND TEACHERS AIDES**

St. Mary's School has a wonderful group of teachers hired because of their genuine love for children and willingness to commit to enriching the lives of the children for whom they care.

Each has a qualified educational background as identified by the MN Department of Human Services state guidelines.

- Additionally they participate in continuous program of in-service education to keep them current in early childhood best practices. Each full time teacher is required to participate in over 20 hours of training each year.
- All personnel at St. Mary's School must successfully pass a criminal background check.

Teachers and Assistant Teachers

- St. Mary's School Teachers and Assistant Teachers participate in First Aid and CPR certification.

### **CURRICULUM**

The BEGIN Program has created a comprehensive curriculum that is available for download on our website at [begin.stmarysmorris.com](http://begin.stmarysmorris.com)

### **ASSESSMENT AND KINDERGARTEN READINESS**

Our Pre-K teacher will assess students throughout the year to check on kindergarten readiness.

### **STAFF TO CHILD RATIOS**

The BEGIN Program will have no more than 10 children at a time with one teacher or 20 if there are two teachers present.

## **DAILY SCHEDULE**

Daily Schedule is as follows: (THE BEGIN PROGRAM is respectful to parent wishes and individual child need)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15	First Bell & Unpack				
8:30	Attendance & Circle Time				
8:45	Letter of the Week				
9:00	Free Play 9:00-9:45				
10:00	Recess 10:00-10:15				
10:30	Snack				
11:00	Spanish	Music	Sensory Play	Spanish	Music 11:15-11:35
11:30	Letter of the Week Cont.				
11:45	Theme				
12:10-12:40	Lunch				
12:45-1:00	Read Aloud/Rest Time				
1:00-1:45					
2:00	Quiet Time/Centers				
2:30	Religion	Religion	Outside	Religion	Religion
3:05	Dismissal				
Afterschool					

Preschool classroom is equipped with activity material including but not limited to:

- bulletin board display space at child's eye level
- partially enclosed space equipped for quiet activity
- arts and crafts supplies such as clay or play-dough, tempera or finger paints, white or colored paper, paste collage materials, paint brushes, washable felt type markers, crayons, scissors, and smocks
- age appropriate books
- large building blocks

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

- small building blocks
- dramatic play equipment, materials, and accessories
- easels
- indoor large muscle equipment
- outdoor large muscle equipment
- mirrors
- music
- music or noise making toys and instruments
- age appropriate puzzles and games
- manipulative equipment such as interlocking plastic forms
- pictures, mobiles and other items for pleasant environment/sensory stimulation
- sensory and science materials
- sensory table

### **OUTDOOR PLAY**

Outdoor play is a special part of the child's day at The BEGIN Program. Fresh air and exercise are important to the total health of your child and to our curriculum. Preschool children go out every day that the temperature or wind-chill is zero or above and there is no rain or sleet.

You are asked to make sure your child is dressed for the weather conditions and has appropriate outdoor attire. Failure to do so will result in a telephone call requiring you to bring in the items needed for the day.

### **NAP POLICY**

A quiet rest time occurs daily from 12:45-1:45 in the preschool classroom.

Confinement limitation: A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot.

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

Bedding: Blankets must be washed or dry cleaned weekly and when soiled or wet.

### **SPECIAL EVENTS**

Through-out the year we plan special events or activities with the children and families. We encourage parents and children to participate when they are able.

## **BEHAVIOR GUIDANCE POLICY AND PROCEDURE**

### **CHILD CONFLICT**

#### **Problem Solving with Preschoolers**

1. Child developed rules
2. Help children verbalize thoughts
3. Model Sharing during activities
4. Give children a voice in decision making when appropriate
5. Read stories about resolving conflicts
6. Deal with conflict in the moment
7. Communicate with parents

### **BEHAVIOR GENERAL GUIDANCE**

1. Each child must be provided with a positive model of acceptable behavior.
2. Behavior guidance must be tailored to the developmental level of the children the school is licensed to serve.
3. Staff member must redirect children and groups away from problem behavior in order to reduce conflict.
4. Teach children how to use acceptable alternatives to problem solving
5. Staff member must protect the safety of children and staff persons.
6. Staff member must provide immediate and directly related consequences for a child's unacceptable behavior

Below are strategies staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

#### **1. Redirection**

This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."

#### **2. Logical consequences**

These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.

#### **3. Participate in the solution**

If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."

