



**MINNEHAHA
ACADEMY**

Preschool Parent Handbook

2018 - 2019

MINNEHAHA ACADEMY | 4200 WEST RIVER PARKWAY | MINNEAPOLIS, MN 55406
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MINNEHAHA ACADEMY

Minnehaha Academy Mission Statement

To provide high quality education
integrating Christian faith and learning.

Minnehaha Academy Core Values

Distinctively Christian

We encourage one another to become authentic followers of Jesus Christ.

Exceptional Academics

We pursue truth and excellence in all educational experiences.

Cultivating Potential

We help each person discover and develop his or her unique gifts and talents.

Caring Community

We share a unity that is based on care for one another rather than conformity.

Welcome to Preschool!

Philosophy

It is Minnehaha Academy's goal to create a loving, Christ-centered environment where each child feels safe, accepted, and valued. We believe that children learn best when they are actively involved with their environment and engaged in meaningful activities that promote cognitive, social, emotional, physical, and spiritual growth. Because there are many ways to learn, we provide activities for auditory, visual, tactile, and kinesthetic learners.

Our curriculum supports our belief that young children learn best through play. We believe strongly in following developmentally appropriate practices for preschoolers. At the same time, we fully prepare our students to be successful students. Extensive time is spent on building a strong foundation for reading and mathematics.

Curriculum

Minnehaha Academy is proud to be a Four-Star Parent Aware preschool, and we are committed to providing children with the best early childhood learning experiences. Minnehaha Academy's licensed preschool emphasizes social development and readiness activities both as preparation for kindergarten and as the foundation for future learning. Minnehaha Academy utilizes a curriculum called The **Creative Curriculum®** for Preschool, which helps teachers build children's confidence, creativity and critical thinking skills, and promote positive outcomes. Children are provided with developmentally appropriate opportunities to acquire new skills. Play is important for the development of imagination, self-confidence, creativity, and problem solving.

Through observation, we monitor each child's progress and provide materials for further exploration and development. We foster a love of learning and encourage the children to become independent, self-confident, and inquisitive learners. Using hands-on learning centers, children are encouraged to experiment with science, math, language, art, music, and reading.

We create a rich and fun environment by having our young learners experience blocks, manipulative games, creative dramatics, stories, puppet shows, cooking, and sensory experiences. Our students grow socially, emotionally, physically, intellectually, and spiritually and leave our preschool well prepared for the academic challenges of kindergarten. Our program complies with the licensing standards set by the Minnesota Department of Human Services.

Hours

Three-Year Old Programs

Partial Day

Part-time: Monday/Wednesday/Friday from 8:35 a.m. - 1:00 p.m.

Full-Day: Monday/Wednesday/Friday from 8:35 a.m. – 3:10 p.m.

Full Day

Part-time: Monday/Wednesday/Friday from 8:35 a.m. – 1:00 p.m.

Full-Time: Monday – Friday from 8:35 a.m. – 3:10 p.m.

All children enrolled in the three-year-old program without the afternoon extension (1 p.m. – 3:10 p.m.) must be picked up at 1:00 pm each day. Please be sure to pick up your child on time so as not to disrupt the activities of the rest of the class. If you are late to pick up your child a fee will be assessed to your account.

Four-Year Old Programs

3-day four-year olds: Monday/Wednesday/Friday from 8:35 a.m. - 3:10 p.m.

5-day four-year olds: Monday - Friday from 8:35 a.m. - 3:10 p.m.

Specialists

Children participate in specialists throughout the week on a 6-day rotation. The 3-year old class has P.E., library and music. The 4-year old class has library, art, music and P.E. Specialists occur in the morning before lunch. Additionally, all preschoolers participate in Redhawk Rally on Day 1 and PreK chapel on Day 4 (9:00-9:25 a.m.) in the chapel. Teachers will provide parents with a weekly schedule of specialists. Children are walked to and from these specialists with teachers and aides, and the 10-1 ratio is always maintained during the specialist time. Children are always supervised in the hallways.

