

St. Theodore Catholic School Pre-Kindergarten Family Handbook



ST. THEODORE CATHOLIC SCHOOL
323 East Clark Street
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MISSION STATEMENT

St. Theodore Catholic School promotes excellence through a well-rounded academic curriculum in a Christ-centered environment for children of all faiths.

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Welcome,

We are happy you have chosen the St. Theodore Catholic School Pre-Kindergarten program for your child. Pre-Kindergarten is an exciting time for parents and children, and we look forward to a wonderful year of growth and learning with your family. Welcome to the St. Theodore Community.



St. Theodore Catholic School Pre-Kindergarten

Mission Statement

St. Theodore Catholic School promotes excellence through a well-rounded academic curriculum in a Christ-centered environment for children of all faiths.

Philosophy Statement

We promote faith formation to help students develop a closer relationship with God. We strive to instill an individual sense of service to others.

We promote strong academics in all curricular areas, including faith formation, which will allow for lifelong learning.

We expect our students to be respectful, caring members of our school, parish and community.

We strive to instill a sense of self-worth in each student.

Goals

1. To accept as central and spread the Gospel message of Jesus Christ.
2. To build a community of love.
3. To provide a quality academic program that will motivate and educate the whole person.
4. To promote a faith – centered environment through a variety of religious experiences.
5. To foster an awareness of the opportunity to serve others in the school, community and world.

St. Theodore Catholic Pre-K

St. Theodore Pre-K provides creative play and learning for children ages 4-5. Each day the children have the opportunity to experience prayer, individual and small group learning, music, creative art, children's literature, language development, activities which encourage fine motor development, and time to enhance their social skills. Our program also includes science discovery and exploring, drama, and outdoor play. St. Theodore Pre-K offers a wide variety of activities in order to accommodate the abilities and interests of all children enrolled. It is our goal to ensure that every child is happy and successful.

Children who are registered at St. Theodore Pre-K must be 4 years old before September 1st to enter in the fall. If the child turns 4 years old by January, they will be allowed to join at the start of the year with the understanding that they will be repeating Pre-K in the fall. **ALL CHILDREN MUST BE COMPLETELY TOILET TRAINED BEFORE ENTERING PRE-K.**

THE WAY OF LIFE IN OUR CLASSROOM

We take care of the people in our room.
We take good care of the things in our room.
We listen carefully when others are talking.
We use quiet voices.
We move quietly and slowly.

PRE-K PROGRAM PLAN

1. Children attending St. Theodore Pre-K will be supervised at all times.
2. The program serves no more than 20 children per class, with a ratio of 2:20. The program operates Monday through Friday, 8:00-11:15 a.m. Pick up for children is in the hallway.
3. St. Theodore Pre-K offers a young child a variety of learning experiences. In a Christian atmosphere, the child is free to explore his/her environment and develop spiritually, emotionally, physically, socially, and intellectually through learning stations and activities.
4. This program plan shall be reviewed and evaluated annually by a teacher of the program.
5. The St. Theodore teachers plan an environment and curriculum that will stimulate a child's cognitive, physical, social, and emotional development. The classroom is designed with the following play experience.

ACTIVITIES

1. **Creative arts and crafts** foster creativity and build skills that lead to reading, writing, and seeing the beauty in life.
2. **Construction play** (block, building sets) helps children learn about science and numbers, foster creativity and builds muscle strength and coordination.
3. **Dramatic and pretend play** (dress up clothing, puppets, playhouse, etc.) helps children use their imagination, explore and understand the world, learn how to work together, practice new behaviors and imitate grown-up behaviors.
4. **Books and recordings** help children appreciate literature and music, and develop intellect.
5. **Sand, water, play dough**, etc. provide sensory stimulation, and opportunities to understand more about math and science; explore properties of matter.
6. **Table toys** (cognitive toys, games, fine motor toys) provide hand-eye coordination, intellectual stimulation, and present opportunities for cooperation and problem solving.
7. **Active play equipment** (balls, mats, climbing apparatus) builds strong muscles and confidence to meet physical challenges, and promotes healthy minds and bodies.
8. **Health and Nutrition** helps children build skills to promote positive mental wellness, dental health, physical health, and safety awareness.

9. **Reading, Writing, Numbers, and Language** skills are built into all the activities we provide each day, children will build Kindergarten readiness skills through both teacher directed and self-directed activities.
10. **Physical Activities** (running, jumping, hopping, dancing, etc.) will help to increase strength and endurance by improving muscular coordination, helping to control bodily functions and promoting safety rules.
11. **Cognitive Activities** (puzzles, projects, stories, writing, etc.) will teach the children to listen and follow directions so projects can be completed. These cognitive activities will also help increase attention spans. Children learn to formulate information and converse intelligently. They also develop skills that help them recall information for problem solving.
12. **Emotional Activities** (songs, stories, classroom helper, games) will strive to establish a positive self-concept. The child will learn to moderate withdrawal or aggression, increase self-control, and channel emotions.
13. **Social Activities** (playtime, games, etc.) Children will participate in group activities and learn to share and take turns. They will master appropriate behavior as a leader and a follower and will learn to respect the rights and property of others.

