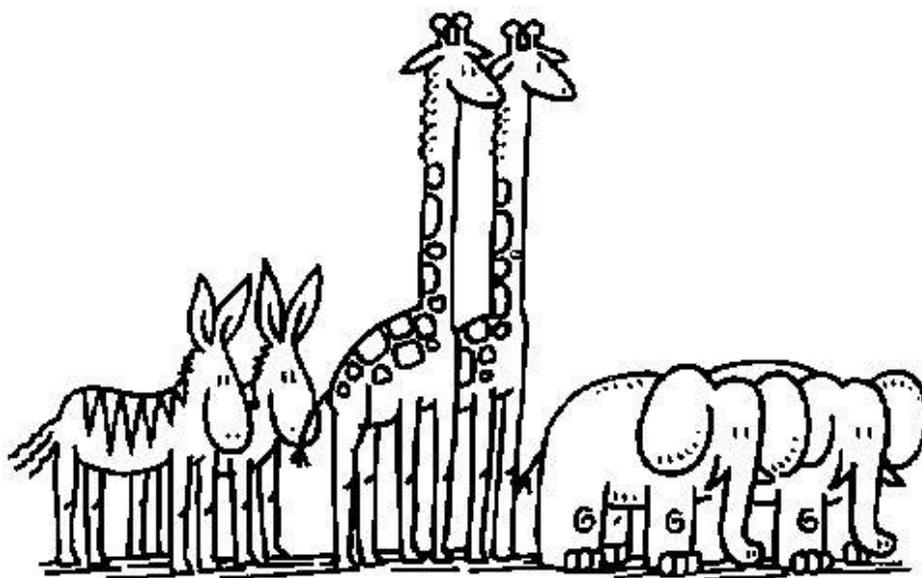


Mount Olivet Lutheran Church

Preschool

Family Handbook

2016 – 2017



Mount Olivet Lutheran Church

Minneapolis Campus
5025 Knox Avenue South
Minneapolis, MN 55419-1095

www.mtolivet.org/education/preschool

Linda Healy, Director
Direct: 612.767.2216
Church Office: 612.926.7651

lindah@mtolivet.org

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License and Mission Statement

The Mount Olivet Preschool, formerly Mount Olivet Nursery School, was founded in 1970 to serve the families of Mount Olivet Lutheran Church and the surrounding community. The State Department of Human Services, Standards and Licensing Division, St. Paul, Minnesota, phone 651.296.3971, licenses the preschool. This assures families in our community that high standards have been met regarding space, equipment, program, and staff. We are licensed for forty children per session.

The Mount Olivet Preschool is an outreach ministry of Mount Olivet Lutheran Church, open to all children, regardless of race, color, creed, sex, or religion.

The preschool director administers the school. The staff consists of a director, head teachers, and assistant teachers as required. Children are divided into classes of 20. The teachers are certified by the State of Minnesota. Assistant teachers work with each head teacher, ensuring an adult to child ratio of at least one to seven.

Our Purpose

We will recognize and love your child as an individual and provide:

- a social experience, with a Christian influence, where children develop individually.
- opportunities for your child to explore and question, and share ideas with others.
- a place where children can learn to control emotions and act independently.
- good equipment and materials to maintain good mental and physical health.
- a safe place where your child will find it easier to let parents go, and relate to other adults.

2016-2017 Preschool Staff

Linda Healy, Director

Pastor Eric Youngdahl, Preschool Advisor

Angie Gislason, Teaching Assistant

Tracy Hollister, Teacher

Kaye Holifield, Teacher

Kathy Johnson, Teacher

Elizabeth Neifert Martin, Teacher and Assistant

Rachel Lobben, Teaching Assistant

Julie Robertson, Teaching Assistant

We encourage a good line of communication between parents and school. If you want to talk to your child's teacher, leave a message with the director or on her voice mail, and your teacher will return your call as soon as possible. The church also has a general voice mail if you leave a message outside of school hours. Please feel free to call or email at any time.

