

St. Matthew Community
Preschool



Parent Handbook
2012-2013

St. Matthew Community Preschool Handbook

St. Matthew Community Preschool is a cooperative program enabling parents to participate actively in the growth and development of their child. Realizing that each child is a unique creation of God, it is the goal of St. Matthew Community Preschool to provide a stimulating environment in which each child is allowed and encouraged to grow socially, emotionally, physically and intellectually. Our preschool staff will provide a non-denominational Christian environment that encourages friendship, trust and respect for others, and will strive to make sure that each child leaves with a realization of their potential and a positive self-concept. Enrollment is open to all children without regard to race, creed, religion, sex, or national or ethnic origin.

This philosophy, coupled with a professionally trained staff, will ensure the individual growth of each child who becomes a part of the preschool.

ENTRANCE REQUIREMENTS:

Age requirement: A child must be three years of age by December 1, 2012 to be enrolled in our mixed 3 and 4 year old class and be four years of age by September 1st, 2012 to be enrolled in our pre-kindergarten class. All students must also be toilet trained by August 1st, 2012. This means the child must be able to use an adult size bathroom without assistance (no "pull-ups").

Registration: All returning students, their siblings, and members of St. Matthew Lutheran Church are given the opportunity to pre-register each February. Open registration begins a month after pre-registration and continues through August for the following school year. Student placement is conducted on a "first come, first served" basis. Any children in addition to our class lists will be placed on a waiting list until an opening occurs or an additional class is formed. A completed registration form must be turned in along with the registration fee to hold a place for your child on our class roster. If there are any changes to any of the forms, such as address, parent's work information, phone number or emergency contact information, etc, **corrections or a new form must be filled out immediately.**

Health, Immunization and Permission Forms: the Immunization and Permission Forms **MUST** be completed, signed and on file at the preschool by the **FIRST** day of school in order for your child to attend. The Healthcare Summary must be on file before October 1, 2012. Returning students who have a current Immunization and Health Summary form on file do not need a new form *unless immunizations have been added or health information has changed.*

SCHOOL TIMES

The mixed 3 and 4 year old class meets Tuesday, Wednesday, and Thursday mornings from 8:30 am – 11:00 am for children who are at least three years of age by December 1, 2012. The pre-kindergarten class meets Tuesday, Wednesday and Thursday afternoons from 12:30 p.m. to 3:00 p.m. for children who are at least four years of age by September 1, 2012.

Please do not bring the children earlier than five minutes before the session begins. This is precious time the teaching staff uses to prepare for your child's class session. Parents will provide or arrange for their child's transportation. Park and use the North entrance to the building. For your own child's safety in the parking lot, please escort your child inside the classroom and pick him/her up there. Be certain to pick your child up promptly at dismissal. If your child is not picked up

within 15 minutes of the end of the session, and the teachers have not been notified that you will be late, you will be assessed a late fee of \$10.00 for each 15 minutes your child waits to be picked up past the end of the class time.

CALENDAR

The school year runs from September through May. The first day of school is the day after Labor Day. St. Matthew Community Preschool calendar follows the St. Charles Public School District for holiday breaks and school closings due to weather. If St. Charles is running a delayed start, the morning session will be canceled. If St. Charles closes early, St. Matthew Community Preschool will close early as well. If you ever question whether a class is meeting or not, feel free to call the teacher or the school.

TRANSPORTATION

We will have **limited** bus transportation available for the children on a “first come, first served” basis. The cost for the 2012 – 2013 school year will be \$38.00 per child per month. An added surcharge may be applied to the bus fee if gasoline remains above \$3.50/gal for an extended period of time. Only children being picked up from and dropped off at in-town daycares will be eligible for transportation. All children traveling on the bus will receive a bus safety course. We advise parents of children who will be riding the bus to have an emergency back-up transportation plan. It may be necessary that parents use the alternate transportation plan in the unlikely event that the bus would be out of commission and unable to run its regular route.

