

## **PREFACE**

St. Mary's School Begin Program (BEGIN PROGRAM) has prepared this Handbook to provide the staff with information about our policies, rules, and present benefits. Please set aside some time to become familiar with this Handbook. It will be very helpful in answering many questions that arise. The Begin Program recognizes, however, that no Handbook can answer every question. If the staff does not find an answer to a particular question in this Handbook, or if the staff would like a particular policy or procedure clarified, please feel free to ask the Principal. The Principal will be glad to help the staff answer every question.

The policies and practices discussed in this manual are subject to change without prior notice. Staff will be notified of any changes in written form. Any decisions as to the interpretation or application of these policies by the Principal will be final and binding. These policies will be reviewed by the Principal and the School Board annually. The Principal reserves the right to make changes, additions or deletions to this handbook as necessary.

## **MISSION STATEMENT**

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

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.

- **We** abide by the NAEYC Code of Ethics and Statement of Commitment\*.

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

## **PHILOSOPHY**

St. Mary's School Begin Program (BEGIN PROGRAM) exists to enhance the emotional, social, physical, intellectual, and language development of children and to help gain confidence and self-esteem while learning to function in a group setting. BEGIN PROGRAM staff believes children learn through a structured environment as well as through play.

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 an 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.

## **Policy 2.0**

### **STATEMENT OF POLICY**

St. Mary's School Begin Program strives for each employee to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion or training on the basis of qualifications without regard to race, age, handicapping condition, color, creed, sex, or national origin.

BEGIN PROGRAM guarantees fair treatment of all employees. The Center strives to maintain a work environment in which all staff are free from harassment, and expressly prohibits any form of unlawful harassment of employees and co-workers on race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities. However, all employees must be physically able to safely supervise young children.

### **EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at St. Mary's School Begin Program will be based on merit, qualification and ability. BEGIN PROGRAM does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, physical disability or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Principal. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful acts and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

## **AT WILL EMPLOYMENT**

As a business in the State of Minnesota the employer/employee relationship is established “At-will.” The “At-will” relationship affords the employee the right to resign for any reason. Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice. It is further understood that the “At-will” employment relationship may not be altered by any written document or by verbal agreement, unless such alteration is specifically acknowledged in writing and signed by an authorized executive of St. Mary’s School Begin Program.

## **MANAGEMENT RIGHTS**

St. Mary’s School Begin Program has the right and authority to direct, plan and control operations to hire, promote, demote, and schedule employees, to suspend, discipline or discharge employees, to establish starting and ending times and work schedules, to lay off employees because of lack of work or other legitimate reasons, to assign work and to establish rules and regulations.

**Policy 3.0**

## **AGES SERVED**

Preschool: 33-35 months through first day of summer vacation prior to Kindergarten

*St. Mary’s School Begin Program (BEGIN PROGRAM) accepts children regardless of race, creed, religious affiliation or economic status.*

## **LOCATION AND CONTACT INFORMATION**

St. Mary’s School Begin Program located at St. Mary’s School – 311 Colorado Ave, Morris, MN 56267. Phone: 320-589-1704 email: [principal@stmarysmorris.com](mailto:principal@stmarysmorris.com)

## **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).

## **SCHOOL BOARD**

A list of current members is posted on the St. Mary’s School website.

## **INSURANCE**

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

**Policy 8.0**

## **ENROLLMENT POLICY (FAMILIES)**

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

<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 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 Begin Program 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 as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

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**

## **Policy 13.0**

### **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.

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 AFFECTING 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.

**Policy 18.0**

### **CHILD CARE PROGRAM PLAN**

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.

The needs of the children can differ from period to period so planning sheet are posted in each classroom weekly so parents can view what activities are planned covering the areas:

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

**Policy 18.1**

### **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
- Allow parents to request to view our classroom curriculum

- Lead Teachers are sent to curriculum and assessment training within 6 months of their hire date

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 framework 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.
- Daily schedule and lesson plans of the activities presented by staff are posted in the classrooms. You are encouraged to check this area daily. 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 respects 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.
- Each Lead Teacher is responsible for posting dated lesson plans in the room where parents and others are able to look at them. If you have a planned absence, it is the staff responsibility to inform the substitute of lesson plans. 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.

## Policy 18.2

### **HOURS and DAYS of OPERATION**

St. Mary's School Begin Program are open week days Monday-Friday 8:15am to 3:05pm with optional after-school care until 5:45pm.

### **CURRICULUM**

- 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 at BEGIN PROGRAM 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.
- Daily schedule and lesson plans of the activities presented by staff are posted in the classrooms. Parents are encouraged to check this area daily. 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.
- BEGIN PROGRAM recognizes and respects the unique differences of the families we serve, which is reflected in our curriculum. We strive to present activities that are multicultural, gender fair, and disability sensitive. There are fun events and celebrations presented in the curriculum.

### **SOCIAL-EMOTIONAL CURRICULUM**

The following is given to the parents to encourage an emotional connection with families: *We hope you will feel comfortable so that you can share important information with us that will help us care for your child the best way possible. Some examples are: If a loved one died, or a pet died, maybe you started off the day with a fight, a pending divorce or separation, maybe someone new moved into the*

*house. Knowing this kind of information will give the teacher a frame of reference for meeting your child's needs. Important information will help us to be empathetic with your child because we know there is a change to deal with. Sometimes children will have behavior issues when they are trying to work through things that they can't verbalize.*

**Policy 18.3**

### **ASSESSMENT AND KINDERGARTEN READINESS**

We utilize an on-going assessment tool. Kindergarten readiness is our key goal.

- This means that concerns about a child's development is not left for parent-teacher conferences but done continually throughout the year.
- Unless a concern arises outside of conference time a child will be given a more formal assessment bi-annually. Parents will have an opportunity to review this with their child's teacher and make a plan individual to a child.
- Each family with a child going into kindergarten will be given a report/progress update. This will help prepare for what is guiding our daily activities and to assist in preparations at home as well.
- Conferences include a written report from the teacher on the status of your child's intellectual, physical, social and emotional development. Additional conferences can be arranged as needed.

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### **INTER-GENERATIONAL ACTIVITIES**

St. Mary's School Begin Program will work with students from other grades at St. Mary's School to incorporate on-going literacy development as well as social development.

**Policy 18.4**

### **RATIOS, AGE CATEGORIES, STAFF DISTRIBUTION**

These are mandated by the State of Minnesota under Minnesota Rule 9503, also known as RULE 3. Correct ratios must be kept at **ALL** times!

**Preschool (1:10):** The staff to child ratio is one adult to ten children with a maximum group size of 20. A Preschool child is defined as a child who is at least 33 months old but who has not yet attended the first day of kindergarten.