After-school Care

After school care is available for both the three-year-old and four-year-old program through the Fun-N-Friends Program. Contact the Director, Holly Larson, at 612.728.7745 ext. 2 for more information. Fun-N-Friends information is also available on the Minnehaha Website. **Before school care is not available.**

Conferences

Before school begins in the fall we will schedule an initial conference. The purpose of this conference is to give the parents and their child a chance to visit school together and meet the teacher. Additional conferences will be scheduled twice during the year, in the fall and spring. The conferences are an important time to dialogue with parents about each child's progress; we deeply value these opportunities to talk with parents! Teachers are also available for additional conferences as needed.

Visitors

Parents are welcome to visit their child's classroom. A parent or legal guardian of a child will be allowed access to their child at any time while their child is in care.

Attendance

Students are expected to be in school except for the following:

- Illness
- Family emergencies
- Doctor or dentist appointments

If a student is absent, a parent is requested to call the school and/or send an email to the classroom teacher as soon as possible.

Drop-off and Pick-up Policies

Parents or another designated individual must escort the child to and from the classroom each day and sign them in and out. Please remain with your child until the classroom doors are opened by the teacher and/or aide. The preschool school day begins at 8:35AM. If a child is not picked up by 3:10, he/she will join the Fun-N-Friends program and parents will be charged accordingly. Children will be dismissed only to designated individuals (13 years or older (siblings) or adults (18 years or older) on the forms. Please let the teachers know in writing if someone different is picking up your child; in these cases, the alternate pick up/drop off form must be completed and brought to your child's teacher. During the first parent-teacher conference, teachers will discuss how your child will be transported to and from school.

Fire Drills/Tornado Drills/Lockdowns

It is important to train students in school safety procedures. Throughout the year we have several drills: Fire Drills, Tornado/Severe Weather Drills, and Lockdown Drills. Students are provided specific instructions for each type of drill and the drills provide important opportunities to practice the instructions. Preschool children will have a monthly fire drill and periodic practice of other emergency situations. Each classroom has the procedures posted in the event that a substitute teacher is in the classroom at the time of a drill or live situation. Parents will also receive a copy of MA Preschool's Emergency Plan at the initial conference.

Snacks

Preschool children have two snacks per day. We will supply one snack and the other snack will come from home. Parents are asked to provide **two healthy snacks** from two different food groups for their child each day. Some suggestions for your child include: yogurt, muffins, crackers, fresh or dried fruit (ready to eat), vegetables and dip, etc. Water will be available to children throughout the day, and apple juice will be served during one snack time. Because many students at Minnehaha have life-threatening allergies to peanuts and/or nuts, all classrooms are peanut and nut free. Please do not send any snacks that contain peanuts or nuts or are processed in a facility with tree nuts. If your child has any kind of food allergies, please make sure he/she has appropriate snacks in their cubby at all times.

Lunch

Children will have lunch in their classroom from 11:45 a.m. – 12:30 p.m. Students will be required to bring a cold lunch to school each day. Due to supervision requirements,

preschoolers will not be able to buy lunch at school. According to DHS licensing requirements, **every lunch should include whole grains, at least one protein, dairy (unless dairy-free), vegetables, and fruit.** If you desire to send something warm, a thermos is a good solution. We understand that packing a lunch can be challenging at times. We will offer you a list of healthy lunch ideas at our initial conference. Because many students at Minnehaha have life-threatening allergies to peanuts and/or nuts, all classrooms are peanut and nut free. Please do not send lunches that contain peanuts or nuts or that have been produced in a facility with tree nuts. Sunbutter is a good, safe alternative to peanut butter.

Milk can be purchased through our contracted lunch provider, Taher, for \$.40. Milk money should be pre-paid online through MySchoolAccount, which is the platform used by Taher: www.myschoolaccount.com, or by check made to Taher and left in the front office. *Please include your child's name and account number in the memo line.*

Pets

From time to time we may have various pets visit us at school. There is much that can be learned from caring for and observing animals. If your child has an allergy to particular pets, please bring this to the attention of the teachers.