Other than the children who will be riding our bus, the preschool will not provide or coordinate transportation from home to school or vice versa for the children. We will provide parents the opportunity to contact other parents to form car pools, if they care to do so. Car pools are the sole responsibility of the parents.

The bus will not be used for field trips due to its limited capacity. Many of our field trips will be within walking distance. However, for those occasional field trips that are not within walking distance, parents will be responsible for transporting or finding alternate transportation for their children to field trip sites and back to school, daycare, or home.

REGISTRATION FEE

The non-refundable registration fee per year for each family is \$45.00. This fee is due at the time of enrollment. This fee, when paid and accompanied with your child’s registration form, holds your child’s spot for the 2012 – 2013 School Year.

TUITION AND PLAN FOR PAYMENT

Preschool tuition is \$95.00 per month for three sessions per week. Tuition is due at the beginning of each month. **Both September and May tuition are due the beginning of September. The last tuition payment is due the beginning of April.** Bus fees only will be collected in May. Tuition rates are not reduced for holiday months, illnesses, vacations or other unforeseen canceled school days. Scholarships are available based on financial need. If you desire, you may obtain an application form from the Director or Lead Teacher. The Scholarship Committee will review all applications with complete confidentiality on an individual basis. Scholarship Applications and information are due by August 15th, 2012. **We cannot guarantee financial assistance will be given to applicants whose scholarship application and information is turned in after the August 15th deadline.** Nevertheless, the August 15th deadline should not deter anyone from requesting financial assistance at other times during the year. Scholarships may continue to be awarded as long as funds are available.

Tuition is due on the first day of each month. If payment is not received within ten days following the first of the month there will be a \$10 late fee applied to the delinquent month's tuition payment. If tuition remains unpaid for an entire month, it will be necessary that the child's spot of the delinquent account be made available to the next child on the waiting list. Please contact the Preschool Board Chair if a tuition payment issue develops. We will do our best to work with our account holders to reach the best solution possible. Any parents wishing to withdraw their child from the preschool **must** give a written two week notice. If a parent withdraws his/her child without giving the appropriate two week notice, the May tuition paid at the beginning of the school year will not be refunded.

PARENT VOLUNTEERING

Parent volunteering is an enjoyable experience, in addition to meeting your child's classmates and observing the preschool program; it is an excellent opportunity to meet other parents. All parents are encouraged to participate in this program if at all possible. If you have a special talent, skill or knowledge that you would like to share, let us know.

Parent volunteer duties may include, but are not limited to: assisting the children with art projects, preparing future materials for the teachers, serving the snack, or working with small groups of children. Our parent volunteer program is an important and necessary part of our daily schedule. If you wish to volunteer or have signed up to volunteer and cannot make the day and/or time you have selected, please contact the classroom teacher.

Children are in the sight and hearing of a staff person at all times. This is for the protection, health and safety of the child. Volunteers, not used in the staff-to-child ratio are under the supervision of the Director, Lead Teacher or Assistant Teacher (Minnesota Rules 9503.0034 Subp.2).

PERSONAL BELONGINGS

Please label **all** your child's belongings (coats, hats, mittens, boots, etc.). Each child is provided with their own cubby for their items. Please do not send special toys with your child unless it is your child's special show and tell day as directed by the teacher. We are not responsible for lost or damaged articles. All personal items are expected to remain in each student's back pack unless directed to be removed by the teacher, assistant teacher, or volunteer. This will also be the expectation for children riding the bus to and from school.

PETS

Pets are not allowed unless they are a part of a special event. Arrangements should be made with the classroom teacher in these situations.

PROPER DRESS

Please dress your child in comfortable play clothes of the self-help variety. It is helpful if the child wears tennis shoes as some shoes are difficult to play in. Flip flops and sandals are not permitted - closed toed shoes with secure back straps only please. **Please dress the children according to the weather**, as we take the children outdoors as often as weather permits. The staff tries to encourage the children to dress themselves, so be sure they wear clothes they can manage easily. Be sure coats have buttons and zippers that work and that boots are large enough to slip on easily.

