



**Preschool Parent
Policy Handbook
2022-2023**

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

Website: Queenofpeaceschool.org

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

Principal: David Douglas principal@queenofpeaceschool.org

Pastor: Father Nicholas Nelson fr.nicholas.nelson@duluthcatholic.org

MISSION STATEMENT:

Queen of Peace Catholic School assists families in forming their children in the Catholic Faith through a rigorous Classical curriculum rooted in the Catholic intellectual tradition and the liturgical life of the Church.

PROGRAM PLAN:

Queen of Peace is a Catholic based educational institution. We follow the liturgical 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 while utilizing the Early Learning Indicators of Progress (ECIPs). We also incorporate Handwriting Without Tears and Singapore Math concepts. Preschoolers will begin learning the basics of the Logic of English literacy program. Our teachers will introduce the

Virtues in Practice Program to instill virtuous behaviors. We use the Brigance Assessment Tool as well as other age-appropriate supplemental 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. If we have more than 19 registered, there will be a waiting list.

PARENT AWARE RATING:

Queen of Peace Preschool participates in Parent Aware to assure families that 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
- \$125 registration fee (non-refundable)
- **Up-to-date immunizations
- **Health Care Summary Form- within 30 days of enrollment
- **Emergency Card
- **Emergency Contacts
- Tuition/ Fundraising and Service Agreement

- Birth Certificate
- Baptismal Records
- Photo Release Form
- Technology Agreement
- Preschool Questionnaire
- Permission Forms
- Catholic School Parent Covenant
- State of MN Ethnicity Form
- State of MN Language Survey

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. Forms are available on our Student Information System <https://qop-mn.client.renweb.com/oa/?memberid=16547>, on our website or paper copies can be made available by contacting the school office.

Other optional forms:

- After School Club/ Early Bird registration
- Early Learning Scholarship (income based assistance) found at the Northland Foundation's website: <https://northlandfdn.org/special-initiatives/index.php>
- Free and Reduced Lunch Application

CALENDAR:

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

HOURS OF OPERATION:

Preschool hours are from 7:45am- 3:00 pm daily, Monday - Friday.

Morning Drop off: Preschool doors open at 7:45am.

Early bird: is available from 7:00- 7:40am. Enter Door #5.

Afternoon pick-up: Preschool is released at 3:00pm. Pick-up from Door #2 no later than 3:10pm.

After School Club: is available from 3:00- 5:30pm (pick-up door #3).

TUITION and FUNDRAISING INFORMATION:

Every Catholic family has a solemn duty to provide Catholic education to each of their children. Recognizing the responsibility this duty places upon today's families, this school was founded with the mission of making faithful Catholic education available and accessible to all regardless of circumstance.

Tuition covers costs. The budgeted annual cost of operating our school is currently \$769,784. Shared among 90 full-time and part-time students, the costs of education covered by tuition fees are listed under option #1.

Non-refundable annual registration fee (due at registration) **\$125**

Choose either Option #1 or Option #2

Option #1- Full tuition- cost of education:

Five Full Days: **\$9,275**

Three Full Days: **\$5,565**

Two Full Days: **\$3,710**

Option #2- Accepting Parish Subsidy funds by fundraising and volunteer hours.

Enrolled in Monday through Friday:

Five Full Days: **\$4,278** Fundraising Expectation: **\$895** Service Hours: **20**

Enrolled Monday, Wednesday, Friday:

Three Full Days: **\$2,790** Fundraising Expectation: **\$595** Service Hours: **20**

Enrolled in Tuesday and Thursday:

Two Full Days: **\$2,144** Fundraising Expectation: **\$395** 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. Any remaining service hours at the end of the year will be billed at \$15/ hour with your July Smart Tuition statement.

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. Please contact your local county public health and human services department for assistance.

Early Learning Scholarships:

An 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 (currently up to \$8500). 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 Scholarship applications will be available at the school or at the Northland Foundation's website:

<https://northlandfdn.org/special-initiatives/index.php>

Other Scholarships:

If you are in need of scholarship funds, but do not qualify for the Early Learning Scholarship or county assistance (CCAP), please make an appointment to meet with the school principal or pastor by September 1st.

BILLING:

Tuition Payment Options and Conditions:

Queen of Peace School utilizes an online program for billing and payments called “FACTS Tuition Management. We would like all families to utilize the “FACTS Tuition Management ” plan. Several payment methods and recurring monthly date choices are available.

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, their day ends at 11:20am.

7:45-8:40 Preschool Doors Open, Morning Work, Open Centers, Clean-up

8:45- 9:10 Circle Time

9:10-9:20 Music and Movement

9:20-9:50 Academic Presentation, Activity.