**Staff distribution should be as follows in the classrooms at all times:**

- The *first* staff member needed to meet the required staff-to-child ratio must be a teacher.
- The *second* staff member must have at least the qualifications of a child care aide.

**NOTE:** Supervision occurs when a program staff person is within sight **and** hearing of a child at all times so that the program staff person can intervene to protect the health and safety of the child.

## Policy 18.5

### DAILY SCHEDULE

#### Preschool

8:15-9:00 Morning Circle, group play activity

9:00-9:30 Center Choice and Free Play

9:30-10:15 Outside/Large motor Play

10:15-11:45 Circle Time, Teacher Directed Centers, Arts and Crafts, and Music

11:45-12:10 Outdoor Recess

12:10-12:35 Lunch

12:35-1:35 Nap or Quiet Time

1:35-2:35 Group Activities

2:35-3:05 Afternoon Circle / Dismissal

3:05-5:45 Extended Day Play

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
- 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

## Policy 18.7

### **OUTSIDE PLAY**

All children MUST have the opportunity to play outside at least once a day depending on the weather. Children need to be well supervised while on the playground. This means staff members move all over the playground to ensure safety.

When children are taken outside they must abide by classroom rules. Children must also wear helmets while riding on the bikes. At the end of outside play it is the responsibility of that classroom to clean up the playground after use.

Here are the guidelines that St. Mary's School Begin Program uses for going outside (weather verification tool used is Accu Weather):

- Preschool and school-age children go out every day that the temperature or wind-chill is zero or above and there is no rain or sleet.
- No classroom will be outside during a "Heat Advisory" during the summer months

**The Lead Teacher for each classroom is responsible for taking the first aid kit and cell phone for their classroom outside with them.**

It is also important that the children are not outside for too long. Please use good judgment for what's best for the children and not what is easier for the staff person.

### **PLAYGROUND SAFETY AND SUPERVISION**

Safe playgrounds contain 3 elements:

1) Proper Supervision. Proper playground supervision begins with maintaining appropriate staff to child ratios on the playground at all times. Staff members need to be aware of how many children are outside with them. If a staff member has to take a child inside, he or she should take as many children with him or her to maintain the ratio on the playground. There should never be fewer than two staff members on the playground at any time. This provides for coverage in an emergency. One staff member can attend to the situation, while the other can get additional aid if needed. Having the appropriate number of staff members on the playground is not enough. The staff must actively supervise the entire playground area.

a. Staff members should appropriately disburse themselves throughout the playground so that all children can be seen and directed. Actively supervising does not have to mean hovering over children and interfering with their free play. Be inconspicuous, but be aware of every student's actions at all times and be close enough to react if you see a dangerous situation about to unfold.

2) Age-appropriate equipment. Providing playground equipment that is appropriate to the age and physical development of the children, who use it, also decreases injury. When analyzing the age-appropriateness of your playground, consider, height, width of platforms, grip size of the students and the open spaces in equipment. Generally, the height from one flat surface to another flat surface should be no higher than the child can reach. It is recommended that the overall height (from ground to top) of the equipment be no higher than seven to eight feet for pre-school children. The width of each platform should provide adequate room for a child to sit, turn around and climb back down. When considering the grip of the child, staff members should be looking to see if the child's hands are large enough to hold on to railings, platforms and rungs. The open spaces in playground equipment beckon children. To prevent a child's head from getting in, but not out, equipment openings should be no less than three inches or more than 10 inches wide.

3) Regular equipment and play area maintenance. Playground maintenance is the final and most important key to playground safety. Child care providers can build or purchase a playground fulfilling all of the above safety guidelines, but if the equipment and area are not maintained, daily risks for injuries increase. The percent of playground injuries attributable to improper maintenance is a shocking forty (40%) percent. When considering plans to renovate or replace a playground, consider the maintenance required to keep the area safe. Develop a plan for continued maintenance. Staff members should inspect equipment daily for protruding bolts, rust, ropes which are not secured at both ends, and sharp edges. High traffic areas in the fall zones should be raked daily to prevent compacting (especially under swings and at the bottom of slides). New material should be added occasionally to maintain the recommended twelve inch base.

From time to time non-allergenic small pets or animals are kept at the center. However, “guest” pets may only visit after St. Mary’s School Begin Program has gotten permission slips from each family in consideration to any possible allergies. If a staff member would like to arrange a pet visit, talk with a Lead Teacher or BEGIN PROGRAM management. Sorry, but no cats or dogs.

## **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. Here is a list of some of the events we have done in the past:

Monthly:

- Color Day
- PJ Day

Special Events:

- Trip to Story time at Public Library
- Sledding
- Parent’s Story Time
- Fly a Kite
- Valentine’s Party
- Muffins with Mom
- Donuts with Dads
- School Pictures
- Scholastic Book Fair
- Firemen for Fire Safety Week

**Policy 18.9**

## **PARENT INVOLVEMENT, CONFERENCES AND PARENT COMMUNICATION**

Each teacher is responsible for offering parent conferences twice a year. The teacher must keep track of each child’s progress intellectually, physically and emotionally. Do not wait for a conference to talk with parents about any concerns you may have about the child.

Open communication with parents is very important. Please keep the parents informed on how a child is doing. Please do not give them only the negative comments. Parents need to hear positive statements! Infant, toddler, and preschool teachers are required to give a daily note for each child till families no longer requests a copy in the preschool room.

### **Regular Communications between Parents and Staff**

Communication with parents happens in the following ways:

- **Daily Written Reports** – Teachers provide these for some Preschoolers (by request) receive a daily written report. Pre-K receives periodic written reports regarding significant events.
- **Daily Verbal Reports** – As parents arrive or pick up their children staff members work schedules have been designed to ensure parents get the key feedback about their child's day.
- **Parent Newsletters** – The St. Mary's School newsletter is provided weekly to keep families up to date on the activities, news, reminders, and upcoming special events in each classroom.
- **Parent-Teacher Conferences** - While parents are encouraged to visit the center at any time, parents/guardians have the opportunity to meet with their child's teacher at a scheduled conference each October and April. Conferences include a written report from the teacher on the status of your child's intellectual, physical, social and emotional development. Additional conferences can be arranged as needed. We urge parents/guardians and our staff to discuss significant events or situations that may affect your child at home or at BEGIN PROGRAM to help ensure children's needs are met. Daily communication with staff is strongly encouraged.

### **Parent Questions, Concerns or Problems**

If a staff person 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 complaint, 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.

**Policy 19.0**

### **NAPS**

A quiet rest time occurs daily from 12:35-1:35 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 or in a crib or bed.

