

# faithful + beginnings

at Holy Trinity Catholic School

## PARENT HANDBOOK

### 2023-2024 school year

745 6th Avenue South  
SSP MN 55075

651-455-1437  
[preschool@holytrinityssp.org](mailto:preschool@holytrinityssp.org)



EDUCATION ROOTED IN HOLINESS

# **WELCOME!**

Faithful Beginnings at Holy Trinity Catholic School is a licensed and accredited program with an experienced and loving staff. Our program is one of the most affordable in the area with high parent satisfaction rates. We welcome all regardless of religious affiliation.

Following our school's mission, we provide a faith filled learning environment centered on community, leadership, and educational excellence rooted in traditional Catholic values. For our early childhood classrooms, we believe play and hands-on experiences are the best context in which children can explore, create, and grow while being challenged at their individual levels. We nurture and value each child as a gift from God while fostering independence and leadership among our youngest learners. We immerse children in a literacy rich environment, and our learning centers provide opportunities to experience letter skills, math, STEM, art and music each day as well as develop social and self-regulation skills needed for kindergarten.

It is especially important to us to have good communication between home and school. We encourage you to ask questions and participate during your child's time with us at Faithful Beginnings.

Sincerely yours,

Kristy Wagner, Director

## **PRESCHOOL PROGRAM GOALS**

- To grow in faith and see God's love in the world around us
- To increase self esteem and self confidence
- To promote communication and cooperative behavior and social relationships
- To learn problem solving strategies and increase higher level thinking
- To develop further use of fine and large motor skills
- To learn basic safety and good health practices
- To establish and support home/school relationships
- To learn to use materials and equipment freely, creatively and with respect
- To develop language and literacy skills

## **CURRICULUM**

Our curriculum at Faithful Beginnings is carefully planned to be flexible to meet each child's needs. We are accredited by MNSAA (the Minnesota Nonpublic School Accrediting Association) and plan our curriculum to follow the Minnesota Early Indicators of Progress (MN ECIPs). We acknowledge the need for children to grow and learn at his/her own pace and strive to provide an environment which encourages the growth of the whole child. We provide activities which are based on a weekly/monthly themes and plan lessons in the following areas:

**ART** Art focuses on the process of creating, rather than the product created. We provide a variety of media (paint, paper, glue, an assortment of collage materials, etc.) to encourage creativity and self-expression in each child. We also offer many opportunities for writing and cutting in the art area to encourage the development of fine motor skills. Children who attend full days will also receive art class from our art specialist.

**SCIENCE/DISCOVERY** We provide a variety of materials to explore which include articles of nature, magnets, color paddles, nuts and bolts, and simple concept experiments (ex. sink/float). We encourage children to ponder "Why?" and "How?"

**SENSORY** Sensory awareness and development is an important aspect to each child's day. With the sensory table, we may provide a variety of materials to build with, create and explore.

**LANGUAGE** We incorporate language into all aspects of our curriculum. It is very important that young children experience language which is varied and stimulating. Everything we do, from fingerplays, songs, stories, nature walks, and reading stories involves introducing new vocabulary and encourages communication. This ultimately gives each child the base for pre-reading and reading skills: letter/word recognition, printing and comprehension. We also have paper and writing utensils available to children as well as vocabulary words displayed throughout our classroom in both English and Spanish to encourage language development.

**RELIGION** We conduct our program in a Catholic environment and follow the Liturgical calendar to create lessons. We incorporate Catholic values in our everyday routine including prayers said at greeting and snack time. We strive to carry over the values such as respect, kindness and consideration of others, which are taught at home. We say traditional Catholic prayers daily as well as learn about saints. Children who attend our all day option will attend Catechesis of the Good Shepherd located in the Atrium within our school building. A couple times a month, we may visit our Adoration Chapel in small groups to pray and listen for Jesus.

**MATH** We have many math games that are purchased and home-made. We also provide activities in patterning, sorting, classifying, comparing, graphing and measuring. At this stage, young children are at the exploratory stage with these materials. In addition to the manipulatives, math is a part of many activities in the classroom including: cooking (measuring), block building (spatial relationships), snack (counting), and large group time (graphing).

**SOCIAL STUDIES** Becoming aware of themselves and the world around them is an exciting aspect of a preschooler's life. We incorporate different activities to promote awareness of people in other countries (or other neighborhoods!) as

well as provide opportunities for each child to learn about him/herself physically and socially.

**DRAMATIC PLAY** We have a dramatic play area which gives each child the opportunity to act out various roles they experience in their environment. Depending on the theme and the interests of the children, we often will incorporate new materials ( i.e. for a food theme we would have a grocery store set up or in the Spring we may set up a flower shop.).

**MUSIC** During Circle time, Large Motor time, and Transition time we will have a variety of activities which encourage children to sing, use instruments and learn basic rhythm concepts. Music is often played throughout the day in our classroom as well. Children who attend five days a week also get a music lesson from our music specialist.