9:50- 10:10 Snack

10:10- 10:20 Bathroom Break

10:20-10:50 Physical Education/ Recess

10:55-11:15 Read Aloud/ Religion / Spanish

11:20- 11:50 Lunch (in the classroom)

11:55- 12:10 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- 2:05 Snack

2:05- 2:15 Bathroom Break

2:15- 2:40 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 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 to 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. **All visitors and volunteers must sign-in in the school office.**

DROP OFF AND PICK UP:

Drop off:

- Preschool families will enter at DOOR #5 (on Ave. G) beginning at 7:40am.
- Siblings may enter at Door #5, as well.
- 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.
- New this year: Parents will check-in their student using the Brightwheel app located in the classroom.
- Children are required to wash their hands when entering the room.
- Parents should EXIT DOOR #2 (main school doors- on 4th St.)
- EARLY BIRD (before school program) begins at 7:00am. Enter DOOR #5. Early Bird is located in the Middle School Humanities room upstairs.

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.

Pick-up:

- Preschool is dismissed at 3:00pm.
- Parents should park in the spaces or parking lot on 4th Street or in the parking lot across the street.

- Staff members will bring students out Door #2
- Parents/ Pick-up person must log their student out using the Brightwheel app provided by QPCS staff.
- Staff members are authorized to release preschoolers to the adult listed on the daily check-in log. 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.
- Students that are not picked up by 3:15pm will be brought to After School Club and charged the accompanying fee.
- After School Club is offered for a separate fee from 3:00pm- 5:30pm. Children will be escorted from preschool to ASC.
- Pick-up for ASC is at DOOR #3 then down the stairs. The pick-up person MUST sign their student out using the Brightwheel app in the ASC room. If you do not log your student(s) out for the day, you will be charged for the full day. Please call the school office or the ASC phone number with questions 218-380-0709 during ASC hours.

APPAREL:

Please send your student to school in play appropriate clothing. We tend to get messy and sometimes use paints and other mediums that do not wash well out of clothing. We do try to wear paint smocks, but some messes are unavoidable. Please be aware of this when choosing clothing (nothing too special). We do go outside to play when the weather allows. You may need to send your child with layers as the temperature can change drastically from morning drop-off to afternoon. We go out around 10:20 am and sometimes again in the afternoon. Well fitting shoes are recommended for outdoor and gym play. Rainboots and other rain gear is welcome if you have them. Winter gear will be required to go outside in the winter. This includes warm boots, coat, snowpants mittens and hat. If you do not have any of these items, please let us know so we can help you find some. We often have access to donations. Preschoolers are not required to wear a uniform.

SUPPLIES:

- 1 Backpack or bag (large enough to fit standard folders) Labeled
- 1 Set of watercolor paints
- 6-10 Glue Sticks
- 1 Box of washable markers
- 1 Pack of Colored Pencils- optional
- 1 24 count box of Crayons
- 1 Reusable Water Bottle (this will go back and forth to be clean daily) Labeled with first name and last initial
- 1 Pair of Child size scissors (labeled)
- Change of clothes: please put them in a labeled gallon baggie- I have baggies at school if you need one
- *1 Ream of Printer Paper

Last Name A-K

- *1-Package of small cups 5-6 oz
- *1-Container of antibacterial wipe
- *1-Lg. Pack of Napkins

Last Name L-Z

- *1-box of ZIP closed sandwich baggies (not fold over)
- *1-Large box of spoons
- *1-Package of small plates

*starred items are for community use.

If you are not able to find or afford items at the beginning of the year, let me know. We often have donations we can offer. As we run low on supplies, I may put out a request to parents throughout the school year.

HEALTH 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 infection 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;
- 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/ CPR:

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 manufactures original packaging and will be administered according to the directions unless there are written instructions for their use provided by a medical professional.
- All medications must be labeled with the child's first and last name.

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 medical professional.
- 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 prior to the first day of school. 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 is 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:

Bag Lunches:

- Parents can choose to send their child with a bag lunch. Please do not send flavored milk (chocolate or strawberry). White milk (only 1% or Skim per licensing rules) is available for purchase (50 cents). 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 for \$2.80 each. Each meal includes a milk. Preschoolers may only have skim or 1% white milk (as per MN State licensing rules). Chocolate or other flavored milk is not allowed.
- Menus are sent out at the beginning of each month.
- Lunch and milk should be ordered during check-in each day. If you are arriving late and need a hot lunch, please notify the school when notifying us of the late arrival- no later than 8:45am.
- Lunches will be billed monthly and will be sent through the FACTS system. You may set-up a pre-pay account under incidentals.

Snacks:

- We have snack twice each day. Once in the morning and once in the afternoon.
- Healthy 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 **must be a whole grain**.

- Each serving should be child sized. For example, a whole medium apple is two servings of fruit and can be split for am and pm snack for convenience.
- Only one serving a day can be a liquid (milk, fruit juice or vegetable).
- Juice can only be served once per day and must be 100% juice.
- Fruit snacks are not allowed unless they are 100% fruit.
- Pudding and Jello do not fall into an approved food group.

