



**PEACE<sup>IN</sup> CHRIST**  
CHRISTIAN PRESCHOOL



## **PARENT HANDBOOK**

5007 Maple Grove Road  
Hermantown, MN 55811  
218-729-9473

[peaceinchristpreschool@gmail.com](mailto:peaceinchristpreschool@gmail.com)

[www.piclutheran.org/pic-preschool](http://www.piclutheran.org/pic-preschool)

*Our mission at Peace in Christ Christian Preschool is to provide preschool age children with a Christ-centered school readiness education. We help children grow in their love for Jesus as they serve and follow Him.*

## **OUR MISSION:**

Our mission is to provide preschool age children with a Christ-centered school readiness education. We help children grow in their love for Jesus as they serve and follow Him.

## **OUR PHILOSOPHY:**

We believe that...

- Students are unique individuals created by God.
- Students have individual needs and varying abilities that are not solely based on age.
- A Christ-centered curriculum is beneficial to the overall development of every child.
- Children need positive Christ-centered relationships with caring adults.
- Parents are integral part of the education process.

***Jesus said, "Let the little children come to me, and do not hinder them,  
For the kingdom of heaven belongs to such as these."***

Matthew 19:14

## **OUR GOALS:**

- We strive to provide a well-rounded school readiness program that promotes fine and large motor skills, encourages language and cognitive development, enhances social and emotional abilities, and inspires creativity.
- As a Christian preschool our curriculum includes Bible stories and the life-changing truth of Scripture throughout each day.
- We strive to offer a stable and consistent environment in which every child can succeed based on individual needs and abilities.
- The staff work together to ensure quality care and instruction for all students. Our teachers are knowledgeable, positive, respectful, and nurturing to each student regardless of religious preference, cultural background, or socio-economic status.
- We strive to have an open relationship with parents that is supportive and strengthens their family life. Parent conferences are scheduled once each semester with the teacher.
- We want parents to be involved with their child's education as much as possible. A variety of volunteer opportunities are available including positions on the Education Team.
- We aim to be a premier preschool recognized for empowering students to be academic leaders and faithful disciples.

***Train a child in the way he should go, and when he is old he will not turn from it.***

Proverbs 22:6

## **Policy Information for Parents**

- Our license allows us to have 20 children in each class session, but we strive to maintain small class sizes (about 14 per session). Children will be supervised at all times. There will be one teacher and one teacher assistant or aide in each class session.
- We serve children who are independent in the bathroom and range in age from 33 months to kindergarten entry. All children are welcome regardless of race, color, creed, national and ethnic origin, religion or disability.
- The days of operation are Monday through Friday, September through June. Each year we will generally follow the Hermantown Public School calendar for holiday closures and snow days.
- Children will attend class for three hours for a two, three, or five day session/week:

-Morning classes are from 8:45-11:45am

-Afternoon classes are from 12:45-3:45pm

- The following information must be turned in to secure your child's enrollment:
  1. Enrollment Packet filled out completely:
    - a. Enrollment Form
    - b. Health Care Summary (within 30 days of attendance)
    - c. Immunization Form (on the first day of attendance)
    - d. Permission Form
  2. \$50 Non-refundable Registration Fee
  3. Peace in Christ Preschool reserves the right to cancel classes based on enrollment numbers. In the event of a cancellation, registration fees will be returned to families.
- Tuition for the school year may increase yearly with the cost of living and includes a snack and supply fee proportional to the number of days the student attends:

*Current annual tuition may be found on our website:*

*<http://www.piclutheran.org/pic-preschool>*

*Monthly payments are due the 5th of each month September-June*

- This year, we are able to offer a tuition discount for families with multiple children enrolled in the preschool program during the same school year. The first child is enrolled at full price; the second child will receive a 10% discount; the third will receive a 20% discount.

- Children with special needs may be enrolled provided that the program is capable of meeting the child's needs following the Department of Human Services standards. An individual education plan will be in place in the child's file and steps will be listed to assist the child.
- Children attending Peace in Christ Christian Preschool are expected to be potty trained. We understand toilet training is a learning experience for preschoolers in which they develop skills with practice and over a period of time and accidents may happen. *Parents must send an extra change of clothing in their child's backpack daily.*
- *Shoes must be worn at preschool at all times.* In the winter months please remember to send shoes along to school if your child is wearing boots. The children's feet get quite hot in boots and they are a safety issue when we are working on large motor development.
- The preschool will follow the Hermantown school closures due to weather. If Hermantown schools are delayed in the morning due to poor weather conditions, there will be no morning preschool. If Hermantown schools are having an early release due to poor weather conditions, there will be no afternoon preschool.
- Our complete Program Plan is evaluated and developed annually and is available for review upon request.
- Parent-Teacher Conferences are offered each semester during the course of the year, parents are given the opportunity to meet with the teacher and review the documented progress and development of their child in the areas of intellectual, physical, social, emotional, creative and spiritual development. Conferences provide an excellent time to review the child's growth and to plan for the future.
- We believe that good communication with parents is a benefit to the children in our care. The educating and nurturing of your child is a joint venture of school and home. It is our hope that, as you learn what and how we teach, you will see ways to follow up and incorporate these concepts at home so that your child will be prepared to face a bright future. When you have any questions or concerns, please feel free to speak with the teacher or any of the staff.
- Snack will be served during each class session in compliance with the USDA nutritional guidelines. A safe supply of drinking water is always available to children, staff will proactively offer water at frequent intervals, and is provided in single service cups or at an accessible drinking fountain.
- Parents or legal guardians of a child will be allowed access to their child at any time while their child is in care.

