**St. Mary’s**

Early Learning Academy

**Parent Handbook**

**

**815 6th Ave SW**

**Pine City, MN 55063**

**320.629.3953**

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**Our Mission:**

St. Mary’s Early Learning Academy will provide a loving, supportive, educational environment that allows children to develop and grow socially, emotionally, and creatively.

**ABOUT US**

All children at St. Mary’s Early Learning Academy will be provided with love and care from the staff and will always be supervised. The safety of your children is our greatest priority. Our staff will try to help each child succeed in life with a positive attitude and the highest self-esteem possible. Each child will learn at age appropriate stages at their own pace. St. Mary’s Early Learning Academy serves children 6 weeks-12 years old, we are licensed for serve up to 91 children per day.

How will you know what your child's doing during the day?

Parents are encouraged to call, or stop in and visit during the day. Infants and Toddlers have a "daily take home sheet," on which the teachers will write and tell you how everything went or anything exciting that happened during the day. In Preschool, there is a parent information board to keep up-to-date with daily events and activities.

Childcare program plan is available to parents upon request.

**DAYS AND HOURS OF OPERATION**

The Academy is open Monday through Friday, 7 a.m. to 5:30 p.m.\*

We are closed on the following holidays: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and two staff training days.

There is no reduction of Child Care Rates for these days. Please note we may close for one additional day surrounding any given holiday. A note will be posted minimum of one week in advance for any other days closed, not including snow conditions and other weather emergencies which will follow the area school district guidelines. If these days fall during your regular scheduled times, you will be charged.

**INFORMATION UPDATES**

All upcoming events will be posted on the parent information board in or near your child's room. When a child is attending a special event or field trip, a permission slip/sign-up sheet will be posted. If this form is not signed, your child will not be able to attend the event.

~~Each age group~~ Preschool has their own newsletter. Infants and toddlers have a daily take-home letter. We encourage you to talk to your child about upcoming field trips and events.

**CONFERENCES**

Infant, Toddler, Preschool and School-Age conferences will be held twice a year. You will be informed two weeks in advance and you will then have the option to meet with your child's teacher or have a fully completed written assessment of your child sent home. If a request for a conference is needed before then please notify your child's teacher or the Director.

**BEHAVIOR GUIDANCE PLAN / SEPARATION/ AND REMOVAL FROM PROGRAM**

Our staff at St. Mary’s ELA will model acceptable behavior and act in a manner we would like our children to act. Redirection is our first attempt in the behavior plan, getting a child interested in someone or something else. We will provide immediate and consistent behavior methods. When redirection isn’t successful, a child will be given two options for participation. One that allows the child to return to the planned activity, the other will allow for your child to choose a quiet activity, where thought and calm is encouraged.

If a child is displaying persistent, unacceptable behavior, the staff will take steps to help the child gain self-control. A staff person will first attempt to help the child understand the gravity of the behavior. Staff will then re-direct the child to activities that hold the child’s attention (the choice is made with the child). If the behavior continues, the staff person will consult with fellow staff members and/or the director to develop alternatives for helping the child gain acceptable control of his/her behavior. If the problem persists, the staff person will contact the child’s parent for suggestions on measures to take to extinguish the behavior. The goal is to help the child strengthen his/her skills of self-control. Separating the child from the group is a final step that would be taken after other measures have been tried. If the child can not resort to behavior that ensures his own and the safety of others in the center, and/or the smooth operation of the program; the parent will then be called and asked to pick the child up from the program.

If a child is separated from the group 3 times or more in 1 day, parents/guardians will be notified and notation of the parent notification shall be indicted on the log. If a child is separated 5 times or more in 1 week or 8 times or more in 2 weeks, the procedures for dealing with persistent unacceptable behavior must be followed. If your child is hurt it will be stated in an incident report which the parent/guardian must sign at pick-up time.

**REMOVAL FROM PROGRAM:** If a child exhibits challenging or uncooperative behavior, our staff, along with parents will develop a behavior guidance plan to try to resolve the concern. If the identified persistent unacceptable behavior(s) does/do not change and/or a child requires more care than we are able to provide, a student could be removed from our program.

*Every child is a unique learner and will be handled as an individual. St. Mary’s staff will work with families to determine if our program is able to meet their needs. All children will be accepted on a two-week trial basis to ensure our program is a good fit for the child and we are able to meet your family’s needs. In the unfortunate event that we exhaust all options and determine we are unable to meet a child’s needs, we will notify the family and provide notice of final day care will be provided.*

**FULL-TIME AND PART-TIME ENROLLMENT**

Children who are enrolled full-time in the program will be given priority. Full-time attendance is not to exceed 10 hours daily. Part- time children may attend up to 25 hours a week.

An attendance schedule must be completed for all students. Permanent schedules are given priority. If your schedule varies, please complete your attendance schedule at least one-week in advance of attendance and we will try to accommodate as best we can. Varying schedules must be turned in by noon on Wednesday, prior to the week of attendance. Please place schedule in the payment box.

**ARRIVAL AND DEPARTURE TIMES**

When you arrive at the center you will need to follow the secure entrance policy. If you plan to have another person other than your designated pick-up persons, the Academy must be notified. Please have them buzz for entrance. We will let the person in after checking their Driver’s License, so please let them know that they need to bring it. Please do not open the door to give anyone else access to the facility. All visitors should follow the secure entrance policy to ensure the facility is as safe as possible.