**LARGE MOTOR** "High Energy!" is often used to describe young children. We feel it is very important to give children a scheduled time to use this energy freely. We will use our school's fenced-in playground as often as possible and take walks throughout the year. We will also utilize our school's gymnasium several times throughout the week which gives children the opportunity to run, throw, hop, skip and jump! Children develop new skills, physical strength, coordination and balance.

**BLOCKS/MANIPULATIVES** We have a variety of blocks and building materials to encourage creative play, cooperative play, eye-hand coordination and small motor skills. We also have games which increase fine motor skills through the use of stringing and stacking, among other skills.

## **CLASSES**

**LOCATION** Faithful Beginnings is located at 745 6th Avenue South in South St. Paul. We have two classrooms with a doorway connecting the two.

**REGISTRATION** We offer classes for children who are ages three to five. Classes are limited to 18 children or fewer. Each class will have a licensed teacher and an Assistant Teacher or Teacher's Aide (if there are over 10 children in the class). Children who are at least three years old by September 1, 2023 can attend three or five days a week. Parents can choose for their children to attend 7:50-11:00 or 7:50-2:30 three or five days a week (MWF or M-F) Registration is done through TADS online. Contact Kristy Wagner at the Preschool at (651) 455-1437, or Holy Trinity School at (651) 455-8557. With consideration for the needs of children and staff, we reserve the right to close enrollment after the first day of school. Children with special needs will be admitted upon agreement of the school, parents, and child's doctor. The program does not discriminate in admissions on the basis of race, sex, religion, creed, color, national or ethnic origin.

**SESSIONS OFFERED** Children who are at least 3 years old by September 1, 2023 can attend 7:50-11:00 or 7:50-2:30 three or five days a week (MWF or M-F) Holy Trinity Catholic School also offers BASE (Before and After School Enrichment) to those families who need care outside of our preschool hours. Registration for BASE can also be done through TADS.

**You can choose one of FOUR options for your child or grandchild:  
(Lunch fees not included in tuition cost)**

### **3 Year Old Options**

**Morning Classes: 7:50am - 11:00am**

**3 Day:** Monday, Wednesday and Friday

**5 Day:** Monday - Friday

**Full Day Classes: 7:50am - 2:30pm**

**3 Day:** Monday, Wednesday and Friday

**5 Day:** Monday - Friday

### **4 Year Old Options**

**Morning Classes: 7:50am - 11:00am**

**3 Day:** Monday, Wednesday and Friday

**5 Day:** Monday - Friday

**Full Day Classes: 7:50am - 2:30pm**

**3 Day:** Monday, Wednesday and Friday

**5 Day:** Monday - Friday

**PARENT/CHILD ORIENTATION** Prior to the first regular day of preschool, we will have Parent/Child Orientation day for our three year old class as well as students in the four year old class who are new to our program or returning from the previous year but could benefit from an orientation. During these sessions, parents and children will have the opportunity to experience the first day of preschool together. These sessions will give your child the chance to familiarize him/herself with the classroom and teachers. (Parents are not required to attend the orientation.)

On or before the first day of class, you will be asked to bring the following:

1. All Registration Forms including Health Care Summary, \*Immunization Record, Emergency Care Information, Registration, Permission Agreement, Child's Personal History, Doctor/Dentist, & Handbook Agreement.
2. Extra set of clothing for your child in a ziploc bag, clearly labeled
3. School supplies (See list)
4. 4X5 family photo and an individual photo sent via email

**\*According to State Licensing requirements, we cannot serve any children without an Immunization Record and a Health Care Summary on file.**

## **PARENT/TEACHER COMMUNICATION**

**ASSESSMENT PROCESS** Assessment is the ongoing process we use to find out what every child knows and can do. It helps us discover each child's strengths, skills, interests and needs so we know how to help every child experience success. Our assessment system also enables us to gain input from you, and to share it with you so, together, we can ensure that your child is progressing. We have created our assessment form to align with the national standards for learning.

When assessing children, we observe and nurture the skills and knowledge necessary for Kindergarten readiness. Assessment, therefore, is closely linked to our curriculum. To teach effectively, we have to know *what* to teach, *when* to teach particular skills, and *how* to teach in ways that help each individual child develop and learn.

Through our many observations, we learn what children do and say and we keep track of what we see and hear. Teachers in the classroom take notes about specific children, at least weekly, sometimes daily. At the end of a class time, we discuss observations we have made and plan for upcoming lessons. For example, if we see that several children struggle with cutting, we may modify next week's lesson to incorporate more cutting. Or if we see that two children seem to be fighting over the same toys often, we may modify our next day's lesson to include the topic of sharing through a book or an activity. We also refer back to



observations to fill in our assessment forms for conference time. If we see a skill is lacking, we adjust our planning accordingly. If we find we aren't seeing opportunities for children to accomplish specific skills on our assessment form, we will then create activities to accomplish them. We also rely heavily on input from you regarding your child's learning and development. We have a specific form for you to fill out (Child Development Review) prior to conferences, but we also want your input as often as you would like to share. Maybe your child seems to be learning some Spanish words at school and he/she is sharing them with you at home. Maybe you've seen your child write his/her name for the first time. Maybe you learn from your child that he/she is struggling with a child at school or beginning to make a new friend. This is important information for us as well.

