

Parent Handbook

2022-2023

Good Shepherd Lutheran Preschool



Good Shepherd Lutheran Church and School
151 Co. Rd. 42 E, Burnsville, MN 55306
952-432-5527 gsburnsville.com

Staff Directory

OFFICE

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Trust in the Lord with all your heart and lean not on your own understanding. In all your ways acknowledge him and he will make your path straight. Proverbs 3:5-6

Philosophy

Out of love and thankfulness for the salvation that Jesus Christ won for all sinners, the Good Shepherd Lutheran Preschool program exists to carry out Christ's command to "Go and make disciples of all nations, baptizing them in the name of the Father, Son and Holy Spirit" (Matt 28:19 NIV). We also value Christ's directive to parents to "bring (their children) up in the training and instruction of the Lord" (Eph. 6:4 NIV). Our Preschool strives to assist parents, not replace them, in this privilege and responsibility.

The first years of life are extremely important in a child's total development. During this time, a child begins to identify him/herself as a unique creation of God. Our program strives to meet the spiritual, social, emotional, physical, and intellectual needs of young children in a developmentally appropriate manner. We intend to provide a safe and loving environment where children can grow and learn to the best of their potential.

Objectives

To help children

- know and trust Jesus as their Savior and friend
- apply God's truths to everyday living through the daily use of prayer and worship
- accept others, even though they may be different than self
- develop a positive self-concept and be free to make mistakes
- show independence and self-responsibility
- understand their feelings and channel them into appropriate outlet
- learn through play, whether in groups or individually
- learn through a variety of media that foster creative expression in music, dramatic play, art and movement
- become aware of and have an interest in the world around them and appreciate it as God's creation
- observe a few simple health, safety and classroom management rules
- develop reading, writing and math readiness skills
- communicate more effectively and grow in vocabulary
- develop problem-solving and self-regulation skills

Curriculum

The curriculum for young children comes from real life experiences carefully woven together by the teacher as facilitator. Free choice play time, as well as teacher-led group activities, will take place daily. Multi-sensory activities are planned to encourage learning in music, art, social studies, science, math, reading, Bible stories, large and small motor skills. Planned activities take into account the individual needs and interests of each child in the group, regardless of age.

Sample Daily Schedule

(The schedule is very flexible and may vary depending on each child's needs, interests, and abilities for the day. The schedule is a tool to make the day run more smoothly and to give the students a feeling of adhering to a routine.)

8:15-8:45	Arrival and Large Group "Meeting Time" (Building Community/Letter of Day/Calendar/Singing)
8:45-9:00	Bible Lesson
9:00-9:30	Large Motor (Playground or Gym)
9:30-9:45	Snack
9:45-10:00	Independent Reading/Show & Tell
10:00-10:15	Small Group Time (Pre-Reading/Math/Art Project)
10:15-11:10	Work Time (children select from a variety of centers/activities designed to enhance all areas of development)
11:10-11:30	Story/Review of Day/Prayer and Dismissal

The Afternoon Schedule will include lunch, rest time, more physical activities, one-on-one review and reinforcement, learning time based on a theme, Free choice "Work time" and story time.

Arrival and Departure

Please arrive between 8:00-8:15. You may park in the north lot and walk your child into school using Door#3 OR you may use the carline quick drop off by Door #4. Staff will be in the hallway helping our child upon arrival to make sure they can unpack belongings and enter the classroom safely. Our goal is to encourage each child to become independent and do as much of this routine by themselves as possible! Doors will automatically lock at 8:15, so if you arrive late, you'll need to ring doorbell and get buzzed in at Door#1, our Main Entrance.

For those going home at 11:30, pick up is at Door#1 where staff will be waiting with the children.

For those going home during session 2, please ring doorbell at Door #4 where staff will let you in.

Children are to be picked up within 5 minutes of class dismissal times (by 11:35 or 4:35). After 3 late pick-ups, a \$1.00 per minute fee will be charged. If you must be late, please notify the teacher in advance of that day, if possible, or call the office as soon as possible. If someone else will be picking up your child, please give the teacher advance notice--either written or verbal. Please ask the person picking up the child to be prepared to show a photo ID. An "Authorization to Pick Up My Child" form must be completed before school begins. Children will only be released to individuals listed on this form.