Please remember to **sign your child in and out daily.** If an unauthorized or incapacitated person attempts to pick up your child we will politely tell them to leave and/or contact local authorities. If a child remains at The Academy longer than 1/2 hour after closing (5:30 p.m.), emergency contacts will be called. If no response, local authorities will be notified.

**PARENT/CHILD SEPARATION**

It is not unusual for a child to become teary when separating from a parent in an unfamiliar situation. Remember, this is a new environment with new faces. Be encouraging. Your smile, eyes and body language communicate a lot. If a child senses any type of apprehension on your part, this enhances their own feeling of uncertainty. Separation is often harder on the parents than the child.

**VACATION/ABSENCE POLICY**

You will be allowed a one-week vacation period of five consecutive days where you do not have to pay, after being in attendance for 26 consecutive weeks. Exception: If you take your vacation during a week that has a paid-legal holiday, you will still be responsible for paying for the holiday. ~~A two-week advanced notice is required for your child’s planned vacation~~. If your child is sick and cannot make it to daycare, you will not be reimbursed for the hours missed. Also, any absent days are your responsibility for payment. The Academy may be closed for a Christmas Break, in the event of low enrollment (specific dates vary, please refer to the Academy calendar).

**FINANCIAL POLICY AND RATES**

See Academy Rate Schedule on page 21 for hourly, daily, weekly, full-time and part-time descriptions. Academy Rates are set and approved by the Academy’s Advisory Council, a group of community members who are committed to providing excellent care for your child. Child Care fees are assessed weekly and due in advance. Late tuition will be subject to a $25 fee. Late fees are assessed Fridays of the week of service. (added to reflect enrollment contract) No adjustments or discounts are permitted. Students are required to provide a two-week when exiting our program. If you are planning to take an extended leave from the program, we cannot guarantee placement without payment of fees during your leave. Please discuss unusual circumstances with the Program Director. A fee of $40 will be added to your weekly bill for returned checks. If a second check is returned, you will be allowed to pay in cash or a money order only.

**LATE PICK UP POLICY AND FEES**

We understand it isn’t always possible to plan for every delay, however, a late fee of $15.00 for every 15 minutes, that you are late beyond our scheduled closing time. 1-15 minutes = $15, 16-30 minutes = $30. We will call parent/guardian after 5 minutes and continue to call all emergency contacts. After 30 minutes, local authorities will be contacted.

**WEATHER CLOSURE POLICY**

The Academy will follow Pine City School District weather closures. Weather closure will be posted on St. Mary’s Early Learning Academy Facebook Page and a Seesaw notification will be sent. As stated in on page three under days and hours of operation, if these days fall during your regular scheduled times, you will be charged.

**CLOTHING AND PERSONAL BELONGINGS**

Please see the what to bring list for your child’s age-level. All clothing should be labeled with your child's name. Toys from home should be brought only on designated, Show-and-Tell days (no play guns or weapons). We are not responsible for any lost or damaged items.

St. Mary’s ELA believes that kids will always be messy, and want to play with and discover messy things. We encourage messy play to introduce sensory learning. Please forgive us on the days that you can tell. We will always try to have your children cleaned up before departure.

Dress your child in comfortable, practical clothing for painting or playing outdoors. Send your child each day dressed for outside play. Tennis shoes are preferred. Dress-up shoes have slick soles and sandals, Crocs and flip-flops are dangerous and inappropriate for active play. Children's clothing should be uncomplicated so that they can easily use the bathroom with minimal assistance. Belts, accessories, and jewelry should not be worn.

We have a limited supply of spare clothing available, if we are able too, we will use academy clothing if not provided by parents. In the event we are out of clothing and the child is not sent with spares, parents will be contacted to come pick up the child.

**FOOD BROUGHT FROM HOME TO SHARE**

If food is brought from home to share with other children it must be commercially prepared and packaged.

Birthdays: We love birthdays! Birthdays are a big event for kids, and our staff will try to make this day as special as possible. Please feel free to bring in any special snacks or games. We encourage treats other than cake or cupcakes. Any treats must be store bought (to be in-compliance with our food safety guidelines).

**MEALS AND SNACKS**

In compliance with food safety guidelines, all provided food will be commercially prepared and packaged. Breakfast will be served until 8:00 a.m. (for Toddlers and Early Pre-K), one morning snack and one afternoon snack will be provided. Lunch should be sent from home for toddlers and preschool participants. Infant feeding plans will be made based on individual needs. Bottles must be made at home and provided daily. Bottles (formula or breastmilk) will be warmed in a container of running tap water, not to exceed 120 degrees.

**NUTRITION**

Students are required to pack a bag lunch from home each day of attendance. They may choose to use a personal lunch box but all lunch items must be labeled with the child’s name. Our program does have specific nutritional guidelines that must be packed in the lunch box each day. If nutritional guidelines are not met, program will provide supplemental food items, which will be charged to your account. Nutrition guidelines and sample menus will be provided. 2% milk is offered during lunch time. You can also help your child’s lunch time success by packing easy-to-open food choices. Infant nutrition plans will be individualized for each child.

**CURRICULUM**

Our program uses *The Creative Curriculum* to plan and implement our weekly lesson plans. The Foundation helps teachers create a high-quality learning environment and build a thorough understanding of best practices. Daily Resources help teachers plan and manage every moment of their day. Through studies, which are hands-on, project-based investigations, The Creative Curriculum® helps teachers build children’s confidence, creativity and critical thinking skills, and promote positive outcomes.