Nap Time

All preschoolers will have a rest time (1:30-2:00) during the afternoon after lunch and recess. Each child has his/her own designated cot. We request that each child bring a labelled blanket, a small pillow (optional) and one small stuffed animal. **Every Friday, we will send home the cot items to be washed over the weekend. Please return them to school the following Monday.** While it is *not* required for children to fall asleep, children are expected to rest quietly on their cots for 30 minutes to give their bodies and minds a rest and to show consideration to other children who may need a nap. Children will be given an afternoon snack and will participate in quiet table activities until all children are awake or until 2:30. During initial conferences, the teachers will ask you to share your child's napping habits.

Clothing

Outdoor clothing should be appropriate for the weather and easy for the child to handle since children will be going outdoors every day, weather permitting. Children will be encouraged to dress themselves as much as possible. When purchasing new clothing for your child please consider Velcro shoes and clothing that children can put on independently. Please mark all of your child's clothing as well as other articles that are brought to school. We also request sending a separate Ziploc bag of weather appropriate clothing such as underwear, shirt, pants and socks to keep at school in the event of an accident.

Toys

The preschool teachers provide special opportunities for the children to bring toys from home to show their classmates during such times as Show and Tell. Outside of those specific opportunities toys should be left at home.

Field Trips

During the school year, the four and five year olds will be taking several field trips. Permission slips will be sent home for each field trip. You are asked to sign a walking field trip permission

slip to cover the entire year (this form is found in “my backpack”). This will cover walks in the neighborhood. When field trips require transportation, Department of Human Services regulations and Minnesota law will be followed.

Behavior Guidance

Everyone in the MA community is responsible for doing their part to build positive connections and trust. At Minnehaha Academy, we are committed to maintaining a climate where all individuals feel safe and valued. In order to have a vibrant, healthy environment where students thrive, we hold all students to high standards of behavior.

What We Believe:

- Every person is worthy of respect.
- Every person is worthy to be safe, to feel safe, and to be free from danger.
- Students attend school to grow academically, behaviorally, socially, and spiritually.
- Learning is enhanced by the establishment of rigorous expectations.

Student Expectations:

Respect: Showing care for God, others, property, and myself

Attitude: Choosing the way I think think or feel towards work and others

Cooperation: Working together to create community

Effort: Trying my best in all things

Responsibility: Using what I know to make good choices

Self-Control: Managing my actions and word

General School Rules:

I will follow directions in a timely manner.

I will keep my hands, feet, and body to myself.

I will put people up, not down.

I will walk in the building always.

I will use all materials and equipment properly.

Becoming a part of a more structured group situation such as preschool is a new experience for most children. For some, the adjustment is easy. For others, it is more difficult. Our goal is to guide children’s behavior in a positive, caring way. Changing activities, suggesting a new play area or different seating arrangement, distracting the child with a story or a chance to “help” the teacher are a few examples of strategies we might use. The teachers will encourage children to choose positive behaviors and help them with words to say and choices that are acceptable alternatives to behavior problems. If problems persist, parents will be notified and a conference will be scheduled to problem solve together.

Biting Policy

Sometimes children get overwhelmed or frustrated and will unfortunately bite other children during their preschool years. We want to be supportive of parents/caregivers as they teach their children not to bite, while at the same time protecting other children in our care.

If a bite does occur, we will first direct attention to the child who was bitten. The child will be evaluated by the school's registered nurse. After being evaluated, the nurse may suggest that a parent/caregiver seek medical attention for a child if the bite they received breaks the skin.

If further medical attention is not required, we will continue to help the child who was bitten calm down and re-enter play when they are ready. If a child is bitten, the teacher will talk with the parent/caregiver when they come to pick up their child if they were not contacted by the school nurse.

We will also respond to the child who did the biting. We tell the children that biting is not acceptable. We will encourage them to use their words and teach them how to handle their feelings in a positive manner. If a child bites another child, the parents/caregivers will be notified of the incident. Our exact response will vary based on circumstances including the age of the child, number of times the child has bitten another individual, etc., but our message will always be that biting others is not okay.

