

St. Michael Catholic Preschool



Parent Handbook

Mission Statement

St. Michael Catholic Preschool supports parents in the education of the whole child by instilling Catholic teachings, nourishing faith in Jesus Christ, and strengthening individual commitment to holiness and academic excellence.

Living for Christ

Believing that Christ is the heart of our program, we begin each day by gathering together to pray, greet one another, and celebrate our time together. Throughout the week we bless our food, learn about the Saints, circle together to pray and share what's on our hearts, and celebrate our Catholic traditions. This spiritual foundation sets the stage for greater learning and helps students grow religiously, socially, and intellectually.

Learning for Life

Fully licensed through the State of Minnesota, our preschool offers a content rich, hands-on curriculum which incorporates S.M.A.R.T (movement activities that develop and accelerate skills needed for academic success). Our nurturing classroom environment provides individual attention, fosters a love of learning, and brings out the best in every preschooler.

Licensed Capacity

The center will be licensed by the State of Minnesota to serve 20 children per classroom with a maximum enrollment of 40 children at a given time. The telephone number for the Department of Human Services is 651.431.6500.

Eligibility

St. Michael Catholic Preschool serves children from 3 years to 5 years of age.

Preschool classes are categorized as follows:

2-Day AM Program: Tuesday and Thursday 8:00 – 11:15 A.M.

3-Day AM Program: Monday, Wednesday, and Friday 8:00 – 11:15 A.M.

3-Day PM Program: Monday, Tuesday, and Thursday 12:00 – 3:00 P.M.

5-Day Program: Monday, Tuesday, Wednesday, Thursday, and Friday 8:00 – 11:15 A.M.

Our school offers extended day care for students on school days. The hours are as follows:

AM Students: 11:15 A.M. – 5:30 P.M.

PM Students: 3:00 P.M. - 5:30 P.M.

SCHOOL HOURS

AM Classes at StMCS Preschool begin each day at 8:00 am. School ends at 11:15 am.

PM Classes at STMCS Preschool begin each day at 12:00 PM. School Ends at 3:00 PM.

DROP-OFF AND PICK-UP PROCEDURES

Door D is opened at 7:30 A.M. each morning. The doors are open with electronic key cards. Each family is given two key cards, additional cards are available for a fee.

TARDINESS

A key to success is being present for the entire school day. StMCS Preschool begins each day either at 8:00 am or 12:00 pm. Being late means students are not present for the same experiences as their peers, which is a disadvantage both socially and academically. Tardiness also has a negative impact on the classroom, as it is a distraction for the entire group when students are late. Should a family be continuously/frequently late or absent, the School Programs Director/teacher may do the following: verbal conversation, written communication, parent meeting/plan, suspension, withdrawal. Depending on the frequency of the behavior, St. Michael Catholic Preschool reserves the right to use the strategies listed above as a guideline.

LATE PICK UP

Preschool class is over at 11:15 am/3:00pm each day. Children should be picked up by 11:15/3:00 each day. If a family has an emergency and will be late, they should contact preschool immediately. If a family is late, they will be charged as listed below. If a family is continuously late, a late plan will be implemented and a meeting will be set up with the Director. The policy also applies to Stay and Play which ends at 5:30 pm.

AM Participants:

Pick up between 11:20 and 11:30 am or 5:35 and 5:45 pm; \$1.00 per minute per family

Pick up after 11:30 am or 5:45 pm; an Additional \$2.00 per minute per family

PM Participants:

Pick up between 3:00 and 3:10 am or 5:35 and 5:45 pm; \$1.00 per minute per family

Pick up after 3:10 am or 5:45 pm; an Additional \$2.00 per minute per family

ABSENT

If a student will be absent for the school day, please send an email to their teacher to let them know.

If a student is absent from Preschool for more than ½ the school day, they will not be able to attend extended day care without prior notification of the absence to their teacher.