Contact Information:
Direct: 612.767.2216
Church Office: 612.926.7651
lindah@mtolivet.org

General Education Methods and Goals

We do not set up specific goals that we expect every child to achieve. We make a behavioral assessment of each child at the beginning of the year, and another look before parent-teacher conferences. That way we can determine progress.

During the year we give the children a large variety of experiences through which each child will, to some degree:

- gain self-confidence- the greatest learning tool. We provide activities to promote success and independence, through problem solving and self-reliance, while developing a positive attitude toward school.
- learn to control impulses- helping children respond to their environment. We work on developing social skills, learning limits of behavior regarding safety, health, and respect for the rights of others.
- develop socially- to function in a group. Children work and play with children their own age, learning tolerance, cooperation, and consideration for others.
- think scientifically- to keep an active and growing mind. Children will experiment with new ideas and interests.
- develop cognitively- to learn to manipulate the environment.
- think creatively- to keep an active and growing mind. Children will express themselves through art, music, language, and play.
- develop basic skills- such as cutting, listening, verbalizing, writing, etc.
- grow spiritually- to know that each child is loved. Children will explore the wonders of God's world.

Philosophy – Christian Influence

At Mount Olivet Preschool we believe in providing a learning experience with a Christian influence, where children can enjoy learning and grow with confidence. We do not duplicate the curricula of Sunday Schools. We do, however, attribute the wonders of nature and the blessings of our families to God. We use both Preschool and Sunday School songs, and we say a table grace every day. We celebrate the Christian holidays, and a pastor visits our classrooms every month.

The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world in which we live.



Teachers guide children

In the early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking). In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors, and they notice relationships between things.

In time, they learn to use one object to stand for another. This is the beginning of symbolic thinking. For example, they might pretend a stick is an airplane or a block is a hamburger. These early symbols- the stick and the block- are similar in shape to the objects they represent. Gradually children become more and more

able to use abstract symbols like words to describe their thoughts and feelings. They learn to “read” pictures which are symbols of real people, places and things. This exciting development in symbolic thinking takes during the preschool years as children play.

Play provides the foundation for academic or “school” learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play enables us to achieve the key goals of our early childhood curriculum.

Eligibility

A child must be three years old and toilet trained (without the use of Pull-ups) before September 1 of the school year to be eligible for the younger groups. A child must be four or five years old before September 1 to be eligible for the older groups. Enrollment is open to all children regardless of race, color, creed, sex, religion, or national origin.

Hours of Operation

The Preschool is open five days a week, unless closed for a holiday. Classes begin the second week of September, with the week before devoted to small group orientation meetings. Each session includes a class for three/four year olds and a class for four/five year olds.

Class offerings for the school year 2016-2017 are:

Monday and Friday	9:30 am-noon
Tuesday, Wednesday, Thursday	9:00 am-11:30 am
Tuesday, Wednesday, Thursday	12:30-3:00 pm

Weather and Emergencies

In case of exceptionally severe weather, we may close. If so, you will be called, emailed, or texted by one of the teachers. There will be **no refund** of tuition for these days.

To prepare the children for emergencies, the school conducts monthly fire drills, lockdowns, and appropriate seasonal weather drills, documented, and kept on file.

Field Trips/Permission Forms

A form will be kept on file listing designated drivers for your child. Included in this form will be those persons NOT allowed to pick up your child. In the event that our program may be asked to participate in a public relations research activity, or if we have a planned field trip, parents will be notified of such activity and written parental permission will be requested.

Behavior Guidance Methods

The Mount Olivet Preschool staff exemplifies positive and acceptable behavior. Behavior guidance methods are appropriate to the developmental level of each child. Staff will redirect children toward a positive activity to reduce conflict and will guide children in using acceptable ways to handle conflict. Staff will use praise and positive guidance and withhold attention from negative behavior. If a child continues to be disruptive to others, he/she may be temporarily removed from the group for calming and conversation. Mount Olivet Preschool does not use physically or mentally abusive discipline. **ALL ADULTS MUST FOLLOW THE ABOVE POLICY WHILE ON MOUNT OLIVET PROPERTY.**

Liability

The children attending Mount Olivet Preschool are covered by the church policy of general liability.