No one knows your child better than you do. To have a complete picture of each child's strengths, needs, interests, and abilities, communication with families is essential.

Throughout the year, we will set up parent conferences with you and review your child's observations, look over samples of your child's work, and hear what you are observing about your child's progress. We will plan together how we can support your child's development and learning at home and at school.

Please discuss with us and questions or concerns about any part of our assessment system. We look forward to working with you in supporting your child's growth and development.

Additional staff at Holy Trinity School who may be able to assist you in your child's development: Mrs. Donna Woodard, Principal; Mrs. Juanita Nelson, Kindergarten Teacher. Both can be reached at 651-455-8557.

A weekly **newsletter**/calendar will be sent via email every Friday. This will contain the teacher's plans for that week as well as updates on special school functions and other information. We also use **email** as a main source of communication with parents. We will offer a weekly progress report which can be done face to face, via email, over the phone, or on paper. We will make every

effort to communicate with families whose primary language is other than English.

**PARENT/TEACHER CONFERENCES** Parent/Teacher conferences are scheduled to take place in the Fall and in the Spring of each year, and whenever else a parent or teacher chooses to meet. For both conferences, parents will receive a written copy of an assessment form. Children are assessed informally on a daily basis through observations to ensure we are meeting the needs of each individual child as well as using it as a tool to tailor our curriculum according to these needs. If any special concerns arise during the school year, parents are encouraged to call the teacher or set up a time to meet in person. Teachers will, in turn, contact parents through an email or phone call as well. We prefer not to discuss any serious difficulties or problems in front of your child unless we want to involve the child in his/her resolution to the problem.

**GRIEVANCE POLICY** If a grievance between parent/guardian and a teacher or a school administrator should arise, the following procedure shall apply:

### **Stage I - Holy Trinity Conciliation Procedure**

If at all possible, complaints, disputes or disagreements should be resolved on a person to person level. If this cannot be accomplished, the following steps should be taken by the person seeking relief:

1. Contact the respondent's immediate supervisor. If there is no relief then:
2. Discuss the problem with the next level of administration.
3. Any complaints to the Education Committee concerning personnel or curriculum will be referred to the principal for resolution.

If all of the above persons have not relieved the problem, the person seeking relief is entitled to begin the next stage of local conciliation procedure.

### **Stage II**

1. The request to begin the next stage of the local conciliation procedure must be made in writing to the school administrator by the person seeking relief within 10 working days after conferring with the last level of administration (pastor or canonical administrator).

2. The local conciliation committee will be made up of three persons: one designated by the pastor; one designated by the respondent; and one designated by the person seeking resolution.
3. The local conciliation committee will meet in a time period not to exceed 15 working days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration (discussion, thought, prayer), the committee will write a summary of the meeting and make its recommendations in writing to the administrator who in turn will determine that no parish and/or school policies have been altered or amended. The recommendations will then be forwarded to all concerned parties.
5. The local conciliation procedure should be completed within 25 working days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.

**PARENT PARTICIPATION/VISITATION** Parents/guardians are always welcome into our program. We encourage you to always contact us by email, phone, note, or at drop off or pick up if you want to discuss anything regarding your child. We want you to feel comfortable and your children to feel safe. Prior to working with children in our program, parents must be given a volunteer orientation including reviewing health and safety policies, behavior guidance, abuse and reporting procedures and any additional information we have for you at that time. Parents must also have a current background study by the Department of Human Services. The Director will complete this study.

## **GENERAL POLICIES**

**ACCREDITATION** Faithful Beginnings at Holy Trinity Catholic School is accredited by MNSAA and part of a Preschool through 8th grade MNSAA accredited school.

**ALLERGIES** Before a child with an allergy is admitted into the program, the parent must provide, from a medical source, current information about the allergy. The Parent is given an Individual Child Care Program Plan which includes the following: a description of the allergy, specific triggers, avoidance techniques, symptoms of a reaction, procedures for responding to an allergic reaction and must include medication, dosages, and doctor contact information. All staff will be trained on ICCPP of children in the program during orientation training and at least once per calendar year. This training will be documented in the staff personnel file. All allergy information will be available to staff at all times including on site, when on field trips, or during transportation. All food allergy information is readily available to staff in the classroom and in the cafeteria. If a child with an allergy has an allergic reaction at school, staff will first call 911, then the parents.

**BEHAVIOR GUIDANCE** We promote a positive approach to managing the behavior of all children. All behavior guidance methods used within our program are tailored to the developmental level of the children that we are licensed to serve. These policies and procedures are in place to protect the safety of all children and staff. Use of the following techniques are implemented by our staff and outlined here as a positive model of acceptable behavior.