#### **4. Natural consequences**

Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. *Only use natural consequences when they will not endanger the child's health or safety.*

## 5. "Take a break"

In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Principal and/or Assistant Principal(s).
2. The Principal and/or Assistant Principal will observe the child and meet with the Lead Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.
4. The Principal and/or Assistant Principal, Lead Teacher and Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

**Persistent unacceptable behavior** requires an increased amount of staff guidance and time.

The procedures for persistent unacceptable behavior require staff to:

- Observe and record the behavior of the child and staff response to the behavior; and
- Develop a plan to address the behavior documented in a consultation with the child's parent, the child's Lead Teacher, and the Principal. The plan will have a timeline for expected improvement on a case by case basis
- Consider and/or recommend seeking other outside professional assistance when appropriate
- If improvement is not made in the persistent unacceptable behavior then the plan will be presented to the Board of Principals for possible termination of care. This will be present by the Principal of the program

**Prohibited actions** that will lead to IMMEDIATE termination from BEGIN PROGRAM:

- Subjection of a child to corporal punishment. Corporal punishment includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.
- Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family and using language that threatens, humiliates or frightens the child.
- Staff can never punish a child for lapses in toilet habits.
- Staff can never withhold food, light, warmth, clothing or medical care as a punishment for unacceptable behavior.
- Staff can never use physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm. This can only be done by physically holding a child.

- The use of mechanical restraints, such as tying

**Separation from group**, no child shall be separated from the group unless the Lead Teacher/Principal has tried less intrusive methods of guiding the child's behavior and the behavior threatens the well being of the child or the other children in the Center.

A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be supervised by sight and sound.

When separation from the group is used as a behavior guidance technique, the child's return to the group is contingent on the child stopping or bringing the behavior under control. The child **MUST** be returned to the group as soon as the behavior that precipitated the separation abates or stops.

Do not use a minute for each year of the child's age. Each child has a different need and this is not the appropriate method to use.

All separations must be documented and put in the child's file. The report **MUST** include:

- Child's Name
- Staff Person's Name
- Time
- Date
- Information indicating what less instructive methods were used to guide the child's behavior
- How the child's behavior continued to threaten the well-being of the child or other children in care

*If a child is separated from the group 3 or more times in one day, the child's parents shall be notified and the parent notification indicated on the daily log.*

If the child has been separated from the group 5 or more times in one week or 8 times or more in two weeks, then an individual behavior plan must be written and placed in his or her file. Proceed with guidelines for *Persistent Unacceptable Behavior*.

### **BITING**

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

### **GUN/WEAPON PLAY**

There is a strict policy of allowing no weapon play. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection will be used when a child is engaging in weapon or violent play. If a

child brings a weapon to the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

### **DRESS CODE**

- Each child should have a change of clothing to keep in their backpack in case of an accident.
- Children should wear clothing that is comfortable and appropriate for play. It should be easy to take on and off so the children can be as independent as possible. Please do not use safety pins in the child's clothing.
- During cold weather, each child should have snow pants, mittens, scarf, hat, and boots for protection against the cold. Please try to avoid cloth mittens that easily get wet with snow.
- Since many winter clothing items look the same, please make sure to clearly mark your child's name on all items including boots.
- When it is necessary to change the child's clothing, the soiled clothing will be sent home at the end of the day. Please don't forget to send another change of clothes the next day. The Department of Health does not allow us to launder or wash any soiled clothing.
- We use paint shirts when we paint or do messy projects. Even with paint shirts, the children can still get dirty, so please do not send them in clothes that are special.
- Please provide shoes that are not slippery or hard to run and play in. Tennis shoes work the best. The State Fire Marshall requires that children wear closed toed shoes at all times.

### **ITEMS FROM HOME**

- Children are NOT allowed to bring in any beverages, food, or treats unless prearranged with the child's teacher.
- Please only bring toys or items from home if the class project or teacher requests and is planning for a sharing of those items. Favorite toys are very hard to share and manage. Toys need to be shared with classmates. Toys are intensely played with and this may not be good for your child's special toys. The BEGIN Program is not responsible for lost or damaged items from home.

### **FIELD TRIPS**

When weather permits, children may participate in walking field trips. Many field trips occur on-site when a visiting "expert" comes to share their work or a project with the children. When off site field trips are planned, the teacher will give you the information about that trip and a permission slip that must be signed if your child is to participate.

## **Health and Safety Policy**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

## HEALTH POLICIES

Staff and Program Principal must maintain health policies in order to provide a healthy environment minimizing illness and contamination.