Conferences and Communication

Our school year will begin with small group open houses. The parent will bring the child to school to meet the teachers and other children who will be in the class. The child will have an opportunity to become comfortable with his/her classroom. The parents should also use this time to ask any questions that may have arisen over the summer, and to inform the teacher of any special concerns or needs of the child. There will be an opportunity at this time to find out about your own classroom volunteering possibilities, if desired, and your involvement with other parents. You are welcome to visit at any time.

Throughout the year the teacher documents the intellectual, physical, social, and emotional behavior of each child. Individual conferences will be held in February. Classes will NOT be in session during conference week. You may also schedule a conference at any other time during the year.

Our monthly newsletter is our main means of communication and contains much information important to parents. It will come home in your child's school bag and will be sent to you via email. Please read it each month. We also use phone calls, parent coffees, daily parent-teacher conversations, and informal notes home to convey information to you. Information is also available on the Mount Olivet website: www.mtolivet.org.

We rely on periodic parent evaluations of our program. It is through such evaluations that we can maintain and improve our school and its policies.

Grievances

Any grievance should be brought to the attention of the director or individual teacher. This method is the best way to provide action on the matter. You will receive a response to your grievance within one week. If it can't be resolved there, our Business Administrator and Pastoral staff may be consulted. Generally, you should be informed of a decision within one to two weeks.

Fees

A registration fee must be paid at the time of registration. This fee is non-refundable. For the 2016-2017 school year, September through May, the tuition is \$250.00 per month for the three-day programs, and \$205.00 per month for the two-day program. Tuition is due on the first school day of each month. You may deposit the month's tuition payment in the payment box outside the Preschool office. Make checks payable to Mount Olivet Preschool. We also accept VISA and MasterCard.

There is no tuition reduction for holidays, illness, vacations, or other absences. One month's notice must be given when withdrawing a child.

Mount Olivet Church is very generous to our school and allows us to use many supplies and

services. For this reason we can offer you high quality in terms of equipment and staff.

Vacations and School Closings

Refer to your complete calendar for specific dates. Generally, we will be closed:

October	MN State teachers' convention
November	Thanksgiving Wednesday, Thursday and Friday
December	Christmas vacation
February	Parent-teacher conferences, school NOT in session
March/April	Spring break

Non-Discrimination/Special Needs

Mount Olivet Preschool will not discriminate against any child in its enrollment practices because of race, religion, sex, or natural origin.

The school may mainstream children with special needs when feasible for the school and the child(ren). Each child's needs and conditions will be evaluated on an individual basis. To best meet each child's individual needs, he or she may be assessed prior to admission with input from parents, physicians, previous teachers, and any other applicable professionals.

Transportation

Transportation to and from school is the responsibility of the child's family. Class lists will be provided so that car pools can be formed.

- Please park safely when transporting your children to school. Remember to bring younger siblings into the building with you and not leave them unattended in your car.
- The driver must bring children into the school. Please WALK the children in, help them remove their outerwear, and hang in designated area. WALK them to the classroom door. NEVER let a child for whom you are responsible walk alone through the halls.
- We must be notified if anyone unknown to the staff will pick up a child. We will NOT allow a child to leave with an unauthorized person.
- Please do not arrive more than five minutes prior to class time. Children must be picked up promptly at dismissal time. Please wait in the main church hall for the signal to dismiss.

Discharges

The following circumstances may warrant discharge from the program:

- Behavior by a child that presents harm to him/herself or others and does not respond to a written behavior plan or intervention.
- Failure to provide required health care information.
- Failure to comply with school policies, health policies, abuse of school hours, and transportation policies.

Child Care Program Plan

Our education methods are based on the principle that children learn best through direct concrete experience that involves touching, tasting, seeing, hearing, manipulation, and doing.

- Children are supervised at all times, including classrooms, bathrooms, playground, transitions, walks, and field trips.
- We are licensed to serve forty children in each session, which includes a class of twenty three/four year olds, and a class of twenty four/five year olds.
- Sessions are offered:
 - Monday/Friday, from 9:30-noon
 - Tuesday, Wednesday, Thursday, from 9-11:30 am
 - Tuesday, Wednesday, Thursday, from 12:30-3:00 pm

We welcome children from many cultures, and encourage families to share their ethnic foods, experiences, and customs with us. In turn, we will add new units to our curriculum that will enhance the cultural experience.