This is a tentative schedule.

	<b>DAILY SCHEDULE</b>	
<b>8:45-9:00</b>	<b>Arrival/Greetings</b>	<b>12:45-1:00</b>
<b>9:00-9:45</b>	<b>Free Choice of Center Exploration</b> Block play, dramatic play, shelf toys, science table, writing center Sensory Table: water, sand, rice, beans, etc. Easel: painting, chalk, drawing Table Activities: play dough, cutting, gluing, coloring, etc. Art	<b>1:00-1:45</b>
<b>9:50-10:15</b>	<b>Circle Time</b> Calendar, weather, review weekly theme Finger plays music, books, etc.	<b>1:50-2:15</b>
<b>10:15-10:30</b>	<b>Snack</b> USDA approved snack (crackers, fruit, cheese etc...) <i>-water is served and available throughout the day-</i>	<b>2:15-2:30</b>
<b>10:30-11:20</b>  Chapel Time 10:30am Wed/Thur	<b>Free Choice of Intellectual Activities</b> Puzzles, beads, fine motor manipulative toys Sequencing, memory skills, math concepts, etc. Art Project: theme based or developmental  <i>10:55/2:55 Switch small groups</i>  <b>Small Group Lessons</b> Bible story Science experiments Math, reading, writing activities	<b>2:30-3:20</b>  Chapel Time 2:30pm Thursday
<b>11:20-11:40</b>	<b>Large Motor Activity/Outside Playground</b> Running, jumping, climbing, hopping, etc. Balls, jump ropes, tunnels, parachute etc. <i>-water is offered and available throughout the day-</i>	<b>3:20-3:40</b>
<b>11:40-11:45</b>	<b>Closing in the Classroom</b> Backpacks and Good-bye	<b>3:40-3:45</b>
<b>11:45</b>	<b>Dismissal</b>	<b>3:45</b>

We move through the day according to what each class is experiencing.

## **EDUCATIONAL METHODS**

The role of the staff is to provide an appropriate learning environment that promotes a safe and healthy development for each child. Children will be provided with activities that are both quiet and active, teacher directed and child initiated. The program is developed and evaluated annually by the teacher to help the children understand the world around them, other children and adults, and themselves.

The curriculum is divided up into themes that will be meaningful for children. Monthly/weekly themes will be listed on the calendar that is given to parents at the beginning of the school year. Activities and curriculum are flexible to allow for addressing individual children's needs and interests and emphasizes "learning by doing." It is a unique preschool curriculum that integrates faith teaching into all areas of the curriculum.

- **The following developmental areas include activities designed to promote learning:**

- **PHYSICAL DEVELOPMENT**

To improve gross-motor skills (large-body movements such as; running, jumping, climbing, skipping, hopping, throwing and catching, lifting and moving, pushing and pulling), your child will build speed, balance, endurance and more sophisticated coordination to master new physical activities.

- **INTELLECTUAL DEVELOPMENT**

We provide opportunities for children to practice and learn the skills needed to succeed in Kindergarten and life.

- Speech/language development; expressing self verbally, listening, developing clear speech, recognize written language (letters, numbers, names), develop appreciation of stories and books, use wide range of sounds and vocalizations.
- Fine motor development; assembling puzzles and small toys, pouring, using scissors, pencils, crayons, and manipulating art supplies.
- Cognitive development; matching, classification, grouping, sequencing, cause and effect, problem solving, following directions, memory skills, perceptual skills, simple concepts, math and science concepts.

- **SOCIAL DEVELOPMENT**

Through all of our activities, your child will make important friendships through the year. They will experience the ability to play with others, participate appropriately in group situations, follow directions and guidance of adults, sharing, taking care of things, waiting, cooperating, understanding empathy and feelings of others, non-stereotyping thought and behavior, mutual respect of others, social graces and manners. When appropriate, our experienced teachers help and guide your child to make these choices.

- **EMOTIONAL DEVELOPMENT**

Children will gain the sense of identity and feelings of worth as an individual, self-confidence through development of skills and competence, recognize own feelings and express them in appropriate ways, gain responsibility and self management appropriate for age, sense of motivation and achievement, take initiative and persist with tasks.

- **CREATIVE EXPRESSION**

All children participate daily in art activities through which they express feelings, ideas and personality, develop fine motor skills and acquire skills in independence through the use of art, music, dramatic play, books, flannel stories, block play and sensory materials such as play dough, water, sand.

- **FAITH DEVELOPMENT**

We honor your child as a unique, precious gift from God and will draw your child closer to Him in all areas of our curriculum, birthday celebrations; snack-time prayers; worship time activities; special activities celebrating Thanksgiving, Christmas and Easter. We talk about God's love and the many blessings He has given us. We include pictures, books, flannel boards, dramatic play that show God's love.

## HEALTH INFORMATION AND IMMUNIZATION POLICY

Children attending school must arrive well. The school must obtain a current health care summary signed by the child's health care provider within 30 days of enrollment and documentation of current immunization at the time of enrollment. If applicable, please submit a signed notarized statement of parental objection to immunization or a medical exemption.