MEALS AND SNACKS

A healthy snack is served at all sessions. Approximately one day a month (depending on class size) each child will be assigned a Snack Helper Day. On each child's Snack Helper Day he/she will be responsible for bringing enough snack, juice or milk, napkins, cups, and plastic eating utensils (if necessary) to share with each child in his/her class. Snacks must be healthy in nature and **all snack food MUST be store bought.** If your child forgets to bring snack on his/her snack helper day please send a box of crackers and a bottle of juice to replenish our emergency supplies.

BOOK BUDDY BAGS

Book Buddy Bags (BBB) are chosen by your child on their snack day. Preschoolers will get a chance to bring home a different bag on each snack day. Bags include books, games and stuffed animals to be shared at home. BBB's need to be returned completely intact by class time on the following Tuesday after your child's snack day. By agreeing to participate (via the registration form) you will accept responsibility to return your child's Book Buddy Bag completely intact the Tuesday it is due back to school. If the bag is missing an item you agree to replace the item at your cost. Children who bring back incomplete BBBs will not be allowed to bring home another bag until the item or items are replaced or monetarily compensated for.

INSURANCE

The school carries general liability insurance coverage for bodily injury on the premises and school trips and medical payment coverage should the school staff be required to take a child for emergency medical care.

FIELD TRIPS

Children will not leave the school grounds for field trips without the written permission of parents. Children are in the sight and hearing of a staff person at all times. This is for the protection, health and safety of the child. Volunteers, not used in the staff-to-child ratio are under the supervision of the Director, Lead Teacher or Assistant Teacher (Minnesota Rules part 9503.0034 Subp.2)

RESEARCH AND PUBLIC RELATIONS PERMISSION

Children will not be involved in any experimental procedure or research as a part of our program. In the event of any public relations activities involving your child, a place has been designated on the registration form to either give or deny permission for your child to participate in these activities. The permission form will be maintained in your child's file (Minnesota Rules part 9503.0105).

PARENTAL CONTACT

Regular newsletters will be sent home with the children with information of what will take place at school and about upcoming special events. Progress reports will be completed twice a year and parent-teacher conferences will be available upon request. There is a bulletin board outside the classroom where special notes for the parents will be posted as well as a parent communication bulletin board near the entrance of the preschool. The school has available a variety of parental participation plans both during school hours and at other times. **Parents are welcome to visit their child's classroom at any time.** For security reasons, please call or e-mail to schedule a time when you would like to visit your child's classroom.

If there are any legal guardianship issues that preclude one parent from being informed about the child's activities at preschool, you must provide the school with a copy of applicable documentation. Please don't be offended if an ID needs to be checked.

BOARD OF DIRECTORS

A majority of the seats on the Board of Directors are reserved for parents of children in the school. The Board is composed of seven members, four members of St. Matthew Lutheran Church and three from the community. The names of those serving on the Board of Directors will be posted and phone numbers can be requested from the teacher.

CHILDREN WITH SPECIAL NEEDS

If your child has a special dietary or medical need, please inform the school immediately. The staff will assist your child in any way possible to meet this need. For example, if your child has allergies and cannot eat certain snacks, we will post this and be sure that your child does not eat this particular snack. It is essential that you notify us of any special needs so that your child has the best possible preschool experience. Please DO NOT send medication with your child to school. As a basic rule, St. Matthew Community Preschool will not administer medications except for the following: asthma and bee stings. If medication is administered, a care plan is followed indicating the type of medication, when administered, and who administered it. Syrup of Ipecac is no longer to be given to children at nursery school (Minnesota Rules, part 9503.0005 to 9503.0170).