Free Play



Upon entering the room, the children are greeted warmly by their teacher and then engage in an activity that interests them at the moment.

They are encouraged to make choices from among the materials provided by the teacher.

They have a chance to be creative in a world set up exclusively for them. These include:

- **Art** Specific projects are carefully chosen to be process-oriented, and coordinated with the week's topics. We provide a variety of every day art materials, as well as special non-traditional art materials. Easels are available every day for painting. Children's projects are lovingly displayed around the room and in the main church hallways.
- **Dramatic Play Center** This changes weekly as the curriculum themes change. Children can pretend to be a doctor, baker, pilot, teacher, postal worker, astronaut, etc. Role-playing is an important part of the pre-school experience.
- **Writing Center** We provide children with the tools and paper to encourage a love of letters and writing. Children can cut, trace, color, write, staple, and use their imagination.
- **Large Block Corner** An area where children can build together, encouraging cooperation and achievement. It is a social area, where boys and girls work together.

- **Table Manipulatives** Puzzles, Legos, play-dough, connecting blocks, scissors, games, and small toys strengthen small muscles.
- **Sensory Tables** We have sand tables and water tables in each room. Children love the feel of the warm water and learn to pour and manipulate the water toys. Sand gives us the chance to sift and scoop, measure and pour.
- **Science and Math Table** Children can look, touch, smell, listen, manipulate, and experiment with items that help them learn about God's world. We have units on measuring and weighing, magnets, birds and nests, color mixing, magnifying, counting, and so many more!
- **Quiet Corner** Children are encouraged to look at books, and listen to books on tape. Sometimes a child just needs to get away and be quiet, alone.



Children explore the sand table.

Structured Time

This is a time set aside for group work, directed by the teacher. Singing and conversation make up a large part of this activity. Each week is planned with a theme in mind, and we center our activities and thoughts around it. This time is used for calendar work, weather, and show and tell. It is also a time for directed art activities, stories, poems, music and musical instruments, and visits from our pastoral advisor.

Music and Movement Room

The children spend part of each day in this large room. It is designed to provide them with large muscle activity and is entirely free within the limits set by the teacher. Materials provided are: large blocks, climber, wheeled toys, tumbling mat, basketball hoop, balance beams, bouncing balls, and more. Supervision is provided at all times.

Snack

The children are provided with a snack each day. This consists of juice and a cracker, cheese, or other healthy snack. We strive to be peanut-free, and encourage parents to observe this when choosing snacks to bring. We discourage sugary foods. This is a social time, and we model good manners and strive for interesting conversation at our snack tables. We say a table grace before eating. Children like to bring the snacks, especially at birthday time, and, because of State Health regulations, these treats must be commercially prepared and packaged. There is a sign-up sheet outside each classroom for parents to sign up for a particular day or days.

Outdoor Play

We try to get outside every day, weather permitting. This outdoor time is spent in our enclosed courtyard playground. We have a large play structure, trikes, scooters, shovels, sleds, and a sandbox with sand toys. Please dress your child each day in preparation for outdoor play.

NOTE: When buying clothing, look for self-help features. We encourage independence when getting dressed for outside. Be sure mittens and boots, for example, are large enough so they go on easily. Label everything! Children have a difficult time identifying their coats, snow pants, and boots when confronted with a wall full of outerwear! We like to be able to help them find their clothing, and having everything labeled helps.

Special Events

We often have performers and groups visit our school. These may include storytellers, singers, entertainers, special library readers, etc. You will be informed of these through the newsletter and on the web.

Mount Olivet Preschool Health and Safety Policies for Parents

Health Record Information

Two health record forms must be completed:

1. **Immunization Record**: This record must give dates (month, day, year) of immunizations your child has received. It must be current and is due on admission. Immunization records must be updated whenever your child receives additional immunizations.
2. **Health Record Summary**: This information must include the date of the child's most recent physical exam (within six months), and be signed by the child's source of health care. This form is due within thirty days of admission.