### CPR & FIRST AID POLICY

The BEGIN PROGRAM requires the program Principal and all teacher and assistant teacher qualified staff to hold current American Heart Association certification in First Aid and CPR. This training must be completed within the first 60 days of employment. If a situation should arise in which First Aid or CPR must be administered, the staff must administer according to his/her training.

If a child has an injury and requires additional care instructions must be made in writing prior to the child returning to our faculty. This is to ensure that your child is given the highest level of care and we are able to complete the tasks asked of us.

### HANDWASHING POLICY

St. Mary's School Begin Program strongly believes that high-quality hand washing is important to maintaining good health for the children and the staff. Hand washing guides are posted at each sink utilized.

1. Before and after all meals and snacks
2. Before and after toileting and diaper changes
3. After sneezing, coughing or wiping a runny nose.
4. After playing outside
5. After playing in a water table, sand box or play dough

### **Fingernail Care**

- Keep fingernails short and clean.
- Staff should moisten cuticles to avoid hangnails.
- Clear fingernail polish that is well maintained may be worn; avoid colored nail polish since it is difficult to see dirt under nails.
- Use fingernail brushes to remove dirt and stool from under nails. Use the nailbrush after assisting with the toilet activities, before and after food preparation, and whenever nails are soiled.
- Artificial nails are **highly discouraged** from use since they are known to harbor germs even with good hand washing techniques.

### **Use of Gloves**

General information

- Gloves are NOT a substitute for hand washing.
- Throw away single-use gloves after each use.
- Hands must be washed after removing gloves.
- Gloves should fit well.
- Gloves should be durable, so they do not rip or tear during use.

### SICK CHILD CARE

A child with any of the following conditions or behaviors is a sick child and must be excluded from BEGIN PROGRAM because we are not licensed to operate a sick care program. If the child becomes sick while at the center, the child must be isolated from other children in care and the parent called immediately. A sick child must be supervised at all times. The license holder must exclude a child:

- With a reportable illness or condition that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others
- With chicken pox until the child is no longer infectious or until the lesions are crusted over
- Who has vomited one or more times since admission that day
- Who has had three or more abnormally loose stools since admission that day
- Who has contagious conjunctivitis or pus draining from the eye
- Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy
- Who has unexplained lethargy
- Who has lice, ringworm or scabies that is untreated and contagious to others
- Who has a 100.5 degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given
- Who has an undiagnosed rash or a rash attributable to a contagious illness or condition
- Who has significant respiratory distress
- Who is not able to participate in child care program activities with reasonable comfort
- Who requires more care than the program staff can provide without compromising the health and safety of other children in care

A child that has become ill while in our care will remain in their assigned classroom but to limit the exposure of the contagious illness we will try to limit peer interaction and sanitize items the child plays with till the parent arrives.

If a child becomes ill at home with one of the communicable diseases parent's MUST let the center know within 24 hours exclusive of weekends and holidays.

If a child becomes ill with a communicable disease the center will notify you by sending home a notification from the Infectious Disease Handbook.

## **MEDICATIONS**

We do NOT administer prescription or non-prescription medicine except for an exception basis. The exception is given by the Principal or designee. If an expectation is obtained the following must be followed:

- Medications for a child must be kept in the original container including non-prescription items. We can only administer medications if the child's name is on the prescription bottle. Many pharmacists will give you two bottles of medicine, one for home and one for the Center.
- **A written medication form must be filled out by the parent with instructions for use.** BEGIN PROGRAM staff members cannot give medication to your child unless this form is completed. NO child is allowed to have medications in possession including the child's school-bag.
- All medications will be kept by staff in a locked box in the classroom. The staff will be responsible for administering the medication and recording the time and amount of dose given. Any expired or unused portion will be returned to the parent or destroyed.
- Cough drops are not allowed due to the hazard of choking.
- If you have given any medication (prescribed or over the counter) to your child before he or she arrives in the morning, please inform the teachers so they can be alert for any possible reactions.

The following non-prescribed items: diapering products, sunscreen lotions, teething gel and insect repellants will be given with parental permission and according to manufacturer's instructions unless there are written instructions provided by a licensed physician or dentist.

All over-the-counter (OTC) products (non-medicine products) require written parental permission on a yearly basis. The following may be OTC product may be applied to my child in accordance with the manufacturer's instructions on the original container.

Lock boxes are located in the main office to store all medicines and products.

