



QUEEN OF PEACE
SCHOOL

Preschool
Policies and Enrollment
2019

102 4th Street
Cloquet, MN

218-879-8516

www.QueenofPeaceSchool.org

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CONTACT US:

Queen of Peace Preschool

102 - 4th Street, Cloquet, MN 55720

218.879.8516

Director: Karin Sabyan 651.334.4729 (cell) / kasabyan@queenofpeaceschool.org

MISSION STATEMENT:

At Queen of Peace School, Faith and Knowledge meet for a lifetime of learning. Founded on Catholic principles, our school is devoted to guiding children, developing their skills, discovering their talents, and growing in faith.

PROGRAM PLAN:

Queen of Peace is a Catholic based educational institution. We follow the Catholic calendar and celebrate Catholic holidays and feast days. We incorporate Catholic teachings into all aspects of our day.

We currently use the High Reach Curriculum to teach the whole child. Preschoolers will begin learning the basics of the Logic of English literacy program. Our teachers will utilize the Early Childhood Indicators of Progress when creating lesson plans. We use the Brigance Assessment Tool as well as supplement with other age appropriate assessments.

Families may review the child care program plan at any time. See the program director for more information.

CHILDREN SERVED:

Queen of Peace Catholic Preschool serves children 3 years of age by September 1, through kindergarten entrance. Preschoolers must be potty trained by the first day of attendance. Children do not need to be Catholic to attend.

Our program is licensed by the State of Minnesota Department of Human Services and can serve 19 children in our classroom. Seventeen is the maximum in the library. Therefore, we can only accept 17 at a time. If we have more than 17 registered, there will be a waiting list.

PARENT AWARE RATING:

Queen of Peace Preschool participates in Parent Aware to assure our families we provide high-quality education. We are proud to say that Queen of Peace Preschool is a Four Star (highest) rated program. For more information visit Parentaware.org.

REQUIRED DOCUMENTATION AT ENROLLMENT:

- Completed registration
- \$100 registration fee (non-refundable)
- *Up-to-date immunizations
- *Health Care Summary Form- within 30 days of enrollment
- Tuition/ Fundraising and Service Agreement
- Birth Certificate
- Baptismal Certificate
- *Emergency Card
- *Emergency Contacts
- Photo Release Formation
- Technology Agreement
- Preschool Questionnaire
- Permission Forms

All forms are due by the first day of attendance. Forms with an (*) are STATE mandated and MUST be turned in before the first day of attendance. If they are not turned in, you may be asked to keep your child home until we have received all of the documents required.

CALENDAR:

Calendars will be handed out or emailed before school begins. They are also available on our website at queenofpeaceschool.org

HOURS OF OPERATION:

Door #2 opens at 7:40am. Preschool doors open at 7:45am Preschool is dismissed at 3:00pm daily.

TUITION and FUNDRAISING INFORMATION:

Enrolled in Monday through Friday:

Five Full Days: **\$3,640** Fundraising Expectation: **\$850** Service Hours: **20**

Enrolled Monday, Wednesday, Friday:

Three Full Days: **\$2,83** Fundraising Expectation: **\$500** Service Hours: **20**

Enrolled in Tuesday and Thursday:

Two Full Days: **\$1,455** Fundraising Expectation: **\$300** Service Hours: **20**

Tuition rates are for the entire school year. Fundraising expectations should be met by the end of the school year. In the event they are not, your family will be billed the remaining amount.

Service (volunteer) hours are per family.

BILLING:

Enrollment fee of \$100 is due at the time of registration. It is non-refundable.

Tuition Payment Options and Conditions:

1. You may choose ONE payment of the full tuition BEFORE the first day of school.
2. You may choose to use SMART Tuition for payment plans. SMART Tuition is a convenient online system for parents to set up an automatic payment agreement using debit or mail-in options. SMART Tuition handles the billing and payments which saves time for the school staff and generates easy to use reports for tax purposes and otherwise. *Payments can be set up with the following options:*
 - a. *One payment in September*
 - b. *Two equal payments in September and January*
 - c. *Four equal payments in August, November, January and March*
 - d. *Ten equal payments September through June*

Automatic debit payment options can be scheduled for the 6th, 10th or 20th of each month. Mail-in payment can only be scheduled for the 6th of each month.