SCHOOL CLOSING (Emergency or Inclement Weather)

In case of emergency or severe weather, please listen to WCCO radio (830 AM), KRWC Radio (1360 AM) or Channel 4, Channel 5 or KARE 11 television for school closings. The listing will usually be St. Michael-Albertville Public and Private or STMA Public and Private. No announcement means that school is in session. KARE 11 has a link on their website called "School Alert" where you may subscribe to be contacted via email if your child's school experiences a closing. Go to www.kare11.com to register.

It is the general rule that St. Michael Catholic School is closed if the local public school district is closed due to severe weather conditions. School voicemail will reflect any closings and whenever possible, a sign will be posted on the doors of the school indicating any late start, early dismissal, or closing.

If St. Michael Catholic School is closed before the start of the school day, Stay and Play will also be closed on that day.

Late Starts (unexpected)

Late starts due to inclement weather are announced on the radio and TV. If there is a two-hour late start school will begin at 9:30 am instead of 7:30 am. PM class start time will not change due to a late start. Stay tuned to the media following a late start as the announcement can often turn into a school-closing announcement.

Early Dismissals (unexpected)

If St. Michael Catholic School closes during the school day, students that are scheduled to attend Stay and Play on that day may still attend Stay and Play. Stay and Play will remain open for two hours after school was released. Parents will be contacted by phone about the closing. Stay and Play reserves the right to close earlier if weather is severe and parents will be notified.

Class Ratio

The teacher to child ratio follows the requirements listed in Rule 3 of the Minnesota statutes. There is one teacher for every 10 children. Children are never left unsupervised.

Child Care Program Plan

A copy of the childcare program plan may be reviewed by obtaining a copy from the Preschool Director.

Confidentiality

All information obtained regarding any preschool families is considered confidential. Information obtained and collected by our program will be shared with other teachers on a "need to know" basis. The lead teachers may use the information during in-service trainings to identify children's interests and needs.

Parent Orientation

There will be an Open House to welcome you to our preschool program and to answer any questions you may have. Parents will receive a Parent Handbook to acquaint them with the policies of the school.

Conferences

Individual parent conferences are planned and offered to all parents in the fall and spring. During these times, parents will be informed of the child's spiritual, intellectual, physical, social and emotional development and progress related to Early Childhood Indicators of Progress: Minnesota's Early Learning Standards.

Either teachers or parents may request conferences at any time there is a need, and an appointment will be made. Progress reports will be distributed to parents at conference times. A written assessment will provide feedback on your child's spiritual, intellectual, physical, social, and emotional development.

Curriculum

The framework for the curriculum will be based on the Early Childhood Indicators of Progress: Minnesota's Early Learning Standards. The primary purpose of these Indicators is to provide a framework for understanding and communicating a common set of developmentally appropriate expectations for young children within a context of shared responsibility and accountability for helping children meet these expectations. The goals for the children will be:

- Develop their growing faith and understanding of God's love.
- Develop both socially and emotionally.
- Develop a healthy self-concept.
- Develop trust in adults and peers.
- Develop cognitive skills in areas such as language, literacy, mathematics, science, and social studies.

Attire

We do not have a specific uniform like the K-8 however to ensure your child's comfort at school. Students' clothing needs to be the following....

Comfortable and loose-fitting clothing: Allows for easy movement and play. Your child's tummy needs to be covered at all times, backs need to be covered, and no spaghetti string tank tops.

- All clothing needs be clean, in good condition, free of holes & modest in style.
- Closed-toe shoes: For safety during play and outdoor activities.
- Shorts/skirts: All shorts/skirts/dresses need to be at least fingertip length. We encourage shorts underneath dresses.
- Appropriate layers: To adjust to varying temperatures throughout the day.
- Hair is required to be neat, washed, combed, a natural color.
- Weather-resistant clothing: Including jackets, hats, gloves, and rain gear, as needed.

We appreciate your cooperation in ensuring our classroom. Should students arrive with attire not in compliance with our dress code, the director will do a check in either by phone or in person to remind parents about the attire. The director/teacher might require families to bring the student new clothes depending on frequency and appropriateness.