If the child is not picked up by closing time, staff will call the parents/guardians or the emergency contact person. If neither can be reached, staff will remain at the center for one additional 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 for the parent regarding the situation and a phone number to call. Under **NO** circumstances will staff transport a child.

Absence

Please do us the favor of calling the school office, at 952-432-5527, or email your child's teacher, to let us know that your child will be late or absent, both for illness or other reasons. Absences or vacations do NOT affect tuition.

School Supplies

In order to keep expenses low, we ask that the parents help provide some basic supplies each year, such as glue sticks, crayons and a folder. Children are encouraged to bring a backpack which will enable them to get all their art projects and personal possessions home safely as well as give them a sense of responsibility and ownership. You may also want a separate sturdy bag with handles in which to hold all the outdoor winter gear if your backpack is not large enough. Children who stay for session 2 will need a separate sturdy bag with handles to hold any rest time blanket, etc. to be kept at school during the week and taken home on weekends to be washed.

Transportation and Field Trips

There is no transportation provided for regular attendance for children while enrolled in our program.

One or two field trips are typically planned sometime during the year. Parents will be notified with details well in advance of the chosen date. A school bus company will provide transportation for any trips. The teacher in charge will always have available a cell phone, first aid kit, and parents' emergency phone numbers on these trips. A limited number of parents will be invited to join us, depending on seats available.

Birthdays

We enjoy celebrating each child's birthday and the unique way God created them at school! For children with summer birthdays, we'll celebrate their ½ birthday. If you are planning a party outside of school and want to invite some of your child's classmates, please do so discreetly, to avoid hurt feelings. If you desire to bring a treat to school in honor of your child's special day, please bring simple non-food items, like stickers, a classroom game or classroom book. However, you are NOT obligated to bring anything! We do not want sweet treats, like cupcakes, cake or cookies. They are often messy, and contain too much sugar! If you do bring a food item, it must be store-bought, pre-packaged, and labeled with a list of ingredients, and will be sent home with each child to eat there.

Nap and Rest Policy

Children who stay for the afternoons will be having a rest/nap time which is consistent with the developmental level of the children. Each child will be provided a quiet area and cot. There will be clear aisles and access on at least one side. Cots will be placed head-to-toe to help social distancing. After a 30 minute rest time, children will not be required to remain on their cot, but are welcome to if needed. Children will be asked to provide their own small blankets which must be taken home and washed weekly. Cots will be disinfected daily.

Clothing and Personal Belongings

Children will be participating in messy activities inside and outside. Therefore, they should wear comfortable, washable play clothes. "Paint shirts" are provided to help lessen messes but are not "fool-proof"! Socks and shoes are expected – No open-toed shoes/sandals are allowed for safety reasons. Children run and move best in proper fitting, non-slippery shoes. **We ask that an extra change of clothing be labeled with your child's name and put in a ziplock bag and kept at school in case of accidents.** Daily exercise and outdoor activities are possible, so please make sure your child is dressed appropriately for the weather. Dressing in layers, or packing for changes in temps/weather is encouraged! Since we are striving for independence, the easier it is for your child to manage his/her own clothing/shoes, the better! **Velcro shoes are best for this age!** Please mark backpacks and all outer clothing, boots, bags and folders with your child's name. Please encourage your child to leave his/her toys at home. If a child brings a toy to school, he/she will be asked to leave it in his/her school bag to avoid damaged or broken personal belongings, and to help prevent the spread of germs.