HEALTH AND SAFETY

In fairness to your child and others, be sure your child is free of infectious illness and fever. If your child has a cold, sore throat, swollen glands, stomachache, headache or diarrhea, please keep your child home so others will not be exposed to the illness. The teacher will send home any child whose health seems questionable. Please call the school between 8:00 am and 8:30 am or 12:00pm and 12:30pm, if your child is ill and will not be attending that day so the teaching staff does not expect him/her.

Please inform the school immediately if your child has been exposed to or contracted a contagious disease. Such diseases would be measles, mumps, chicken pox, head lice, etc. Please keep the child at home so others will not be exposed. The school will notify all parents in writing when there is one confirmed case of a communicable or infectious disease. If you are unsure if your child should come to school, call the teacher and ask or use your best judgment. We want to keep everyone healthy. See the attachment on page 16 (Exclusion of Sick Children, Minnesota Rules part 9503.0080)

ACCIDENTS

Any accident that may occur while attending St. Matthew Community Preschool will be reported to the parents.

- If a child receives a minor injury, such as a scrape on the knee, the staff will administer basic first aid (cleaning the injury, applying ice pack when needed, and/or applying a bandage).
- If a child receives a more serious injury, which may need immediate attention, the staff will contact the parent/guardian immediately. If they cannot be reached, one of the persons listed as emergency contacts on the Registration Form will be notified immediately.
- Each time there is an accident, an accident report will be filled out by the staff person.

PROCEDURE FOR CHILDREN WHO BECOME ILL OR SERIOUSLY INJURED

When a child becomes ill at school, the parents will be called to pick up the child. If the parents can't be reached, the first emergency contact listed on the Registration Form will be called. The child will stay at school, apart from the other children, until the parent or approved party picks up the child. If the second party cannot be reached and the child is seriously ill, we will notify the doctor whose name is on the Registration Form. If your doctor recommends, your child will be transported to the hospital by ambulance. The preschool has general liability insurance coverage for bodily injury on the premises and school trips, and medical payment coverage should the school staff be required to take the child for emergency medical care.

PROGRAM DRUG AND ALCOHOL POLICY

St. Matthew's Community Preschool prohibits individuals, employees, subcontractors, and volunteers, while in direct contact with children served by our program from abusing prescription medication or being under the influence of a chemical such as a controlled substance and /or alcohol in any manner that impairs or could impair an individual's ability to provide care or services to the children. The safety of the child is our number one priority. **Documentation of training on the policy prohibiting drug and alcohol use is found in each staff person's personnel record.**

GRIEVANCE POLICY FOR ST. MATTHEW COMMUNITY PRESCHOOL

In an effort to make sure communication is kept healthy and productive between all those who are involved in St. Matthew Community Preschool and to take seriously any grievances of parents or others associated with the school, we have adopted the following grievance policy. It is our sincere hope that grievances be avoided but in the occasion there is a difficulty, the following guidelines will be observed.

The concerned parent, or party involved, will consult with the teacher and state their grievance.

1. The teacher will assess the situation and talk with the parent or concerned party within one week.
2. If the grievance is not resolved, the parent, or concerned party, has one week to submit a written statement of their grievance to the director.
3. The director will assess the situation, and within one week, meet with the parent/concerned party and the teacher. Within one week of this meeting, the school's director will submit written replies to the parent/concerned party, and the teacher.
4. If the grievance is not resolved, the parent/concerned party has one week to submit a written grievance to the Preschool Board.
5. The Preschool Board has two weeks to assess the situation. The board will then meet with the parent/concerned party, the teachers, and the director. The board has an additional two weeks to reply in writing with their answer concerning the grievance.

The decision by the board will be final. If the parent/concerned party does not meet specified time limits, the issue will be dropped.