Field Trips

The children will have an opportunity to expand their learning through onsite and offsite field trips during the school year. Parents will receive a written permission form to sign before we attend field trips. The permission slip will also include a summary of the educational purpose of the trip. Teachers will have emergency phone numbers and a first aid kit at all times.

*When planned activities at our program (i.e., field trips) require transportation, the methods used will be in accordance with the Department of Human Services regulation and Minnesota law. Minnesota law requires federally approved age appropriate car seats and seat belts to be used to transport children.

Participation in Research, Experimental Procedure or Public Relations

Anytime a child participates in research or experimental procedures written parental permission must be obtained.

Families will initial on their child's emergency form at the beginning of the year on if their child can be in public relations during the school year.

Snacks and Meals

St. Michael Catholic Preschool will prepare nutritious snacks and provide milk for your child. Snacks will meet USDA and Mn. Dept. of Human Services requirements. **All food served at St. Michael Catholic Preschool must be store bought.**

Stay and Play Meals

Children participating in the Stay and Play program will eat lunch at St. Michael Catholic School. Preschool children may bring their own lunch or eat the hot lunch prepared at St. Michael Catholic School. The hot lunch meets the USDA daily nutritional requirements. The kitchen is licensed by the Minnesota Department of Health. An afternoon snack that meets USDA and Mn. Dept of Human Services standards will also be provided for Stay and Play participants.

Water Bottles

Students may bring a water bottle to school with them daily. Based on MN licensing water bottles:

- Must have first and last name on them
- Must only have water in them
- Will be stored in your child's locker

All reusable water bottles will be sent home daily to be cleaned and sanitized before returning to school.

Registration

Preschool yearly registration takes place in January for the following school year. Parents are able to register as followed:

Week 1

- Currently enrolled preschool students with tuition payments in good standing

Week 2

- Children with siblings currently enrolled at St. Michael Catholic Preschool or School with tuition payments in good standing

- Children of StMCS or St. Michael Catholic Church staff
- Children with an application on file at St Michael Catholic School for a future Kindergarten class

Week 3

- Siblings of former students of St. Michael Catholic Preschool
- Children of registered parishioners of St. Michael or St. Albert's Catholic Churches
- Children or grandchildren of St. Michael Catholic School alumni

Week 4

- Open Registration

Should there be more applicants than spots per week, a lottery will be used to determine the order of the roster.

Behavior Guidance Policies

St. Michael Catholic Preschool's daily schedule, curriculum plans, classroom arrangements, and staffing patterns are designed to promote safe, positive, and enjoyable learning experiences, including respectful and trusting relationships among adults and children. The teachers at STMCP will model appropriate behavior and communication to help children learn what is expected of them. When guiding children's behavior, STMCP helps children learn acceptable actions and develop inner controls. A child's age, intellectual development, emotional make up, and past experiences will be considered in guidance, and consistency will be maintained in setting rules and limits for children.

The following is a list of some child guiding techniques teachers' use:

- Tell the child what she/he CAN do
- Establish eye contact when speaking with the child
- Give choices when possible
- Encourage children to solve problems and work out conflicts
- Redirect a child to another activity
- Help children learn how to join play.

Children at St. Michael Catholic Preschool are also taught the Be Attitudes:

Be Respectful, Be Safe, Be Welcoming

Some examples of the Be Attitudes:

Be Respectful . . .

- show respect to everyone
- follow directions without argument
- be attentive and respond appropriately when greeted or spoken to

Be Safe . . .

- use materials appropriately
- follow school rules
- display self-control that is age-appropriate
- seek an adult when help is needed

Be Welcoming . . .

- include others in play and group work
- be willing to forgive when wronged by another

Separation

A child will never be separated from the group unless a child's behavior threatens his or her own well-being or that of the other children or teacher. Other methods of guiding behavior are tried and only if they prove unsuccessful, will the child be separated from the group. When separation is required, the child will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a teacher. The child will be welcomed back to the group when the inappropriate behavior has been stopped or brought under control.