Snacks/Meals

Snacktime in school is an important time when we are practicing pro-social behaviors while giving our bodies necessary nutrition! Part of our curriculum goals includes teaching healthy eating habits! We especially want to encourage trying a variety of fruits and veggies! This year we are going to ask every family to take turns providing part of the daily snack for the entire group! We will ask you to sign up for providing a specific snack item on a monthly basis. The following guidelines will help you choose brands

Healthy Snack Guidelines

- To help provide healthier snacks, we ask that you choose products containing whole wheat/grain (listed as first ingredient on label) and are low in sugar and saturated or trans fats (listed as “partially hydrogenated oils” on ingredient list).
- For the safety of children, we ask that snacks be peanut free. When possible, avoid products that list peanuts in the ingredients or say “May contain Peanuts or Tree Nuts” or “Manufactured/Processed in a facility that also manufactures products containing Peanuts or Tree Nuts.”
- Staff and students will be required to wash hands before and after snacks and meals. Sanitation procedures and practices for food will be in accordance with licensing and health department guidelines.
- All food items need to be brought to school in the original, unopened, store-bought container.

Suggested Pre-Packaged Snack Food Choices

Brand	Type of Food
All brands	Applesauce or canned fruit (lite or no sugar added) low fat popcorn, puff corn, pudding or jello cups, yogurt, string cheese, cheese sticks
Annie’s Organic	Crackers
Back to Nature	Crispy Cheddars, Classic Rounds, Harvest Whole Wheats or Crispy Wheats Baked Snack Crackers
Earth’s Best	Crunchin’ Crackers, Crunchin’ Grahams, Letter of the Day Cookies
General Mills	Cheerios Cereal
Kashi	Mighty Bites Cereal
Keebler	Club Crackers (Original, Multi Grain), Graham Crackers
Kellogg’s	Nutri-Grain Cereal Bars, fruit snacks
Nabisco	Teddy Grahams, Graham Crackers, Barnum’s Animal Crackers, Chicken in a Biskit Crackers, Fig Newton Cookies, Wheat thins (Original, Harvest & Garden Vegetable), Triscuits, Ritz Crackers (Whole Wheat, Original, Dinosaurs)
Pepperidge Farms	Goldfish Crackers (Cheddar, Whole Grain, etc)
Rold Gold (or Old Dutch)	Pretzels tiny twists or classic (pretzel sticks)
SunMaid	Raisins
Sunshine	Cheez-it Baked Snack Crackers: Cheddar, White Cheddar, Jack Cheese

Lunch

Students staying for lunchtime will either need to provide their own boxed lunch or order restaurant-prepared Hot Lunches.

Home-packed lunches need to meet the USDA Food and Nutrition guidelines (see below) and if they do not, the school is required to supplement the lunch with the missing food. (Parents may be charged a fee to reimburse us for the missing food component we needed to provide.) So please be sure to send the appropriate healthy foods each day!

Hot Lunches from a restaurant may be ordered, for additional cost, on a monthly basis. Examples from past years include: Little Ceasar's pizza, LeeAnn Chins, Blue Ox Sandwich, Chick-Fil-A. Depending on which meal you choose, sometimes additional food items will also need to be supplemented from home. For example: a fruit would need to be added to the pizza meal.

Lunch Requirements

Food components	Ages 3-5 Amounts of Food per meal
1 milk – 1% or skim	$\frac{3}{4}$ cup
1 fruit 1 vegetable Juice, fruit and/or vegetable (100%, no water added)	$\frac{1}{4}$ cup $\frac{1}{4}$ cup
1 grains/bread (Whole-grain or enriched meal or flour) Bread or cornbread or biscuit or roll or muffin Cold dry cereal or pasta or noodles or grains or tortilla	1/2 slice 1/2 serving 1/3 cup
1 meat/meat alternate Meat or poultry or fish Alternate protein product Cheese Egg Cooked dry beans or peas Yogurt (Because of unknown peanut allergies, please refrain from packing PEANUTS . If a known peanut allergy exists in our classroom, you will be notified and asked to only pack appropriate foods so as not to risk exposure for those affected by this allergy.)	1 $\frac{1}{2}$ oz. 1 $\frac{1}{2}$ oz. 1 $\frac{1}{2}$ oz. $\frac{3}{4}$ 3/8 cup 6 oz.

- Good Shepherd School will offer 1% milk for all students.
- Label your child's lunchbox with their first and last name.
- Microwave use will NOT be available. Please use a thermos to keep items warm.
- Include eating utensils and an ice pack, if needed!
- Please pack all foods in ways to help your child be as independent as possible when eating, i.e. cutting foods ahead of time into manageable bites, peeling oranges, cutting grapes to avoid a choking risk!