 **FIELD TRIPS**

Before your child attends a field trip, there will be a posting of where the children will be going along with the time and date. You will also need to sign the permission slip, if the permission slip isn't signed before the field trip, your child may not attend. Extra fees may apply.

**REST TIME**

A. Confinement limitation: A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot or in a crib or bed.

B. Placement of equipment: Naps and rest must be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cribs, cots, and beds must be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cribs, cots, and beds must be placed directly on the floor and must not be stacked when in use. C. Bedding: Separate bedding must be provided for each child in care. Bedding must be washed weekly and when soiled or wet. Blankets must be washed or dry cleaned weekly and when soiled or wet. The remaining requirements in this section are for programs serving infants:

D. Crib standard: A crib must be provided for each infant for which the center is licensed to provide care. The equipment must be of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations, title 16, part 1219 for full-size baby cribs, or part 1220 for non-full size baby cribs. See Minnesota Statutes, section 245A.146, for additional crib safety standards including routine crib inspection requirements.

E. Reduction of risk of sudden unexpected infant death: Pursuant to Minnesota Statutes, section 245A.1435:

F. Infant Rest Policies (policy added due to new licensing requirements)

* The license holder must place each infant to sleep on the infant's back, unless the license holder has documentation from the infant's physician directing an alternative sleeping position for the infant. The physician directive must be on a form approved by the commissioner Physician's Directive for Infant Sleep Position form and must remain on file at the licensed location. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home. To meet these requirements, it is recommended that you use the sample form titled: Optional form for parent statement; infant less than six months of age regularly rolling over
* The license holder must place each infant in a crib on a firm mattress with a fitted sheet that is appropriate to the mattress size that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort. The license holder must not place anything in the crib with the infant except for the infant’s pacifier, as defined in Code of Federal Regulations, title 16, part 1511.
* If an infant falls asleep before being placed in a crib, the license holder must move the infant to a crib as soon as practicable, and must keep the infant within sight of the license holder until the infant is placed in a crib. When an infant falls asleep while being held, the license holder must consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant must not be in a position where the airway may be blocked or with anything covering the infant's face.
* Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian according to this paragraph, a license holder may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. Prior to any use of swaddling for sleep by a provider licensed under this chapter, the license holder must obtain informed written consent for the use of swaddling from the parent or guardian of the infant on a form approved by the commissioner Parent Consent for Swaddling and prepared in partnership with the Minnesota Sudden Infant Death Center.

**RESEARCH RELEASE**

We will obtain written parental permission before each occasion of research, experimental procedure, or public relations activity involving a child. (For example, we have college students that work here and on occasion would like to use your child in a child development project.)

**READING CORPS**

Our Early Preschool and Kindergarten Readiness rooms are recipients of the MN Reading Corps grant, as such there will be an additional Reading Corps staff member in the classrooms with your children during the day. All Reading Corps employees are backgrounded and supervised by a St. Mary’s internal coach. Their primary role in the classroom is to help develop literacy in the preschool setting. Any concerns about Reading Corps members should directed to the Program Director.

**HOLIDAY POLICY**

Holiday activities may be as simple as sharing an informative, age appropriate book about a certain holiday or celebration or as elaborate or in depth as having a party with music, food, decorations and guests. Activities often involve a discussion about how some families celebrate the holiday in general. Often we will read a book that is age appropriate to help us introduce a holiday and to also promote discussion among the group, as well as to encourage any questions that anyone may have.

**Goals and Functions of Holidays**

1. To have fun AND promote a feeling of self-esteem.
2. To learn about different traditions and holidays.
3. To learn about diversity and encourage thinking about and acting upon unfairness and biases.
4. To help teach about the seasons of the year and to mark time.
5. To build a sense of community, family and togetherness.
6. To provide accurate information about holidays in a developmentally appropriate manner.
7. To expose us all to unfamiliar holidays as well as the ones more familiar and to learn that we celebrate even the same holidays in many different and unique ways.

The exact amount of time we will spend on holidays will vary. The curriculum is reflective of the children’s interests.

#### **NOTICE OF NON-DISCRIMINATION**

St. Mary’s ELA welcomes students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and other school-administered programs.

**VISITORS AND SPECIAL TALENTS**

Parents of enrolled children are encouraged to visit the center any time during the hours of operation. We encourage parents with special talents such as fire fighters, police officers, doctors, dentists, etc. to come and visit our classrooms during the year. The younger children feel more secure not leaving the classroom/school setting. If you have a talent you would like to share please contact your child’s teacher to arrange a time to visit.

**PETS/ANIMALS**

Parents or guardians will be informed of visiting pets at time of admission and / or a note will be posted before a visit. All pets will be licensed and vaccinated. Pet visits will be outside only.

**IMMUNIZATIONS AND HEALTH CARE SUMMARY**

THE MINNESOTA STATE DEPARTMENT OF HEALTH AND HUMAN SERVICES REQUIRES THAT ALL CHILDREN BE IMMUNIZED OR FILL OUT A CONSENTIOUS OBJECTOR BEFORE ENROLLMENT FORM AND THAT A HEALTH CARE SUMMARY IS COMPLETED BY YOUR CHILD’S PHYSICIAN WITHIN 30 DAYS OF ENROLLMENT.