### Notice about sick child

- All children will be given a visual health check upon arrival at school. If the child shows symptoms of illness he/she will be sent home. Do not send your child to school if he/she exhibits the following symptoms of illness...
  1. is in the first three days of a cold.
  2. there has been an elevation in temperature within the last 24 hours or when temperature is measured to be 100 degrees or more.
  3. an unidentified rash is present.
  4. has vomited within the last 24 hours.
  5. has a sore throat or discharges from the eyes or ears.
  6. is known to be within the incubation period of a contagious disease.
  7. shows deviation from his usual behavior or appetite.
  8. has lice, ringworm or scabies that is untreated.
  9. has chicken pox until a licensed healthcare provider determines the child is no longer contagious.
  10. has significant respiratory distress.
  11. has had three or more abnormally loose stools in one day.
- If a child comes to school with any of the above health problems, they may be excluded from the classroom. If a child becomes ill during the school session, the parent or responsible person will be contacted and asked to pick up the child. Until the child is picked up, he/she will stay in a supervised isolation area equipped with a mat to rest. If treatment of a more serious nature is required, we will call 911 and continue our efforts to contact the parents.
- In the event of a contagious reportable disease, such as strep throat, pink eye, 5<sup>th</sup> disease, including but not limited to lice, scabies, impetigo, ringworm or chicken pox, the parents are required to inform the school within 24 hours of when the child was diagnosed, exclusive of weekends or holidays.
- All parents will be notified by a posted sign or via email of any confirmed diagnoses of a contagious reportable disease at school.
- The school must ensure that the health authority is notified of any reportable disease within 24 hours of receiving the parent's report.



### **SAFETY RULES in Preschool Classroom**

*To ensure safety in the classroom:*

- 1) Children will be supervised at all times and attendance taken to ensure all children are counted for.
- 2) Children will be shown the correct way to use each piece of equipment to avoid injuries.
- 3) Staff will remain with children while they are eating, and children will be seated during snack time to avoid choking.
- 4) Children will be watched closely when they are using play equipment that may present choking or suffocation dangers.
- 5) All staff and children will walk in the classroom except during appropriate activities.
- 6) Shoes must be worn at all times in the classroom.
- 7) Plastic bags will be kept out of reach of children to avoid accidental suffocation.
- 8) Chemicals, housekeeping supplies, medications, and hot liquids that could cause burns or poisoning and dangerous objects will be stored out of reach of children, when not being used.
- 9) Tap water accessible to children will be maintained at or below 120 degrees F and will be checked regularly with a thermometer as well as at any time a water heater is installed or repaired.

### **SAFETY RULES outside on playground**

*To ensure safety on the playground:*

- 1) Children will be supervised at all times.
- 2) Playground is age appropriate for 3-6-year-old children.
- 3) Staff will watch the weather and use precautions regarding clothing, sunscreen, and beverages.
- 4) Staff will inspect playground area for potential hazards, such as sharp edges and broken equipment.
- 5) Staff will ensure that equipment surfaces are not hot enough to cause thermal burns to a child.
- 6) Playground surfaces are covered with a sufficient amount of wood chips and extend at least six feet in all directions from play equipment.
- 7) Staff will closely monitor children around swings.
- 8) Do not stand too close to swing and walk around swing radius.
- 9) One child on the slide at a time, slide in a forward sitting position only, and do not walk up the slide.
- 10) Do not wear clothing with draw strings.
- 11) Children will be counted before returning inside to ensure all children are present.

### **SAFETY RULES for Traffic and Pedestrians**

*To ensure safety in the parking area:*

- 1) At all times a child must be in the company of his/her parent or guardian or a staff person.
- 2) Keep children safely in hand in driveway or parking lot.
- 3) Do not leave infants or small children unattended in vehicles.
- 4) Always secure children in approved car child safety restraints.
- 5) Drive slowly in parking lot.

### **SAFETY RULES in Peace in Christ Church**

*To ensure safety in all places at Peace in Christ:*

- 1) Parents or staff will accompany children to and from the classroom during drop off and pick up times.
- 2) At all times a child must be in the company of his/her parent or guardian or a staff person.
- 3) All individuals will walk in the halls.
- 4) Children will be supervised by parents to prevent accidents, lost children, and inappropriate behavior.

### **DAILY INSPECTION FOR ACCIDENT PREVENTION PROCEDURES**

The school is inspected daily for safety hazards inside and on the playground. Repairs are made, or defective equipment is removed. The staff is trained to follow safety rules to avoid injuries, burns, poisoning, choking, suffocation and traffic and pedestrian accidents. It is our primary concern that we provide a safe environment for both child and staff.

- 1) The classroom and playground will be inspected daily for potential hazards.
- 2) Broken toys, equipment, and furniture will be removed until they can be repaired.
- 3) The environment will have adequate lighting.
- 4) All electrical outlets will be protected.
- 5) Chemicals, housekeeping supplies, medications, plastic bags, hot liquid, and dangerous objects will be stored out of reach of children when not being used.
- 6) The room will be arranged in such a manner to allow for traffic flow and accessible exits.
- 7) The area will be kept clean and maintained in an orderly fashion.

### **FIRE PREVENTION AND PROCEDURES:**

Staff will be trained in fire prevention, the use of fire extinguishers, and other procedures to follow in the event of a fire. The objective is to safely remove all children and adults from the building as quickly as possible in the event of a fire. This information will also be posted in the classroom.