Childcare Assistance Programs: We are a licensed preschool through the Minnesota Department of Human Services therefore we can accept Childcare Assistance Program (CCAP) payments through your county.

Early Learning Scholarships: A Pathway 1 Early Learning Scholarship can help you pay for high-quality early education to help your child get ready for school. The scholarship money will be paid directly to Queen of Peace. Being that we are a Four Star rated program, your family may be awarded up to the full amount of our tuition rates. Your child can have a maximum of 25 absent days to continue payments. To be eligible, you must have a Minnesota home address and provide proof that your child currently participates in at least one of the following programs: Minnesota Family Investment Program (MFIP), Childcare Assistance Program (CCAP), Free and Reduced Lunch Program (FRLP), Child and Adult Care Food Program (CACFP), Food Distribution Program on Indian Reservations, Food Support (SNAP), Head Start or Foster Care. OR a family must document that their income is equal to or less than 185% of the federal poverty level.

Early Learning Pathways 1 Scholarship applications will be available at the school or visit thinksmall.org for more information.

Other Scholarships: If you are in need of scholarship funds, but do not qualify for the Early Learning Scholarship, please make an appointment to meet with the program director and school principal.

DAILY SCHEDULE:

School doors open at 7:40am. Classroom doors open at 7:45. Class is dismissed at 3:00. If a student is only participating in half-days, that day ends at 11:30am.

7:45-8:50 Preschool Doors Open, Morning Work, Open Centers, Clean-up
8:50- 9:10 Circle Time
9:15-9:25 Music and Movement
9:25-10:00 Academic Presentation, Follow-up Activity.
10:00- 10:20 Snack
10:20- 10:30 Bathroom Break
10:30-11:00 Physical Education/ Recess
11:00-11:30 Read Aloud/ Religion
11:30- 12:00 Lunch (in the classroom)
12:00- 12:15 Clean-up, Bathroom Break, Prepare for Rest-Time
12:15- 1:00 Rest Time
1:00- 1:45 Open Centers while teacher works with small groups or one-on-one
1:45- 2:10 Snack
2:10- 2:20 Bathroom Break
2:20- 2:45 Physical Education/ Recess
2:45- 3:00 Read Aloud, Dismissal

Specialists will occur twice during the week to accommodate MWF and T/TH students. Specialists include: Library, Music and Spanish.

OPEN DOOR POLICY:

Queen of Peace Preschool has an open door policy. Family members are welcome to stop in anytime during school hours. Sometimes our door is shut to keep the noise in, not keep people out. We appreciate an appointment being made if you plan to volunteer or stay for a significant period of time so we can make your visit the most beneficial for all parties.

DROP OFF AND PICK UP:

School doors (Door #2) open at 7:40am. The preschool door will open at 7:45am. Parents (or person responsible for dropping off) must check-in with the preschooler to relay pertinent daily information such as lunch choices and pick-up information. Children are required to wash their hands when entering the room.

Preschoolers may NOT be left in the gym or cafeteria with school-age children without a parent or certified preschool staff member as it does not comply with the State of Minnesota safety ratio regulations.

Staff members are only authorized to release a preschooler to the adult listed on the daily check-in log. They must come to the preschool classroom and make contact with the staff member. Other authorized adults may pickup your preschooler as long as they are on the Authorized Persons list. To keep your child safe, we will ask for identification from anyone we do not recognize.