We will partner with both the parents of the child who was bitten and the child who did the biting to develop a plan in an effort to prevent a recurrence.

Recess & Playground Procedures

Weather permitting; all students participate in outdoor recess every day. Please dress children in appropriate play clothes. Children will participate in recess play from 12:00-1:00 p.m. each day. Students are expected to dress for safe and healthy participation in outdoor activity. Students are required to participate in recess unless they have a written release from home or a medical provider.

Recess Attire & Weather Conditions

Students are required to be appropriately dressed for weather conditions and outdoor recess. Please insure your child is dressed appropriately for the current day's weather conditions. Once snow has fallen on the ground, we require students to have a jacket, snow pants, gloves, hat/head covered and boots to participate in outdoor recess. If students are inadequately dressed, they will be sent to the office for recess and a reminder will be sent home.

We monitor weather closely. If the temperature and wind chill drop below 0 degrees we will have indoor recess for students.

Please label every item of clothing or equipment your child brings to school, with your child's first and last name. Unclaimed items will be kept in the school's Lost and Found located near the school cafeteria. Unclaimed items at the end of the year will be donated to the Minnehaha Academy Arena Sale.

Playground Rules

In order to ensure that the playground experience is fun and safe for students, we expect all students to display RACERS behavior expectations. Specific rules pertaining to recess are clearly communicated to students at the beginning of the school year in addition to being posted near the playground equipment.

RACERS on the playground and at recess

Respect	Using kind words and including all individuals
Attitude	Staying positive and calm
Cooperation	Following school and game rules
Effort	Trying your best
Responsibility	Owning your actions, words, and using equipment for its intended purpose
Self-Control	Not using your body for harm and staying in playground area

Research and Public Relations Information

Written permission will be obtained from parents before any child is involved in an experimental research or public relations activity.

School Closings and Late Starts

School closures and delays can be caused by a variety of reasons outside of our control including infrastructure (e.g. utilities or water) and weather conditions. While we understand that closings and late starts can be inconvenient, Minnehaha Academy works hard to keep our instructional calendar intact. However, the ultimate consideration is always student safety.

All instances of school closure or late start will be announced on the Minnehaha Academy website by 5:45 a.m. so that families can make necessary adjustments based on their individual circumstances. Additionally, families will receive an email notification from school administration. The decision to make an announcement by 5:45 a.m. means that we will not have complete bussing information, so our announcement will advise you to check the website for further updates about bussing. We typically receive complete bus updates by 6:15 a.m. This information is also published on designated local news outlets.

Grievance Policy

If your family has concerns regarding the Minnehaha Academy Preschool program, follow the procedure listed:

- a. Make an appointment with the teachers as soon as possible.
- b. Voice your concern both in written and verbal form.
- c. If you do not get satisfaction after meeting with the teachers, bring the concern to the attention of the South Campus Principal within one week.
- d. If you do not get satisfaction after meeting with the South Campus Principal, bring the concern to the President of Minnehaha Academy within one week.

Other concerns

The Department of Human Services – Division of Licensing may be reached at (651) 296-3971.

Health Services Policy

Introduction

The health office is staffed by a Licensed School Nurse or Registered Nurse each day school is in session from 8:30 AM to 3:30 PM. In order to provide for the health and safety of your student, the **Emergency Health Information Form** and **Ibuprofen Consent Form** must be completed/submitted online using the Redhawk Online Registration System (RORS), which can be accessed at: <https://www.minnehahaacademy.net/fis/index.php>. To find the Emergency Health Information Form and Ibuprofen Consent Form, sign into RORS and click the “Online Forms” link on the right side of the screen. **These two forms must be completed at the beginning of each and every school year for all students.** Information will not be stored year to year. Your student will not be able to attend class until these forms are completed and submitted. Technical and sign-in questions can be directed to Betsy Norby, Assistant to the Principal, NorbyBetsy@minnehahaacademy.net.