Special Needs

Parents/guardians have the responsibility to inform the school when their child has any special medical condition, needs, or allergies so that we can provide for appropriate care and support. If your child has a special need and is (one or more of these):

- Eligible for case management through the state and has an ISP (Individual Service Plan);
- Receiving services through the local school district and has an IEP (Individual Educational Plan);
- Determined by a licensed physician, psychiatrist, psychologist or consulting psychologist to have a condition related to physical, social, or emotional development;

you will be asked to share the ISP and/or IEP with us. In addition, state licensing regulations require us to develop an Individualized Child Care Plan with you that will assist us to meet your child's needs. This plan must be signed by you and your child's source of licensed health care as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care. If the special need requires that our staff be trained to perform a new skill we will ask that you arrange for this training.

Dietary modification because of special dietary needs shall be made under the direction of a trained health care provider. Written permission from the child's parent/legal guardian and the

child's health care provider is required.

Medications

Prescription medications will only be given with written parental consent and written physician approval. Please complete a Medication Permission Form if your child needs a medication while in our care. Medications must be in their original container and may be given only to the child for whom they are prescribed. Outdated/expired medications will not be given.

Bring a copy of the drug information sheet that comes with the medication or write the common side effects on the Medication Permission Form.

Nebulizer medications that are in single dose containers must be brought to the center in the original container with a current, clearly written prescription label on the container. The prescription label must indicate the child's name, prescribing licensed health care provider's name, name of the medication, medication strength, amount to be given, how often to give and what it is to be mixed with, if applicable.

This policy also includes **over the counter** medications with the exception of diaper rash products, insect repellents and sunscreen.

Exclusion of Ill Child

A child with any of the following conditions or behaviors must be excluded from our program according to Department of Human Services licensing requirements that the Commissioner of Health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.

We will follow the exclusion guidelines listed below which are taken from INFECTIOUS DISEASES IN CHILD CARE SETTINGS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS AND GUARDIANS, prepared by Hennepin County Community Health Department, Epidemiology Program.

We **must exclude a child** with any of the following conditions:

Chickenpox

Until all the blisters have dried into scabs; usually about six days after rash onset.

Conjunctivitis (Pinkeye)

Bacterial (with pus): until 24 hours after treatment begins. (Pink or red conjunctiva with white or yellow discharge that causes matting of the eyelids; pain or redness of eyelids.)

Diarrhea (Infectious)

Until diarrhea has stopped. For some infections, the person must also be treated with antibiotics before returning to school.

Diarrhea (Uncontrolled)

Until uncontrolled diarrhea stops, or until a medical exam indicates that it is not a communicable disease (uncontrolled diarrhea is an increased number of stools, compared with a person's normal pattern, along with watery stools, and/or decreased stool form that cannot be contained by the use of toilet).

Fever

Until a medical exam indicates the child may return. Axillary armpit temperature: 100 degrees or higher, before fever reducing medication is given, when accompanied by behavior changes, or other signs of illness.

Impetigo

Until a child has been treated with antibiotics for at least 24 hours.

Lice (head)

Until after the first treatment, and no live lice are seen.

Mouth Sores With Drooling

Until a medical exam indicates the child may return.

Rash with or without Fever or Behavior Change

Until a medical exam indicates these symptoms are not that of a communicable disease (i.e., chickenpox, fifth disease, measles, roseola, rubella, shingles, strep throat).

Respiratory Infections (Viral)

Until a child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.

Ringworm

Until 24 hours after treatment is started.

Scabies

Until 24 hours after treatment is started.

Signs/Symptoms of Possible Severe Illness

Until a medical exam indicates the child may return (unusually tired, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing).

Streptococcal Sore Throat

Until at least a full 24 hours after treatment begins and child is without fever for 24 hours.

Vomiting

Until vomiting stops (vomiting is defined as two or more episodes in the previous 24 hours).

We must exclude a child:

- Who is not able to participate in school activities with reasonable comfort, including outdoor play; or
- who requires more care than staff can provide without compromising the health and safety of other children in school.