Free time	15 minutes	Bathroom and snack	20 minutes
Calendar/Job time	5 minutes	Outdoor Activities	20 minutes
Large group time	25 minutes	Music	15 minutes
Small group time	25 minutes	Sharing	5 minutes
Story and/or Bible time	10 minutes	Closing activities	10 minutes

Director

Katie Derby
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Lead Teacher

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Transportation Director

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 Website: smcpreschool.org

License Capacity: 20 children per session

St. Matthew Community Preschool is inspected and licensed by the Minnesota Department of Human Services (651-296-3971).

Mixed 3 and 4 year old class: Tuesday, Wednesday, Thursday Sessions (3 years old by December 1, 2012)

8:30 – 11:00 am

Pre-Kindergarten class: Tuesday, Wednesday, Thursday Sessions (4 years old by September 1, 2012)

12:30 – 3:00 pm

BEHAVIORAL GUIDANCE POLICIES AND PROCEDURES

- A. Children should be presented with positive models of acceptable behavior.
Staff actions and interactions set the tone through their actions, body language and voice level. Children copy what they see and hear. If we wish to provide a peaceful and cooperative environment for children to grow and learn, then we must demonstrate this in our actions and voice. When voice levels are soft and calm, the children set their tone in a similar fashion. Adults need to model appropriate expression of their feelings.
- B. Behavioral guidance standards need to be developed based upon the developmental needs of the children in attendance. It is the staff's responsibility to understand the development of the children in their classroom and to recognize that the expectations and practices of certain behaviors vary in accordance with that development level.
- C. Redirection and constructive solutions should be the techniques used by the teaching staff. Emphasis on the positive is essential in guiding young children.
All staff should build on the positive, providing attention and encouragement when positive interactions are taking place.
Encouragement, intervention, explanation, and reconciliation are positive goals to strive for in the classroom. Cooperative games and team-building activities should be emphasized.
- D. Children should be taught to use acceptable alternatives for problem behavior in an effort to reduce conflict. Behavior which is unacceptable should be considered by the staff as "mistaken" behavior. This behavior is the result of the child's developmental immaturity. The staff must reinforce reasonable limits, and teach children "what to do instead" and not just "what not to do". Staff must realize that everyone makes mistakes and when such occur, children are capable of taking care of their mistakes (with staff guidance). Reinforce limits and teach alternatives. Understand that acceptable behavior takes time to learn. Opportunities to problem solve and work through mistaken behavior should be incorporated as part of the child's curriculum, both individually and in group situations.
- E. All children and staff members shall be protected and provided a safe and secure environment. Ground rules are established for the general school community. The ground rules shall be established based upon:
- Respect for the individual
 - Respect for the environment
 - Respect for others
1. It is important that the children clearly understand their boundaries. Staff will help them with this by introducing rules that are age appropriate and in the best interest of the total school community.
 2. Children have a right to be supervised at all times.
 - Always know the number of children in your supervision.
 - Always have appropriate staff/child ratio for your group.
 - Recruit another staff member to supervise your group whenever you need to leave the area.
 3. The rights of the individual child and staff member must be respected.

- F. Consequences for unacceptable behavior shall be handled in the following way:
1. The teacher must first respect and protect the rights of the child or children.
 2. Help the child to understand the problem.
 3. Be at the child's level and establish eye contact.
 4. Speak softly, directly, and clearly.
 5. Tell the child what you see, how you feel about it, what you want them to do, what you expect them to do, and sometimes, what the consequences of further conflict will be.
 6. Consequences need to be immediate and directly related to the child's unacceptable behavior.
 - The child may be redirected to another activity area, or to a specific area.
 - If the conflict continues, remove the child from the activity as warned previously, and spoken of privately. Time will vary.
 - Children should be encouraged to verbalize their feelings, rather than demonstrate them physically.
 - Situations of misbehavior should be used as a learning experience for all involved.