- 1) The staff and children will participate in monthly fire drills to practice evacuation procedures. Staff will log the dates and times showing that the fire drills were held.
- 2) In the event of a fire and the need for an evacuation:
  - The primary exits are to turn to the right out the classroom doors then follow the hall to the closest exit, and secondary exists are out the windows of the classroom.
  - Our safe zone outside is to meet at the fire pit outside the church.
  - The building evacuation route: if the children need to evacuate from the building and are not able to return, they will walk to the Hermantown Governmental Services Building 5105 Maple Grove Road Hermantown, MN 55811. Located ½ mile west of the church on Maple Grove Road.
  - The emergency number for the fire department is **911**
  - Hermantown Fire Department phone number 218-729-3661
  - In the event of an evacuation the teacher will direct the process by having the aide/ assistant round up the children by the exit, while the teacher takes a head count of children, and retrieves a personal cell phone and the emergency backpack which contains the Child Care Emergency Plan, children's emergency information cards, first aid kit, flashlight, and a battery-operated radio.
- 3) Use of fire extinguishers located in the hall outside the classroom are as follows and are demonstrated annually. Staff will close doors to close off the fire area.
  - Remove from wall
  - Hold upright, and pull out pin
  - Stand back eight feet
  - Aim at base of fire, and squeeze lever
  - Sweep side to side

## **BLIZZARD, TORNADO AND OTHER NATURAL DISASTER PROCEDURES:**

The objective of these procedures and plans are to ensure the safety of the children and staff:

- **Blizzard procedure:**
  - 1) Turn on radio to keep posted for weather conditions favorable for a blizzard.
  - 2) The preschool will follow the Hermantown school closures due to weather. If Hermantown schools are delayed in the morning due to poor weather conditions, there will be no morning preschool. If Hermantown schools are having an early release due to poor weather conditions, there will be no afternoon preschool.
  - 3) Staff will remain with children until their parents can come for them.
- **Tornado procedure:**
  - 1) Staff will turn on radio to keep posted for weather conditions favorable for a tornado.
  - 2) In the event of a tornado the staff will take all children into the bathrooms in the main hall across from the preschool room, closing the doors and moving away from exterior door and glass.
  - 3) The teacher will direct the process by having the aide/ assistant round up the children by the exit, while the teacher takes a head count of children, and retrieves a personal cell phone and the emergency backpack which contains the Child Care Emergency Plan, children's emergency information cards, first aid kit, flashlight, and a battery-operated radio.
  - 4) All children and adults will stay in bathroom until the tornado watch/warning has been cancelled.
  - 5) Monthly Tornado drills will be practiced during the months of April to September. These drills will be recorded in a tornado drill log showing the dates and times they were held.
- **Natural Disaster Procedure:**
  - 1) If children or adults are injured as a result of the disaster, the first aid and emergency procedures will be followed.
  - 2) If necessary, emergency services will be called. 911
  - 3) If it is necessary to evacuate the building, the following procedure will be followed:
    - The primary exits are through each of the classroom doors, and secondary exists are out the windows of the classroom.
    - The building evacuation route is down the hall to the right and another right to the nearest exit.
    - Our safe zone outside is to meet at the fire pit outside the church.
    - If the children need to evacuate from the building for any length of time, they will be walked to the Hermantown Governmental Services Building 5105 Maple Grove Road Hermantown MN 55811. Located ½ mile west of the church on Maple Grove Road.
    - In the event of an evacuation the teacher will direct the process by having the aide/ assistant round up the children by the exit, while the teacher takes a head count of children, and retrieves a personal cell phone and the emergency backpack which contains the Child Care Emergency Plan, children's emergency information cards, first aid kit, flashlight, and a battery-operated radio.
  - 4) Staff will remain with the children until parents have come to pick them up.

**MISSING CHILD PROCEDURE:**

When a child is missing from the group, the following steps will be followed:

- 1) Ask other staff and present children if they know where the child is.
- 2) Remain calm and look around the immediate area.
- 3) Have one staff member stay with other children while you look for the child. Be sure to check in regularly to report findings and receive further information.
- 4) Backtrack where you have been with the children.
- 5) Alert the rest of the church staff about the missing child
- 6) Utilize all available staff to search the entire area inside and out.
- 7) Parents and police will be contacted after ten minutes of thoroughly searching the area.

**PROCEDURES TO FOLLOW IF AN UNAUTHORIZED PERSON ATTEMPTS TO PICK UP A CHILD**

*Children will be released only to those individuals authorized by the parent. Any changes in such authorization should be promptly reported to the center in written instructions.*

If an unauthorized person attempts to pick up a child, the following steps will be taken as needed:

- 1) If there is no written authorization from the parent, the teacher will refuse to release the child. (Staff will not allow any unauthorized person to come in contact with any child)
- 2) Staff will contact parents immediately to inform of person attempting to pick up child.
- 3) If the unauthorized person uses force or attempts to remove child, staff will seek assistance by dialing 911.
- 4) Staff will observe the direction taken by the departing unauthorized person.

**PROCEDURES TO FOLLOW IF A PERSON WHO IS INCAPACITATED ATTEMPTS TO PICK UP A CHILD**

If a person who is incapacitated attempts to pick up a child, the following steps will be taken:

- 1) The teacher will refuse to release the child and will send the other teacher for assistance.
- 2) The staff will make attempts to contact another authorized adult to pick up the child.
- 3) If there is no response, legal authorities/911 will be called.
- 4) Staff will observe the direction taken by the departing person.