Goals and Objectives

1. Physical Development

Goals- Our program strives to provide each child with the opportunity to use both large and small muscles during the group activities and free play, thus enhancing the development of large and small muscles.

Objectives-

- To learn the skills involved in coordinating body movements.
- To manage clothing independently.
- To improve proficiency in printing their first name.
- To increase small muscle development through printing, tracing, painting, and cutting, puzzles making, using small manipulative toys, and working with play dough.

2. Intellectual Development

Goals- Our program is designed to provide a learning environment which facilitates positive thinking, listening, vocabulary development, productive thinking, and independence.

Objectives-

- To teach problem solving and creative thinking.
- To improve language skills.
- To gradually increase attention and interest span.
- To be able to recognize all 26 letters of the alphabet. (Uppercase, lowercase, and sound)
- To be able to rote count to 150.
- To be able to do 1:1 correlations up to 10.

3. Social Development

Goals- Our program works to help children accept themselves and others as important parts of our world and community.

Objectives-

- To develop a respect for the rights and feelings of others.
- To develop a positive self-image within each child.
- To develop a respect for each person's individuality.
- To develop the ability to express their feelings in an appropriate manner.

Your child's intellectual, physical, social and emotional progress will be documented in your child's records and will be shared with parents during conferences twice a year. If, at any time, a student is not making adequate progress towards these goals, the school will work with the family to determine the best course of action. Keeping the best interest of the children in our program is at the heart of all our decisions. We make a conscious effort to meet the needs of all learners. If we are not able to meet the needs of the child after all interventions have been followed, we may ask a family to find another educational setting for their child.

Sample Daily Schedule

Time	Activity	Description
8:00 am	Arrival	Child directed – Puzzles, blocks, books
8:25 am	Circle Time	Teacher lead – Calendar, weather, introduce plan for the day
8:45 am	Reading	Teacher lead – Cognitive – Learn letters and sounds
9:05 am	Literature/Story Time	Teacher lead – Cognitive/Social/Emotional – Listen to stories, build comprehension and imagination, learn about self (learn to listen quietly)
9:20 am	Snack	Teacher & child lead – Social time – Conversations along with snack (prepackaged foods, fresh fruit, or veggies; milk or water)
9:30 am	Math	Teacher lead – Cognitive – Fine motor when manipulatives are used, number recognition, counting
9:50 am	Music/Religion	Teacher lead – Combination of Cognitive and Gross Motor - Practice rhythms, learn songs (time to be a little louder)
10:00 am	Handwriting	Teacher & Child directed – Fine motor...learning strokes for forming letters and numbers; games
	work on letter recognition:	
10:15 am	Art/Gross Motor	Teacher lead – Art using many different media; Gross Motor - group games (this could be in the classroom, gym, or outside)

10:40 am	Free Time	Child directed – Choice of blocks, puzzles, play dough, dramatic play areas, etc.
10:55 am	Clean up	Child & Teacher lead
11:00 am	Dismissal	Teacher lead

*The Daily Schedule and Pre-K plan are posted in the classroom for review at any time.

Early Intervention and Referrals

If the parents are aware of any special needs, health or development, they will inform St. Theodore of this information. At this time a meeting will be called with the teacher, the director, and District 241, to assess and/or plan what will be needed to service this child. A plan will be formed to fulfill the child's needs and appropriate training will be given to the staff. This plan must be in place before the child is admitted. This plan will be evaluated at least annually.

If needed, our teachers and Director will work directly with District #241 when a Special Needs Coordinator is needed to observe, screen, or refer children for additional assessment. Individual planning, remedy strategies and implementation of goals are coordinated with the teachers, parents, Director, and Special Needs Coordinator. If it is deemed that St. Theodore cannot meet the child's special needs, health or developmental, they will be referred to District 241 to assist in meeting those needs.

LICENSURE

LICENSING INFORMATION

The St. Theodore Pre-K program is licensed through the Department of Human Services, Division of Licensing, and State of Minnesota. For general information, please call 651-431-6500.

LICENSURE PROCEDURES

As a licensed program, the St. Theodore Pre-K Program follows state regulations. These regulations allow for care for 20 children (maximum) per session, 4/5 years of age.

Our program will be licensed to operate a Pre-K Program which services children between the ages of 4 and 5 years of age.

DAYS OF OPERATION

The St. Theodore Pre-K Programs will be in operation from August to May. We will follow the St. Theodore Catholic School schedule which also follows the Albert Lea School District 241. (Some days may vary.) We will serve families Monday through Friday with morning classes that are from 8:10 am to 11:15 am.