Methods of behavior management used in order of most frequent to least frequent use are:

1. Staff gives positive attention to good behavior.
2. In the event of unacceptable behavior, staff member will talk with the child and explain unacceptable behavior. Encourage child to continue playing in an acceptable fashion.
3. If behavior persists, redirect the child and explain that if behavior continues the child will have a 'Take a Break'.
4. 'Take a Break' will result if the child continues to have behavior difficulty. The 'Take a Break' chair (No particular chair is specified) is in the room, but separate from the group. The staff member will explain this to the child.
5. If a child has to 'Take a Break' more than two times in a day the behavior and consequence will be documented and the staff member will talk with the parent in person or by phone.
6. The child will return to the group as soon as the behavior that precipitated the separation stops and can be controlled.

At no time will any child be subject to corporal punishment – rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking. Nor will any child be subject to emotional abuse – name calling, ostracism, shaming, using language that threatens, humiliates, or frightens the child, or making derogatory remarks about a child or the child's family.

Failure to follow the discipline plan will result in consequences as stated in the Personnel Policies.

Persistent Unacceptable Behavior. St. Matthew Community Preschool's procedures for dealing with persistent unacceptable behavior that requires an increased amount of staff guidance and time are as follows:

1. The child's behavior is to be recorded, dated, and initialed by staff members observing the behavior.
2. Staff shall meet to discuss the unacceptable behavior and to develop a plan to meet the individual needs of the child in question.

3. The parents of the child will be called in for a conference to discuss this plan and to enlist their cooperation and input.
4. When necessary the Program Director will contact the appropriate professionals for guidance. All action will be taken with the written approval of the parents.

Prohibited Actions. St. Matthew Community Preschool's policy prohibits the following actions by or at the direction of a staff person. These policies will be enforced as stated in the Personnel Policies.

1. At no time will any child be subject to corporal punishment, which includes, but is not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.
1. Nor will any child be subject to emotional abuse, which includes but is not limited to:
 - a. Name calling, ostracism, shaming, making derogatory remarks about the child or child's family, or using language that threatens, humiliates, or frightens the child.
 - b. Separation from the group except as provided in subpart 4 under Separation from the group.
 - c. Punishments for lapses in toileting.
 - d. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
 - e. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
 - f. The use of mechanical restraints, such as tying.

Separation from the Group. No child may be separated from the group unless the following has occurred:

1. Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
2. The child's behavior threatens the well being of the child or other children in the program.
3. A child who requires separation from the group must:
 - a. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;
 - b. The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
 - c. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

Separation Report

1. All separations from the group must be noted on a daily log that must include the following:
 - a. The child's name
 - b. The staff person's name
 - c. Time
 - d. Date
 - e. Information indicating what less intrusive methods were used to guide the child's behavior

- f. How the child's behavior continued to threaten the well-being of the child or other children in care
- g. If a child separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log; and
- h. If a child is separated five or more times in one week, eight times or more in two weeks, the procedures in 'Persistent Unacceptable Behavior' must be followed.

Children with special needs or related conditions. For children with special needs or related conditions or children under the age of five as specified in Minnesota Rules, parts 9525.0004 to 9529.0036, the standards governing the use of aversive and deprivation procedures in Minnesota Rules, parts 9525.2700 to 9525.2810 apply.

Child Care Program Plan

1. Children are supervised and in the sight and hearing of a staff person at all times. This is for the protection, health and safety of your child.
2. St. Matthew Community Preschool is licensed for a capacity of 20 children per session, ages of 33 months to school age.
3. St. Matthew Community Preschool offers Tuesday, Wednesday, Thursday morning sessions 8:00 to 10:30 a.m., or Tuesday, Wednesday, Thursday afternoon session from 12:30 to 3:00 p.m.
4. St. Matthew Community Preschool is a non-denominational Christian preschool that serves the community of St. Charles. The school is state licensed by the Department of Public Welfare. St. Matthew Community Preschool is a Christian program with prayer at snack time, the celebration of Christian holidays, and the teaching of Christian living skills. The program is designed to help children grow socially, emotionally, physically and intellectually, in an atmosphere where the children will feel accepted and loved, never forgetting what it is to be a child.
5. This program plan shall be reviewed and evaluated in writing annually by a staff person qualified as a teacher in the program.
6. Children are supervised and in the sight and hearing of a staff person at all times. This is for the protection, health and safety of your child.
7. Pets are not allowed unless they are a part of a special event. Arrangements will be made in these situations.
8. Parents of enrolled children are welcome to visit their child's classroom at any time. If there are legal issues precluding a parent from visiting a child, you must provide the school with a copy of applicable documentation. Please don't be offended if an ID needs to be checked.