Separation Report

All separations from the group are noted on a daily log which includes the following: the child's name, the teacher's name, the date and time, and information indicating what less intrusive methods were used to guide the child's behavior. If a child is separated from the group three or more times in one day, their parent or guardian will be notified and the notification is recorded on the Separation Report. If a child is separated five or more times in one week, or eight times or more in two weeks, the procedures described in the Persistent Unacceptable Behavior section are followed.

Prone restraint prohibition. A prone restraint is a physical hold or mechanical restraint that places a person in a face-down position. New requirements for all licensed and certified programs prohibit the use of prone restraints except in very specific brief instances. These exceptions include:

- a person rolling into a prone position during a restraint if the person is restored to a non-prone position as quickly as possible;
 - holding a person briefly in a prone restraint to apply mechanical restraints if the person is restored to a nonprone position as quickly as possible; and
 - holding a person briefly in a prone restraint to allow staff to safely exit a seclusion room.
- If there is a known medical or psychological condition, we would include that in the child's individual Child Care Program Plan.

Persistent Unacceptable Behavior

Persistent unacceptable behavior is a behavior that requires an increase of teacher assistance and does not change after the initial consultation and behavior plan made by the teacher, coordinator, and family. The teacher must record the behavior and document their response to it. A plan to address the documented behavior will be developed. Consultations with other teachers or professionals may be needed to ensure a positive outcome for everyone. The Removal from Program Policy may be followed.

Removal from Program Policy

When a situation presents itself that may cause harm to a classmate or teacher, threatens the integrity of the program and the curriculum is not able to be carried out with modifications the following actions will be taken:

1. The parent/guardian will meet with the teacher and/or coordinator to create a plan of action. The plan will be reviewed and amended as needed on a weekly basis.
2. If physical harm has occurred to a classmate or teacher, the parent will be asked to remove the child from the classroom that day. During a consultation between the teachers involved and parents, a plan will be created prevent further incidents.

3. After three documented incidents; a professional expert will be consulted. The teachers, consultant and child's family will work to create a positive learning experience for the child. If this is not possible, expulsion from the program could result. The St. Michael Catholic Preschool Coordinator will assist the family in locating a program that will best meet the needs of the child.

4. We reserve the right to take immediate action of suspension if the safety of anyone at St. Michael Catholic Preschool is being severely compromised.

5. A student may be removed from the program if lapses in toilet training create a situation where the teacher's attention is continually diverted. The child will be welcomed back when fully toilet trained.

Prohibited Actions

Teaching staff will never use physical punishment such as shaking or hitting and will not engage in psychological abuse or coercion. Teaching staff will never use threats or derogatory remarks and will not withhold nor threaten to withhold physical needs such as food, light, or warm clothing as a form of discipline. Children will never be punished for lapses in toilet training.

Pets

Due to the allergies of some children, there will be no pets in St. Michael Catholic Preschool.

Visitors and Volunteers

Parents of enrolled children are invited to visit the class at any time during the hours of operation. Volunteers fill an ever-increasing need for teacher and student support. All parents/guardians are encouraged to volunteer their time and talents in their child's classroom. Please do not hesitate to contact your child's teacher for the list of volunteer opportunities.

As a part of the Church's commitment to the safety of our children, the Archdiocese has put certain requirements in place for volunteers in our school. These requirements are neither a reflection upon a parent/guardian's character nor a statement about the level of trust parish or school leadership places in the parent/ guardian as a volunteer. Instead, these requirements are a common-sense means of helping to ensure children's safety. We all want to have reasonable assurance that adults who volunteer with children have an acceptable background, understand appropriate boundaries and know what to do should they suspect a child is in danger.

For this reason, there are three requirements all volunteers and chaperones in our school must meet:

1. Undergo a criminal background check through McDowell Agency which yields satisfactory results
2. Read and sign the Volunteer's Code of Conduct (Required every year)
3. Attend a Virtus safe environment training.

NON-DISCRIMINATION POLICY

It is the policy of St. Michael Catholic Preschool to comply with state and federal laws prohibiting discrimination, and all requirements imposed by or pursuant to regulations issues thereto, to the end that no persons shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school, on the grounds of race, color, national or ethnic origin, gender, status with regard to public assistance, or disability.