Food Related Procedures:

- Water is available at all times in single use serving cups.
- Re-useable water bottles or cups will be allowed as long as the following procedures are met:
 - Each day the cup or water bottle is used, it must be taken home and sanitized using procedures that comply with the Food Code under Minnesota Rules chapter 4226
 - A water bottle or cup is labeled with the child's first and last name.
 - The water bottle or cup is stored in a designated area that reduces the risk of a child using the wrong water bottle or cup or spreading germs.
 - The water bottle or cup is used only for water.

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 Child Care Plan developed with the parents and a physician. Staff will be trained regarding any ICPs.

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 between the teacher and parents.
- 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 or self-refer for an evaluation at helpmegrowmn.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 either be put on probation or be immediately terminated depending on the severity of the infraction as determined by staff, the director, and the pastor.

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. 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:

What to report:

Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury and mental injury. The definition of maltreatment can be found in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 260E.03- available upon request). Maltreatment must be reported if we have witnessed or have reason to believe that a child is being or has been maltreated withing the last three years.

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.

Who must report:

Any early childhood professional who is employed at a licensed facility is a mandated reported and is legally required (mandated) to report maltreatment. All Queen of Peace Catholic School staff members are mandated reporters. Responsibility cannot be shifted to a reporting supervisor or anyone else at the

facility. In addition, people who are not mandated reporters may voluntarily report maltreatment.

Where to report:

If staff suspects that a child is in immediate danger, the police will be notified. Local police department at 218-879-9719 or 911.

Reports of concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules in facilities licensed by the Minnesota Department of Human Services, should be made to the Licensing Division's Maltreatment Intake line at **651-431-6600**. The staff member who suspects abuse is responsible for the reporting.

Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program or in a child foster care home, should be reported to the local county social services agency: Carlton County Child Protection Agency at **218-879-4583**.

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 DHS 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:

Queen of Peace must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the program. This training is completed during staff orientation prior to contact with children and is documented in their training files. QPCS must monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under MN Statutes, section 245A.04, subdivision 14.

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 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 Queen of Peace to protect the health and safety of children in our care.

The internal review will be completed by the program director (primary). If this individual is involved with the alleged or suspected maltreatment, the school principal (secondary) will be responsible for completing the internal review. 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.

Corrective action plan:

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

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

CONFERENCES:

Conferences will contain documentation pertaining to the student's academic, physical and social emotional growth. Communication 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 or FACTS.

PETS/ ANIMALS:

Pets or other animals are no longer allowed in the building during the school day. If a pet or other animals will be introduced to our classroom, you must have prior authorization and parents will be notified prior to the introduction. Please make us aware of any allergies prior to enrollment.

BIRTHDAY CELEBRATIONS:

Children will get a birthday crown and get to be line leader on this day. We have quite a few allergies in class this year, so we are asking if you choose to bring in an item to share with the class, you may only bring in a **non-food item**. Be creative! Some other fun options could be: a ball, a slinky, a notebook, play dough or a bracelet. Please schedule a day ahead of time with the classroom staff so we don't double up and child will have their special day. If your child has a summer birthday, you can choose any other open 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 is 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.

ENROLLMENT FORMS NEEDED:

Registration Form
Emergency Card
Emergency Contacts
Authorized Persons For Pick Up
Handbook Acknowledgement Signature Page
Health Care Summary Form
Photo Release
Preschool Permission Form
Preschool Questionnaire
Technology Agreement
Tuition agreement
Catholic School Covenant
State of MN Language Survey
State of MN Ethnicity Survey
Copy of birth certificate
Immunization Records
Baptismal record

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.

PRESCHOOL PERMISSION FORM PAGE:

I hereby give my permission to Queen of Peace staff the following for my child/ren _____ (first and last name):

Check or initial all that apply

_____ The administration of sunscreen SPF 20 or higher. Either provided by the school or family. If you bring sunscreen from home, it must be in its original packaging and must be labeled with the child's first and last name.

_____ The administration of bug spray. Provided by the family. Bug spray must be in its original container labeled with the child's first and last name.

_____ The administration of unscented moisturizing lotion. Either provided by the school or family. Lotions must be in their original container and labeled with the child's first and last name.

_____ The administration of hand sanitizer. Provided by the school. Sanitizer will only be used when hand washing is unreasonable.

_____ To participate in walking expeditions around the school. This typically is within a four block radius.

Parent/ guardian name: _____ (print)

Parent/ guardian signature: _____ Date: _____

SIGNATURE: Handbook acknowledgement page

I acknowledge the receipt and understanding of the content of this handbook.

Printed name: _____

Signature: _____ Date: _____

Please return pages 29 and 30 of this handbook with your registration forms.