**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:** Separate bedding must be provided for each child in care. Bedding must be washed weekly and when soiled or wet. Blankets must be washed or dry cleaned weekly and when soiled or wet.

## **BEHAVIOR GUIDANCE POLICY AND PROCEDURE**

### **Policy 21.0**

### **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

### **Policy 21.1**

### **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 Principal's 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.

**Note:** Children between the ages of six weeks and 16 months MUST NOT be separated from the group as a means of behavior guidance.

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*.

## **Policy 21.2**

### **BITING**

St. Mary's School Begin Program recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

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.

## Policy 22.0

### **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.

## **EMERGENCY AND ACCIDENT POLICY**

Policy 25.0

### EMERGENCY POLICY AND PROCEDURE

It is the responsibility of St. Mary's School Begin Program to prepare plans whereby the facility, or parts thereof, can be evacuated quickly in the case of an emergency. Causes for evacuation could be fire, bomb threats, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic fumes, electrical failure or structural failure. In an emergency, evacuation of St. Mary's School Begin Program should proceed as rapidly and safely as possible.

The plan shall be developed considering three scenarios of evacuation. Those being:

1. In-place evacuation: Keeping children and staff members in place but securing location for the emergency at hand. Example: (tornado and chemical release)
2. On-site evacuation: Movement of children and staff members out of buildings affected and relocated to other areas on campus.
3. Off-site evacuation: Movement of part or all children and staff members off campus to another designated area.

These plans shall include:

- a) Authority
- b) Evacuation Routes
- c) Evacuation Procedures/locations

- d) Evacuation of Handicapped
- e) Collection points
- f) Accounting of Personnel
- g) Assignment of Responsibilities

1. The Principal shall be presented with the completed plan and shall review for approval. The plan shall be reviewed annually and updated as needed.
2. Each employee at the facility shall be made familiar with the plan and trained in his/her responsibilities within the plan annually. New employees shall receive this review during their orientation period.
3. Each child, if of capable age, shall receive training concerning emergency evacuation procedures during their orientation period.
4. Floor plans shall be developed for each area and posted in public view showing exits and directional paths for traffic flow.
5. Fire drills will be held monthly. The facility management conducts fire drills monthly and staff actively participates in these drills.
6. Tornado drills are held monthly between April and September.

### **General Information**

1. The safety of the children and staff members at St. Mary's School Begin Program is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff members of Morris Area Childcare Center to insure the safety of its children and staff members in the event of an emergency.
2. In the event of an emergency the Child Care Facility Principal (or his/her designee) will be notified as soon as possible regarding the situation and the response on it.
3. In the event of an emergency the Child Care Facility Principal, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

Policy 25.1

### **FIRE**

#### Prevent Fires

The BEGIN PROGRAM uses the following procedures/guidelines:

1. Staff shall not engage in activities which involve using open flames.
2. The BEGIN PROGRAM currently has all meals catered by the St. Mary's School Lunch Program.
3. The BEGIN PROGRAM is located within St. Mary's School and has a working fire alert system.
4. Staff's personal belongings such as bags, purses and jackets must be kept in a place that is not accessible to children.
5. Fire exits shall not be covered with flammable materials.
6. Primary and Secondary exits must not be blocked.



7. Monthly fire drills shall be conducted and documented with date and time to ensure that all children know what to do in case of fire emergency. Program Principal and all staff will be educated on fire safety and prevention procedures during new hire orientation and annually thereafter. The drills are complete even during our colder seasons.
8. No smoking is allowed on BEGIN PROGRAM grounds.
9. Enrolled children shall be educated on the dangers of fire and fire prevention.
10. Primary and secondary exits, evacuation routes and emergency phone numbers must be posted in each classroom.
11. The phone number for fire emergency (911) must be clearly posted near the telephone and any number necessary to obtain an outside line where needed.

The Lead Teacher shall lead the children to a designated spot and wait for the signal to reenter the building. If the building is on fire, all children and adults shall be taken to a designated safe area to await transport home. The teacher shall remain to provide necessary information to the fire department.

Every employee and volunteer in the Center must become familiar with the location and the use of the fire extinguishers and fire signal in every room. **IT IS IMPERATIVE THAT ADULTS REMAIN CALM AND REASSURE CHILDREN DURING ANY EMERGENCY.**

#### Fire Extinguisher (Small Fire)

If the fire is small, any of the facility's fire extinguishers may be used to put it out, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger. Each staff member is responsible for becoming familiar with the use of fire extinguishers (if so required by the facility).

The fire extinguishers are located as follows:

- A) In faculty lounge room (just outside of the classroom)
- B) Outside wall of Kindergarten room

NOTE: An aid on "how to use the fire extinguisher" is attached

Large fire or alarms are activated:

1. Evacuate the area of the fire (always stay low as smoke and heated gasses collect near the ceiling first). Evacuation route (including primary and secondary exits) is attached and located in each classroom.

1. The Head Teacher in each classroom is responsible for collecting classroom roster and first aid kit.
2. The secondary aide will assist the Head Teacher in the evacuation of children.
3. Any additional staff on hand will assist with students.
2. All windows and doors in the facility should be closed, and all electrical switches and breakers turned off. However, do not waste time doing this if the condition is an emergency.
3. Head Teacher makes certain that all children and staff members are accounted for and safe. Move to other locations as required.
  1. Pre-K: exit using the door in the pre-k room and go through the parking lot to the fence.
4. If a fire deemed in any way to be a threat to the safety of the children or the staff members call for evacuation to the outside area, away from the building. Everyone will move further from the building to a common meeting area in the Morris Evangelical Free Church parking lot
5. Call 911 if not already done so, indicating the need for assistance from the fire department and law enforcement.
6. The facility Principal, or designee, will designate a person, or persons, to go to the nearest intersection to direct the fire department vehicles to the scene.
7. Upon the arrival of the fire department the facility Principal, or designee, shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
8. Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is imminent danger.

NOTE: Evacuation Routes attached

The nature of the fire is a key factor in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:

1. Yellow smoke may indicate the presence of toxic gases. Evacuation should proceed immediately, and no effort should be made to extinguish the flame.
2. Gray smoke with brown wisps is indicative of any electrical fire. Again the area should be evacuated immediately, and all should stay clear of the area.
3. Gray-black smoke is indicative of a primary fire. The first priority remains evacuation of the immediate area. Staff members may attempt to extinguish the fire only if there is no severe danger of smoke inhalation.