**PROCEDURES TO FOLLOW IF A PERSON WHO IS SUSPECTED OF ABUSE ATTEMPTS TO PICK UP A CHILD**

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

- 1) The teacher will refuse to release the child and will send the other teacher for assistance.
- 2) The staff will make attempts to contact another authorized adult to pick up the child.
- 3) If there is no response, legal authorities/911 will be called.
- 4) Staff will observe the direction taken by the departing person.

**FORGOTTEN CHILD PROCEDURE**

If no one comes to pick up a child, the staff will:

- 1) Staff will try contacting the child's parent at all available phone contacts.
- 2) Staff will try contacting all the emergency back-up persons.
- 3) After two hours of trying to reach all available persons, staff will contact legal authorities.

#### **SOURCES OF EMERGENCY MEDICAL CARE:**

- **Emergency.....911**
- **Hermantown Fire Department.....(218) 729-3661**
- **St. Louis County (Health Authority) .....(218) 725-5210**
- **St. Louis County (Reporting Child Abuse) .....(218) 726-2012**
- **DCYF central intake line (Reporting Child Abuse)..(651) 539-8222**
- **DCYF Licensing.....(651) 539-8300**
- **DHS Licensing Division.....(651) 431-6500**
- **DHS-(to report maltreatment of a child) .....(651) 431-6600**
- **Health Consultant (Heather Brown) .....(218) 590-0436**
- **Poison control (800) 222-1222**

Our school has taken every precaution to ensure that potential poisons are out of the reach of children we care for. In the event that an accidental ingestion should occur, our staff will consult with the Poison Control Center immediately.
- **Children will be transported to a Duluth area Hospital by local EMS for treatment if the emergency resource deems it necessary.**

The child will be transported at the parent's expense. In nonlife threatening emergencies, parents may select a preferred hospital. In some medical situations, the staff will need to contact the emergency resources before the parent, child's physician, and/or other adult, acting on the parent's behalf.

#### **IN CASE OF INJURY, REQUIRING MEDICAL TREATMENT, EMS, FIRE DEPARTMENT, OR DEATH.**

Staff will electronically submit the Department of Human Services Child Care Center Serious Injury & Death Reporting Form within 24 hours of being notified of the incident. A printed copy of the report will be filed at the center and a second copy will be given to the family.

#### **ANNUAL ANALYSIS OF ACCIDENT, INJURY, AND INCIDENT RECORDS PROCEDURE**

The accident, injury and incident records will be reviewed annually, and modifications will be made to the policies if needed.

## **CHILD CARE EMERGENCY PLAN**

MN DHS requires child care providers to create an emergency preparedness plan to ensure the safety of our children during emergencies or needing to be relocated to another location. Please take time to review our Child Care Emergency Plan on our website to help us in Keeping Kids Safe.

[www.piclutheran.org/pic-preschool](http://www.piclutheran.org/pic-preschool)

### **First Aid Procedures**

Children's emergency information is readily available in the classroom by the phone and in child's file. Occasionally a child becomes ill or meets with an accident at school. When parents cannot be reached it is necessary to have the name(s) of a relative or friend to be called. Be sure any work numbers you leave us allow us to reach a person and not a dead-end answering service. **It is important to keep this information updated.**

- **First aid of a minor nature will be administered by the staff:**
  - 1) Minor accidents will be recorded in the accident/injury log.
  - 2) Staff will report accident/injury to the pick-up person.
- **First aid for an accident/injury that requires medical attention:**
  - 1) Action will be taken to ensure the safety of the person injured and others in the area.
  - 2) Child is assessed and appropriate supplies are obtained.
  - 3) First aid is administered. Non-porous gloves are used if blood is present.
  - 4) If injury/medical emergency is life-threatening, one staff person stays with the injured/ill child and administers appropriate first aid, while another staff person calls 911.
  - 5) Staff will inform the parent of the injury and what first aid is being done.
  - 6) Depending on the severity of the accident/injury, EMS will transport the child or the parent can request to transport their own child.
  - 7) Staff will fill out an Injury/Incident Report Form.
  - 8) Annually the accident, injury and incident records will be reviewed and modifications will be made to the policies if needed.
- **Children will be transported to a Duluth area Hospital by local emergency units for treatment if a local emergency resource deems it necessary.**

The child will be transported at the parent's expense. In nonlife threatening emergencies, parents may select a preferred hospital. In some medical situations, the staff will need to contact the emergency resources before the parent, child's physician, and/or other adult acting on the parent's behalf.
- **First aid and emergency procedures are posted in each room including evacuation routes, emergency phone numbers and the child care emergency plan.**
- **First aid kits and manuals will be available in each classroom also in the emergency backpack containing first aid supplies, flashlight and a battery operated radio.**
- **All Peace in Christ Christian Preschool staff members are trained in CPR and First Aid.**

## HANDLING AND DISPOSAL OF BODILY FLUIDS

License holder will train all staff on the Handling and Disposing of Bodily Fluids Policy and universal precautions to reduce the risk of spreading infectious disease.

The following bodily fluid disposal supplies are available in the center and emergency backpack: disposable gloves, disposal bags that can be tied or sealed closed, and eye protections. These items are always used when blood/bodily fluids or wound drainage is present. A sharps container will be available when sharp items are used for a child with special needs.

Healthy people can spread infection through direct contact with body fluids. Body fluids include blood, urine, stool (feces), drool (saliva), vomit, drainage from sores/rashes (pus), etc. All body fluids may be potentially infected with contagious disease.