First Aid and Emergency Care During School Hours (8:30 AM – 3:30 PM)

First aid will be administered by any staff person qualified to administer appropriate first aid. In the event of a serious emergency, 911 will be called. It is expected that parents of children with life-threatening allergies, asthma, or other emergency conditions will notify the school nurse, as well as provide emergency supplies and medications at the beginning of each and every school year. Medication must NOT be expired and medication will NOT be kept over the summer. Any medication not picked up at the end of the school year will be destroyed.

First Aid and Emergency Care Before School, After School, and for Extracurriculars

If your student requires an emergency health plan or medication (epi-pen, inhaler, etc) and attends the before or after school programs, rides a bus, plays a sport, or participates in other activities outside of regular school hours, **it is the parent/guardian’s responsibility to make the appropriate arrangements with coaches, bus drivers, or before/after school program staff. It is the parent/guardian’s responsibility to supply these individuals with appropriate emergency plans, supplies, and medications.** The health office and student’s classroom will be closed and locked outside of regular school hours; any medication stored there will NOT be available outside of regular school hours.

Illness and Communicable Disease

To protect your student and other students, please keep your child home if he/she shows any signs of illness or has a condition determined as contagious by the Hennepin County Human Services and Public Health Department (www.hennepin.us/childcaremanual).

Students should NOT come to school with the following:

- Fever of 100° F (orally) or 99° F (axillary) or higher within the past 24 hours

- Vomiting or diarrhea within the past 24 hours
- An undiagnosed skin rash
- Live head lice (determined by school nurse or parent/guardian)
- A reportable illness or condition determined as contagious, including but not limited to: pink eye (conjunctivitis), chicken pox (varicella), strep throat, impetigo, influenza, ringworm, and scabies
- Significant respiratory distress or unexplained lethargy

Please call the health office if your student has been diagnosed with a reportable illness or contagious condition. In the event that other students are exposed to a contagious illness, written notices of exposure to illness may be sent home with students in the same class.

Students may NOT come back to school until:

- Fever is less than 100° F (orally) or 99° (axillary) for 24 hours **without** the use of Tylenol/Motrin/Ibuprofen
- No vomiting or diarrhea for 24 hours since last episode
- Skin rash is identified and treatment started if prescribed
- Initial treatment for head lice has been done and there are no live lice present
- Completion of 24 hours of treatment for contagious illnesses with antibiotics
- Chicken pox lesions are completely crusted over

Additional guidelines:

- If a student returns to school during the school day after an illness, you must check in with the nurse before he/she returns to the classroom.
- If your child cannot participate in Phy Ed, Gym, or needs to stay in, please send a signed note with that information. If your child will be missing gym or recess for multiple days, a doctor's note will be necessary.

Medication Policy

For the safety of all students, it is recommended that medication be given at home whenever possible. However, if your child requires medication to be dispensed during school hours, the following medication policy will be followed for all medications (prescription and non-prescription).

- School personnel will only give medication with the signed consent of both licensed prescriber AND parent/guardian. The Annual Authorization for Administration of Medication form can be found here: <http://www.minnehahaacademy.net/parents/> under the Health Services heading.
- A new medication consent form is required at the beginning of each school year or if there are any medication administration changes
- Medication must be in the original pharmacy container, including the child's full name, name and dosage of medication, time/directions for administration, physician's name, and current date of prescription. The label must be in agreement with the signed consent.

- Parents/guardians must bring the medication and consent to the health office in person. Students may NOT carry or transport medications.
- Parents/guardians must pick up medication at the end of the school year. Medication and supplies left in the health office after the end of the year will be destroyed.
- The only medications students may self-carry and self-administer are emergency inhalers and epi-pens. The parent AND licensed prescriber must indicate permission to self-carry on the medication authorization form. We encourage older students (5th grade and up) to self-carry/manage emergency medications.

Administration of Non-prescription Pain Medication

Health office personnel may administer Ibuprofen, Cough Drops, or Anti-Itch Cream (Hydrocortisone) to students if parent/guardian consent has been given on RORS. Remember, when possible, administer medication in the home. The following policies apply to the administration of Ibuprofen to students at school:

- The health office will maintain a stock bottle of Ibuprofen for communal usage.
- The medication will ONLY be given as stated on the label based on age or weight
- A physician/licensed prescriber order will be necessary if parents request a different dosage or if the nurse deems necessary for any other reason.