NOTE: Ensure that no re-entry is attempted until authorized by the fire department

## **TORNADO/SEVERE WEATHER WATCHES AND WARNING**

The safe place designated by the Facility Principal is the: crib room in the Infant Room.  
Tornado/severe weather warnings are practiced every month from April to September.

### **Tornado**

1. All children will be moved to the designated location.
2. Head teacher is responsible for the attendance sheets and first aid kit in each room
3. Maintain flashlight and voice contact among staff members at all times.
4. Direct all children to keep down on their knees with their head between their legs covering their head with their hands.
5. Advise all children to wear their shoes.
6. Make sure to do a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.

After absolutely certain that the storm has passed, after the watch has been lifted

1. Staff members should do a head count.
2. Provide any necessary first aid and call 911 for assistance as needed.
3. Check the complete building for any damages such as fire, water, or structural.
4. Turn on and test utilities.
5. Notify the Principal as soon as possible with update of conditions.
6. Notify West Wind Village maintenance (ext 7928) that services are needed.

Tornado drills are conducted from April to September and are documented with times and dates.

### **Tornado WATCH**

1. Take all precautions included in a Thunderstorm Watch and in addition:
2. Upon approach of thunderstorms, cease any outdoor activity that would delay the seeking of shelter.
3. Monitor sky conditions. If you see a dark, funnel shaped cloud seek shelter and if possible, call 911 and report it.
4. Gather emergency kit, first aid kit, and classroom attendance to prepare for evacuation

### **Tornado WARNING**

1. Monitor radio / TV continuously.
2. Monitor sky conditions continuously. If you see a dark, funnel shaped cloud seek shelter and if possible, call 911 and report it.
3. Turn off all utilities if time permits.
4. Move all staff members and children to designated location: crib room in the Infant Room

## **Severe Thunderstorm WATCH**

1. Advise all staff members of the weather condition.
2. Monitor radio / television news for updates and/or the NOAA Weather Radio.
3. Modify outdoor activities to ensure that relatively quick access to shelter is available
4. Gather emergency kit, first aid kit, and classroom attendance to prepare for evacuation

## **Severe Thunderstorm WARNING**

1. Advise all staff members of the weather condition.
2. Monitor radio / television news for updates and/or NOAA Weather Radio.
3. Terminate outdoor activities and seek shelter.
4. Monitor sky conditions. If you see a dark, funnel shaped cloud, seek shelter and if possible, call 911 and report it.

**Policy 25.3**

## **BLIZZARD**

In case of a blizzard and the Program Principal has made the decision to close the facility, the staff of St. Mary's School Begin Program will make attempts to contact the parents.

1. The parents will be asked to pick up their children if they can safely do so.
2. If the parent can NOT safely pick up their children we will contact the emergency contact to verify if they are able to retrieve the child safely.
3. If the parent or any emergency contact can NOT safely retrieve the children then the children will remain at the facility until it is safe to do so

If staff or children are not able to return home safely then they will remain at the facility and maintain ratios 100% of the time including 100% sight and sound.

## **HAZARDOUS MATERIALS ACCIDENTS**

Evacuate the area immediately.

1. Do not turn any electrical switches on or off.
2. Eliminate all open flames.
3. Evacuation should be to an area (if possible) upwind and uphill of the facility.

4. Call 911, and report that there has been a Hazardous Materials Spill.
5. Do not attempt to contain, touch, or identify (if unknown) the hazardous material.
6. Do not attempt to rescue someone who has been overcome by fumes.
7. If a child or staff member has had contact with chemicals, the chemicals should be washed off immediately.
8. Do not return to the building until authorized to do so by the fire department.

## **FLOOD PLAN**

1. When Flash Flood conditions are forecast, the following guidelines shall be used:
2. Contact the on duty supervisor and / or the facility Principal.
3. Monitor television, radio, and/or NOAA Weather Radio for forecast updates.
4. Store chemicals where flood waters cannot reach them and cause contamination.
5. Make preparations to move children and staff members in the event that evacuation is needed.

Safe area to be evacuated to is: West Wind Village Café or wherever within the facility that is safe.

Safe Route there is: Follow the connecting hallway to a safe area that is established

### Evacuation

1. If the facility is in a low lying area vulnerable to flooding, evacuation will be immediate.
2. Evacuation is to follow the safest route possible (listen to weather and news reports for routes). Maintain voice contact among staff members and ensure all children and staff members are accounted for.
3. If time and conditions permit, unplug all electrical appliances.
4. All loose outdoor articles are to be brought in or tied down.
5. Lock all doors.

Policy 25.4

## **MISSING PERSONS**

Should a child be missing, the following should be done:

1. Lead Teacher will lock down their respective room and take attendance.
2. Then a secondary group or person will search the building and grounds completely.
3. If the child is still not found in a reasonable time, the police and parents will be notified immediately.
4. Incident reports should be completed by staffed in the supervision of the missing child.

## **RELEASING A CHILD**

St. Mary's School Begin Program 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 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 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 center Principal must be notified immediately. The staff is to remain at the center until the program Principal can come and take over. The Center 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.

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

**Policy 25.5**

## **BOMB THREATS**

General Precautions

1. Any bomb threat should be treated as real until proven otherwise.

2. Unidentified or suspicious objects should be reported to the authorities. It should not be touched or moved.
3. Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated to should be searched quickly before evacuation.
4. Upon evacuation, all windows and doors should be left open, if possible, to minimize shock damage from blast.
5. Upon arrival of law enforcement authorities the facility Principal, or designee, will assist with search (i.e.: unlocking doors, identify strange or suspicious objects).
6. The appropriate authorities should be consulted prior to re-entry into the building.

### **Telephone Threat**

The staff member that received the call should tell another staff member that a bomb threat is in progress so that:

- a) The building may be immediately evacuated, and
- b) Local Law Enforcement may be contacted via 911.

The receiver of the call should keep the caller on the line as long as possible.

Information should be recorded on the Bomb Threat Form as quickly as possible.

Information sheets are kept near each phone, or specifically record the following information:

- a) The exact time the call was received. \_\_\_\_\_
- b) The caller's exact words. \_\_\_\_\_
- c) A description of the caller's voice. \_\_\_\_\_

If the receiver of the call has the time and opportunity he/she should ask the caller for:

- a) The location of the bomb. \_\_\_\_\_
- b) The exact time of explosion. \_\_\_\_\_
- c) A description of the nature and appearance of the bomb. \_\_\_\_\_
- d) The caller's name and their location. \_\_\_\_\_

### **Written Threat**

1. The staff member receiving the written threat should handle it as little as possible, (to preserve finger prints), and should save all materials including any envelope or other container.
2. Local Law Enforcement should be contacted first, followed by the facility's Principal.
3. The building should be evacuated until it is determined that there is no longer a danger.
4. All materials involved in the threat should be turned over to the authorities.