BEHAVIOR GUIDANCE

Behavioral Policy

Guiding children in a positive manner is important to ensure the safety, health, and development of each child. Staff provide a positive role model for acceptable behavior, and have daily contact with parents. Perceptive staff will intervene and redirect before a negative situation happens. However, if negative behavior occurs:

1. Staff will discuss options with the child for a more constructive playtime.
2. If behavior persists, the child will be directed to another activity; if the child continues to be unable to function in an acceptable manner, the child will be removed from the group within the room for a length of time appropriate for the developmental age.
3. If the whole group is disrupted, the child will be removed from the room to a quiet place with a staff person until the child gains self-control.
4. Teachers will log any time a child is separated from the group for inappropriate behavior.
5. A special conference with parents will be called if separation from the group happens three times in a day, five times a week, or eight times in a two week period.
6. A guidance plan will be developed with parents and staff. Professionals may be requested by staff and parents to assist in devising a plan based on previous documentation for the child. This may include the necessity of parents picking up the child if the unacceptable behavior is a continuing problem.
7. St. Theodore's will make every effort to provide a program that meets the needs of each child. However, as sometimes it is impossible to meet the needs of a child and family. If after working with the child and family, we do not believe it is in the child's best interest to remain at the program, we will ask the family to make other arrangements. Behavior or health issues that may affect the safety, health, and general well being of the other children at St. Theodore's may result in limited exclusion or termination of enrollment.

PERSISTENT UNACCEPTABLE BEHAVIOR

*See guidelines in Behavior Policy above.

*When unacceptable behavior is observed it will be documented in the daily log. This will include the following information: child's name, staff person's name, time, date, other less intrusive methods used to alter behavior, how the behavior continued, and how the behavior was threatening to the child and/or other children. A special conference with parents will be called if separation from the group happens three times in a day, five times a week, or eight times in a two week period.

SEPARATION FROM THE ACTIVITY GROUP AND UNACCEPTABLE BEHAVIOR

*See guidelines in Behavior Policy above.

PROHIBITED ACTIONS

St. Theodore Pre-K believes in the value of each and every child and their right to be treated with dignity and respect. The staff will never use or direct another to use any of the following methods to address behavior issues:

1. No child will be subjected to corporal punishment such as, but not limited to , spanking, rough handling, shoving, pulling, shaking, slapping, kicking, biting, pinching, hitting, and hair or ear pulling.
2. No child will be subjected to emotional abuse including but not limited to name calling, ostracism, shaming, making derogatory remarks about the child or family, using language that threatens, humiliates, or frightens the child.
3. Separation from the activity group, except as stated under the Behavior Policy.

4. No child will be punished for lapses in toilet habits.
5. No child will be punished by use of withholding food, light, warmth, clothing, or medical care.
6. We will not use physical restraints such as ties or straps. Securely holding a child within a teacher's arm is permitted when necessary to protect the child or other children from injury or harm.

PROCEDURES

Absence notifications

Please notify the secretary in the school office if a child is absent due to illness, appointment, or vacation as soon as possible.

Arrival/dismissal

Arrival and dismissal information will be sent to parents by the classroom teacher. Children should be picked up promptly at dismissal time. At dismissal time, parents are asked to wait quietly at the designated pick-up location.

- All children are to be brought into the hallway. Adults bringing and picking up children are required to sign the children in and out each day, outside their classroom door.
 - If your child is riding the SMART Bus to school, they will be met by a member of the school staff and brought into the school where they will be signed in.
 - If your child is riding the SMART Bus home or to another pre-approved destination, they will be signed out and brought out to the bus by a staff member.
- **Morning classes begin at 8:10 am and end at 11:00 am.** Please respect these hours. Before school, teachers are busy preparing for your child's school experience. At the end of the class period, children want to see their grown-up(s) arrive as soon as they see other adults arrive, and often become anxious when waiting for a late parent or caregiver. Teachers also need this time for cleaning up or preparing for the next day. If a parent is habitually late, our school hours don't meet the family's needs.
- Since we understand that sometimes a parent must work, we know that someone else may be picking up your child. **Anyone who picks up your child must be on your authorization list.** If your child is going to be picked up by someone not listed on your authorization list, you must send a note authorizing us to release the child into that person's care. Please let this person know that they will be required to show picture identification to a staff member. If an emergency situation arises which prevents you or another person on the authorization to pick up your child. We will call you back to check the validity of the arrangement.

***A court order is needed to keep a parent away from their child. If this is the case, we need a copy of the court order on file at the school.

***If someone who is incapacitated attempts to pick up a child, a cab will be called or other arrangements will be made. The proper authorities will be notified, if necessary.

Busing

We have busing available for our Pre-Kindergarten students through the SMART Bus Transit for a nominal fee.

*SMART Bus Transportation is an added fee. This is a separate payment from your tuition if you use this service. If you would like to know more about this service or to sign up, you must contact Kristina (kgarcia@sttheoschool.org).

Calendar

Pre-K will follow the regular St. Theodore Calendar, with the exception of the starting date. Please note vacation and teacher workshop days on your personal calendar as there are no Pre-K classes on these days.