**HEALTH, ILLNESS, ATTENDANCE HEALTH POLICIES**

The Academy will take every precaution possible to protect the spread of germs. All areas are cleaned with disinfectant. Gloves will be worn when necessary. If your child does become sick and needs to be sent home, we will provide a safe, quiet spot for your child to lay down. We will first try to notify a parent/guardian. If a parent/guardian cannot be reached, we will notify the first number on your emergency slip. Emergency Contact information must be kept up-to-date. The first emergency contact should be available to respond in a timely manner.

The parent or the person on the emergency contact list must always be available by phone during school hours. It is the parent's responsibility to have someone available who can come to the school for emergencies or for a sick child. Please notify the school if your child will be absent.

For the health and well-being of your child and of others at school, keep your child home for the following reasons:

1. Fatigue (for any reason), lethargic behavior.
2. A temperature of 100 degrees or greater (a child should remain at home for 24 hours after the fever is gone and/or prescribed antibiotics administered for 24 hours before a child returns to school).
3. Sore, achy, raw throat. Uncomfortable cough.
4. Nausea, vomiting, diarrhea (child should remain home for 24 hours after the last episode).
5. Any diagnosed rash or pink eye. Red, "crusty", itchy eyes (conjunctivitis or pink eye is very contagious). The child must be kept at home for 48 hours while being treated with antibiotics and should only return to school if there is no discharge from the eyes.
6. A runny nose if there is colored nasal mucous. Sore or discharging eyes, ears, or nose.
7. Any other unusual illness related behavior that prevents your child from participating in daily scheduled activities.

Please call if your child has a communicable illness or infestation, such as chicken pox, conjunctivitis, pin worms, fifth's disease, mites or head lice so we can exercise additional control methods and notify other parents. Your child's identity is protected. Your child must be fever free and medication free for 24 hrs. before returning to child care. In some case, a note from a medical provider may be required before your child can return to our care.

The Department of Human Services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a licensed health care provider determines has not had sufficient treatment to reduce the health risk to others.

We will follow the exclusion guidelines listed below which are taken from INFECTIOUS DISEASES IN CHILD CARE SETTINGS AND SCHOOLS: FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS, prepared by Hennepin County Community Health Department, Epidemiology and environment Health. We must exclude a child with any of the following conditions:

**Chicken Pox:** Until all the blisters have dried into scabs and no new blisters or sores have started within the last 24 hours; usually by day 6 after the rash began.

**Eye Drainage:** Until 24 hours after treatment begins when purulent (pus) drainage and. Or fever or eye pain is present, or a medical exam indicates that a child may return.

**Diarrhea:** Until diarrhea stops or a medical exam indicates that it is not due to a communicable disease, Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/ or watery, bloody, or mucus- containing stools. In infants three diapers with looser than normal stool in a 24-hour period.

**Mouth Sores With Drooling:** Until a medical exam indicates the child may return or until sores have healed.

**Fever:** Axillary (armpit) temperature: 99 F or higher; or Oral temperature: 100 F or higher, when accompanied by behavior changes, or other signs or symptoms of illness. Measure temperature before giving medications to reduce fever.

**Impetigo:** Until treated with antibiotics for 24 hours and sores are drying or improving.

**Lice (head):** Until first treatment is completed and no live lice are seen. The Academy reserves the right to deny care to any child with lice for any period of time. The child will be checked before returning to care, by an Academy employee.

**Rash:** Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (i.e., chicken pox, measles, roseola, rubella, shingles, strep throat).

**Respiratory Infections (Viral):** Until child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.

**Ringworm (skin & scalp):** Until 24 hours after treatment has started.

**Scabies:** Until 24 hours after treatment has started.

**Signs/ Symptoms of Possible Severe Illness:** Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child; Should be evaluated by the child's health care provider to rule out severe illness.

**Streptococcal Sore Throat:** Until 24 hours after antibiotic treatment begins and child is without fever for 24 hours.

**Vomiting:** Until vomiting stops. Vomiting is defined as two or more episodes in the previous 24 hours.

A child who is not able to participate in childcare program activities with reasonable comfort, including outdoor play.

A child who requires more care than staff can provide without compromising the health and safety of other children in care.

**MEDICATION**

Before the Academy can distribute prescribed or over the counter medicine a medication form must be signed and filled out by the parent. Any medicine brought in must be kept in the original container, labeled and given to your child's teacher. In the event of accidental poison ingestion, the Academy will contact the Poison Control Center and follow their provided instruction.

**PROCEDURE FOR ADMINISTERING FIRST AID**

1. Staff examines child.
2. Staff will treat child at center, if injury allows.
	1. If injury can be treated at center, clean, disinfect, and cover if needed.
3. Staff determines if child needs attention from qualified medical responder. (EMT, RN, LPN, Advanced first aid).
	1. If injury requires advanced medical attention, staff will call 911 to seek assistance.
4. Inform parents, by incident report and/ or phone call.

**ALCHOHOL, DRUGS, AND TOBACCO POLICY**

The use of alcohol, drugs, and tobacco is prohibited while anywhere on the St. Mary’s campus.