- Prevention: A well-designed environment prevents frustration, interruptions, and hazards. We strive to maintain stimulating classrooms so that the children can be engaged in productive and positive activities. If behaviors are recurring, we may change the environment.
- Positive Redirection: This technique involves redirecting unacceptable behavior to an acceptable alternative. We will recognize children for their appropriate behavior and successful interactions.
- Modeling: Teacher and peer-modeled appropriate behavior is provided to help the children pattern positive responses. When needed, the staff will demonstrate such actions as “inside voice” to make an impression on a child.
- Problem-Solving: We appeal to the child’s growing intellectual and moral reasoning by using natural and logical consequences. Asking questions often helps a child to develop correct responses. We regularly remind the children to use their words to resolve issues.

Children are in the process of learning appropriate behavior. They are constantly experimenting with many different types of actions, and are looking for direction and limits. Our methods include recognition and encouragement of appropriate behavior as often as possible.

**BIRTHDAYS** If your child's birthday occurs during the school year, we will place your child's snack day as close to his/her birthday on our snack calendar. Children who have summer birthdays will celebrate their half birthdays during the school year. We do ask that even birthday snacks be taken from our safe list, just like a regular snack day. You may bring special cups or napkins if you choose. One or both parents (or a grandparent) are welcome to come to class to read a story or say hello. Invitations to outside birthday parties should only be done through the mail and/or outside of school as teachers will not pass them out.

**BREAKFAST** Please make sure your child has eaten breakfast before he/she comes to school. It is very important for everyone to have something to eat, even if it is small, in order to be ready to learn and grow. For the 2023-2024 school year, free breakfast will be offered to all students, PreK - 8th grade, free of charge. Click [Lunch - Holy Trinity Catholic School - South St. Paul, MN](#) to learn more about our food program.

**CHILD CARE PROGRAM PLAN** A complete Child care Program Plan describing all the details of our program is located in Room 4 and can be viewed at any time.

**CLOTHING** At Faithful Beginnings, all children will wear a uniform that matches the rest of the students in grades K-5. Donald's Uniform is our official uniform store. All styles and colors worn must be identical to Donald's. Donald's Uniform, 972 Payne Avenue, St. Paul, MN 55130, 651-776-2723, [www.donaldsuniform.com](http://www.donaldsuniform.com).

Boys: Royal blue or white knit shirt (long or short sleeve). White turtlenecks. Navy blue twill uniform pants. Donald's navy "walking" length uniform shorts may be worn through October 20th and after April 1st.

Girls: White blouse with Peter Pan collar, to be worn under the jumper. White turtlenecks, or white or royal blue knit shirts (long or short sleeve). Plaid jumpers as sold at Donald's. Navy blue twill uniform pants. Donald's navy "walking" length uniform shorts may be worn through October 20th and after April 1st. Navy blue leggings that are snug at the ankle may be worn under the jumper. Navy or black shorts must be worn under jumpers at a length not seen below the hem of the jumper. Hair pieces (headbands, ponytails, and barrettes) may be navy, white, or school plaid.

Sweatshirts for boys and girls: Holy Trinity logo crew neck sweatshirts are considered part of the uniform, HOWEVER, no other type of sweatshirt will be allowed. The Holy Trinity sweatshirts must be worn over the uniform shirt.

Shoes for boys and girls: Tennis shoes or black dress shoes are acceptable, but tennis shoes are preferred.

(Please note: Preschool children will not be given infractions for specific guidelines the rest of our school is expected to follow. For example, beginning in 1st grade at Holy Trinity, a black or navy belt is mandatory as well as keeping shirts tucked in. Preschoolers are not required to wear a belt, and we realize it can be difficult for a three or four year old to keep his shirt tucked in. Also, children in K-8 are required to wear solid white knee highs, tights, or above the ankle socks, but preschoolers can wear whatever type of socks they would like.)

Please label all clothing and boots to avoid any mix-ups.

A large backpack or tote bag would be helpful for your child to carry artwork, newsletters, folders, etc. home.

If your child has an "accident" at preschool (i.e. urine, bowel movement, blood on clothes from a bloody nose, etc.), your child will be encouraged to change him/herself independently with back-up clothes provided at the beginning of the school year. Back-up clothing can be regular clothing. It is not necessary to have a uniform as back-up. Staff members will provide assistance in the school bathroom. If back-up clothes are used, please send a replacement with your child the next class time. Absolutely no pull-ups are allowed. All children must

be fully potty trained to attend this program. (Please note: In the event that a child is messy enough to need bathing, a parent may be notified to come pick up the child.)