School closings or delays due to emergency or weather will be announced on local radio (KATE) stations. If there is a late start, Pre-K is canceled. Closings will also be posted to Facebook on the St. Theodore Catholic Elementary School page and a "Flocknote" will be sent out. *We use the KAAL Weather App for weather updates.

Clothing

Pre-K is full of messy activities. Please be sure your child wears clothes which are suitable for playing with sand, water, paint, glue, etc. We ask you to provide a paint shirt; a man's old long sleeve button up shirt works best. Your child should also wear comfortable shoes appropriate for active play- tennis shoes are best. Children should be able to easily manipulate their snaps, buttons, etc. While the teacher and classroom aide are available, time is sometimes important. Please test these skills at home. We try to play outside as often as possible, weather conditions permitting. Please dress your child appropriately. In winter, your child should wear a jacket, snow pants, hat, mittens, and boots.

Communications and Newsletters

A Pre-K newsletter will be sent home monthly. Please read it carefully as it will contain important notes for parents as well as information about the classroom activities.

If you have a note to send to the child's teacher, please put it in the child's folder in their school bag. The staff will go through the folders at the beginning of each class and make sure that notes from home are addressed. Please sign up for our "Flocknote". We will send a message out about meetings, weather, upcoming events, etc.

Conferences

Parent-teacher conferences are held in the fall and winter. Spring time conferences are on an as needed basis. Conferences are a time to discuss your child's physical, intellectual, emotional and social development. Children are welcome to come to conferences. Please feel free to schedule a conference anytime during the year if you would like additional time to talk with the teacher.

Emergency Events

If there are indications of severe weather or radio warnings, or if there is a utility failure at school, parents are to listen to the local (KATE - 1450 AM) radio station and KAAL Tv Station... Channel 6 for school closing announcements. When there are blizzard conditions or it is extremely cold, parents may use their own judgment about sending children to school.

- In case of a tornado warning or sighting, the children will be kept at school in the designated tornado shelter area with staff until all danger from weather has passed. We will follow the tornado drill procedure. Tornado drills will be practiced and documented.

- In case of fire, the class will evacuate the building according to the fire drill procedure. Fire drills will be practiced and documented per state requirements.
- Children will be dismissed upon parental request when severe weather warnings are announced. If we decide to close school early because of inclement weather or other unusual circumstances, parents will be called to pick up their child and take the child home. In case of a tornado warning or sighting, the children will be kept at school with staff until all danger from the weather has passed.
- If the elementary school has a delayed start time due to inclement weather, there will be no Pre-K classes.

Liability Insurance

St. Theodore Catholic School Liability Insurance is provided by the Diocese of Winona-Rochester self-insurance program. The school and the Pre-K Program are not liable for accidents, health difficulties, etc. which occur on the property or during school hours. The level of liability insurance carried by St. Theodore can be obtained in the school office.

Missing Child

Children at St. Theodore School will be supervised at all times. If, by chance, a child would be noticed as missing, the head teacher would conduct a search of the building while the administration checks the outside area. If the child has not been found within three to five minutes, the police and parents will be notified. All attempts will be made to locate the child.

Parent Visits

In order for you to gain a better understanding of your child's Pre-K experience, we invite all parents to spend a day at school. You are welcome to come for just an hour or the entire session. This visit will allow you to familiarize yourself with the environment, curriculum, and your child's classmates. Space constraints limit these visits to parents only. Both parents are welcome. We also understand that schedules may make these visits impossible. Please inform the teaching staff when you would like to visit one day in advance.

Parental Permission

St. Theodore Pre-K program shall obtain parental permission in writing each time... before allowing any research, experimental procedure, or public relations activity to take place.

The parents will be notified in writing of all field trips and asked to sign a permission slip. Since we will walk to the places we visit, we will also request parent volunteers to help with supervision as we walk.

Pets

St. Theodore Pre-K program does not allow pets in the school unless it is a registered service animal.

School Bags

Each child will need a **LARGE** backpack. Your child must bring this bag to school each day. We recommend that the schoolbag be kept in the same place at home so it is readily available each school day. This is a simple task for which your child should assume responsibility. It is important that you spend a few minutes after school each day going through the things in your child's bag. Ask your child to talk about projects, etc. and carefully read parent letters.

Snack

St. Theodore Catholic School will provide snacks each day.

- Snack tables will be cleaned before and after snack.
- Any food that requires any preparation will be handled in the school kitchen which is licensed through the State of Minnesota.
- We will serve milk along with a choice of water.
- Children may not bring food to school. Exceptions will be made for medical reasons, religious reasons, and commercially prepared food used for **treats for birthdays**.
- **Food Allergy Information...** Food allergies and food intolerances should be communicated by the child's parents and supported by a signed physician statement. Foods that cause allergic reactions will not be served. Staff will be notified of any food allergy information.

Sunburn

Pre-Kindergarten staff are aware of the dangers of prolonged exposure to the sun and sunburn. Parents are asked to apply before school on the days we may be outside. Time outside does not exceed 30 minutes unless parents are informed.