Pets

Classroom pets such as gerbils, turtles, hamsters or goldfish may be present on occasions in the classroom. Parents will be notified in advance if this is to occur. Please inform us if your child has an allergy to animal dander. Please ask the teacher in advance if you'd like to have a family pet, such as a dog or cat, visit the classroom. You will be asked to provide proof that all pets are licensed and vaccinated following local health department requirements. Center staff will care for pets following proper sanitation procedures. Immediately after contact with pets, children and adults will wash their hands.

Discipline Policy

In Proverbs 23:13 we read "Do not withhold discipline from a child." Children are taught to make age appropriate, God-honoring choices and to be obedient to the teacher and to respect their classmates.

Children are dealt with constructively at all times. The teacher uses love, encouragement, and praise, with an emphasis on desirable characteristics. When appropriate, the teacher gives children choices or redirects the activities. If necessary, a child may be separated from the group (within the classroom, in view of the teacher) until the child can change his/her behavior, in an attempt to teach him/her to live with the logical consequences of his/her actions. Any severe behavior problems will be brought to the attention of the child's parents and, if necessary, the school principal. The school reserves the right to remove a child after consultation with parents and the Principal when the welfare of the child and/or rest of the group would make this advisable. Good Shepherd does not practice corporal punishment in the disciplining of our children. A complete written behavior guidance policy is on file and available for review at any time.

School Pictures

A representative of a school photo company will take individual pictures during the fall. Please see the school calendar for exact dates. We'd like all children to be photographed for school photos so that they can be included in the class composite page, but you are not obligated to purchase any packages.

Experimental Studies/Photographs

Should an opportunity arise, written parental permission will be obtained before each occasion of any research, experimental studies, or public relations activity involving your child. However, you will be asked to sign a *general* Parental Authorization at the beginning of the year giving permission for staff to photograph your child during class sessions. We also like to share pictures via our private classroom facebook pages to give you fun glimpses of your child's day to help stimulate conversations of lessons at home!

Parental Involvement

There may be opportunities for parent helpers for special projects/activities in the classroom. Let the teacher know of your interest and availability. Special events which parents often enjoy together with their child and his/her classmates could include: STEAM Night, Thanksgiving Feast, Christmas Program, Grandparents Week, Valentine's Party, End of School Program, Picnic and field trips.

Parent/Teacher Communication

Good communication between home and school is vital for achieving our mutual goals of working together for your child's benefit and optimal learning potential. To begin setting the stage for that relationship and to help make the transition from home to school a successful one, we often try to make a home visit in August to get to know your child

on his own “turf”. If that is not feasible, or you do not desire this opportunity, we will make every effort to schedule a private visit at school.

Scheduled parent-teacher conferences will be offered and highly encouraged twice a year (Fall and Spring) to anyone who wishes to participate. These conferences will include information on your child’s intellectual, physical, social and emotional development. If you have specific concerns and feel there is a need for additional conferences, feel free to contact the teacher. A Progress Report will accompany these face-to-face conferences. All assessments and records will be kept confidential. You are welcome to observe the class anytime, however in the interest of developing a smooth routine for our classroom, please delay your visit until school has been in session for a number of weeks in the Fall. Weekly classroom newsletters, as well as Good Shepherd’s weekly “Panther News”, will be sent via email (or paper if requested). Phone calls, emails, “zoom” meetings, or notes to the teacher are all welcome to keep the lines of communication open! Please let teachers know if there are any unusual circumstances that may affect your child’s behavior that day. You are your child’s primary teacher. Reinforcement of school lessons is necessary for optimum learning. The teacher strives to communicate details of the school day with you for discussion starters at home. Suggestions and input from you are highly valued!

Tuition Payments

Tuition is due each month and will be electronically withdrawn from your checking or savings account, unless you choose to pay in full in August for the upcoming year. A financial agreement form to establish electronic withdrawals must be completed before school begins. There will be no refunds or credit for absences or for unscheduled school cancellations.