SUPPLIES:

ALL STUDENTS:

- 1 Backpack or bag large enough to fit 8 ½ x 11 inch papers (labeled)
- 1 Change of clothes including socks to be kept at school (put in a labeled gallon baggie)
- *1 package of napkins
- * 16 glue sticks (small or large size is fine)
- * 1 package of washable markers
- * 2 packages of small cups (5-6 oz preferred)
- * 1 ream of white paper

LAST NAMES A-M:

- *1 package of dry erase markers (any color)
- *2 boxes of tissues
- *1 or 2 package(s) of plastic spoons (100 ct)

LAST NAMES N-Z:

- *1 roll of paper towels
- *2 large containers of antibacterial wipes
- * 1 set of watercolors
- *starred items are for community use.**

MEDICAL POLICIES:

Required Documentation:

Health Care Summary: Each year of enrollment, parents must provide a Health Care Summary that is signed by the child's primary source of medical care within 30 days of enrollment.

Immunizations: Parents must provide documentation of current immunizations, a signed notarized statement of parental objection to immunizations, or a medical exemption before the first day of attendance. This information must be updated in accordance with the state care licensing regulations and kept current. Without proper medical records, your child will not be able to attend Queen of Peace Preschool.

Sick Children: If your child is ill, please keep them home and notify us as soon as possible. If your child becomes sick during the school day, we will notify you as soon as possible to pickup your child. If possible, your child may be separated from the other children to prevent the spread of viruses.

In accordance with Minnesota State licensing rules and Queen of Peace Preschool Policy, we MUST exclude a child:

- with a reportable illness or condition that the commissioner of health determines to be a contagious disease and a physician determines has not had sufficient treatment to reduce the health risk to others;
- with chicken pox, until the child is no longer infectious or until the lesions are crusted over;
- **who has vomited within the past 24 hours**
- **who has had abnormally loose stools in the past 24 hours;**
- **who has an auxiliary temperature of 100 degrees or higher prior to giving fever reducing medications;**
- who has a bacterial infections such as streptococcal pharyngitis (strep) or impetigo and has not completed 24 hours of antimicrobial therapy;
- who has unexplained lethargy;
- who has lice, ringworm, or scabies that is untreated and contagious to others;

- who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- who has significant respiratory distress;
- who is not able to participate in preschool program activities with reasonable comfort; or
- who requires more care than the program staff can provide without compromising the health and safety of the other children in care.

Children are unable to return to Queen of Peace Preschool until they have been symptom free for 24 hours without medication.

First Aid: All Queen of Peace Preschool teachers and staff members are required to be trained in first aid and infant and child CPR every two years. All trainings must be complete within 90 days of employment. One fully trained staff member must be present during all operating hours.

Administering Medicine:

Non-prescription medications:

- Written permission from the parent is required for the administration of any non-prescription medication such as Tylenol, sunscreen, etc.
- They must be in the manufacturer's original packaging and will be administered according to the directions unless there are written instructions for their use provided by a physician or dentist.
- All medications must be labeled with the child's first name and last initial.

Prescription Medications:

- For prescription medications to be administered, Queen of Peace must have signed authorization from a parent or guardian as well as instructions from a physician or dentist.
- Medications must be kept in their original container and be properly labeled with the child's full name and current prescription information.
- Medications will not be given after the expiration date and unused portion will be returned to the child's family.
- Parent must state dosage, time and duration the medication is to be given. Parents should inform staff of the last time medication was given.
- Medication will be kept out of the reach of children. All controlled substances, will be in a locked location.

- Staff will record the name of the child, name of medication or prescription number, date, time, dosage and the name and signature of the person who dispensed the medication. The documentation will be kept in the child's record.

Illness, Conditions, Allergies, Special Needs:

- Please let Queen of Peace know of any conditions, illnesses, allergies or special needs that may require specific care or attention. Additional documentation may be required.
- If your child is ill, staff will notify parents in a timely manner and parents will be expected to pick up their child as soon as possible and no later than one hour.
- If your child contracts a reportable contagious disease, they may only return with a physician or health care professional's note indicating that your child is no longer contagious.
- In case of a medical or other emergency while your child under Queen of Peace supervision, we will attempt to contact a parent or emergency contact immediately; however, in the event that one cannot be reached, or when a delay would further jeopardize the child's health, Queen of Peace reserves the right to act on your behalf and take the measures below if deemed necessary by Queen of Peace staff or medical professionals for the care and protection of your child. Queen of Peace has the right to:
 - Consult the physician or dentist named on the registration forms. If one is not listed, we will use a preferred medical professional.
 - Administer first aid and or cardiopulmonary resuscitation.
 - Transport your child by ambulance or other emergency medical service to a local hospital or urgent care facility, if deemed necessary by paramedics, police or other emergency personnel.
 - Transport your child to a local emergency shelter in the event of an emergency evacuation of Queen of Peace School.
- If you do not agree to these terms, you must notify Queen of Peace as soon as possible to request a religious or personal exemption. In the event you cannot be reached, state child care authorities must be consulted to determine if such an exemption may be granted.