**ALLERGIES**

1. For each child with special health care needs or food allergies or special nutritional needs, the child’s health care provider should provide the program and individualized care plan that is prepared in consultation with family members and specialists involved in the child’s care.
2. The program protects children with food allergies from contact with the problem food. The program asks families of a child with food allergies to give consent for posting information about that child’s food allergy (name, allergy and photo) and, if consent is given, then posts that information in the food service areas and in the areas of the facility the child uses so it is a visual reminder to all those who interact with the child during the program day.
3. Staff maintains areas used by staff or children who have allergies or any other special environmental health needs according to the recommendations of health professionals.

Areas used by staff or children who have allergies to dust mites or to components of furnishings or supplies are maintained by the program according to the recommendations of health professionals

**SPECIAL ACCOMMODATIONS**

Special accommodations may be available upon request. If you have a specific request, please contact the Program Director or Assistant Director as soon as possible.

**CUSTODIAL LIMITATIONS**

Please notify us immediately if you have any changes to your child’s custodial situation.

**WE WANT YOUR FEEDBACK**

Please let us know anything we can do to make you and your child more comfortable. If you have any problems or concerns, please let us know right away so we can correct them. Remember we can't change if we don't know what's wrong.

**GRIEVANCES**

All grievances concerning staff members, policies or procedures should be made to the Academy Director. Action will be taken to address all issues brought forth by the parents. Grievances involving the Director should be brought to the Academy Advisory ~~Council~~ Board.

Parents may issue a request for a conference with any party with whom they have a complaint, along with the Director. The Academy will be diligent in working to find resolution to any problem or complaint brought forth.

All grievances must be filed within 30 days to ensure immediate attention and resolution.

Complaints will remain on file at the facility.

Any other grievances concerning the facility, including any issues of abuse, neglect, or other, should be made to the following office:

**Minnesota Department of Human Services
444 Lafayette Road N., St., MN 55155
651-431-6500**

The telephone number of the Department of Human Services, Division of Licensing Maltreatment Intake line at (651) 431-6600, for reporting suspected maltreatment of a child occurring in a licensed child care program.

The telephone number of the Department of Human Services, Division of Licensing at (651) 431-6500, for reporting possible licensing violations.

**MALTREATMENT OF MINORS OF MANDATED REPORTING POLICY**

*All Academy staff and volunteers are mandated reporters.*

MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS

**Who Should Report Child Abuse and Neglect**

• Any person may voluntarily report abuse or neglect.

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

 **Where to Report**

• If you know or suspect that a child is in immediate danger, call 911.

• Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services

• Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services 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, Pine County Child Protective Services, 320-591-1570 or local law enforcement, Pine County Sherriff’s Office at 320-629-8380.

• 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:

(i) related policies and procedures were followed;

(ii) the policies and procedures were adequate;

(iii) there is a need for additional staff training;

(iv) the reported event is similar to past events with the children or the services involved; and

(v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

 The internal review will be completed by the Program Director (name or position). If this individual is involved in the alleged or suspected maltreatment, Advisory Council Member (name or position) will be responsible for completing the internal review.

**Documentation of the Internal Review**

 The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

**Corrective Action Plan**

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

 **Staff Training**

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

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

**THE INFANT ROOM (6 weeks to 18 months)**

Our infant rooms are licensed for up to 8 children. Adult to infant ratio is 1 to 4. Individual attention and interaction is given to each infant. Throughout the day, we promote basic cognitive and social skills. Each teacher makes sure that each individual child’s needs are met. Singing, reading, talking and play are basic activities in the classroom.

We encourage children to explore and learn the environment. Materials and toys are age appropriate to stimulate an infant’s curiosity.

We take daily walks (weather permitting). Teachers interact with each child at their level. We understand that each child learns at his/her pace and we see each child as a unique individual. We provide a safe and loving environment, where children feel free to learn and grow with the guidance and support of our teachers.

*The objective of our infant room is to help each child learn, individually, all the important milestones of infancy to early Toddler, such as rolling over, crawling, walking, simple words and all the other skills necessary.*

**INFANT ROOM: WHAT TO BRING**

LUNCH
3 SETS OF CHANGING CLOTHES with onesies (Weather appropriate)

DISPOSABLE DIAPERS AND WIPES

DIAPER CREAM (complete medication form)

PRE-MADE BOTTLES (FORMULA OR BREASTMILK)

BABY FOOD, cheerios or snacks if on finger foods

BIBS (2-3)

PACIFIERS (2-3, if your child uses one) in plastic bag

OUTDOOR GEAR

SUNBLOCK (for infants over 5 months) & SUN HAT

Please label all the belongings.

**INFANT ROOM DAILY SCHEDULE**
(Please note this schedule may vary day to day based on the changing/feeding needs of each infant.)

7:00-8:30 Arrivals and Breakfast

8:30-9:30 Structured free play (Stories and music) and Art

10:00-11:00 Baby gym (work on rolling over, crawling, walking, etc.)

11:00-12:00 Table food lunch

12:00-2:00 Naps for older infants and quiet time

2:00-2:30 Free play

2:30-3:00 Snack

3:00-4:30 Structured free play (Blocks, books)

4:30-5:30 Departures

Diapers and bottles are based on individual needs throughout the day.

**INFANT ACTIVITIES**

*Younger Infants*

Toy grasping

Stroller rides

Peek-a-boo

Who's in the mirror (ME!)

Rolling over

Crawling

*Older Infant*

Push the walker

Songs (Itsy Bitsy spider, 5 little monkeys, etc.)