Enrollment/Withdrawal Policy

Children that are 3, 4 or 5 years of age by September 1 of the school year term they enter are eligible to enroll. Children must be potty trained. In accordance with state regulations, all children attending GSL Preschool must have a physical examination and current immunizations as indicated on the Health Care Summary. This form must be completed by each child’s doctor and returned before school starts in fall in order to attend class.

We assume that when you register your child, it is for the full year (Sept. – May). A two-week notice is requested if you plan to remove your child from the program. If tuition was paid in advance, a pro-rated refund will be given, but only on a monthly basis. (For instance: If tuition was paid in full, but the family must relocate during the 2nd week of April, only 1 month of tuition would be refunded.) If any other fees were paid in advance, they will not be refunded.

Registrations will begin January 1 for returning students, their siblings and members of Good Shepherd Church. Beginning the end of January at our Open House, open spots will be filled from the general public. **A non-refundable \$110.00 fee** will be required at that time to hold your spot for the following fall.

Emergency School Closings

Good Shepherd Lutheran School is located in the Public School District #196. (Note: ISD # 196 includes Rosemount, Apple Valley, and Eagan. Even though our school is physically located in Burnsville, we are NOT in the Burnsville School District #191). In the event of severe weather in the winter, whenever ISD #196 is closed, we are also closed. Please watch KSTP Channel 5 TV for possible school closing announcements or tune in to WCCO - AM830 radio, or go online:

www.wcco.com/schoolclosings We will plan to email a Special announcement of any school closing through Panther News as soon as possible.

Health Regulations and Policies

Three health record forms must be completed and on file before attendance:

- **Immunization Record:** This record must give dates (month, day, and year) of immunizations your child has received. It must be current and is due and must be on file before attendance. Records must be updated whenever your child receives additional immunizations.
- **Health Care 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 licensed health care**. This form must be on file before attendance.
- **Health Information Form**

Dietary modification because of special dietary needs shall be made under the direction of a licensed health care provider. Written permission from the child's parent/legal guardian and the child's licensed health care provider is required. Dietary modifications for religious reasons require only written parent/guardian permission.

Illness or Injury

If your child will not be in school for the day, please notify the school office at: 952-432-5527.

General Illness:

A preschool child should be well enough to play outside and be in close association with other children. We ask that for the protection of all children, you keep your child at home if he/she shows any signs of unexplained rash or diarrhea in the last 24 hours, or inflammation of the eyes, ears, or throat, or intestinal disturbance. Children need to be fever-free (under 100 degrees Fahrenheit), without the use of fever reducing medications, (i.e. Tylenol or Ibuprofen) for a minimum of 24 hours prior to returning to school. Please keep your child home if he/she has a severe cold with heavy mucus draining from the nose or a continual cough, which could be contagious to others. If your child should become ill or injured at school, we will try to make your child comfortable and separate him/her from the rest of the children until a parent or other authorized person arrives to take the child home. A staff member will monitor the child at all times. If staff deems it necessary, the child's health care provider will be contacted.

In the event that your child has been medically diagnosed with a communicable disease, we will follow the appropriate health authorities' recommendations to provide information to parents/guardians of all exposed children. The preschool program will notify the parents/guardians of exposed children on the same day or within 24 hours by a notice that will be emailed to parents, or a verbal face-to-face communication. A written notice may, at times, be sent home for the parent/guardian to read.

Parents/guardians are required by State laws and our center policies to inform the center within 24 hours, exclusive of weekends/ holidays, if their child is diagnosed with a communicable disease.

See Appendix A for more information on Exclusion of Ill Children for General Illness

See Appendix B for information on our plan for Mitigating COVID 19

First Aid / Emergency Procedures

Staff has had current Pediatric First Aid and Infant/Child CPR Training and will administer first aid for minor bumps, bruises, or abrasions. A first aid kit will be readily available in the classroom and school office. In case of serious injury or illness, we will call 911. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. Parents, or the person designated as an emergency contact, will be notified as soon as possible. An attempt to contact your child's source of health care may also be made. **Staff will not transport children.**

Medication

Please complete the Medication Permission Form if your child needs any medication while in our care. Bring a copy of the drug information sheet that comes with the medication or write the common side effects on the Medication Permission Form.