**DROPPING OFF AND PICKING UP CHILDREN** Parents are to pull into the back alley behind the school. We will spend the first 25 minutes on the playground for scheduled recess. If a parent arrives late, they should go to the front of the building and escort their child into the building. They will check in with the secretary and their child will be escorted to their classroom. At the end of preschool, part time children (done at 11:00 or noon) will be escorted to the front steps of Holy Trinity School. Parents are asked to step out of their cars and wait for their child's name to be called to dismiss them, but NOT spend time dressing their children or putting their backpacks on the wall. Due to concern for safety, please refrain from allowing your children to play on the playground in the morning before teachers are present to monitor. Especially when the gate is still locked, if a child were to fall and get hurt without an adult close by, it could be dangerous. No child should ever be left unattended on the playground. Unattended includes children playing on the playground while parents are in the car, children playing on the playground while the gate is locked and parent is on the other side, children playing on the playground without an HT staff person present to monitor. Children should NOT be dropped off further into the alley and sent to walk up on their own. A staff person must accompany children from their cars. Children who attend all day, three or five days a week, will finish their day on the playground. Parents will drive through to pick up their children in the same manner as drop off. Any person other than a member of the immediate family who comes to pick up the child **must** have a written note from the parent. This note must be presented to a preschool staff member before the child will be permitted to leave our care. We may also ask for identification from the party picking up your child. It is preferred that all persons other than mom and dad who pick up a child meet the teachers in person or that the teachers be shown a current photo of the person. If a child is not picked up at the time designated as ending the class session, he/she will be brought to our B.A.S.E. program and be billed accordingly via TADS.

**FIELD TRIPS** Parents are asked to sign a Permission Agreement regarding field trips at the beginning of the year. Parents will be given advanced notice, and will have the right to agree to the trip or not. Permission slips will always be done through TADS. A small fee may be collected in order to follow through with trips and much notice will be given. We ask that no siblings attend any field trips.

**LICENSURE** Faithful Beginnings is a state licensed facility operating under the supervision of Holy Trinity School. It complies with the standards set forth by the Department of Human Services of the State of Minnesota. You have the right to contact the department with any questions at 651-431-6500.

**LUNCH** Children who attend two, three or five days a week all day will eat lunch at preschool. We will gather for lunch in our classrooms at 11:20 after washing hands and praying. Staff will sit with preschoolers at all times with at least one staff for every ten children. Families can choose to send a cold lunch each day or can order meals on a month to month basis using our school lunch program. For the 2023-2024 school year, free lunch will be offered to all students, PreK - 8th grade. Click [Lunch - Holy Trinity Catholic School - South St. Paul, MN](#) to learn more about our food program. Federal regulations require that each child's lunch, HOT or COLD, consist of items from the four food groups and meets the USDA's CACFP food guidelines. Our school lunch program follows these guidelines and includes white milk. Those who send cold lunches are required to do the same and are encouraged to purchase milk separately for their child. The cost of milk is \$.75 each day OR send milk in a thermos with their cold lunch. **Milk alone is NOT free to students.** Children should not have juice in their lunch as they already have juice at snack time. For menu ideas and nutrition information, please go to the USDA's website at [www.mypyramid.gov](http://www.mypyramid.gov). Each month, you will be asked to fill out a lunch form via MEAL MANAGE. For those children on the preschool lunch schedule who forget to bring or purchase a lunch, a backup lunch will be provided free of charge.

ALL families are encouraged to complete the Application Benefits for free and reduced lunch.

**MALTREATMENT OF MINORS AND REPORTING POLICY (CHILD ABUSE)**  
Staff members are required to report suspected incidents of physical or sexual



abuse or neglect to Dakota County Child Protection Agency, (651) 431.6600. Following is the *“Reporting Policy for Programs Providing Services to Children”* required by the State of Minnesota.

### **Who Should Report Child Abuse and Neglect**

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

### **Where to Report**

If you know or suspect that a child is in immediate danger, call 911. All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division’s Maltreatment Intake line at 651-431-6600.

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 651-554-6000 or local law enforcement at 651-554-3400.

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**

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 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:

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;
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 Reviews are Completed**

The internal review will be completed by the Director. If this individual is involved in the alleged or suspected maltreatment, the Principal 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 reporting policies and procedures must be provided to parents of all children in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

**NAPS & REST** Children who attend all day, on any given day, will be asked to rest for a *minimum* of 30 minutes. Each child will use a cot to lie on. Cots will 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.

They will also be placed head to toe as much as possible. Cots will be placed directly on the floor and will not be stacked when in use. After 30 minutes, children may choose a quiet activity to do on their own. Each napping child is welcome and encouraged to bring their own blanket, small pillow, and/or ONE small, special stuffed animal from home to be used during rest time. It is encouraged that items be left at school for the week. For those who don't have them, we will offer blankets and/or pillows to all resting children, and we will keep them in their individual locker/cubby space until the end of each week. All napping items, including blankets, pillows and stuffed animals will be washed weekly or if they become soiled or wet.

**OPERATIONS MANUAL** A complete Operations Manual is in Room 4 and may be viewed by parents at any time. This manual contains all of our program policies including Behavior Guidance, Emergency and Accident, Health, Maltreatment of Minors, Nap and Rest, Program Drug and Alcohol, Program Grievance, Information for Parents, Child Care Program Plan, Program Administrative Records, and Risk Reduction Plan.