MEALS AND SNACKS:

Our school is a peanut-free facility. That includes products that may contain traces of peanuts as well as manufactured in a facility that processes peanuts.

Bag Lunches:

- Parents can choose to send their child with a bag lunch. White milk is available for purchase. Each meal must provide one-third of the child's daily nutritional needs as specified by the USDA.
- Lunches may be kept in their lockers as long as anything that needs to be kept cold has an ice source (ex: ice packs or freezable lunch box). If there is not an ice source, the items requiring refrigeration can be kept in the classroom refrigerator labeled with the child's name.

School Lunches:

- Hot lunch service is provided by ISD #94. Each meal includes a milk. Preschoolers may only have white milk (as per MN State licensing rules).
- Menus are sent out at the beginning of each month.
- Lunch tickets are sold every Friday morning in the entryway. Additional lunch tickets may be purchased throughout the week by using an order form found in the office or classroom.

Snacks:

- We have snack twice each day. Once in the morning and once in the afternoon.
- Snacks should be provided by families.
- Each snack should include two food groups. For example a fruit and a grain. At least one of these four snack options should be a whole grain.
- Juice should only be served once per day and must be 100% juice.
- Fruit snacks are not allowed unless they are 100% fruit.

Food Related Procedures:

- Water is available at all times in single use serving cups
- Water bottles will be allowed as long as they are taken home each day and properly sanitized.

Allergies/ Diet Restrictions/ Modifications:

- Staff will be informed if any of the children have food allergies. This information will be posted in the area where food is served and where children eat.
- Before enrollment, children with special eating or nutritional needs will have an individual care plan developed with the parents and a physician.

BEHAVIOR GUIDANCE POLICIES AND PROCEDURES:

As education professionals, we will do our very best:

- To ensure that each child is provided with a positive model of acceptable behavior. We have the ability and privilege to give your loved ones caring role models in their lives.
- To make sure the care, lessons, and play are tailored to be developmentally appropriate for preschoolers.
- To use times of problems or conflict to redirect children and groups away from problems and towards constructive activities to reduce conflict.
- To teach children how to use acceptable alternatives to problem behavior to reduce conflict.
- To protect the safety of children and staff members as we handle conflicts.
- To provide immediate, directly related and age appropriate consequences for a child's unacceptable behavior.

Persistent Unacceptable Behavior:

- If a child is showing ongoing and persistent unacceptable behavior, we will observe and record the child's behavior and record how we respond. We will bring it to the attention of any staff member providing care for the child and the program director.
- Parents will be notified of the persistent unacceptable behavior if redirections and behavior modification techniques are unsuccessful.
- If the behavior continues a conference with parents may be scheduled to create a collaborative plan with the teacher and parents will be established.
- If the behavior continues, the child may be referred, with parental consent, to the IDS 94 Early Childhood Special Education for an evaluation.
- Parents and other family members can find out more about age appropriate skills and behaviors at thinksmall.org.

- If parents refuse additional services or collaboration, and unwanted behaviors are persistent and deemed detrimental to the child or to others in the classroom, the child's enrollment at Queen of Peace may be terminated as determined by the Lead Teacher, the Program Director and the Principal.