Prescription medication

Prescription medication will only be given with **written authorization** from the child's licensed health care provider (i.e., prescription label) and parent/guardian. Please let your child's teacher know about medication your child is taking at home, too. Staff will help you look for side effects from the medication and let you know if any are seen.

Prescription medications will be given only as prescribed by a licensed health care provider. The prescription must be current, in the original container and may be given only to the child whose name appears on the label. This includes over the counter dietary supplements. Please ask the pharmacy to **split the medication into 2 containers** -- one for home and one for school.

Over the Counter Medication

We will give over the counter medications only with written permission and instructions from the parent/guardian and licensed health care provider. These products must be used according to the manufacturer's instructions. If the dosage or instructions differ from the manufacturer's instructions, written instruction from a licensed health care provider will be needed. Outdated medications will not be given. All medications must have a legible label on the container. Your medication container will be returned to you when it is completed. Insect repellents and sunscreens need written parental approval only. Containers must be labeled with the child's first and last name and date.

Sunscreen

A very limited use of needing/using sunscreen is anticipated, i.e. if we plan on being outside in direct sunshine longer than 30 min. at a time in spring. An Over-the Counter brand for Sensitive Skin for children will be used according to the manufacturer's directions. If you would prefer to supply your own sunscreen, please provide the store-bought container labeled with your child's first and last name, and bring it in a clear ziplock bag. You will need to sign a permission form upon registration indicating that you understand this policy.

Fire, Weather, Dangerous Intruder Emergencies

Our school has written plans and procedures for fire, severe weather and dangerous intruder emergencies. All staff and children will be required to participate in monthly fire drills to acquaint the children with orderly and immediate evacuation procedures. Weather related emergency drills and dangerous intruder drills will also be practiced regularly. Our detailed procedures, including evacuation locations, are available for review at any time.

Abusive Head Trauma/Suspected Child Abuse and Neglect

We support the health and safety of all children we come in contact with and desire to educate parents/guardians in possible risks and prevention of AHT (Abusive Head Trauma). All staff have been trained. See this web site for good reminders on how to protect your child from AHT: www.kidshealth.org/parent/medical/brain/shaken.html#

All preschool staff are required by Minnesota law to report any suspected incidents of child abuse or neglect to authorities. See *Appendix C*.

Health Consultation Services

Our program receives health consultation services from MN Child Care Health Consultants, Inc. (MNCCHC), 2475 Keller Road, Long Lake, MN 55356, 612-500-1880. All Health Consultants are Registered Nurses with certification in Public Health.

Special Needs

Parents/guardians have the responsibility to inform the center when their child has any **special medical conditions, needs or allergies** so that we can provide appropriate care and support.

If your child has a special need and is (one or more of the following):

- eligible for case management through the state and has an Individual Service Plan (ISP),
- receiving services through the local school district and has an Individual Educational Plan (IEP),
- 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 Program Plan (ICCPP) with you that will assist us in meeting 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 should be trained to perform a new skill, we will ask that you arrange for this training. If staff feels that we cannot adequately meet the needs of your child we may need to discontinue enrollment. In that case, you would receive a prorated refund of any tuition paid in advance.

Spiritual Opportunities for your Family

Even if you are not a Good Shepherd member, we would welcome the opportunity to have your family worship with our Good Shepherd family! In fact, the Preschool children will prepare songs to sing in church about 2-3 times during the year and we hope you will be blessed by giving your child this experience. There are also Bible classes offered on Wednesday evenings for your entire family! You are always welcome! Our Pastor is also happy to meet with you privately if you have any needs or spiritual questions.

Service times are: Sunday mornings at 8:00 and 10:00. Our services are also live streamed and can be accessed from our website.