**PERSONAL BELONGINGS** Items of interest which coincide with a weekly theme are certainly welcome. Nature "finds" are always fun to share with others. We ask that no outside toys be brought into the Preschool. This distracts the children from the activities and toys we have provided for them at school. Blankets, small pillows, and/or stuffed animals for nap time may be left here at school. They will only be allowed out during nap time.

**PLAYGROUND** We will use the outdoor fenced-in playground which is in compliance with Rule 3 licensing requirements.

**PETS** Approval from the Director or your child's Head Teacher must be gained in order to bring a pet into the classroom. Some children may have allergies to certain animals and we need to clarify that first for their safety and well being. The Head Teachers will also give a time that is best to come into the classroom. That child's parent/guardian must stay with the pet throughout its visit. All pets must be in good health and up to date with vaccinations.

**RESEARCH/PUBLIC RELATIONS ACTIVITIES** It is the right of a parent to authorize their child to participate in a research or public relations activity. The Director will inform the parents of such activities before they occur. The parent may choose not to sign the Permission Agreement form relating to this specific area.

**SEPARATION SUGGESTIONS** Children handle separating from their parents in different ways. You know your child best and we will work with you to make the transition to Holy Trinity Catholic Preschool a smooth one. Attending the Open House in August or visiting the classroom at least once with your child prior to the first day of school is recommended. On your child's very first day of preschool, we recommend the following:

- Inform your child of what your plans are. Tell him/her that they are going to Faithful Beginnings and let him/her know where you will be while they are at school. Let him/her know when you will be back.
- Bring your child to a staff person and share whatever information is necessary.
- Make the break! Give your child a hug and a kiss with encouragement. **They will pick up on your confidence and comfort level.**
- If you would like a staff person to step in and assist with your departure, please let us know. We are willing to help, but do not want to intrude.
- Feel free to call the school after you arrive at your destination in order to check how the adjustment is going.

**SNACKS** Snacks are provided by the children each morning and should be provided using the following guidelines and safe list. Parents will be asked to bring a snack which has been purchased in a grocery store in compliance with the Minnesota State Health Codes. This means that no dairy products should be brought and all snacks must be nut free. Parents are to choose one item from column A and one item from column B. If juice is not chosen, children will be served water. Teachers and children enjoy snacks together; it is a relaxing, social time. All staff and children wash hands prior to eating.

***Please keep teachers informed of any food allergies your child has/may have. Additional paperwork signed by a doctor may be necessary. All snacks must contain no nuts.***

**Please choose one item from Column A AND one item from Column B:**

**COLUMN A**

Goldfish Crackers  
Cheez-Its  
Wheat Thins  
Graham Crackers  
Graham Sticks  
Plain Cheerios  
Plain Chex Cereal  
Plain Kix Cereal  
Plain Baked Potato Chips  
Plain Fritos  
Plain Corn Chips  
Puff Corn

**COLUMN B**

100% juice boxes  
Mandarin Orange Cups with spoons  
Pear Cups with spoons  
Applesauce Cups  
Clementines/Cuties (unpeeled, uncut)  
Bananas (one per two children)

**WHOLE GRAIN OPTIONS ARE BEST!**

Snacks must be brought UNOPENED and in the original container they were purchased in. We will not accept any opened packages. We need to have labels accessible to know how much one serving size is as well as details about the ingredients in the product. In addition, we need to know the snack has not been tampered with. When planning snacks, please consider the number of children and adults in your child's class. This number will be printed on your child's snack calendar each month. Thank you.

**STAFFING/TRAINING** Staff at Faithful Beginnings is carefully chosen based on their educational background, child development training, teaching experience and their ability to work effectively with young children. According to DHS Rule 3 licensing requirements, at least one Head Teacher holds a valid MN teaching

license, another is qualified as Teacher Assistant because of his/her education, training, and number of hours working with young children. There is a Teacher and Teacher's Aide in each classroom when more than 10 children are present.

Staff members are required to participate in inservice training throughout the year, as well as strive to stay well informed of developments in the early childhood field.

As required by the Department of Human Services, Division of Licensing, all staff received training on Shaken Baby Syndrome/Abusive Head Trauma Prevention Strategies annually. All staff are trained in Pediatric First Aid and CPR by the American Heart Association. In addition, all staff receive ongoing training regarding the center's philosophy, the Childcare Program Plan, procedures for maintaining health and safety (allergy prevention/response, handling and disposal of bodily fluids, emergency preparedness), handling emergencies and accidents, specific job responsibilities, behavior guidance standards, and reporting responsibilities.

**TRANSPORTATION** Faithful Beginnings does not provide transportation of children. Parents are welcome to arrange carpools; however, Holy Trinity is not responsible for these arrangements.

**TUITION/TADS** All of our tuition payments as well as registration fees will be set up on the TADS website. Our school secretary will send you the link to get set up, and can be reached at 651-455-8557.