Suspected Child Abuse/Neglect

All teachers at St. Michael Catholic Preschool are required by Minnesota State Law to report any suspected incidents of child abuse or neglect to the authorities. The following policy is mandated by the state of Minnesota for all childcare facilities.

Who should report child abuse and neglect?

1. Any person may voluntarily report abuse or neglect.
2. 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 any other staff at the licensed facility. If you know or have reason to believe a child is being or has been neglected, 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

1. If you know or suspect a child is in immediate danger call 911.
2. All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Resources, Licensing Divisions Maltreatment Intake line (651) 431.6600.
3. Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to local county social services agency at 763.682.7449 or local law enforcement at 763.682.1162.
4. If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431.6500.

What to report

1. Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act.
2. 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, 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.
3. A verbal report of the 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 excluding weekends or 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 was made. The Reporting of Maltreatment of Minors Act has issued specific provision regarding civil actions that can be initiated by mandated reporters who believe retaliation has occurred.

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.

If the coordinator believes that a child is being neglected or believes that possible abuse has occurred at the center by a staff member, they will contact the Division of Licensing at 651.431.6500. Dept. of Human Services, Division of Licensing Maltreatment Intake Line will also be contacted at 651.431.6600. All

possible alleged abuse would be documented and placed within the employee's file. A review will be made available to the commissioner upon request.

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 be completed within 30 days. The internal review must include an evaluation of whether:

1. Related policies and procedures were followed;
2. The policies and procedures were adequate;
3. There is a need for additional staff training;
4. The reported event is similar to past events with the children or the services involved; and
5. 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 Review are Completed

The coordinator will complete the internal review. If this individual is involved in the alleged or suspected maltreatment, the Principal of St. Michael Catholic School 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 the individual 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 the staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Tobacco-Free Policy:

It is important that we provide a safe, healthy and comfortable environment for our teachers and children. Because St. Michael Catholic Preschool is tobacco-free, employees may not smoke or chew tobacco on school property. Any problems should be brought to the coordinator and any employees who violate this policy will be subject to disciplinary action.

Grievance Procedures

If problems or concerns arise, we will follow the procedure listed below:

1. All questions/concerns must be addressed first with the person involved.
2. If the issue cannot be resolved, the matter is to be brought to the attention of the Preschool Coordinator and then Principal of St. Michael Catholic School.

3. If there is still no resolution of the issue, the matter will be brought to the Pastor and/or Business Administrator of St. Michael Catholic Church.

Important Phone Numbers

The following phone numbers are posted in each classroom.

Police and Fire	911
Poison Control	1.800.222.1222
Local Health Department	763.682.7456
Child Protection Services	763.682.7449
Division of Human Services, State Licensing	651.431.6500

Safety and Injury Prevention Policies

HEALTH and SAFETY

St. Michael Catholic Preschool takes great care to keep each child in our care safe. Teachers will inspect the classroom and outside play area for hazards daily.

EMERGENCY INFORMATION

A student emergency form is sent home at the beginning of each year. It is to be filled in, signed, and returned by the parent/guardian. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

IMMUNIZATIONS

St. Michael Catholic Preschool follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 123.70). **All** immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. The parent/guardian is responsible for providing this information in writing to the school office and to include additional immunizations each year as they are administered to the student by the family's physician.

Health Consultation Services

St. Michael Catholic Preschool receives health consultation services from the St. Michael Catholic School nurse. The contact number for the school nurse is 763.497.3887.

Health Records

Two health record forms need to be completed and in the child's file.

1. Immunization Record: The date and type of immunization must be recorded and on file by the first day of attendance. The record needs to be updated as your child receives additional immunizations.
2. Health Record/Summary: The information must include the date of the child's most recent physical exam and be signed by the child's health care provider. This form is due within 30 days from the first day of attendance.
3. Reexamination: A new health care summary is required for children already admitted into the program at the beginning of each school year.