To limit risk associated with potentially infectious blood/body fluids, the following precautions are taken:

- 1) Put on gloves and use bodily fluid disposal supplies prior to clean-up.
- 2) Any open cuts or sores on children or staff are kept covered.
- 3) Sharp items used for a child with special needs must be disposed of in a "sharps container". The sharps container must be stored out of reach of children.
- 4) Whenever a child or staff comes into contact with any body fluids, the exposed area is washed immediately with soap and warm water, rinsed, and dried with paper towels.
- 5) All surfaces that come in contact with potentially infectious body fluids, including blood and vomit, must be immediately cleaned with soap and water, rinsed and disinfected with chlorine bleach solution.
- 6) Blood/bodily fluid contaminated material, gloves, paper towels and other material used to wipe up body fluids are put in a plastic bag, tied closed, and placed in a plastic lined waste container, then removed to janitors or an outside trash container. Any brushes, brooms, dustpans, mops, etc. used to clean-up body fluids are washed with detergent, rinsed, and soaked in a disinfecting solution and air dried. Machine washable items, such as mop heads, are washed with hot water and detergent in the washing machine.
- 7) Equipment used for cleaning is stored safely out of children's reach.
- 8) A child's clothes soiled with body fluids are put into a sealed plastic bag and sent home with the child's parent/guardian. A change of clothing is available for children in care, as well as for staff.
- 9) Hands are always washed with soap and water after handling soiled laundry or equipment, and after removing gloves.

"Disinfected" means treated to reduce microorganism contamination after an object has been cleaned. Disinfection must be done by rinsing or wiping with a solution of one-fourth cup chlorine bleach plus water to equal one gallon.

## **ADMINISTRATION OF MEDICATION & ALLERGIC REACTION PROCEDURES**

*Medications are recommended to be administered at home by a parent.* The staff at Peace in Christ Christian Preschool will administer medication to children with a life-threatening allergic reaction as instructed on the Individual Child Care Program Plan or Allergy Information Form.

- When a student with a known life-threatening allergy is enrolled in the program, the staff will communicate the risk with all currently enrolled families in the form of posted signs and/or written notes.
- Children and staff will follow healthy handwashing procedures to reduce the risk of exposure to allergic triggers.
- Staff will be trained annually to carry out individual child care plans for children with allergies.
- Staff must have written instructions from a licensed healthcare provider in order to administer a prescription medicine.
- Parents will be notified immediately if a medication is administered for an allergic reaction.
- Emergency medical services will be called if epinephrine is administered.
- Staff must record the following information: child's name, date, time, dosage, name of medication, teacher's name and signature in the daily log book.
- The record must be available to the parent and kept in the child's records.
- Medicine, diapering products, sunscreen lotions, and insect repellents will only be administered when a parent submits a written order.
- All medications must be in their original containers with the child's name on the label.
- All medications will be stored according to the directions on the container and will be inaccessible to children.

## **ALLERGY PREVENTION AND RESPONSE PROCEDURE**

- Before admitting a child with a known allergy, the license holder must obtain documentation of any known allergy from a child's parent or legal guardian or the source of medical care.
- For each child with a known allergy, staff will maintain current allergy information in the child's record and develop an Individual Child Care Program Plan.
- The Individual Child Care Program Plan must include but not be limited to a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.
- License holder will ensure that each staff person who is responsible for carrying out an Individual Child Care Program Plan for a child with a known allergy reviews and follows the plan. License holder will maintain documentation of each staff person's review of the Individual Child Care Program Plan on site.
- Individual Child Care Program Plan for a child with a known allergy will be updated once per calendar year and following any changes made to allergy-related information in the child's record. Each staff person who is responsible for carrying out the plan will be informed of any change. License holder will document that staff was informed of any change in the Individual Child Care Program Plan.
- Staff will ensure that a child's allergy information be available at all times including on site, when on field trips, or during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child. Allergies will be posted in the snack cupboard and also written on individual snack name card.
- The license holder must call emergency medical services when epinephrine is administered to a child in the license holder's care. Staff will contact the child's parent or legal guardian as soon as possible after any instance of exposure or allergic reaction that require medication or medical intervention.



**FIELD TRIPS**

Parents will be informed in advance of destination and purpose of any field trip taken at Peace in Christ Christian Preschool and a written permission slip from parents must be obtained prior to any trips. Staff will take any ICCPP, emergency phone numbers for children and a first aid kit.

**PARENTAL PERMISSIONS**

Written parental permission will be obtained before each occasion of research, experimental procedure, or public relations activity involving a child. The permission forms will be maintained in the child's records.

**PHOTOGRAPHY**

Peace in Christ Christian Preschool uses photography in a variety of ways. Photos may be used in craft projects, enhancing emotional development and displayed in the classroom. All photographs taken at preschool will be used for internal purposes only.

**SNACKS**

Serving healthy snacks to our children is important to providing good nutrition for growth and development and supporting lifelong healthy eating habits. All children attending Peace in Christ Christian Preschool will be provided a nutritional snack including a beverage. Snacks will include two of the four food components identified by USDA but cannot be two fruits or two vegetables. Grain based desserts do not count as a food component but can be served as an extra item. A beverage will also be served with every snack. A snack and supply fee are included in the yearly tuition, proportional to the number of days the student is enrolled. If your child has any dietary allergies, please notify the teachers so accommodations can be made. Food allergy or special diet information is available to staff where food is prepared and served.