A **four week** notice is required in advance of withdrawing your child for reasons of moving, family circumstances or any other reason. This notice must be in writing to the Director. The responsibility for payment of tuition will continue for four weeks after notice has been given. There will be no refunds of tuition for any reason including illness, holidays, vacations or any other absences unless authorized by the principal and director.

In addition to other remedies provided by law, upon failure of the parent(s)/guardian(s) to pay the tuition payments or fees when due, the Church shall have the right:

- a) To assess a late fee of \$15 for any payments not received within 15 days of the due date.
- b) To discontinue the enrollment of the student for the next month.
- c) To employ a collection agency or civil court to collect the amounts owed and to charge to and collect from the parent(s)/guardian(s) any commissions, fees, court costs, or expenses incurred in collection therewith.

**WATER BOTTLES** In accordance with State licensing guidelines, children are not allowed to bring reusable water bottles to preschool. We will offer water throughout the school day in disposable cups.

## **HEALTH REGULATIONS**

Faithful Beginnings receives Health Consultation from the MNCCHC (Minnesota Child Care Health Consultants).

**EMERGENCY CARE** In case of a medical emergency, 911 will be called and the child will be transported by the 911 response team to the nearest hospital that can best service the child. The Director or teacher will notify the parents. If a parent is not present, a staff member will accompany the child to the hospital.

The Director will report in writing to the Department of Public Health and Welfare within 24 hours any serious injury, fire or death. Parents are asked to provide any relevant health insurance information for emergency medical treatment and transportation agreements.

**FIRST AID/INJURY** Any child requiring minor first aid will be handled by the staff. An injury report will be written and the parent informed. All staff members have current (every two years) Pediatric first aid and CPR training. A First Aid kit and emergency cards are kept in each room.

**HANDWASHING** Handwashing is required by all staff, volunteers, and children several times throughout the day. Staff members and children are taught hand-washing procedures and will be periodically monitored. Staff will assist



children as needed to make sure it is done properly. Handwashing will be done by students and staff under the following circumstances, but more often if needed: after handling body fluids, before snacks, after playing in the texture table, after handling materials such as dirt or contaminated surfaces, before and after handling medications (staff), after toileting, after handling garbage or cleaning (staff).

**INSECT REPELLENT AND SUNSCREEN** Children are asked to dress appropriately and in layers for preschool. Our rooms can be hot or cold depending on the temperature outside. Also, it is important that children are dressed warm enough to play outside as well as keep cool enough in the gym. We will not put insect repellent or sunscreen on children. (If parents choose to put either of these products on at home, it is suggested that sunscreen/block with UVB and UVA protection of at least SPF 15 or higher and insect repellent with DEET.) When appropriate, we may find a shady tree to play a game under, but often we may be in the sun on our school's playground. If you want your child protected with something other than clothing against insects or the sun, please apply necessary repellents or sunscreens at home prior to coming to school. Our program is not in operation during the months of June, July and August.

**MEDICATION** Prescription medications will only be given with written authorization from the child's licensed health care provider and parent/guardian. We will not administer over the counter medications such as Tylenol or Ibuprofen to children. Teachers must ask what medications the child is on at home too. Teachers will notify parents/guardians about any potential side effects observed by the staff. The parents/guardian must complete the medication permission form if the child needs medication while in our care. If any of the information on the form is missing, we cannot administer the med. Prescription medications will be given only as prescribed by a licensed healthcare provider. The prescription must be current, in the original container, and may be given only to the child whose name appears on the label. If a medication is necessary only two times per day, they must be given at home. If a medication is necessary three or more times a day or at specific times, staff will administer them WITH the proper paperwork on file. All staff must wash their hands prior to administering any meds.

**SICKNESS POLICY** Prior to the beginning of the school year, each child is required to have a medical examination. The Health Care Summary/Immunization Record which each parent must turn in prior to his/her child's first day ensures that all children are up-to-date with their immunizations and are in good health. Parents may choose not to immunize a child due to a medical condition (documented by a health professional) or family beliefs. In either case, if a child who is under-immunized gets a vaccine preventable disease, parents will be notified and that child will be asked to stay home from school. Students who feel ill or need health assistance during the school day will be brought to the school office by a preschool staff person. The nurse or health aide will evaluate the student and determine appropriate care. If necessary, parents/guardian will be called to pick the student up. Students who are too ill to participate in all school activities must be kept home. Students may also not attend school if they have rashes, lesions, or suspected communicable diseases, without the permission of a physician. Students must be fever-free (100) for 24 hours before returning to school. If vomiting or diarrhea is present, the child must be excluded for 24 hours.

In addition to COVID-19 symptoms, parents are asked to protect their own child and the health of others by keeping a child at home who is carrying any infectious illness. Should an infectious illness affect someone in your child's class, a notice will be posted to inform you.

If a child becomes ill at school, the teacher will contact the parents immediately by phone. The child will be kept comfortable and in isolation until picked up. If a parent cannot be reached, the person whom you have designated will be contacted. It is extremely important that we have a way of contacting you in the event of an illness or emergency. Please be available, or designate someone to be available, to answer a call or return a call within a reasonable amount of time.