Tuition

Tuition is billed by the St. Theodore school office. Payments must be dropped off in the school office or be mailed to:

St. Theodore Catholic School
323 E. Clark St.
Albert Lea, MN 56007

Tuition payment information will be given to each family at the time of registration.

Unauthorized Pick Up of a Child

If an unauthorized person attempts to pick up a child, the teacher will not let the child go without getting the parent's permission. Therefore it is necessary for the parents to let the teacher know when a different person will be picking up the child. There is an area provided on the Emergency form for parents to list names of people authorized to pick up the child. If a parent is not authorized to pick up the child, a court order is needed to keep that parent away from their child. If this is the case, we need a copy of the court order on file at the school.

Health and Medical

Administration of Medications

All medications for students must be brought to the office and administered there, unless other arrangements have been made by the principal.

If a child requires medication during school hours, written instructions must be provided by a parent. Medications must be in their original containers bearing the original label with legible manufacturer's instructions, unless there are written instructions for their use provided by a licensed physician or dentist. All

medication will be kept out of the reach of children and locked in the office. At the beginning of the year, a medication policy/permission form will be filled out by the parent and kept on file in the office.

When a child receives any medication, it will be documented. Included in the information will be: Name of child, date, time given, dose, name of medication, route given (oral, topically, etc.), and signature of person administering medication.

Child Injury

Each parent is asked to complete an Emergency Form for their child at the beginning of each school year. This form contains information for the school on what action should be taken in case of accident or illness. If there is an indication that the situation is serious, 911 will be called, and the parents will be contacted. All forms will be kept in the office and a copy in a binder to be taken on all field trips.

In case of non-threatening illness or injury, the child will be kept under supervision separate from classmates until parents have been notified and transportation can be arranged. Minor first aid will be handled by staff: teacher, classroom aide, secretary, or principal.

Needed information

Every family is required to provide emergency information when they register for school. This will include info on family, the name and phone number of a doctor and a dentist your child has seen, persons authorized to pick up their child, and more. This information will be kept in the school office in our emergency information handbook that is kept with our secretary.

First Aid

The Pre-K teacher and Aide will be trained in first aid and CPR. If there is a need for First Aid, the teacher can begin and the aide will contact the office as backup and to begin the process of notifying the parents.

A Red Cross first aid manual and first aid kit are available in the office area and in the classroom.

If the injury or illness is minor, it will be handled by the staff or by calling the parents. If there is an indication that the situation is serious, 911 will be called, and the parents will be contacted. If a child must be transported by emergency service a parent or staff member will accompany the child.

Health and Immunization Forms

Parents are required to submit an immunization form prior to their child's attendance of the first program session or will be excluded until all forms are in. This form must be signed by a parent, physician or public health clinic, and must be kept up-to-date. Medical or legal exemptions to the immunization requirements must be submitted prior to entrance. All forms will be kept in the school office.

In addition, a Health Care Summary signed by a physician or their representative must be submitted prior to their child's attendance for each child. All children must have had a physical exam after they have reached 33 months of age.

The signature of a physician or public clinic is required on the immunization form if the child has not received all the immunizations required by law for child care. A signature from a physician will also be required if the child has not had the chickenpox vaccine (Varicella), but has had chickenpox.

If a parent or guardian consciously objects, they must fill out that section on the immunization form.

Illness

Parents are often faced with making a decision to keep their child at home or send him/her to school. If a child remains at home and has the care he/she needs when first becoming ill, the length of their illness is often shortened.

Staying home and resting permits the body to combat the illness more quickly. If your child is coming down with a communicable disease, remaining at home may prevent infection of the rest of the children.

It is required that children should remain at home if they have any of the following symptoms;

- Severe colds, coughs, or sore throats.
- Eye infections, especially if discharge is present.
- New skin rashes, unless medical opinion states the rash is non-communicable.
- Temperature of 100 degrees or more with or without symptoms.
- Nausea, vomiting, diarrhea, or abdominal pain.
- Any other sign of acute illness.

We strongly recommend you keep your child home until throat culture results are known. Children must be on antibiotics for 24 hours following a positive culture.

A child with Chickenpox must remain at home until all blisters have dried into scabs, usually 6-7 days after the rash first appears.

Parents must notify the school within 24 hours of diagnosis of lice, scabies, impetigo, ringworm or chicken pox. After we receive the notification, we will notify the other parents of children in that class by a letter sent home with the children.

If your child has a fever of 100 F. or higher they must stay home. The child may not return until he/she is fever free for 24 hours without medication. Please do not send a child if he/she has vomited in the last 12 hours.

Children may return to school when free of symptoms, when temperature remains normal for a 24 hour period, with no medication.

Safety and Security Information

MISSING PARENT

If a parent does not pick up their child, the staff will:

- Try to contact the parent(s) at work or home.
- Call the emergency numbers on the child's emergency form, and have that person pick up the child.
- A message will be left at St. Theodore's School office as to where the child will be kept while awaiting parent arrival.
- The school will continue calling the parent/emergency contact until contact is made.