Note: Children/teens should not take aspirin products such as Excedrin because of its association with Reye's Syndrome.

Administration of Topical Lotions, Sunscreen, Chapstick and Bug Spray

Preschool classrooms are required by licensing to have written parent permission to administer these topical solvents before the school year begins. Teachers will ask parents their wishes during initial conferences in the fall. Please do not send your child with the above mentioned lotions.

Immunizations and Physicals

Minnesota Immunization Law requires that children enrolled in school show proof that they have had the required immunizations or that they are exempt. All students must be fully immunized by the first day of school. Students will not be allowed to enroll or remain enrolled without completed immunizations or a legal exemption. Guardians are responsible for submitting documentation of immunization status to Betsy Norby in the main office before the first day of school. Please do not assume this information will be forwarded by a previous school.

In addition to Immunization Records, a Physical Examination Summary Form signed and dated by your healthcare professional is **mandatory** for:

- 1) All preschool students
- 2) All kindergarten students
- 3) All 7th grade students and every 3 years thereafter
- 4) New students, when any major medical change occurs, or at the school nurse's discretion

Your student will not be allowed to attend class without the proper immunization AND physical examination forms. Minnehaha's combined Physical-Immunization Form can be found at:

<http://www.minnehahaacademy.net/parents/> under the Health Services heading. It is also acceptable to use an Immunization Record Form and Physical Examination Summary Form provided by your student's pediatrician or clinic.

Student Insurance

Information on student insurance was mailed in the summer packet from the president's office. The cost of this supplemental insurance is covered by student fees. In case of an accident, the student must report at once to the nurse or an administrative official, who will complete an accident form. Whatever medical costs are not covered by a student's own insurance, the school would typically cover. The policy covers riding in transportation to and from school, but it does not apply to injuries sustained while riding in or operating a two or three-wheeled vehicle. It also does not apply to injuries while playing football.

Required Health Forms

The following is a summary of which health forms are required annually for our students:

	Emergency Health Information Form	Ibuprofen Consent Form	Physical Examination Summary Form	Immunization Record Form
Preschool	Yes	Yes	Yes	Yes
Kindergarten	Yes	Yes	Yes	Yes
1 st -6 th Grade	Yes	Yes	Only if there is a major health concern	Only for new students
7 th Grade	Yes	Yes	Yes	Yes
8 th Grade	Yes	Yes	Only if there is a major health concern	Only for new students
How to Submit?	Online (RORS)	Online (RORS)	Physical Copy	Physical Copy

Due to the essential nature of this information, your child will not be able to attend class until all of the above forms are completed and submitted.

Health and Wellness Policy

Beliefs:

Minnehaha recognizes that we are a reflection of our Creator God (Genesis 2:7) and that "we are fearfully and wonderfully made" (Psalm 139:14). God calls us to be good stewards of the body he has created (I Corinthians 6:19-20). Minnehaha recognizes that good nutrition and physical activity are essential for students to maximize their full academic/physical potential and achieve lifelong wellness. A conscientious approach to nutrition and physical activity promotes healthy weight maintenance thereby reducing the risk/severity of many chronic diseases.

Goals:

- Maximize opportunities for physical activity and promote lifelong fitness

- Limit classroom celebrations to one per month and include healthy choices
- Promote healthy lunches, snacks, lifestyles, and choices
- Provide educational resources for families, students, and faculty

South Campus Policy Regarding Food at School:

- **Healthy Eating at School:** Families are encouraged to pack healthy food items. Healthy snacks include fruits, vegetables, and other items low in sugars, fats, and salt. Snacks eaten in the classroom must NOT contain peanuts or tree nuts.
- **Healthy School Celebrations:** Classroom celebrations that involve food during the school day are generally limited to one party per class per month and should include healthy foods. If foods are eaten in the classroom, areas where food is eaten will be properly cleaned to prevent accidental exposure to allergens. Foods must NOT contain peanuts or tree nuts. Food must be store bought with a visible ingredients label.
- **Birthday Celebrations:** Food items are not permitted. If you wish to recognize your student's special day, you may check with your student's teacher for celebration ideas that do not include food.
- **Healthy Fundraisers:** Non-food fundraisers are encouraged. If food is used in celebrations and fundraisers, items must be store bought with ingredient labels visible. Foods with peanuts or tree nuts will NOT be used.