### **SCHOOL CLEANING POLICY**

1. All toys are washed and disinfected if they are mouthed by a child, daily.
2. All toys are washed and disinfected, monthly or as needed.
3. Cloth items in class are laundered weekly unless cleaning is needed more frequently
4. Toilets and sinks are cleaned and disinfected daily and more if needed.
5. Tables and food prep areas are disinfected before and after every meal.
6. Blankets are sent home for washing every week
7. Cots are disinfected each day.
6. Floors are swept, mopped and vacuumed daily

Safety checks for hazardous objects daily

### **CHILDREN WITH SEVERE ALLERGIES**

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the principal.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases St. Mary's School from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided we exercise reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### **COMMUNICABLE DISEASES**

St. Mary's School follows all health/communicable disease policies as outlined recommendations published in the book from the MN Health Department entitled, "Infectious Diseases in Child Care Settings". A copy of this manual is found online and is available upon request for review.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but can not pick their child up, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Children must present a doctor's note stating they are no longer contagious and can return to the program.

We are not licensed for Sick Child Care. If we are unable to reach you, the alternate contacts you proved on the emergency card will be called. It is important that the individuals you list as alternate contacts live within thirty minutes of THE BEGIN PROGRAM.

If your child becomes ill at home with one of the communicable diseases please let school know within 24 hours.

Your child must meet the above criteria to return THE BEGIN PROGRAM and be able to play outside with the other children. We reserve the right to determine when a child, who has been sick, may return to THE BEGIN PROGRAM.

St. Mary's School reserves the right to refuse to allow a child to return if the Principal or designee believes the child to be too ill to participate in the program. Below are some illnesses that affect children and may require exclusion.

<b>Fever</b>	When accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or the child is unable to participate in normal activities. Use temperature measurement before fever reducing medications are given. <u>Auxiliary</u> (armpit) temperature: 100.5° F or higher. <u>Oral</u> temperature: 101° F or higher. Child may return after being 24 hours fever free without medication.
<b>Diarrhea</b>	24 hours after diarrhea stops or until medical exam indicates that it is not due to communicable disease (diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or watery, bloody, or mucus containing stools. Parents will be called to come and get their child after <u>three</u> diarrhea stools.
<b>Vomiting</b>	24 hours after last vomiting episode.
<b>Eye Drainage (Pink Eye)</b>	24 hours after treatment has started when thick mucus or pus drainage is present.
<b>Chicken Pox</b>	Child may return if all sores are dry or scabbed or 6 days after rash began. <b>Do not give aspirin to any child or adolescent under 18 years of age, unless directed by the doctor.</b>
<b>Fifth Disease</b>	If other rash-causing illnesses are ruled out, there is no need to exclude. Pregnant women who are exposed need to consult their doctor.
<b>Head Lice</b>	Child may return after first treatment is completed <b>and</b> no live lice (nits) are seen.
<b>Impetigo</b>	Until child has been treated with antibiotics for 24 hours.

<b>Hand, Foot, and Mouth Disease</b>	Child may return when fever is gone (24 hours) and child is well enough to participate in normal activities (lesions or rash may still be present).
<b>Whooping Cough</b>	Child may return 5 days after appropriate antibiotic treatment begins. <b>This must be reported to the local and State health departments.</b>
<b>Pin Worms</b>	Child may return after 24 hours of treatment.
<b>RSV</b>	Child may return when child is without fever for 24 hours and is able to participate in normal activities.
<b>Ringworm</b>	Child may return after 24 hours treatment has begun.
<b>Scabies</b>	Child may return 24 hours after treatment begins.
<b>Shingles</b>	If blisters can be covered by clothing or a bandage, no exclusion is needed. If blisters <u>cannot</u> be covered, children should be excluded until blisters have crusted. <b>Do not give aspirin to any child under the age of 18, until consult doctor first.</b>
<b>Strep Throat</b>	May return 24 hours after antibiotic treatment begins and until the child is without fever for 24 hours.
<b>Bronchitis</b>	Child may return after being 24 hours fever free without medication.
<b>Influenza (Flu)</b>	Child may return when fever is gone (24 hours) and child is well enough to participate in normal activities.

### **EMERGENCY CARE POLICY**

In case of an emergency, WE will try to contact the parent or one of the emergency contact. If a child needs immediate medical attention the child will be taken to the emergency room at Stevens Community Medical Center. Each parent will be asked to sign an authorized form for emergency treatment.