INCAPACITATED AND/OR INTOXICATED PARENT

If a parent arrives to pick up a child and is incapacitated or intoxicated, the staff will:

- Speak to the parent and contact the other parent or emergency contact to pick up both the child and the parent.
- Secure another St. Theodore Catholic School staff person to take the child to a place of safety, if the parent becomes irrational, until someone is contacted to pick up the child.
- Contact the police (911) if the parent remains irrational.

Continue calling a parent or emergency person until contact is made.

Person Suspected of Abuse

If a person suspected of abuse attempts to pick up a child, the following steps will be taken.

- The child will be kept at school until the following is done.
- Teacher or aide will contact the parent by phone.
- If the parent can't be reached, the person listed on the emergency sheet will be contacted.
- If the parent or emergency contacts can't pick up the child, the teacher or St. Theodore School staff person will remain with the child until someone can be reached.
- If someone suspected of abuse who is attempting to pick up a child becomes hostile, the police will be called.

Sexual Misconduct/Abuse Policy

- Sexual misconduct or abuse by personnel of St. Theodore is contrary to Christian principles and is outside of the scope of the duties and employment of all personnel. All personnel must comply with applicable state and local laws regarding incidents of actual or suspected sexual misconduct or abuse and with the policies defined in the personnel manual of St. Theodore School.
- All employees of the school have received a Sexual Misconduct Policy Manual and are required to complete a signed pledge of commitment to uphold the policy at all times. In addition, all staff members are required to do Virtus training through the Diocese of Winona. This includes monthly bulletins that need to be completed. All volunteers at St. Theodore's are also required to complete Virtus training.

Parent Grievance Policy/Procedure

Parents who have a grievance are asked to follow these steps:

- Meet with the teacher to discuss the issue. The teacher will respond with a written summary of the meeting and a description of steps which will be taken to resolve the conflict.
- If parents are dissatisfied with the process in Step 1, they will arrange to meet with the principal of the school. The principal will respond with a written summary and action steps.
- If parents are dissatisfied with the process in Step 2, they will arrange to meet with the next level of Administration.

Drug and Alcohol Policy

- St. Theodore Catholic School prohibits employees, subcontractors, and volunteers who are directly responsible for children from abusing prescription medications or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care. St Theodore Catholic School staff, volunteers, or any subcontractors, will be trained about the drug and alcohol policy.

Reporting Policy for Programs Providing Services to Children

Who should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- Any person that works with children in a licensed facility, is 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, physically or sexually abused within the preceding three years you must immediately (within 24hrs) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call **9-911**.
- 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**:
- **(507)377-5400** or **local law enforcement** at **(507)377-5215**.
- 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**.
- **Any incidents shall be reported to the director.**
- **If the incident involves the director, this shall be reported to the Parish Administrator.**
- **All incidents will also be reported to the Diocese of Winona Rochester.**
 - **See Policies and Procedures for Misconduct from the Diocese.**

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and are available in the office.
- 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.
- Turn in a written report to the director within 72 hours.
- **All parties, including the reporter and anyone else who knows they are reporting, are reminded that this is confidential information.**

*For the **Maltreatment of Minors Definitions** see enclosed packet. The definition has been **taken from**:
<https://www.revisor.mn.gov/statutes/?id=626.556>

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 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.

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## **COVID-19 Preparedness Plan Optional Template for DHS Licensed or Certified Nonresidential Services Deemed Critical Businesses during Peacetime Emergency**

### **1. Hygiene and source controls**

#### **PLAN FOR HYGIENE AND SOURCE CONTROLS:**

1. Children, staff, volunteers and visitors will see hand washing signs by the sinks in the classroom and bathroom to help them remember proper washing. The teacher will follow the guidelines and remind the students to wash when we come into the room from outside, before and after eating, after using the toilet, or anytime they blow their nose, cough, or sneeze. If soap and water are not available, we will use a hand sanitizer that contains at least 60% alcohol.
2. Since we have two sinks in the classroom, one by each of the entrances to the classroom. Therefore, the children will have the ability to wash their hands as needed. Supplies will be checked daily to make sure we have adequate soap and paper towels available each day. There is an open garbage can by each of these sinks to discard used paper towels.
3. When using the bathroom, the teacher will be holding the door.
4. Posters for handwashing are by the sinks in the classroom and bathroom and “cover your cough” signs are in the classroom.
5. The teacher will read through and demonstrate proper washing and cough/sneeze etiquette to help the children understand what is expected. They will also be reminded that we should not touch our eyes, nose, and mouth with unwashed hands.
6. When children are thirsty, the teacher will provide a cup to fill with water and then the child will throw the cup away into an open garbage can when finished.
7. Face masks are not required at this time, but this may change. If we get cases in the school or the numbers in Freeborn County get too high, we may require masks for a while. (All staff are vaccinated against COVID.)
  - a. We will provide staff and volunteers with recommended PPE, as needed. We will keep gloves and face masks in the classroom and our office, so they are readily available when needed. If needed, we will also provide staff and volunteers with recommended protective supplies such as disinfectant, eye protection, etc.
8. Prepare for potential symptomatic or COVID-19 positive service recipients by having appropriate supplies. We will have masks, shields, and gloves available.
  - a. If a child or staff member is symptomatic prior to coming to the facility, they will be asked to stay home.
  - b. If a child or staff member becomes symptomatic, they will be isolated until parents are notified and will be sent home as soon as possible.