## Policy 25.6

### **UTILITIES AND MAINTENANCE EMERGENCIES**

#### **Gas Leak**

1. If any staff member or children smells gas, act quickly.
2. Open windows immediately.
3. Call 911 and report the possible gas leak.
4. Do not turn any electrical switches on OR off. Eliminate all flames.
5. Check all gas taps and turn them off.
6. If necessary, turn off the gas main. Call West Wind Village Maintenance at Ext 7928
7. If the gas odor remains strong, evacuate the area immediately.
8. Do not return to the building until the fire department announces it is safe or other agency if the fire department refers you to an additional agency

#### **Power Failure**

1. The building's emergency lights, if so equipped, should come on automatically. They are connected to the facilities emergency generator, or back up batteries, which will start automatically upon loss of power (if a generator is present and connected properly).
2. The center has 4 flash lights which are located in infant room, toddler room, and preschool room and in the office.
3. There are spare batteries located in the infant room.
4. A battery-operated radio is located Head Start (we share a weather radio) The radio may be used to monitor weather conditions, etc.
5. Stations are KMRS 1250 (AM)/KKOK 95.70 (FM)
6. In the event of a power failure, the staff members on duty should contact the following:
  - Local Power Company. Phone:800-257-4044
  - The Principal.

#### **Loss of Water**

1. There is an emergency supply of water located infant room. This water should be used sparingly, and only for emergency.



2. In the event of the loss of water, the staff members on duty should contact the following:
  - a) Local Public Works (Only if loss of water is neither the result of a general power failure nor the result of an internal plumbing problem). Phone:320-589-3141
  - b) The Principal.
3. 3. If appropriate temps are not able to be maintain the center will be closed

### **Loss of Telephone Service**

1. There are cellular phones located on the premise by several employees which may be used in the event that regular telephone service is disrupted. Use of the cellular phone is costly, however, and as such should be limited to absolute need.
2. In the event of loss of telephone services, the staff members on duty should contact the following:
  - Local Telephone Company repairs service. (Only if loss of service is not the result of a general power failure).
  - The Principal

### Loss of Heating/Air Conditioning

1. Contact the facility Principal
2. The supervisor or staff member on duty should contact the installer of system and/or the company that services the units.
3. If appropriate temps are not able to be maintain the center will be closed

### Plumbing Problems (Emergencies only)

1. Contact the facility Principal
2. The school maintenance staff.

### Problems with Keys/Locks

1. Contact the Principal.
2. The school maintenance staff

## **INJURY/ACCIDENT POLICY**

Policy 26.0

### CPR & FIRST AID POLICY

The BEGIN PROGRAM requires the 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.

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.

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.

## INJURY PREVENTION

Staff members that are qualified as a Teacher and Assistant Teacher are CPR and First Aid certified.

There are "Procedures for Emergency Care" posted in each classroom to aid in case of emergency.

Safety Rules for Prevention of Accidents are as follows:

1. *Injury Prevention:* if Program Principal and/or any staff at BEGIN PROGRAM feel that any activity is unsafe, such activity shall be stopped immediately. Unsafe activities include but are not limited to:
  1. Running across the parking lot
  2. Sliding head first on playground equipment
  3. Unusual roughness on the playground
  4. Building block towers over the top of a child's head
2. *Pedestrian Accidents Prevention:*
  1. All pathways are to be kept cleared.
  2. Any floor covering will be taped or secured in place.
  3. Snow and ice shall be removed from all walkways.
  4. Children on walks shall use a rope or a partner system depending on the child's age.
  5. Children shall be educated on pedestrian safety procedures.
3. *Poisoning Prevention:*
  1. BEGIN PROGRAM Principal will not keep potentially poisonous materials on hand unless use of the material is necessary.
  2. All potentially poisonous materials will be secured in a location which is not accessible to the children.

3. All staff will be educated on the hazards of poisonous materials. Poison control contact information will be posted in each classroom.
  4. Children will not be allowed to use hazardous materials.
  5. Staff will comply with MN Rule 3 requirement of 100% sight and sound of all children in the classroom.
  6. Staff purses and jackets will also be kept in an area which is not accessible to the children.
4. *Choking Prevention:*
1. BEGIN PROGRAM staff will be careful when buying equipment and supplies for the classroom to purchase games and manipulative that is age appropriate.
  2. Children are not to put game pieces or building items in their mouths.
  3. Staff must monitor the size of food pieces served.
  4. Staff must encourage children to take sufficient time when eating and to provide a calm, relaxed atmosphere giving plenty of time to finish meals.
5. *Prevent Suffocation:*
1. All plastic bags must be secured in a location that is not accessible to children and also must be disposed of properly.
  2. When children are playing with blankets and similar play items, staff must be alert to the potential for suffocation and intervene when necessary.
  3. String and yarn type items will be used only in planned, supervised activities.
  4. All cords for curtains or blinds must be placed out of the reach of children.
6. *Prevent Traffic Accidents:*
1. BEGIN PROGRAM is currently not involved in transporting children for any reason.
  2. The only exception to this is if a staff member is listed by the child's parents as an authorized person to pick up the child and staff member will not transport child without notification from the parent/guardian and not during working hours.
7. *Prevent Burns:*
1. BEGIN PROGRAM shall ensure that the water temperature in hand washing sinks does not exceed 120 degrees.
  2. Children are not to enter the hand washing area unsupervised.
  3. Heat sources in the classroom are protected, insulated or located out of the reach of children to protect children from burns.
  4. Food carts are closely monitored by staff and children are kept away from them.
  5. Food is served to children at a safe temperature for eating (140 Degrees)

Each classroom is responsible to conduct a DAILY safety check to verify the classroom has been inspecting for potential hazards in the facility and outdoor play space. There is a space on each classroom cleaning sheets to initial that this is complete each day.

### INCIDENT REPORT (ACCIDENT/INJURY)

All accidents and incidents must be recorded and the following information must be in the report:

1. Date
2. Time and Place of incident
3. Name and Age of child (but not name of other child involved)
4. Type of Injury
5. Action taken
6. To whom it was reported
7. Signature of the person filling out the report.

A copy of the report must be distributed as follows:

- A copy needs to be given to the parent
- A copy needs to go into the child's file in the classroom binder

The Principal will collect annually for review and file for the proper retention.

A report must be written for ALL injuries no matter how minor even if there is no mark left. A report must also be written for incidents that the parents should be aware of such as: the child cutting their hair with scissors, a continued use of vulgar language, behaviors, bathroom accidents or spills resulting in the child wearing clothes other than what they came in that day.