Prohibited Actions By Staff:

- The subjection of a child to corporal punishment, which includes, but is not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.
- Subjection of a child to emotional stress, which includes, but it not limited to: name-calling, ostracism (exclusion from the group), shaming, making derogatory remarks about a child or the child's family, or using language that threatens humiliates, or frightens the child.
- Separation of a child from the group except within rule requirements.
- Punishments for bathroom accidents.
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
- The use of mechanical restrains such as tying.

If prohibited actions are observed or discovered by staff, the employee will be immediately terminated.

Prohibited Actions By Children:

- Hitting, kicking, punching, biting or causing other bodily harm.
- Swearing
- Threatening or bullying
- Disrespecting staff
- Throwing of furniture or toys
- Running away, leaving the group, hiding
- Spitting

Separation From the Group:

No child may be separated from the group unless the following has occurred:

- Less intrusive methods of guiding the child's behavior have been tried and were ineffective

- The child's behavior threatens the well-being of the child or other children in the program

A child who requires separation from the group must:

- Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff person.
- The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation.
- The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

Separation Report: If a child is separated from the group, it must be recorded in a separation log and must include the following:

- Child's name
- Staff person's name
- Beginning and ending time of separation
- Date
- What less intrusive methods were used to guide the child's misbehavior
- Parent notification, if required

If a child is separated three or more times in one day, the child's parents will be notified, and the notification will be indicated in the log.

If a child is separated five or more times in one week, eight times or more in two weeks, we are to follow the Persistent Unacceptable Behavior procedure.

NAP AND REST POLICY:

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

Placement of Equipment: Naps and rest will 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. Cots must be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each cot. Cots must be placed directly on the floor and not stacked when in use.

Bedding: Children may bring a **small** blanket and pillow from home. Blankets may not be shared. Extra blankets will be available for those that did not bring one from home. Blankets and pillows must be washed or dry cleaned **weekly** and when soiled or wet.

Stuffed Animals: Please leave stuffed animals and toys at home.

Crib Standard: Not applicable- we do not serve infants.

Reduction of Risk of Sudden Unexpected Infant Death: Not applicable – we do not serve infants.

PROGRAM GRIEVANCE PROCEDURES FOR PARENTS:

If there is a grievance over a program procedure, policy, please contact the Lead Teacher for clarification. If the grievance is not handled to your satisfaction, if it is serious in nature, or is a concern regarding a staff member, issues should be brought to the Program Director either written or verbally. Beyond that, concerns should be directed to the school principal, the pastor then the Duluth Diocese Director of Schools.

MALTREATMENT OF MINORS MANDATED REPORTING POLICY:

Child Abuse or Neglect Reporting: An early childhood professional who is employed at a licensed facility who knows or has reason to believe a child is being neglected or physically or sexually abused shall immediately report the information to the Department of Human Services, Licensing Division's Maltreatment Intake line at **651-421-6600**. The staff member who suspects abuse is responsible for the reporting. Carlton County Child Protection Agency may also be notified at **218.879.4583**.

If staff suspects that a child is in immediate danger, the police will be notified. Local police department at 218.879.9719 or 911.

The definition of maltreatment can be found in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556).

If a report has been made to Human Services or the police, a written report must be submitted to the same agency within 24 hours, exclusive of weekends and holidays.

If there is a doubt whether we should report an incident or concern to Child Protection, we will report. It is our responsibility to report suspected abuse, not to investigate it. All Queen of Peace staff members are mandated reporters. If a mandated reporter is found to have known or had reason to believe a child has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor.

If you have a concern about a DHS violation (not abuse or neglect), a report to DHS must be made at 651-431-6500.

All Queen of Peace Preschool staff have completed the "Maltreatment of Minors Mandated Reporting" training prior to contact with children and is documented in their training file. They have also received an orientation to the program's Risk Reduction Plan which is reviewed yearly.

Internal Review: When the Queen of Peace 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 the corrective action, if necessary to protect the health and safety of children in our care. The 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 trainings
- They reported event is similar to past events with the children or the services involved
- There is a need for corrective action by the license holder to protect the health and safety of children in care.