- c. If a child or staff member is COVID-19 positive, we will notify families of the exposure and close the site for 1-2 days for a deep cleaning.

## 2. Cleaning and disinfecting

### PLAN FOR CLEANING AND DISINFECTING:

1. We will follow MDH and CDC guidance for frequent cleaning and disinfecting of your program space, especially shared spaces.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Staff will be required to read through and refresh as needed on what is expected for cleaning and disinfecting. These guidelines will also be shared with our maintenance team to help ensure all cleaning and disinfecting will be completed on a regular basis.

- a. Staff will work with the maintenance staff to ensure cleaning and disinfecting occur.
  - b. We will provide appropriate PPE for individuals responsible for the disinfecting processes.
  - c. Teachers are working to minimize sharing of high-touch materials to the extent possible to allow for time to clean and disinfect between uses.
  - d. The head of maintenance staff will provide appropriate tools and supplies to effectively apply the procedures for cleaning or disinfecting of facilities.
  - e. While the children are in the school, we will be using wipes, Lysol, or bleach/water solution to minimize exposure to cleaning chemicals.
  - f. The playground and/or gymnasium will be used by Pre-K at a time when others are not using them.
2. A cleaning checklist will be available for staff to use to help document sanitation of surfaces/equipment used, what will be used, and how often it should occur. Cleaning products can be found on the EPA-registered disinfectants list given on the CDC site. <https://www.epa.gov/coronavirus>

| Space                                           | Frequency of Disinfecting                                               | Person(s) Responsible                                                                           | Product(s) Used                                                                                                                                                                                            |
|-------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Classrooms, restrooms, and commonly used spaces | On an as needed basis if necessity arises in the classroom<br><br>Daily | Teacher or helper can help as needed during the day<br><br>Janitor for daily cleaning checklist | Clorox or disinfecting wipes<br><br>Lysol<br><br>10:1 Water/Bleach Solution<br><br>Keystone Multi-quat Sanitizer<br><br>Comet Disinfectant Cleaner<br><br>Neutral Floor Cleaner (Ecolab)<br>Sysco #7667357 |
| High-touch areas                                | Throughout the day                                                      | Janitor with teacher's help                                                                     | Clorox or disinfecting wipes<br><br>Lysol<br><br>10:1 Water/Bleach Solution                                                                                                                                |

3. We will minimize the use of shared supplies by providing each child with their own pencil box to hold their supplies. When possible, art supplies will be bagged up and ready for each child to complete the

projects. Other shared supplies such as pens for parents to sign in and complete forms will be in labeled containers as “clean” or “used”. Used supplies will be cleaned and sanitized before being put back into the “clean” receptacle.

### 3. Arrivals and departures

#### PLAN FOR ARRIVALS AND DEPARTURES:

1. Upon arrival staff, students, volunteers, and visitors will be screened for COVID-19 symptoms using the checklist provided by: <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>
  - a. Entrance/ Beginning of the Day
    - i. As students come to the building they will follow our protocol for health checks
    - ii. The children will then go to the classroom after parents have signed them in at the table by the front door.
    - iii. The front and back doors will be locked at 8:15 am and anyone who comes after that must buzz into the office to be let in and screened by the secretary.
    - iv. As parents come in the morning, they will be socially distanced when bringing in their children. We have marked spots for parents to wait that are 6 feet apart as they sign in their child. After signing the child, the parents will leave and the child will go into the classroom through the blue door.
      1. As they sign their child in, we will have one container for “clean” pens and “used” pens to help avoid contamination.
  - b. Dismissal - At the end of the day, students will get ready to go home in their classroom. Secretary will walk the busses out and the children will be signed out at the door as soon as parents arrive.

#### Health Checks –

- a. When students come in the morning, they will use **hand sanitizer** before proceeding through the building.
  - i. For those that are allergic to the hand sanitizer, they will be required to go to a bathroom to wash their hands with soap and water.
  - ii. The children will follow directions and **use the front stairs**.
- b. Students will use the sinks in the classroom or in the bathroom as needed to wash before and after snack, after using the bathroom, and at any other time deemed necessary.
- c. Pre-K parents will sign their child in at the door.
- d. Staff will self-regulate their temperature check and will communicate with the principal of any concerns or symptoms.
- e. A copy of the CDC poster will be hanging in the school. Parents will be asked to keep their child home if they have any of the symptoms. The person should remain home until they are symptom free.