The bottom section of the incident report should be completed by staff after a copy is made for the parents of any actions taken to prevent future incidents.

### Review of Accident, Injury and Incident Reports

The program Principal will monitor the occurrence of accidents, injuries and incidents and make necessary adjustments as needed, for the safety of the children in care at least annually. Necessary modifications will be assessed and implemented according to need on a regular basis.

ILLNESS OR INJURY

Minor

1. Treat with medical supplies on hand. Each room is equipped with a First Aid Kit
2. Evaluate periodically to see if further medical attention is required.
3. Document treatments and evaluations in children's file, by filing an incident report. Make a copy for the parents and the file in the classroom.
4. Communicate with family members.

Major

1. Employ first aid techniques as trained, if needed. There is a Emergency Care aid posted in each classroom to assist in emergency
2. Contact 911, if immediate medical attention required.
3. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then work with family to take the child to the emergency room, pediatric clinic, or hospital per instructions of the family member.

Death

1. If an unresponsive child occurs at the Child Care Facility the following should be contacted immediately:

- a) Call 911, request emergency assistance.
- b) Administer CPR and First Aid till further assistance arrives
- c) Contact local Law Enforcement; allow them to notify the family members.
- d) Contact facility Principal
- e) Incident Reports should be completed by staff members involved

2. The body should not be moved or tampered with.

3. All children should be moved to a part of the building away from the body.

4. The children should only be told what is essential for them to know about what has occurred, but should be offered comfort and counseling as needed.

5. No news media should be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the facility's Principal. No filming or photography is to be allowed inside the building.

NOTE: Never move or touch unidentified or suspicious objects.

## TICKS

When a child is in our care and a tick is found on the child the following steps are taken.

- If the tick is crawling or moving around then remove it and flush it down the toilet
- If the tick has imbedded its head into the skin:
  - Before removing call the parent and ask permission before removing
  - If permission is received remove the tick and flush it down the toilet
  - Monitor the site and show the parents at pick up unless there is concerns then the parent should be contacted again to advise them of the development. We will follow the parents recommendations.
  - Complete an incident/accident report

## **Policy 26.3**

## SERIOUS INJURY OR ILLNESS

The Center must call the Department of Human Services if any of the following things happen. A written record must also be kept at the Center for review. A verbal report must occur:

1. Within 24 hours of the death of a child in care at the Center
2. Within 24 hours of any injury to a child in care at the Center that required treatment by a physician.
3. Within 48 hours of the occurrence of a fire during the hours of operation that requires the service of a fire department.
4. Within 24 hours of the use of any emergency medical service by a child in our care.

The Center must call the Department of Health if any of the following happen:

1. Whenever a child is bitten by an animal while in care at the Center.
2. Whenever a reportable disease occurs at the Center. The reportable diseases are listed: Campylobacteriosis, E Coli, Giardiasis, Haemophilus Influenza, Hepatitis A, Hepatitis B, HIV, Lyme Disease, Measles, Meningococcal Disease, Mumps, Pertussis, Reye Syndrome, Rubella, Salmonellosis, Shingellosis, Tuberculosis ect.

The immediate concern is to the aid of the sick or injured person. Proceed according to the following plan:

- A. No staff member should place themselves at risk in the rescue of an injured child or staff member.
- B. Call Emergency 911 and request the needed emergency responders.

C. Do not move the victim, especially if their injury is the result of a fall, unless they are in a life threatening or dangerous environment.

D. Treat immediately life-threatening injuries first in priority order:

- 1) Impaired Breathing
- 2) Heart or Circulatory
- 3) Severe Bleeding
- 4) Shock

Impaired Breathing - Work Efficiently: The average person will die in six minutes or less if their oxygen supply is cut off. Place victim on his/her back, loosen collar, remove any obstructions to the airway, and apply mouth-to-mouth resuscitation (if so trained). After the victim is breathing alone, treat for shock.

Heart / Circulation Failure - Work quickly. If possible, get trained help and work as a team. Apply cardiopulmonary resuscitation (CPR). If successful, treat for shock.

Severe Bleeding - Act Quickly. Apply direct pressure on the wound with your hands, using a clean cloth if one is available. If there are no fractures, elevate the wound. If bleeding is of a spouting or pumping nature, apply pressure to the appropriate arterial pressure point. Never use a tourniquet except as a last resort.

Shock - If there is no head or chest injury, keep head lower than the rest of the body.

Loosen clothing and cover with blankets. Encourage fluids if victim is conscious and there is no abdominal injury or nausea.

Other injuries / illnesses should be treated in priority with respect to threat to life. Depending on the seriousness of the injury the victim should be taken to a nearby hospital by ambulance.

## **MEALS & FOOD SAFETY**

**Policy 27.0**

### MEAL TIMES

St. Mary's School Begin Program serves a pre-plated meal service - This is a type of meal service where by all the food components of a meal (e.g. lunch - meat/meat alternate, fruits, vegetables, breads/grains and milk) are served to participants. Supervising staff pre-fill plates and glasses/cups with the minimum required portion size for all food components prior to the meal service. This type of food service is used for pre-k students. Pre-k students are served breakfast and lunch by our food service program.

Meal Counts: These MUST be completed at the time that the meal is served:

- Using the Monthly Attendance and Meal Count Record maintained by the principal.
- A staff member must take attendance on the form, adding any children that need to be added on the bottom (First and Last Name) that are not already listed. Do not list a child that is visiting for lunch for transition purposes because they will be counted in their original room till transition is complete.
- Once the meal is served mark down the number of meals served.
- This should be done individually while each meal is being served.
- At the end of the month the Principal will collect and add up the rows as well as columns.

Staff members serve as role models during this time and need to sit down to each meal with the children.

### DRINKING WATER

Drinking water is ALWAYS available to children throughout the hours of operation and offered at frequent intervals in a single service cup.

Policy 27.1

### GENERAL GUIDELINES FOR PREPARATION, HANDLING, AND STORING OF MILK, SOLID FOODS, SUPPLEMENTS, FORMULA AND BREAST MILK (FOOD NOT PROVIDED OR PREPARED BY LICENSE HOLDER)

Food borne illness can be prevented by following guidelines for handwashing, excluding ill foodservice workers, and for storing, handling, preparing, and cooking food and beverages in the childcare and school settings.

#### Hand washing

Wash hands thoroughly with soap and warm running water after using the toilet, changing diapers, and before preparing or eating food. Thorough hand washing is the best way to prevent the spread of



communicable diseases. Alcohol-based hand rubs are not acceptable in the food service area. (See pgs 56-59 for more information on hand washing.)