Please inform the Preschool BY PHONE if your child is out sick at 651-455-8557.

**TOBACCO/SUBSTANCE USE** In order to maintain a safe and healthful environment for all, staff will not use, consume, buy, sell, or give away alcoholic beverages, tobacco, toxic substances, and controlled substances (without a

physician prescription). These substances are prohibited at all times on school property, school sponsored events, or on a school bus. We ask that all parents and/or guardians please follow the same guidelines.

## **EMERGENCY AND ACCIDENT PROCEDURES**

**FIRE** Fire Drills will be held throughout the year. We will have both planned and surprise drills and the children will be well informed and prepared for these. There is one exit by our classrooms. Children will be trained at the sound of the alarm to go to the exits and out to the front of the building. In the event of an actual fire, 911 will be called AFTER the children are evacuated. Please discuss these drills with your child at home.

**INSURANCE** Holy Trinity School provides liability insurance from Catholic Mutual, coverage of one million dollars. NOTE: The Preschool is not responsible for transportation of children enrolled in the program.

**LOCKDOWN PROCEDURES** Holy Trinity School will hold periodic lockdown drills in the event an intruder is in the building. We will have both planned and surprise drills and the children will be well informed and prepared for these. Each preschool classroom, one and three, has a “safe house”, a space for children to sit with the teachers as the “doors” in the event of a lockdown or a lockdown drill. In addition, the main doors to the building will be locked most of each class day, except for the beginning of the day, and the doors to individual classrooms will be locked at all times. Please discuss these drills with your child at home.

There is a Child Care Emergency Plan in place and can be viewed by you at your request. A copy of the plan is posted in classrooms one and three.

**MISSING CHILDREN** In the event there is a missing child, the Head Teacher will have the support staff check the building. If the child is not found within 5 minutes, the police will be called and parents will subsequently be notified.

**SEVERE WEATHER/SCHOOL CLOSING** If South St. Paul public schools are closed, have a late start, or have an early release, the preschool and main school will also be closed, or have a late start or an early release. In case of inclement weather, the Pastor and/or Principal will make the decision to close Holy Trinity School, which would include the preschool. The Director will also email parents, if possible, regarding school closings.

If there is a utility failure of any kind (heat, lights, water) the school will be closed and parents will be notified.

**TORNADO** A tornado safe area has been designated by the St. Paul Fire Department. Children are instructed to sit on the floor with heads down. Tornado drills are held monthly in March, April and May. Please discuss these drills with your child at home.

## **PRESCHOOL DAILY SCHEDULE 7:50 am – 2:30 pm**

- **7:50-8:05** Greet families in “Drive Through” in back of school, and children go to the playground for outdoor play
- **8:05-8:15** Outdoor Play
- **8:15-8:25** Children enter building, hang up belongings, and go directly to the bathroom for bathroom and hand washing break
- **8:25-8:40** Prayer/Morning Meeting
- **8:40-9:20** Explore Learning Centers: Art, Science/Discovery, Sensory, Language/Literacy, Religion, Math, Social Studies, Dramatic Play, Blocks/Manipulatives
- **9:20-9:40** Music & Movement/Transition/Bathroom & Handwashing Break
- **9:40-10:00** Prayer/Snack/Books and Puzzles
- **10:00-10:20** Outdoor Play/Large Muscle activity
- **10:20-10:30** Large group time/Circle time
- **10:30-10:55** Small Groups/Concept Development: Math, Literacy, Skill Building, Cooperative Games, Writing
- **10:55-11:00** Clean up//Morning kids leave/Transition Time
- **11:00-11:20** Transition Time/Bathroom Break/Handwashing
- **11:20-11:55** Lunch in room 1. As children finish lunch, they can go with staff to room 3 for table activities.
- **12:00-12:25** Specialists (Catechesis of the Good Shepherd, Phys. Ed., Art, Music)
- **12:25-1:00** Second Outdoor play/Walk around neighborhood/Gym time
- **1:00-1:15** Bathroom/Wash Hands/Prepare for rest
- **1:15-2:10** Rest/Nap in Room 3
- **(1:45-2:10)** Quiet time for those who don't sleep
- **2:10-2:25** Prepare to go home/Get belongings together to bring outside
- **2:25-2:30** Prayer/Outdoor Play/Good-bye

**HANDBOOK AGREEMENT** (this page is included in your registration packet as well)

*After reading the Faithful Beginnings at Holy Trinity Catholic School Parent Handbook, please sign below and return this form to your child's teacher during the first week of school. Thank you!*

**We have received and read the Faithful Beginnings at Holy Trinity Catholic School Parent Handbook and agree to be governed by the policies contained herein.**

Mother's Signature\_\_\_\_\_ Date\_\_\_\_\_

Father's Signature\_\_\_\_\_ Date\_\_\_\_\_