**BEHAVIOR GUIDANCE**

The goal of discipline and guidance techniques at Peace in Christ Christian Preschool is to help children develop safe and appropriate ways of interacting with others and with the environment. Young children are working towards independence and self-control. They learn by experimenting, testing limits and experiencing the consequences of their behavior. In the process of setting and enforcing limits, early childhood teachers assist young children in developing self-control, self-discipline and respect for the rights and property of others.

Guidance begins with respect for each child and adult and the establishment of a warm relationship between individuals. It is based on the consideration of each child's developmental level, interests, needs, abilities & physical status. Guidance provides limits, which are few but clearly explained and consistently followed. It relies on a conducive environment, which includes:

- Comfortable, attractive and interesting furnishings;
- A variety of age appropriate materials;
- A well-paced curriculum;
- Adequate adult availability to children.

In every preschool area, teaching staff need to focus on safety and supervision issues. Children need to learn the rules for individual rights and self-expression within the needs of the group to participate in an activity. Rules and limits at preschool are likely to differ from those in a child's home because of this need to protect the rights and safety of other children.

## **BEHAVIOR GUIDANCE POLICIES AND PROCEDURES INCLUDE...**

- Positive modeling of acceptable behavior
- Planning enough activities tailored to the developmental level of the children
- Redirect children away from problems and toward constructive activity
- Giving choices for acceptable alternatives in order to reduce conflict
- Anticipate and eliminate potential problems to protect the safety of children and staff
- Immediate teacher intervention and use of natural and logical consequences for unacceptable behavior
- Praising and encouraging positive behavior
- Setting clear, reasonable, consistent rules and explaining these to the children
- Recognizing children's efforts and ignoring minor behavior problems
- Working with parents to build strong home/school relations
- Separating a child from the conflict

## **PROHIBITED ACTIONS**

Corporal punishment will never be used as a disciplinary technique. Physical punishment such as; (rough handling, shoving, hair or ear pulling, shaking, slapping, kicking or biting, pinching, hitting and spanking) is not acceptable and will never be used. School staff will also not subject a child to emotional stress by using verbal and emotional abuse such as; (name-calling, ostracism, shaming, making derogatory remarks about a child or the child's family or use any other language which might threaten, humiliate or frighten a child). Separating the child from the group is prohibited except within rule requirements when less intrusive methods were ineffective. Also prohibited are: punishment for lapses in toilet habits; withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior; or the use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm. The use of mechanical restraints, such as tying is prohibited.

## **Prone restraint and contraindicated restraint prohibitions**

### **Overview**

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

- a person rolling into a prone position during a restraint if the person is restored to a non-prone position as quickly as possible;
- holding a person briefly in a prone restraint to apply mechanical restraints if the person is restored to a non-prone position as quickly as possible; and
- holding a person briefly in a prone restraint to allow staff to safely exit a seclusion room.

**Contraindicated restraint prohibition.** Programs must not use any type of restraint that is contraindicated for a person's known medical or psychological conditions. In this context, "contraindicated" means the restraint could be harmful for children with certain medical or psychological conditions. If a restraint is contraindicated for a given child, it means the child's medical or psychological conditions rule out the use of that restraint due to the harm that would be caused. An assessment of any contraindications must occur prior to using restraints on a person and the program must document this determination.

See MN Laws, Chapter 70, Article 17, Section 19 (2023 245A.211).

**Effective date: July 1, 2023.**

### **PERSISTENT UNACCEPTABLE BEHAVIOR GUIDELINES**

Persistent unacceptable behavior that requires an increased amount of staff guidance and time will be recorded along with the staff response to the behavior. If a child's behavior is very disruptive, staff will contact the parents and arrange a meeting to discuss the child's behavior and develop a plan to address the unacceptable behavior – see attached sample. If the staff requests it and the parents approve, the school may request consultation with appropriate community resources. If the child is unable to modify his or her behavior to comply with the needs of a group setting despite staff efforts and use of the above strategies, then the school reserves the right to dis-enroll the child.

### **SEPARATION FROM THE GROUP**

A child may be separated from the group temporarily if other less intrusive methods of guiding the child's behavior have been ineffective and the child's behavior threatens the well-being of the child or other children. Occasionally children may also be temporarily separated from the group if they need time to regain their self-control and composure. If separated, the child will remain in an unenclosed area where he or she can be seen and heard by a staff person and the length of the time out will be related to the child's age and maturity level. The child's return to the group will be contingent on the child's stopping or bringing under control the behavior that precipitated the separation. Staff must return the child to the group as soon as the unacceptable behavior stops.

### **SEPARATION REPORT**

*Separations from the group must be noted on a daily separation log* which states the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well-being of the child or other children in care. If a child is separated from the group three times or more in one day, the child's parent shall be notified, and notation of the parent notification shall be indicated on the daily log. If a child is separated five times or more in one week or eight or more in two weeks, Persistent Unacceptable Behavior Guidelines must be followed as described above.

### **CHILDREN WITH DEVELOPMENTAL DISABILITIES OR RELATED CONDITIONS**

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

### **PETS**

Parents will be notified if any pets are brought to the classroom for "Show and Tell" or science time. Parents need to notify the teacher of any allergy concerns.

### **PARENTAL VISITS**

Parents/legal guardians of enrolled children at Peace in Christ Christian Preschool will have access and may visit their child any time during the hours of operation.

### **DHS DIVISION OF LICENSING PHONE NUMBER**

Our program is licensed through the Minnesota Department of Human Services, Division of Licensing. They can be reached at (651) 431-6500.