The telephone number of the Department of Human Services (DHS), Division of Licensing (651-296-3971).

GOALS AND OBJECTIVES:

Physical Development: to provide an environment that fosters growth in gross and fine motor development at age appropriate levels for each child.

1. To exhibit age appropriate balance and coordination skills.
2. To safely utilize outdoor equipment for climbing, riding, swinging, etc.
3. To participate in a range of outdoor and indoor physical activities for fine and gross motor skills.
4. To follow music/drum beat during movement activities.
5. To build with various materials (blocks, boxes, etc.)
6. To acquire skills for writing, cutting, and eating.
7. To handle books carefully and comfortably.
8. To dress self and fasten clothing.
9. To comfortably experiment with clay, finger paint, sand, and other media.
10. To participate in a regular program of exercise and physical activity.
11. To utilize manipulative toys for nesting, stacking, insertion, matching and grouping.
12. To move comfortably through space without frequent accidents.
13. To develop skills for personal hygiene and care (hand washing, not placing toys in their mouth, etc.)
14. To handle materials and animals gently.
15. To develop confidence in motor skill abilities.

Intellectual Development: to provide an environment that fosters growth in language, math, science, and sensorial skills at developmentally appropriate levels for each individual child.

1. To point to familiar objects and body parts.
2. To name familiar objects and body parts.
3. To recognize basic shapes and eight basic colors.
4. To follow simple directions.
5. To ask questions.
6. To recognize numerals 0-10 and some letters.
7. To classify objects according to common attributes.
8. To compare and contrast objects according to pre determined criteria.
9. To develop observation skills using the senses.
10. To experiment with objects in the environment.
11. To predict the outcome of events and experiments.
12. To recognize certain patterns
13. To develop basic concepts of space, time and number.
14. To develop problem solving skills.
15. To recall and describe events.

Social & Emotional Development: To provide an opportunity for each child to develop a positive self-image and positive growth in relationship with peers, adults, and the environment.

1. To develop positive self-concept.
2. To appropriately express both negative and positive feelings.
3. To separate from family without serious emotional distress.
4. To develop independent behaviors.
5. To participate alone and with a group in a variety of experiences.
6. To name members and relationships of family.
7. To ask for assistance when experiencing difficulty with tasks or relationships.
8. To develop acceptable attention-getting behaviors.
9. To accept strengths and weaknesses.
10. To develop cooperative behaviors for interactions with others.
11. To develop relationships with peers and adults outside the home.
12. To respect one's own property and that of others.
13. To respect individual differences.
14. To recognize and respect the feelings and needs of others.
15. To develop basic understanding of history, celebrations, art, music and other aspects of Western Culture.

Language Development

1. To use verbal expression.
2. To develop vocabulary.
3. To speak in complete sentences.
4. To speak clearly and develop articulation skills.
5. To relate experiences.
6. To formulate questions.
7. To respond to questions from others.
8. To follow simple directions.
9. To repeat familiar nursery rhymes and songs.
10. To listen to stories.
11. To retell stories in own words.
12. To recognize familiar sounds.
13. To participate in writing activities.
14. To express ideas, feelings and experiences through stories and drawings.
15. To associate spoken and written language.