### **FIRE DRILL**

St. Mary's School conducts monthly fire and emergency/evacuation drills (even during winter months). Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during a often hectic and dangerous situation. If school is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If school is having a

real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and school administration during these important and critical situations.

### **INCIDENT/ACCIDENT REPORTS**

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report.

The classroom teacher will be able to briefly discuss the matter with you at pick-up. A telephone call may be made during the day based on the incident that occurred at nap/rest time. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom.

We try our best to keep the children safe from accidents, but unfortunately we can't prevent all of them. If your child is hurt you will get an accident report filled out by the teacher so that you are aware of the incident. If you have any questions about an incident please let us know.

- We document all accidents, but every once in a while a child will get hurt and not tell us about it. Please let us know if something happened that we may not have been aware of.
- If your child needs to go to the doctor because of an injury sustained at THE BEGIN PROGRAM, please update us on the outcome of the doctor visit.
- If there are follow up care instructions that need to be completed while your child is in the care of then these instructions must be made in writing prior to the child returning to our facility. This is to ensure that your child is given the highest level of care.

Each classroom has a first-aid kit on hand for minor injuries. All key staff members are trained in first-aid and CPR. The parent will be notified by a staff member if an injury occurs. You will receive an accident report describing what happened and how the injury was treated. At a minimum for initial licensure, there must be an individual trained in first aid present in the facility during all hours of operation as well as on field trips and when transporting children. Within 90 days of initial licensure, all teachers and assistant teachers must be trained.

### **MISSING CHILD**

Our staff members receive training on supervising and managing a group of children while both on and off site. Continuous head counts maintain attention on every child's location and activities. Staff members also count the number of children they have anytime they leave and return to the premises as well as periodically during excursions off the property. Should a child be missing, the staff will search the building and grounds completely as well as calling the police and parents immediately.

### **FIREARMS AND WEAPONS**

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

## **PUBLICITY AND RESEARCH POLICY**

Children attending our school are sometimes asked to participate in public relations activities. For example, pictures for the local paper and or teacher/child observations for staff training. Parents/guardians will be informed in advance of any such activity, with permission required each time prior to your child's participation.

## **CONTRIBUTIONS and DONATIONS**

**Donations** - THE BEGIN PROGRAM is a non-profit organization and thus donations are tax deductible. To find out what is needed in your child's room, please talk to your child's teacher or School leadership. Additionally, each child may be asked to bring in supplies specific to individual classroom needs. If this presents a hardship for you family, this will not be required of you.

## **POLICY ENFORCEMENT**

If one of the policies in this Parent Handbook and Program Plan are not being followed by the parent or staff:

1. Verbal Warning: This will be given to the parent/staff member that is not abiding by the policies and procedures of this facility. Written documentation will be kept in child/employees file to document the conversation. This warning will become void after 90 days. Depending on the severity of the violation this step may be skipped.
2. Written Warning: This will be given to the parent/staff member that has been previously given a verbal warning and received a repeat violation or the management warrant it is appropriate due to the severity of the violation. This warning will become void 6 months after the violation is signed. Whenever possible a Board Member will sit in on the written warning
3. Termination of Employment/Contract: If the following steps were taken and there is a repeat violation or the management warrant it is appropriate due to the severity of the violation it will lead to termination. A Board Member will sit in on the meeting

## **QUESTIONS, CONCERNS, PROBLEMS, GRIEVANCES**

If a parent should have a grievance, the following procedure has been set up so a concern can be properly addressed. A grievance is defined as a statement alleging a violation of the policies or principals of BEGIN PROGRAM.

1. A grieved person will first attempt to resolve the conflict in an informal manner. For example, this might involve discussing the situation with the teacher or BEGIN PROGRAM leadership.
2. If the informal process does not resolve the situation to the satisfaction of the complainant, the grievance must then be put into written form and submitted to BEGIN PROGRAM leadership within five days of the disputed action.
3. BEGIN PROGRAM leadership will respond to the grievance in writing within five days.
4. If the complainant is still not satisfied with the resolution of the grievance, within five days from receipt and of BEGIN PROGRAM Principal's written response, he/she must submit a copy of the grievance and all correspondence to date to the Principal.
5. The Principal will then investigate the grievance and respond in 30 days to the complainant with a final resolution. A list of Board members is available on the parent information board.
6. No adverse action will come to the grieved party as a result of his/her filing the grievance and using these procedures.