Non-Discriminatory Policy

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

Appendix A: General Exclusion of Ill Child -non COVID-19

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

We also must exclude any child:

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

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

Chicken pox	Until all the blisters have dried into scabs and no new blisters or sores have started within the last 24 hours; usually by day 6 after the rash began.
Diarrhea	Until diarrhea stops or a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or watery, bloody, or mucus-containing stools.
Mouth Sores With Drooling	Until a medical exam indicates the child may return or until sores have healed.
Fever	<u>Axillary</u> (armpit) temperature: 100° F or higher; or Oral temperature: 101° F or higher, when accompanied by behavior changes, or other signs or symptoms of illness. Measure temperature before giving medications to reduce fever.
Impetigo	Until treated with antibiotics for 24 hours and sores are drying or improving.
Lice (head)	Until first treatment is completed and no live lice are seen.
Rash	Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (i.e., chickenpox, measles, roseola, rubella, shingles, strep throat).
Respiratory Infections (Viral)	Until child is without fever and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.
Ringworm (skin & scalp)	Until 24 hours after treatment has been started.
Scabies	Until 24 hours after treatment has been started.
Signs/Symptoms of Possible Severe Illness	Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child; should be evaluated by the child's health care provider to rule out severe illness.
Streptococcal Sore Throat	Until 24 hours after antibiotic treatment begins and child is without fever for 24 hours.
Vomiting	Until vomiting stops. Vomiting is defined as two or more episodes in the previous 24 hours.

When a child in our care has been medically diagnosed with a communicable disease, we will follow the appropriate health authorities' recommendations to notify parents/guardians and provide information to parents/guardians of any exposed children the same day or within 24 hrs. by email or a written notice.

Parents/guardians are required by State laws to inform our program within 24 hrs., exclusive of weekends/holidays, if their child is diagnosed with a communicable disease.

Appendix B: 2021-22 Policy for Mitigating COVID 19

As of the date of this document, we plan to start school like normal in September with in-school learning each day. While the measures described below will not eliminate the potential for COVID-19 spread at the school, they are accomplishable tasks we can take and plan for that will reduce the potential and impact of illness in the school and still provide a safe, healthy, and age-appropriate environment. If we need to enact different or more aggressive measures during the year, you will be notified.

COVID-19 Program Coordinator

The principal and preschool director will be the main points of contact. They will work with the school nurse and communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, students/families, school and local health officials.

Handwashing

Students and staff will wash hands often and thoroughly throughout the day, especially upon arriving and leaving the classroom each day, after using the bathroom, before and after eating, after being outside, after blowing nose, coughing, or sneezing. Students will be taught to wash for about 20 seconds while singing songs.

Cleaning and Disinfecting and Materials Handling

There will still be a certain level of risk in preschool with handling materials because preschoolers need to learn prosocial behaviors, which means we will still be sharing toys and working together. However, care will be taken to provide individual supplies and materials when appropriate, and items will be cleaned, disinfected and rotated out of use as much as possible. We will teach children to place toys that become mouthed or sneezed on, in the “Wash-Me” bucket to be cleaned before using again..

No toys/items from home, without the teacher’s prior consent, will be allowed in school.

Masks

We are NOT mandating wearing masks, however we fully support students or staff members who choose to wear a mask.

Sickness

Parents are strongly encouraged to keep students at home with the following symptoms:

- **More common symptoms** -fever of 100.4 degrees Fahrenheit or higher; new cough or a cough that gets worse; difficulty/hard time breathing; and new loss of taste or smell
- **Less common symptoms** - sore throat; nausea; vomiting; diarrhea; chills; muscle pain; extreme fatigue/feeling very tired; new severe/very bad headache; and new nasal congestion/stuffy or runny nose
- Not sure what to do? Remember this little slogan: **If in doubt, keep them out.**

[What to do if you have COVID-19 or have been exposed](https://www.health.state.mn.us/diseases/coronavirus/schools/plan.html)

<https://www.health.state.mn.us/diseases/coronavirus/schools/plan.html>

Appendix C: Maltreatment of Minors, Mandated Reporting Policy for DHS Licensed Programs

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected 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 9-1-1
- 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) 431-6500.
- 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 at 952-891-7400 or local law enforcement at 9-1-1.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends or holidays.

Failure to Report

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

Retaliation Prohibited

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

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 DAYS and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

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

The internal review will be completed by the program director.

If this individual is involved in the alleged or suspected maltreatment, the school principal will be responsible for completing the internal review.

Documentation of the Internal Review

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

Corrective Action Plan

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

Staff Training

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