## **NON-DISCRIMINATION POLICY**

Peace in Christ Christian Preschool does not discriminate against any student on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of services.

It is the policy of Peace in Christ Christian Preschool to maintain an environment free of all forms of discriminatory behavior, including all forms of harassment directed toward individuals with disabilities, or the race, ethnic origin, gender or age of an individual. Therefore, the use of disparaging terms, derogatory remarks, the displays of insensitive treatment, directly or indirectly related to individuals with disabilities or the race, ethnic origin, gender, or age of an individual will not be tolerated. Our school is also multicultural, anti-biased, gender fair; special needs aware, ecology sensitive, anti-extreme commercialism, and peace promoting.

## **ENROLLMENT**

Each child is considered for admission on an individual basis. A child is admitted if the school's program is capable of meeting the child's needs. A meeting with the teacher may be requested to assure a successful experience for children enrolling. The teacher on an individual basis will handle all provisions for special needs children. Each child will be placed in a specific classroom based on age, parent preference, and the director's approval and judgment in order to provide a nourishing and balanced classroom.

## **DISENROLLMENT**

Children identified by the teacher as atypical or having on-going, inappropriate behaviors will be observed and evaluated. An Individual Learning Plan will be developed with parental and perhaps expert consultants. Evaluation will be continual, and lines of communication will be kept open between staff and parents. If, in the opinion of the teacher, a child jeopardizes the goals of our program, that child may be dismissed or barred until further evaluation. Also, lack of parental cooperation, non-payment of fees, inability of the child to adjust to school, or continual late pick up may be reasons for disenrollment. If in the opinion of teachers and consultants, a child's needs can be better served in a different or more specialized program, parents will be encouraged to disenroll their child from our program.

## **SEPARATION/DIVORCE**

In the case of parental separation or divorce, parents are obligated to notify the School if a subsequent court order is issued, and a copy of information about custody arrangements must be supplied.

- a. Name(s) of persons with legal custody of child.
- b. Name(s) of persons with physical custody of child.
- c. Name(s) of persons with joint legal and/or physical custody.
- d. Name(s) of persons with right to make child care and/or educational decisions concerning the child.
- e. Name(s) of persons with right to make decisions concerning medical treatment.

The director or teacher may want to discuss the situation with the enrolling person. In some cases, it may be useful to ask the parent to submit a copy of the custody order. Of course, the privacy of this material, like other records, will be respected.

## **GRIEVANCE PROCEDURE FOR PARENTS**

Peace in Christ Christian Preschool believes that good communication with parents is a benefit to the children in our care. The educating and nurturing of your child is a joint venture of school and home. If you have any questions or concerns, please feel free to speak with the teacher.

If there is a concern, please follow this procedure:

- Parents are first to talk to their child's teacher.
- Teachers will set up a conference at any time it is requested.
- They are pleased to visit on the phone or in person with any parent.
- Teachers will respond to a parent's concern within one week.
- If, after talking with the teacher, the parent needs additional information, or their concerns are not resolved satisfactorily, they are to speak to the Director, who will respond within three additional days.
- If necessary, the director of Peace in Christ Church Youth Ministry, the Senior Pastor and/or the Preschool Education Team may be involved to peaceably resolve concerns.
- All of Peace in Christ Christian Preschool's complete policies and procedures, licensing regulations and insurance and legal documents are available in the office.

## **MALTREATMENT OF MINORS MANDATED REPORTING POLICY**

### **What to report**

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to [Minnesota Statutes, section 260E.03](#) Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

### **Who must report**

- If you work in a licensed facility, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility.
- In addition, people who are not mandated reporters may voluntarily report maltreatment.

### **Where to report**

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Children, Youth, and Families, should be made to the DCYF Central Intake line at 651-539-8222.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, in a child foster residence setting, or in a child foster care home, should be reported to the local county social services agency at St Louis Co. 218-726-2012 or local law enforcement at Hermantown PD 218-729-1200.
- Reports concerning suspected maltreatment of a child related to a Children’s Residential Facility (CRF), Home and Community Based Services (HCBS), or a Substance Use Disorder (SUD) Treatment facility should be made to the Minnesota Department of Human Services.
- Reports concerning suspected maltreatment of a child in a Psychiatric Residential Treatment Facility (PRTF) should be made to the Minnesota Department of Health, Office of Health Facility Complaints at [health.ohfc-complaints@state.mn.us](mailto:health.ohfc-complaints@state.mn.us)

### **When to report**

- Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

### **Information to report**

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

### **Failure to report**

- A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
- In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in [Minnesota Statutes, section 245C.03](#).

### **Retaliation prohibited**

- An employer of any mandated reporter is prohibited from retaliating against (getting back at):
  - an employee for making a report in good faith; or
  - a child who is the subject of the report.
- If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

### **Staff training**

The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. 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 142B.10, subdivision 21](#).

### **Provide policy to parents**

For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3-6) is optional to provide to parents.

## **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:
  - related policies and procedures were followed;
  - the policies and procedures were adequate;
  - there is a need for additional staff training;
  - the reported event is similar to past events with the children or the services involved; and
  - 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 reviews completed**

The internal review will be completed by Director of Peace in Christ Preschool

. If this individual is involved in the alleged or suspected maltreatment, Pastor of Peace in Christ Lutheran Church will be responsible for completing the internal review.

## **Documentation of 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 to correct any current lapses and prevent future lapses in performance by individuals or the license holder.