#### Hand Hygiene and Respiratory Etiquette -

- a. Signs showing proper hand washing etiquette will be posted by sinks in classrooms, bathrooms, and kitchen hand washing sink.
  - i. Staff and students will be trained (and re-trained as needed) in appropriate hand washing and respiratory etiquette. Hand sanitizer that contains at least 60% alcohol must be made available when hand washing is not possible.
  - ii. Parents may provide hand sanitizing products for their children’s personal use.
- b. Signs showing proper respiratory etiquette (covering coughs and sneezes) will be in the classrooms, office, and hallway.

- c. Students will be trained by classroom teachers for proper hand washing and respiratory etiquette.
2. Posters with signs of COVID symptoms will be posted at the entrances and in the office.

**Communication and Signage –**

- a. Signs will be posted at the front with the symptoms of COVID-19. A letter will be sent home to communicate symptoms of COVID-19 that would require staff/students to refrain from attending school.
- b. Signs will be posted at entrance(s) to our building restricting entrance to COVID-19 symptomatic/exposed individuals.

**4. Screening and policies for staff and volunteers exhibiting signs or symptoms of COVID-19**

**PLAN FOR SCREENING AND POLICIES FOR STAFF AND VOLUNTEERS:**

1. Staff will self-regulate their temperature check and use a checklist to help monitor wellness. They will communicate with the principal of any concerns or symptoms. If the director is made aware of a positive case, he/she will not disclose the individual's identity other than to a person who is authorized to receive information.
2. If a teacher or staff member exhibits symptoms of COVID-19 or tests positive, a sub will be called. Then they will follow school and CDC protocol and guidelines to meet protocol. The director will notify MDH and follow their direction if a staff member or volunteer is diagnosed with COVID-19.
3. The director will have emergency contact information for staff and volunteers.
4. If a staff member or volunteer becomes ill during program hours, the parents will be notified and a sub or volunteer will be called in to assist until all children are picked up.

**5. Screening and policies for service recipients exhibiting signs or symptoms of COVID-19**

**PLAN FOR SCREENING AND POLICIES FOR SERVICE RECIPIENTS:**

1. Pre-K parents will sign their child in at the door after the parents have indicated that the child does not have any of the COVID symptoms according to the health screening tool given by:  
<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>.
2. Posters will be hung. A copy of the symptoms will be sent home notifying the parents not to come or bring a child with the symptoms and health checks will be done.
3. Classroom is self-contained. The only room we share is the bathroom and the teacher would be making sure proper hygiene etiquette is followed by all. If a child exhibits symptoms, they would be sent to the office secretary so that parents would be contacted. Since the parents sign their child up each year, we would have current emergency contacts for each family.
  - a. Staff also have an emergency contact sheet in their file.
4. The director/teacher will only communicate with those necessary about a possible exposure and will not give out individual identity information. If there is an aide in the room, they will be reminded of the Privacy Act and Confidentiality Policy.
5. We will notify MDH and follow their direction if a child is diagnosed with COVID-19.

**6. Social distancing throughout the day**

**PLAN FOR SOCIAL DISTANCING:**

1. As children come into the building, they will see a table for parents to sign their child in. In the classroom, the children will be spaced apart as much as possible. Children will have designated spots on the carpet.
2. There is only one group of children in our program so intermixing is not an issue.

3. If a child were to show symptoms or become ill, we would use our distant learning plan to help in continuing their education.
  - a. This would involve packets, Google Classroom, Google Meets, and videos.
4. Our staff is very small and will work in the building. All staff members are vaccinated.

## 7. Food preparation and meals

### PLAN FOR FOOD PREPARATION AND MEALS:

1. Our program is only from 8:20 – 11:00 am. We only have snack time and not meal time. Our foods are usually prepackaged and are passed out by the teacher so the children are only handling their own food.
2. Teacher(s) will pour milk or water into Dixie cups for the children and the children will throw their trash into an open garbage can when finished.
3. Children will sit in designated spots that will be cleaned before and after snack is done.

## 8. Ventilation

### PLAN FOR VENTILATION:

1. The school's heating and cooling system will help with ventilation. Maintenance monitors and changes filters. We will also use fans or open windows when possible to keep the air as fresh as possible.

## 9. Communications and training

### PLAN FOR COMMUNICATIONS AND TRAINING:

1. A copy of our COVID-19 Plan will be added to our Staff Handbook and each staff member will receive a copy of it to keep. This handbook is reviewed annually by the staff members and staff will go through procedures. Changes and updates will be made as needed.
2. A copy of the updated handbook will also be kept in the Program binder that is always available for the commissioner or DHS reviewer to come in and look at.
3. Parents will be given a copy of our action plan and will sign that they have read it.
  - If a staff member has concerns about our COVID-19 Preparedness Plan or has questions about their rights, they should contact MN OSHA Compliance at [osha.compliance@state.mn.us](mailto:osha.compliance@state.mn.us), 651-284-5050 or 877-470-6742.

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*Please read the handbook and sign to attest that you have read the information. This signature page is in the packet that has been mailed to you.