Allergy Information

Information about food allergies will be posted in each classroom. Families who have a child with allergies will need to have an **individual child care plan** form filled out by their licensed health care provider prior to the first day of school (forms available from the coordinator.) All teachers providing care for the child will be informed of the allergy. Dietary modifications for religious reasons require only written parent/guardian permission.

At St. Michael Catholic Preschool we will obtain documentation of any known allergy from a child's parent or legal guardian or the child's source of medical care before admitting the child for care. If a child has a known allergy, St. Michael Catholic Preschool must maintain current information about the allergy in the child's records.

The child's individual allergy child care plan must include but not be limited to a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergy reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

All staff members are responsible for carrying out the individual child care program plan review and follow the plan. Preschool staff will also review the individual child care program plan annually or following any changes made to allergy-related information on the child's record. Ms. Kate will update the child's individual child care program plan and inform each staff person who is responsible for carrying out the individual child care program plan of the change. St. Michael Catholic Preschool will keep on site documentation that a staff person was informed of a change.

Our students allergy forms are available at all times including on site, when on field trips, or during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child.

St. Michael Catholic Preschool staff will contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. St. Michael Catholic Preschool will call emergency medical services when epinephrine is administered to a child in the license holder's care.

Handling and Disposal of Bodily Fluids

Surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit, must be clean and disinfected. Blood-contaminated material must be disposed of in a plastic bag with a secure tie and sharp items used for a child with special care needs must be disposed of in a "sharps container." The sharps container is stored out of reach of children.

Special Needs

Parents/guardians have the responsibility to inform the preschool when their child has any special medical condition, needs or allergies so that we can provide appropriate care and support. If your child has a special need and is (one or more of the following):

- Eligible for case management through the state and has an Individual Service Plan (ISP),
- Receiving services through the local school district and has a Individual Educational Plan (IEP),
- Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologists to have a condition related to physical, social or emotional development, you will be asked to share the ISP and/or IEP with us.

In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us in meeting your child's needs.

This plan must be signed by you and your child's source of licensed health care as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care.

If the special need requires that our teachers be trained to perform a new skill, we will ask that you arrange for this training.

Medications

Prescription medications will only be administered with written parental and written physician instructions from the child's licensed health care provider. A medication form will also need to be present in the child's file.

For medications which are to be given long term we will need an Individual Child Care Plan signed by the parent and the child's licensed health care provider. This includes as needed over the counter medication such as Tylenol (acetaminophen) and Ibuprofen used for a child with a history of febrile seizures. See the previous section on Special Needs. Each time a child is given a medication (prescription or over the counter), the teacher must fill in the Medication Administration Record.

Over the Counter Medication

We will give over the counter medications with the written permission and instructions from the parent/guardian and licensed health care provider.

These products must be used according to manufacturer's instructions. If the dosage or instructions differ from the manufacturer's instructions, written instructions from the licensed health care provider will be needed.

- Insect repellents and sunscreens are an exception, and need written parental approval only. Insect repellent and sunscreens need to be in lotion form. Containers must be labeled with child's full first and last name and date.
- Outdated medications will not be given.
- All medications must have a legible label on the container. Your medication container will be returned to you when it is completed.

Hand-washing Policy

The most important thing our teachers and children can do to prevent the spread of illness is to wash their hands thoroughly and often. The program follows these practices regarding hand washing: Teachers and children are taught hand-washing procedures and are periodically monitored. All teachers, volunteers, and children require hand washing when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others. Staff assists children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance. Children and adults wash their hands on arrival for the day, after using the toilet, after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit); before meals and snacks, before preparing or serving food, or after playing in water that is shared by two or more people.