**THE TODDLER ROOM (16 months to 32 months)**

Our toddler rooms are licensed for fourteen toddlers. The adult to toddler care ratio is 1 to 7. We promote interactions and social skills through socialization with peers, focusing on how to play in a group and how to share and take turns.

We stimulate children’s curiosity through the day with paint, story time, singing, structured play, free play, indoor and outdoor activities.

We encourage children to explore in a safe manner. Basic cognitive skills are taught through structured curriculums. Children are invited to participate in circle time, singing, painting and coloring through the day.

Toddlers strive for independence; our teachers are prepared to guide each child to learn to be more independent and at the same time to be safe with themselves and with others. Materials are selected to stimulate children’s curiosity and hunger to learn. Simple rules are introduced and reviewed daily. We encourage and reward appropriate behaviors. We establish a safe, loving and stimulating environment where children feel free to learn and grow at their own pace.

*The main objective in our Toddler room is to teach the children their roles in the huge world they have entered. Manners are focused on, as well as simple feats, such as eating with a spoon or fork and washing their hands. Each Toddler will be taught at their own pace and encouraged to start toilet-training when they are ready.*

**TODDLER ROOM: WHAT TO BRING**

2 SET OF EXTRA CLOTHES

LUNCH

2-3 BIBS

DIAPERS AND WIPES

ONE BLANKET FOR REST TIME (THAT WILL BE LEFT AT THE ACADEMY)

OUTDOOR GEAR

SUNBLOCK



**THE TODDLER ROOM DAILY SCHEDULE**

7:00-8:00 Arrival/ Free play

8:00-8:30 Breakfast

8:30-9:00 Dramatic Play

9:00-9:30 Diaper/ Bathrooms

9:30-10:00 Group time/Story Time

10:00-10:30 Art/ Sensory

10:30-11:00 Outside play/Indoor dramatic play

11:00-11:30 Diapers/ Free play

11:30-12:00 Lunch

12:00-12:30 Clean- up/Story Time

12:30-2:00 Nap/Quiet Activities/diapering as needed

2:00-2:30 Afternoon Snack

2:30-3:30 Group Play/Music

3:30-4:30 Outside play/Large Motor activity

4:30-5:30 Pick-up Time/Good-byes

**TODDLER ACTIVITIES**

**Quiet**

story time- books

nap time

puzzle time- puzzle and equipment

look at me- mirror time

**Active**

Listening to music- music and dancing

rolling and catching - balls

outside play - run, walk, marching

**Teacher Directed**

Coloring- paper and colors

Toddler tasks- cleaning up, toy's to be picked up

Puppet show- Puppets

Finger Play- finger puppets

Painting- paint, paper, vegetables

Worksheets- dealing with shapes, numbers, colors, ABCs, paper and writing utensils

Singing Song

**THE EARLY PRESCHOOL ROOM (33 months to pre-Kindergarten)**

Our early preschool room is licensed for up to 19 children. The adult to preschooler care ratio is 1 adult to 10 children. Children are engaged in daily activities, story time, arts and crafts, free play, clean up and outside time.

We encourage children to learn, to grow, to be safe with themselves and with others. At this level, pre-writing and pre-reading are introduced to children in simple ways. Phonetic sounds are presented to children with flash cards and group games. Materials are placed at children’s level for them to select the next activity with very minimal help. We want children to build confidence and self-esteem. We point out and reward positive behaviors and good choices. Children should feel good and proud about themselves. Children can learn something new and exciting every day. We set simple rules and review them daily.

Our teachers create curriculum on a yearly, monthly, weekly, and daily basis. Children are involved in the creation of the curriculum. We guide children to express their feelings using words and demonstrate how to respect others.

We create a loving and exciting environment where everyone has the same opportunity to learn, grown and be safe.

*Our Early Preschool Room has many objectives, one is preparing students for school entry. We work on name writing. Colors, letters, numbers and shapes are also a priority. The children will be encouraged to use manners and speak with kind and respectful tones. Some other objectives include, learning not to talk to strangers, and other important life-long skills.*

**TOILET TRAINING POLICY FOR EARLY PRESCHOOLERS**

There are scheduled bathroom breaks during our day. Children are allowed to use the bathroom at any time throughout the day and will always be accompanied by at least one member of our staff. Preschoolers who are still toilet training will be encouraged to use the restroom as scheduled times. Toddler rates are charged for students who are still training.

**EARLY PRESCHOOL ROOM: WHAT TO BRING**

2 SETS OF EXTRA CLOTHES LABELED IN A ZIPLOC BAG

DRESS FOR THE WEATHER AND OUTDOOR PLAY

LUNCH

ONE BLANKET FOR REST TIME (THAT WILL BE LEFT AT THE ACADEMY)

DISPOSABLE PULL-UPS AND WIPES IF NOT FULLY TOILET TRAINED

DAILY FOLDER

**EARLY PRESCHOOL DAILY SCHEDULE**

7:00-8:00 Arrivals and Breakfast

8:00-8:30 Open Play

8:30-8:45 Circle Time (calendar, weather, Daily Story, Letter of the week)

8:45-9:30 Learning Stations (Art, Science, Literacy, early Math, pre-writing)

9:30-10:00 Restroom Break/Handwashing/Snacks

9:55-10:15 Music/Play/Dancing

10:15-11:00 Gross motor play/outside play/dramatic play room *(Pack up/half-day pickups)*