## Exclusion

People should not prepare or serve food with the following:

- vomiting and/or diarrhea or until 72 hours after the last episode of vomiting or diarrhea.
- until treated with antibiotics or have had one or more negative stool tests (depends on specific bacteria).
- skin lesions on exposed areas (face, hands, fingers) that cannot be covered. Wear finger cots or disposable gloves over covered sores on the fingers or hands.
- when wearing fingernail polish.

Food and beverage storage, handling, preparation, and cooking guidelines:

- Storage guidelines/rationale
  - Store all potentially hazardous foods (eggs, milk or milk products, meat, poultry, fish, etc.) at 41° F or below. Childcare centers/schools that receive hot food entrees must hold potentially hazardous foods at 140° F and above and check food temperature with a clean, calibrated food thermometer before serving. Bacteria may grow or produce toxins if food is kept at temperatures that are not hot or cold enough. These bacteria can cause illness if the food is eaten. Store lunches that contain potentially hazardous foods in the refrigerator. Use coolers with ice packs for keeping lunches cold on field trips.
  - Store raw meat and poultry products on the bottom shelf of the refrigerator. This will help to prevent the meat and poultry juices from dripping onto other foods.
  - Keep food products away from cleaning products, medicine, and animal food. Never refer to medicine as “candy” as this may encourage children to eat more medicine than they should. Some cleaning products can be mistaken for foods. For example, cleansers may look like powdered sugar and pine cleaners may look like apple juice. Cleaning products must be properly labeled.
- Preparation guidelines/rationale
  - Prepare food in an approved preparation area. Preferably, one sink should be dedicated for food preparation and one for hand washing. This area has equipment, surfaces, and utensils that are durable, easily cleaned, and safe for food preparation.
  - Rinse fresh produce in a clean, sanitized sink before preparing. This helps remove pesticides or trace amounts of soil and stool, which might contain bacteria or viruses that may be on the produce.
  - Clean all surfaces before beginning food preparation. Unclean surfaces can harbor bacteria and contribute to cross contamination. Cross contamination occurs when a contaminated product or its juices contacts other products and contaminates them.
  - Use an approved sanitizer for food contact surfaces. Test kits can be used to check the concentration. High concentration of sanitizer can leave high residuals on the food contact surface, which can contaminate food, make people ill, and damage surfaces or equipment.

- Label all sanitizer spray bottles. Check sanitizer solution daily using a test kit. Make a fresh solution if the concentration is below acceptable levels. This will prevent accidental misuse of sanitizer spray bottles.
- Always wash hands, cutting boards, utensils, and dishes between different foods. Use separate cutting boards for raw meats and produce. Cross contamination occurs when a contaminated product or its juices, (e.g., raw meat or poultry) touches other products (e.g., fresh fruit, vegetable, cooked foods) and contaminates them.
- Thaw foods properly: 1) on a tray on the bottom shelf of the refrigerator, 2) under continuously running cold (70° F or less) water in continuously draining sink, or 3) in the microwave, only if the food is cooked immediately afterwards. DO NOT leave food out on the kitchen counter to thaw. Thawing food on a kitchen counter can allow bacteria to grow in the food.
- DO NOT prepare infant formula in the hand washing sink area in the infant room. Use water from kitchen prep sink to mix infant formula or use bottled water.

#### Other Considerations

- DO NOT let children serve or prepare food in the childcare setting. Cooking projects in the childcare and school settings should be treated as a science project. Alternatively, have the children make an individual-sized portion for themselves. Children could contaminate food and make other children/staff ill if they handle food during these types of projects. Monitor the children's hand washing and supervise children so they do not eat the food.
- If children bring food or treats to share, the food or treats must be purchased from a licensed store or bakery. DO NOT allow food/treats to be brought from home. Children and parents may not understand food safety principles as well as staff at licensed food establishments. Licensed commercial kitchens are more controlled environments for preparation than private homes.
- DO NOT wash bottles, nipples, or dishes in the hand washing sink area in the infant room. Any items that need to be cleaned and/or sanitized must be sent to the kitchen.
- ALL food in the in the refrigerator MUST be labeled with a date (and name if it belongs to an individual
- Open baby food containers may only be stored in the refrigerator for 24 hours
- All other food (milk, bread, fruit) which is open may only be stored in the refrigerator for 4 days as long as it has not reached its expiration date
- Staff must throw out any food which are left over and has been removed from the original containers and served to the students.
- If a child who eats regular meals is sleeping during the designated meal time, the food must be covered and placed in the refrigerator. The food must be reheated to appropriate temperature before being served to the child.
- Tables and high chairs used for eating must be washed with soap and water before and after use. Table must be sanitized with weak bleach after table is dry
- Sanitation guidelines according to the USDA Child and Adult Care Food Program must be followed with all food preparations.
- Staff must wear disposable food service gloves when handling and preparing food.

#### Other Considerations

- Each parent must give written dietary instructions for their child in our care. A parent typically does this during parent-teacher interview

## GENERAL GUIDELINES FOR PREPARATION HANDLING, AND STORING OF MILK AND SOLID FOODS

Young children are more susceptible to bacteria than older children, and unsanitary food conditions can cause serious infections. General cleanliness, proper food selection, and sanitary food preparation and storage are key to preventing illnesses related to food contamination. Take extra care when handling food and utensils to make sure they are safe and clean. State and local guidelines may vary regarding requirements for sanitary food preparation in child care facilities and other institutions.

### Hand Washing

Proper hand washing can help prevent the spread of illness in child care settings. Make sure to wash your hands thoroughly by following these steps:

- Wet your hands with warm running water.
- Add soap.
- Wash all surfaces on hands. Rub vigorously for at least 20 seconds. Wash carefully between fingers, around the tops and palms of hands, over wrists, and under nails using a clean nail brush.
- Rinse your hands well under warm running water; leave the water running while drying hands.
- Dry your hands with a clean, disposable paper towel.
- Turn off the faucet, using the disposable paper towel, instead of your clean bare hands.

When should the hands be washed?

Wash your hands thoroughly before you:

- handle, prepare, serve, or touch food,
- handle food utensils and set the table,
- touch raw meat, poultry, or fish,
- eat, drink, or feed food to children,
- put away clean dishes,
- give medication.

Wash your hands thoroughly after you:

- arrive at the site for the day,
- handle raw meat, poultry, fish, or eggs,
- use the bathroom or assist a child in the bathroom,
- handle a child who is ill or give medication,

- come in contact with any bodily fluids (e.g., urine, blood, feces, vomit, mucus, spit),
- sneeze or cough into tissues or hands,
- get your hands dirty, or have been cleaning, or working outside,
- wipe noses, mouths, bottoms, sores or cuts,
- handle pets, or other animals, or garbage.