The program director (primary) or school principal (secondary) will ensure that, when required, internal reviews are completed. The secondary person will be involved when there is a reason to believe that the primary person was involved in

the alleged or suspected maltreatment. Queen of Peace must document the completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Maltreatment reporting policies and procedures must be provided to all families at the time of enrollment and must be made available upon request.

CONFERENCES:

Conferences will contain documentation pertaining to the student's academic, physical and social emotional growth. Information between parents and teachers should be ongoing throughout the school year, especially if concerns arise. Formal conferences will be available twice a year; once in the fall and once in the spring.

SNOW/ COLD DAYS/ EMERGENCY CLOSURES:

Queen of Peace School typically follows the ISD #94 cancellations. This is true for snow and cold (typically -40 degrees with windchill) days. Notifications can be found on local TV and radio stations including WDIO and KBJR. We will also send out an email and post any announcements on our FaceBook page.

In case of an emergency closure (ie: flood or gas leak), it will be posted on our FaceBook page, an email will be sent and a notification will be sent out through our REMIND application.

PETS/ ANIMALS:

If a pet or other animals will be introduced to our classroom, parents will be notified prior to the introduction. Please make us aware of any allergies prior to enrollment.

BIRTHDAY CELEBRATIONS:

You may bring in a snack or treat for your child's birthday. Please schedule a day with the classroom staff. If you choose to bring cupcakes, the small ones are preferred. Children are still required to eat their healthy snack from home, first. If your child has a summer birthday, you can choose any other day during the school year to celebrate.

CONFIDENTIALITY:

Confidential and sensitive information will only be shared with employees who have a "need to know" in order to care for your child most appropriately and safely. Confidential and sensitive information about faculty, other parents and/ or children will not be shared with parents, we will strive to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information.

SMOKING:

For the health and safety of all children and associates, smoking is prohibited at Queen of Peace School.

ITEMS FROM HOME:

It is recommended to keep personal items at home. Some exceptions will be made to this rule, with permission from the teacher. Although we will try our best, we cannot guarantee items will come home in the condition they arrived.

BACKGROUND CHECKS:

All preschool staff and specialists have taken and cleared a fingerprinted background study approved by the State of Minnesota. Any volunteer that plans to have contact with children on a regular basis will need to have a background check as well as the Safe Environments training as required by the Diocese of Duluth.

FIELD TRIPS:

Written permission will be obtained from parents prior to taking a field trip (including walking farther than 10 minutes from school). Parents will be notified of the time, destination, mode of transportation, cost (if any) and purpose of the field trip. Staff will bring our Emergency Binder that includes all Emergency Cards and Contacts for each child, as well as a first aid kit.

Prior to transporting preschool age children, a staff member must satisfactorily complete at least a 3-hour training on the proper use and installation of child restraint systems. This training must be provided by instructors certified and approved by the Department of Public Safety - Office of Traffic Safety and be repeated every five (5) years. The three hour child passenger safety training curriculum is approved by the Minnesota Office of Traffic Safety.

RESEARCH, EXPERIMENTAL PROCEDURE, PUBLIC RELATIONS ACTIVITY:

Queen of Peace will obtain written parental permission before a child is involved in experimental research or public relations activity involving a student while at school. The permission forms will be kept in the classroom files.

ADDITIONAL POLICIES:

Queen of Peace Preschool reserves the right to change or add policies and procedures. If changes are made, parents will be sent information regarding the change.

DEPARTMENT OF HUMAN SERVICES, DIVISION OF LICENSING PHONE NUMBER:

Telephone number for the Department of Human Services (DHS, Division of Licensing 651-431-6500.

PERMISSION SLIPS:

- Photo Release:** Is included with the registration packet.
- Sunscreen:** Is found on the Preschool Permission Form.
- Bug Spray:** Is found on the Preschool Permission Form.
- Moisturizing Lotion:** Is found on the Preschool Permission Form.
- Hand Sanitizer:** Is found on the Preschool Permission Form.
- Walking:** Is found on the Preschool Permission Form.

ENROLLMENT FORMS:

- Registration Form**
- Emergency Card**
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