ACTIVITIES – All activities are designed to promote the intellectual, physical, social, and emotional development of the children in a manner consistent with the child’s cultural background.

1. **PHYSICAL: GROSS MOTOR**

Running, jumping, climbing, hopping, ball play, balance beam, relays, obstacle course, exercises, creative movement, block construction, skipping, galloping, circle games, and parachute.

2. **PHYSICAL: FINE MOTOR**

Cutting, gluing, painting, puzzles, stringing, pouring, play dough, coloring, and markers, printing skills, pencil skills, peg work, sewing, manipulative scooping and sorting.

3. **INTELLECTUAL: MATH**

Pegs, quantity to symbol 1-10, pipe cleaner numerals, sandpaper numerals, sets, processes (add, subtract, etc.) time, measurement, and thinking activities.

4. **INTELLECTUAL: LANGUAGE**

Storytelling, flannel boards, puppets, board games, classification, rhyming, marching activities, sequencing activities, phonics, letter recognition, reading, and printing.

5. **INTELLECTUAL: SENSORIAL**

Shape activities and vocabulary, size activities and vocabulary, color activities and vocabulary, color activities and vocabulary, tasting and smelling activities.

6. **INTELLECTUAL: PROBLEM SOLVING**

Science activities, board games, and “what if” questions.

7. **SOCIAL:**

Block and construction area, dramatic play area, creative movement, free choice, large muscle time, group time, small group time, housekeeping, sharing opportunities, service projects, music, sand, rice, and water play, snack time, stories and discussions.

8. **EMOTIONAL:**

Group time, story time, free choice, sand, rice, and water play, outside play, creative movement, dramatic play, blocks, music, large muscle time, sharing opportunities, and thinking skills.

Parent-teacher conferences are offered twice per year. They contain a written assessment with each child’s progress intellectually, physically, socially and emotionally.

Description of how the license holder will provide for activities that are both quiet and active, teacher directed and child initiated is listed under activities above.

A description of how the license holder will provide for a variety of activities that require the use of varied equipment and materials is listed under activities above.

9503.0080 EXCLUSION OF SICK CHILDREN.

A child with any of the following conditions or behaviors is a sick child and must be excluded from a center 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:

- A. with a reportable illness or condition as specified in part 4605.7040 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;
- B. with chicken pox until the child is no longer infectious or until the lesions are crusted over;
- C. who has vomited two or more times since admission that day;
- D. who has had three or more abnormally loose stools since admission that day;
- E. who has contagious conjunctivitis or pus draining from the eye;
- F. who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
- G. who has unexplained lethargy;
- H. who has lice, ringworm, or scabies that is untreated and contagious to others;
- I. who has a 100 degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given;
- J. who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- K. who has significant respiratory distress;
- L. who is not able to participate in child care program activities with reasonable comfort; or
- M. who requires more care than the program staff can provide without compromising the health and safety of other children in care.

Statutory Authority: *MS s 245A.02 subd 10; 245A.09 subd 1; 252.28 subd 2*

History: *13 SR 173*

Posted: *October 08, 2007*



Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs

Who should report child abuse and neglect?

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

Where to report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Minnesota Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 507-457-6400 or local law enforcement at 507-932-4500.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, call the Department of Human Services, Licensing Division, at (651) 296-3971.

What to report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed personal care provider organizations.

Retaliation prohibited

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

Internal review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- i. Related policies and procedures were followed.
- ii. The policies and procedures were adequate.
- iii. There is a need for additional staff training.
- iv. The reported event is similar to past events with the children or the services involved.
- v. There is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and secondary person or position to ensure internal reviews are completed

The internal review will be completed by _____ the preschool director _____ (name or position). If this individual is involved in the alleged or suspected maltreatment, _____ the preschool board chair _____ (name or position) will be responsible for completing the internal review.

Documentation of the internal review

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

Corrective action plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, Section 245A.04, subdivision 14.

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

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.