### If a Caregiver Has an Illness or Infected Injury

People who are ill and handle food can easily spread their illness to others, including children.

Therefore, the following caregivers should not handle food for:

- those who have signs or symptoms of illness (including vomiting, diarrhea, and infectious skin sores that cannot be covered); and
- those who may be infected with bacteria or viruses that can be carried in food.

### Cleaning and Sanitizing Food Preparation Areas, Equipment, Feeding Dishes and Utensils, and Dining Areas

Clean and sanitize all food preparation, food service, and dining areas (including countertops, tables, and high chairs) before and after each meal. Clean and sanitize all food preparation equipment, dishes and utensils for serving and feeding after each use and store them in a clean and sanitary manner.

Before and after preparing and serving food, the following should be washed with soap and hot water and then rinsed thoroughly with hot water:

- all surfaces used to prepare food, including countertops and tables,
- food preparation equipment and utensils (including food warmers),
- food service and dining areas (including highchairs).

After washing, sanitize all of the above according to applicable Federal, State, and local food service rules and regulations for centers, small and large family child care homes, and other public institutions serving food to children. Follow applicable Federal, State, and local guidelines if a dishwashing machine is used for sanitization.

Note: Do not use Styrofoam cups and plates and breakable disposable plastic utensils. Swallowed Styrofoam pieces or broken plastic utensil pieces can cause choking or other injuries.

## Clothing of Caregiver Involved in Food Preparation or Handling

Providers and staff should wear clean clothing and aprons when working with food. Consult with your State agency about requirements for wearing rubber or latex gloves or other types of protective clothing.

## Refrigerator and Freezer Temperature

The refrigerator in the facility should be set at a temperature of 40° Fahrenheit or below and should be checked regularly with an appliance thermometer. The temperature in a freezer should be 0° Fahrenheit or below and should be checked regularly with an appliance thermometer. Have the appliances checked immediately by a qualified repairperson if the temperatures are above those levels.

## Reducing Lead Exposure from Food

To reduce the chances that a child will be exposed to lead from food:

- Store foods or beverages in covered plastic or regular glass food storage containers. After opening canned foods or beverages, store the leftover food or beverage in such containers. Do not store food or beverages in their opened cans.
- Do not feed children any canned imported foods or beverages—these cans may have lead seams (lead in seams can leak into the food).
- Do not use decorative or ornamental ceramic ware or pottery, especially if imported from another country, for cooking, storing, or serving food or beverages. Imported dishware may release toxic levels of lead into food.
- Do not cook, store, or serve foods or beverages using:
  - Leaded crystal (glass) bowls, pitchers, or other containers, or
  - Antique ceramic or pewter vessels, dishes, or utensils.

These items can release toxic amounts of lead into food.

## HEALTH POLICIES

### Policy 28.0

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 diapering or 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

Always follow the glove use policies established at this facility:

- Meal serving
- Diaper Changes
- Application of sun screen if unable to wash hands between each child's application

### 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.

## Policy 28.1

### 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 on 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 posting a notification from the Infectious Disease Handbook on the entry doors and each classroom will post on the sign in/out clip boards.

## 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 OTC product may be applied to my child in accordance with the manufacturer's instructions on the original container.

Lock boxes are located in each classroom to store all medicines and products. If they need to be stored in the refrigerator then the lock box will be placed in the refrigerator in the infant room.

## 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
7. Safety checks for hazardous objects daily

## Policy 28.3

### OCCUPATIONAL BLOOD BORNE PATHIGONS

1. Employees should handle all children as if they were contagious or carrying an infectious disease. All bodily fluids of unknown origin should be treated as though they contain infectious disease.
2. Centers train employees annually as to the use of Universal Precautions in the workplace. Written policies should be developed regarding the use of Universal Precautions. Disciplinary actions should be taken when employees do not follow the Universal Precautions policy.
3. If used consistently and appropriately, Universal Precautions help to reduce the risk of spreading infection from one child to another child. They will also reduce the risk of becoming infected with Blood Borne diseases such as HIV, Hepatitis, etc.
4. The consistent and appropriate use of Universal Precautions protects the client's right of privacy with regard to their HIV status. If staff is consistently and appropriately using Universal Precautions they do not have a "need to know" the HIV status of the children they serve.
5. Agencies must have a reporting procedure for employees to report exposure to blood or other potentially infectious material (OPIM). Exposure means direct contact with blood or OPIM by any part of the body not covered with a protective barrier. Protective barriers are typically, latex or vinyl gloves. Clothes, paper towels, napkins, and rags are not considered protective barriers because the bodily fluid can be absorbed into the material and then contact the skin.
6. Employees for whom it is reasonably anticipated that they will have contact with blood or OPIM are required to be given a pre-exposure Hepatitis B vaccination, at the expense of the employer. In the childcare setting, the employees covered by this regulation would be those who, as part of their job requirements are designated as a first-aider and/or any other job function which has the potential to contact blood or OPIM. Employees involved in an exposure incident, who have not been previously vaccinated, must receive the Hepatitis B vaccine within 24 hours of the exposure incident. The employee has the right to refuse the vaccination, however, the employer should obtain a signed waiver documenting that the vaccine was offered and the employee refused. Employees who initially decline the Hepatitis B vaccine are permitted to change their mind at a later date and receive the vaccine at the employers expense if they continue to be at risk for exposure.
7. Following exposure, the employee must be referred to a medical consultant at the expense of the employer. The employer must provide the medical consultant with a copy of the OSHA regulation, and the exposure report. The medical consultants' written opinion will be forwarded to the employer, and the employer must provide the employee with a copy of the opinion within 15 days of the completed evaluation. It is the employer's responsibility to retain the medical records relevant to the exposure incident. These records must be maintained separate from the employee's personnel file, in a file that is has restricted access and is kept under lock and key.

## PREGNANT WOMEN: COMMUNICABLE DISEASES OF CONCERN

Working in a child care setting may involve frequent exposure to childhood diseases. Certain communicable diseases can have serious consequences for pregnant women and their fetuses. Women who are pregnant or considering getting pregnant should discuss their occupational risks with their physician. St. Mary's School Begin Program is not responsible for your risks if you choose to work during your pregnancy.

The following communicable diseases can have serious consequences for pregnant women and their fetuses:

- Chicken Pox or Shingles
- Cytomegalovirus (CMV)
- Fifth Disease
- Hepatitis B
- HIV/Aids
- Rubella (German Measles)
  
- MRSA

\*\*ALL OTHER POLICIES ARE AVAILABLE IN THE SCHOOL O