When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The school will notify the parents of exposed

children on the same day or within 24 hours by:

- giving written notice of the communicable disease.
- phone call if necessary and possible.

Parents are required by State laws and our school policies to inform us within 24 hours (exclusive of weekends/holidays) when their child has been diagnosed as having any contagious disease.

Unauthorized Child Pick Up

A child will not be released to an unauthorized person. If a person who is incapacitated or suspected of abuse arrives to pick up a child we will call 911. Staff is not expected to jeopardize their own safety or the safety of children in their care. If the staff is threatened and/or forced to give up a child, the parent, the emergency contact person, or if necessary, emergency assistance 911 will be called. If the person who is incapacitated or suspected of abuse is the parent, the police will be called.

If the child is not picked up by closing time, staff will call parents/guardians, or the emergency contact person. If neither can be reached, staff will remain at the school for one hour and continue to attempt to reach parents/guardians or emergency contacts. If no one can be reached, staff will call the police and follow their instructions. A note will be left on the door at school for the parent regarding the situation and a phone number to call. Under NO circumstances will staff transport a child.

First Aid

In the event of any injury or illness, appropriate first aid will be administered by trained staff. If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent or alternate listed on the Emergency Card will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made. Staff will not transport.

Care of Ill or Injured Children

If your child becomes ill or injured while in our care, he/she will be isolated away from other children under supervision of a staff person. You or your designated alternate will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If staff thinks necessary, the child's health care provider will be called.

Food Brought from Home

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

Sanitation

Cleaning and Disinfecting - Child care settings bring children together for long periods of time, where they may be exposed to many different germs. Although the environment cannot be made germfree, keeping their numbers at low levels can lessen the harmful effects of germs. Germs can most effectively be controlled by frequent, thorough, timely hand-washing, cleaning and disinfecting of objects that come in contact with children. In addition, proper handling and disposal of contaminated items are necessary to prevent the spread of infections.

- Tables, utensils and plates used for snacks will be cleaned and sanitized before and after eating, utilizing the dishwasher approved by the Health Department.
- Food requiring refrigeration will be kept at 40 degrees or less, and temperature will be checked each day.
- Staff will be trained in proper food handling techniques, and will sit with children during snack times.

Seat Belts and Transportation

There is no transportation provided for regular attendance for children while enrolled in our program. When a planned field trip requires transportation, the methods used will be in accordance with the Department of Human Services regulations and Minnesota law. Minnesota law requires federally approved age-appropriate car seats and seat belts to be used to transport children.

Toileting

A child must be toilet-trained, without the use of Pull-ups, to be admitted to our program. We do understand that toileting accidents occur. Procedures for toileting accidents are approved by our program's health consultant and are posted in the changing area. We have designated the teachers' workroom to be the changing/cleanup area because it affords the most privacy for the child. We expect parents to follow our sanitation procedures, which are posted, in the event they are called upon to change their child at school.

Pets

We generally do not have classroom pets, out of consideration for children with allergies. Occasionally one may visit, but we require notification beforehand. Our staff will supervise the care of the pet during the visit and will follow proper sanitation procedures. All pets will be licensed and vaccinated following local health department requirements.

Health Consultation Services

Our program receives health consultation services from Minnesota Child Care Health Consultants. The agency phone number is 612.500.1880. All Health Consultants are Registered Nurses with certification in Public Health.

Reporting Policy for Programs Providing Service to Children

Who Should Report Child Abuse and Neglect

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

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651.297.4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency or local law enforcement.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at 651.296.3971.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Providers.

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 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:

1. Related policies and procedures were followed;
2. The policies and procedures were adequate;
3. There is a need for additional staff training;
4. The reported event is similar to past events with the children or the services involved; and
5. There is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal reviews are completed
The internal review will be completed by the director of the school. If this individual is involved in the alleged or suspected maltreatment, Tom MacNally will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon commissioner's request.

Corrective Action Plan

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

Staff Training

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

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

NONDISCRIMINATORY POLICY

Mount Olivet Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.