Exclusion of Ill Child

The Department of Human Services requires that we exclude a child with an illness that the Commissioner of Health determines to be contagious and a physician determines a child has not had sufficient treatment to reduce the health risks for others. We must exclude a child with any of the following conditions:

1. Chicken Pox: Until all blisters have dried into scabs; approximately six days after the rash onset.
2. Conjunctivitis (Pink-eye): until the child has been treated with antibiotics for 24 hours.
3. Diarrhea (uncontrolled): Until uncontrolled diarrhea stops or a medical exam indicates the child does not have a communicable disease.
4. Diarrhea (Infectious): Until the diarrhea has stopped or the child has been on antibiotics for 24 hours if medical treatment was needed.
5. Fever: Until the child's fever has been below 99 degrees for 24 hours.
6. Impetigo: Until the child has been treated with antibiotics for 24 hours.
7. Head Lice: Until the first treatment is complete and no live lice are visible.
8. Rash w/ or w/out fever or behavior change: Until a medical exam has indicated that these symptoms are not a communicable disease such as chickenpox, fifth's disease, measles, roseola, rubella, shingles, or strep throat.
9. Respiratory Infections (viral): Until the child is without a fever for 24 hours and is well enough to participate in daily activities. Excessive nasal discharge along with persistent coughing are contagious, therefore parents are encouraged to keep children at home until these symptoms are gone.
10. Ringworm (skin and scalp): until 24 hours after treatment has started.
11. Scabies: until 24 hours after treatment has started.

12. Signs or Symptoms of illness (tired, uncontrolled coughing, irritability, persistent crying, wheezing or difficulty breathing.): Until a medical exam indicates that a child may return.
13. Streptococcal Sore Throat: Until at least a full 24 hours after treatment begins and the child is without a fever for 24 hours.
14. Vomiting: For 24 hours after the last episode (vomiting is defined as two or more episodes in the previous 24 hours.)
15. Teacher determined: If the classroom teacher or director determines that a child is unable to participate in the daily preschool activities the parent will be called to pick up the child from the classroom in order to promote health and safety for the other children and teachers.

Communicable Diseases

When a child is in our care and has been medically diagnosed with a reportable communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The school will notify parents of exposed children on the same day or within 24 hours of confirmed diagnosis.

Care of Ill or Injured Children

If your child becomes ill or injured while at the center they will be isolated from other children under the supervision of a teacher. You or your designated emergency contact will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and provided comfort according to program procedures. If the coordinator thinks it is necessary, the child's health care provider will be contacted. St. Michael Catholic Preschool does not care for sick children; therefore, each parent must make other arrangements for their child when they are sick. The school has no facilities to care for sick children.

First Aid & Care of Injured Child

First Aid, CPR Classes, & Shaken Baby

All teachers are required while employed at St. Michael Catholic Preschool to maintain current certifications in Pediatric First Aid and Infant Child CPR which will include managing a blocked airway and rescue breathing. **In addition all staff will receive training on shaken baby syndrome each school year.** In the event of an injury or illness at the school, trained staff will administer appropriate first aid. 911 will be called if necessary and the emergency medical service will transport your child to a medical facility. The child will be transported to Buffalo Hospital in Buffalo, MN, unless the parent/guardian has a different hospital listed on the emergency form. A parent/guardian will be notified as soon as possible and will be given accurate information regarding their child. All classrooms have a complete first aid kit available stocked with items mandated by Department of Human Services Childcare Center Rule 3 Guidelines.

Personal Safety

Parental Notification

When a child becomes ill at the school, or has a serious accident, parents/guardians are notified immediately. The coordinator will call the parent/guardian to notify them of the situation immediately. Parents/guardians will be notified verbally and by note of infectious diseases as they occur in the school. In case of accident, procedure for emergency medical care will be to call 911.

Safety of Children

All teachers have undergone criminal background checks. Each teacher has systems in place so they know which children are in their care at all times. Children are counted after every transition and

frequently throughout the day. St. Michael Catholic Preschool has policies about who is authorized to pick up each child. Adults who are not known to the teachers and are authorized to pick up the child will be required to show a picture ID. Each classroom will follow appropriate teacher to child ratio at all times. All children will be able to be seen and heard by a teacher at all times.

St. Michael Catholic Preschool Director, and/or St. Michael Catholic Preschool Principal reserve the right to amend this handbook. The Education Advisory Committee may advise on topics related to the handbook. The coordinator will review the accident, injury, and incident records and make any changes to policies that are necessary. Parents and guardians will be notified in writing of any changes made to this handbook.