11:00-11:20 Story Time/Video program

11:20-11:40 Restroom break/wash hands

11:40-12:10 Lunch

12:10-12:20 Basement Play/Story Time/Restroom Break/Clean Up

12:20-1:20 Rest-time

1:20-1:45 Restroom break/Snack

1:45-2:30 Open Play

2:00-2:30 Pick-Up

**Extended Day (Pre-K programs combine)**

2:30-3:00 Open Choice: Puzzles, Free writing, Dramatic Play, Blocks & Building, Art Station

4:30-5:30 Pick Ups and Free Play/Outside Play

**EARLY PRESCHOOL ACTIVITIES**

**Science
(Activities include, but are not limited to:)**

Growing plants

Nature walks

Colored water experiments

**Art
(Activities include, but are not limited to:)**

Collages

Painting

Coloring (markers and crayons)

Cutting and gluing

**Library/Quiet Time**
(Activities include, but are not limited to:)

Book reading

Creating stories

Educational Videos

**Large Muscle**
(Activities include, but are not limited to:)

Walking and Running activities

Sport games (hockey, basketball, etc.)

Parachute

Playground time

**Small Muscle/Manipulative**
(Activities include, but are not limited to:)

Lego building

Play dough

Sand castles

Making necklaces

**THE KINDERGARTEN READINESS ROOM (42 months to pre-Kindergarten\*)**

Our Kindergarten Readiness room is licensed for up to 20 children daily. The adult to preschooler care ratio is 1 adult to 10 children. This program is designed to prepare students who are entering children in Fall 2018. Children are engaged in daily activities, story time, arts and crafts, free play, clean up and outside time.

We encourage children to learn, to grow, to be safe with themselves and with others. At this level, pre-writing and pre-reading are encouraged throughout the day. Children will write their name on all work throughout the day. Materials are placed at children’s level for them to select the next activity with very minimal help. We want children to build confidence and self-esteem. We point out and reward positive behaviors and good choices. Children should feel good and proud about themselves. Children can learn something new and exciting every day. We set simple rules and review them daily.

Our teachers plan and create curriculum on a yearly, monthly, weekly, and daily basis. We guide children to express their feelings using words and demonstrate how to respect others. We create a loving and exciting environment where everyone has the same opportunity to learn, grown and be safe. Our Kindergarten Readiness Room has many objectives. Colors, letters, numbers and shapes are focused on daily.

 The children will be encouraged to use manners and speak with kind and respectful tones. Some other objectives include, learning not to talk to strangers, and other important life-long skills.

**PROGRAM TIMES**

The Kindergarten Readiness room offers a full-day preschool experience from 8:00 AM to 3:00 PM. Children may be dropped off at 7:00 A.M. with no added charge for the day.

**OUR MISSION AND GOAL**

Our mission is to prepare children for Kindergarten in a loving, supportive and structured environment.

Our curriculum allows children to develop and grow socially, emotionally and creatively while building a foundation for strong academic skills.

Our goal is to help each child reach their full potential using the **Early Childhood Indicators of Progress** and the **Minnesota Early Learning Standards** as a benchmark\*.

**PROGRAM REQUIREMENTS**

Children enrolling in the St. Mary’s Academy Preschool program must be between the ages of 48 months and first day of school. 2018 Kindergarten age-eligible children are given priority. Age requirements are effective September first (1) of each school year. This requirement ensures that all children in this program will be age 4 or 5 during the current school year.

**TOILET TRAINING POLICY FOR KINDERGARTEN READINESS**

There are scheduled bathroom breaks during our day. Children are allowed to use the bathroom at any time throughout the day and will always be accompanied by at least one member of our staff.

Pullups® and/or diapers will not be allowed in the Kindergarten Readiness room. All children must be fully “daytime” toilet trained. There will be a THREE-ACCIDENT allowance under this policy. After a THIRD INCEDENT, your child will be moved to the Early Pre-K room until they can demonstrate proper toileting habits.

**KINDERGARTEN READINESS ROOM: WHAT TO BRING**

2 SETS OF EXTRA CLOTHES LABELED IN A ZIPLOC BAG

DRESS FOR THE WEATHER AND OUTDOOR PLAY

LUNCH

DAILY FOLDER

BACK PACK
REST-TIME BLANKET AND/OR PILLOW

**KINDERGARTEN READINESS DAILY SCHEDULE**

7:30-8:00 Arrivals

8:00-8:30 Open Play

8:30-8:45 Circle Time (calendar, weather, Daily Story, Letter of the week)

8:45-9:30 Learning Stations (Art, Science, Literacy, early Math, pre-writing)

9:30-9:40 Clean Up/Restroom Break

9:40-10:00 Snack

9:55-10:15 Music/Dancing

10:15-10:50 Gross motor play/outside play/dramatic play room

10:50-11:00 Clean-up/Handwashing

11:00-11:40 Lunch & Basement Play/Story Time/Restroom Break/Clean Up

12:00-12:45 Quiet Activities

1:20-1:40 Restroom break

1:15-2:00 Learning Stations (pre-writing, Math, Science, Sensory Play)

2:00-2:20 Snack

2:30 Pick Up

**Extended Day (Pre-K programs combine)**

3:00-4:30 Open Choice: Puzzles, Free writing, Dramatic Play, Blocks & Building, Art Station

4:30-5:30 Pick Ups and Free Play/Outside Play

**KINDERGARTEN READINESS ACTIVITIES**

**Science**Nature walks

Colored water experiments

Water Cycle

**Art**

Collages

Painting

Coloring (markers and crayons)

Cutting and gluing

**Math**

Patterns

Simple addition

Counting

Measurements

**Library/Quiet Time**
Book reading

Creating stories

Educational Videos

**Large Muscle**
Walking and Running activities

Sport games (hockey, basketball, etc.)

Parachute

Playground time

**Small Muscle/Manipulative**
Lego building

Play dough

Lacing cards and beads

Tracing

**GRADUATION**

The end of the school year is an exciting time for children. Each June ~~May~~, we will host a graduation and celebration ceremony for all the children completing the program. Children moving on to Kindergarten will wear a cap and gown (provided by program) and receive a diploma. ~~Children returning to the program will receive a completion award~~. It is recommended that all children attend this celebration.

**EXIT FROM PROGRAM**

Our program curriculum is carefully planned to span the entire length of the school year. Each new lesson builds upon the last. Learning takes place in all domains, throughout the year at different speeds and levels for each individual child. To receive all the benefits our program offers, it is recommended that children attend the entire school year.

If you would like to terminate your contract with St. Mary’s Academy/Preschool at any time, you must provide a two week ~~30-day~~ written notice to your child’s teacher or the program director. Your tuition statement will be finalized and payable immediately.

 **THE SCHOOL-AGE PROGRAM (Kindergarten to 12 years)**

The School-Age Program is licensed for up to 30 children daily. The staff to student ratio is 1 adult to 15 children. teacher. Children are engaged in daily activities, story time, arts and crafts, free play, clean up and outside time.

**BEFORE SCHOOL**

7:00 a.m. – 7:40   Arrivals / Breakfast Snack

7:40 – 7:50 Prepare for School day

7:50-8:00 Walk to Elementary School/ Drop-off

**AFTER SCHOOL**

2:40 – 3:00 Pick up students at tree/walk to St. Mary’s

3:00 – 3:15 Hang up school gear/circle-time

3:15-3:30 Snack-time

3:30-4:00 Homework or Learn/play stations

4:00-5:30 Teacher-planned activities to include: group games, arts & crafts, outside play

**SCHOOL-AGE FULL-DAY SCHEDULE**

7:00 – 8:00 Arrivals/free play

8:00-8:30 Breakfast Snack

8:30-9:00 Circle Time

9:00-10:00 Learning Stations (Art, reading, social skills)

10-10:30 Morning Snack

10:30-11:00 Outside Play

11:00-12:00 Organized indoor group games/activities

12:00-12:30 Lunch (bring from home)

12:30-1:15 Outside Play

1:15-2:15 Free choice stations (science, technology, math)

2:15-2:30 Clean-up

2:30-3:00 Afternoon Snack

3:00-3:40 Music/Dramatic Play

3:40-4:00 Homework or Learn/play stations

4:00-5:30 Teacher-planned activities to include: group games, arts & crafts, outside play

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| St. Mary’s Early Learning AcademyChild Care RatesJan 1, 2019- Aug. 31 2019 |
| Academy Registration Fee $60 per family |
| **Infant (6 weeks – 15 months)** |
| 5 Days | $170.00 |
| 4 Days | $136.00 |
| 3 Days | $102.00 |
| 2 Days | $68.00 |
| 1 Day (Up to 10 hours) | $34.00 |
| **Toddler (16 – 33 months)** |
| 5 Days | $160.00 |
| 4 Days | $128.00 |
| 3 Days | $96.00 |
| 2 Days | $64.00 |
| 1 Day (Up to 10 hours) | $32.00 |
| **Preschool\* (34 months – pre-K)** |
| 5 Days | $150.00 |
| 4 Days | $120.00 |
| 3 Days | $90.00 |
| 2 Days | $60.00 |
| 1 Day (Up to 10 hours) | $30.00 |
| *\*Toilet training required. Those still in training will be charged at the toddler rates.* |
| **School-Age (Kindergarten – 12 years)** |
| Before School Daily *(5 student minimum)* | $5 |
| After School Daily | $10 |
| Full-Day (7 am-5:30 pm) | $25 |
|  |
| **Please call 320-629-3953 or email stmaryskidsacademy@gmail.com** **for questions about programs and enrollment.** |

**St. Mary’s Early Learning Academy**

**Parent Handbook/Orientation Checklist Acknowledgement**

**Below are some of the policies that we would like to highlight. After you have read through each item, please initial. Knowing and understanding the policies and procedures of the child care program can have a positive impact on families and their child care experience.**

\_\_\_Bad Weather Closings

\_\_\_Behavior Guidance

\_\_\_Family Traditions and Customs

\_\_\_Hours of Operation/Late pick up
 \_\_\_Terms of Payment/Absence policy

\_\_\_Vacations and Holidays
 \_\_\_Illness Policy
 \_\_\_Meals and Nutrition

\_\_\_Other:
 Preferred method of communication with your family?

 Email Phone Text HiMama

Primary language spoken at home? Any traditions or family customs you would like to share with us?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I/We, parent(s)/guardian(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have thoroughly read, understand, and agree to the terms of the St. Mary’s Early Learning Academy Parent Handbook.**

**I understand that these policies are subject to change and that I will be notified in writing of any changes.**

**Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**