Life-threatening Food Allergy Policy

The goal of this policy is to outline responsibilities that may be deemed necessary to support a student with a life-threatening allergy. Prevention includes reducing exposure to food allergens as well as educating others about allergies. Care includes recognizing signs of an allergic reaction and providing treatment. Management includes helping the student with allergies learn to make safe choices, being as independent as possible in the management of his/her allergy.

Accommodations for Students with Life-threatening Food Allergies

1. Allergy and Anaphylaxis Action Plans based on physician's orders will be maintained in the health office. It is the parent/guardian responsibility to provide the health office and other staff with new emergency plans EVERY year.
2. All faculty who have direct contact with students who have life-threatening allergies will be instructed on risk reduction and epi-pen administration.

Classroom Accommodations

1. All classrooms will be designated Allergy Aware. (The most common food allergens include peanuts, tree nuts, fish, shellfish, eggs, soy, wheat, and milk). Nuts and nut products will NOT be allowed in the classroom. Snacks that have been processed in a facility that also processes nuts are allowed, but NOT products that have been processed on equipment that also processes nuts.
2. Students will be encouraged to wash their hands with soap and water before school begins as well as before and after eating. (Hand sanitizers do not remove allergenic substances). If it is suspected that a student's desk has been contaminated with an allergen, the desk will be cleaned with soap/water or disinfectant wipes. If a classroom has been used for an after-school program, the supervising adult will be responsible for washing desks and surfaces to remove allergens.

Field trip Accommodations

1. Emergency medications will be sent on field trips with a responsible student, chaperone, or staff member. When appropriate, invite parents of a student at risk for a life-threatening reaction to accompany their student.
2. The teacher or chaperone must always have a cell phone or other emergency communication device when on a field trip.

Lunchroom Accommodations

1. Tables will be washed with soap and water before and between lunches.
2. An Allergy Aware (nut free) table will be provided for all students who have a life-threatening food allergy. The table will be clearly labeled. (Grades K-8; not applicable to PreK.)
3. Lunchroom seating:
 - a. Students in kindergarten and first grade who have life-threatening allergies will be required to sit at the Allergy Aware table. A friend may join the student at the Allergy Aware table as long as the friend's lunch does NOT contain peanuts, tree nuts, and products containing these ingredients.
 - b. Students in grades two through five who have life-threatening allergies may sit at any table as long as there are no students with nuts sitting in the immediate area, or they can choose to sit at the Allergy Aware table.
 - c. Middle school students may choose their own seating.
4. Sharing or trading of food, containers, trays, or utensils is not allowed. Students who have handled or eaten nut containing items must wash their hands.

Bus and Extracurricular Accommodations

1. If your student rides the bus, **parents/guardians will be responsible for addressing their student's life-threatening allergies with the bus company.**
2. Students will not eat on buses when traveling to and from field trips. If a change in this accommodation for a particular field trip is deemed necessary, the change should be discussed with the school nurse before the field trip.
3. If your student participates in the before/after-school program, sports, or extracurricular activities, **parents/guardians will be responsible for addressing any health concerns with before/after-school program staff or coaches, including providing them with emergency plans and medical supplies as necessary.**

Responsibilities

Student with Life-threatening Allergies

1. Wash hands before and after eating, as well as avoiding known allergens.
2. Never trade or share food, containers, trays, napkins, or utensils with anyone.
3. Learn to recognize symptoms of an allergic reaction and promptly inform an adult and report to the school nurse (bring a friend as an escort).

Parent/Guardian of the Student with Life-threatening Allergies

1. Inform school nurse and teacher of student's allergy prior to school year or as soon as possible after a diagnosis.
2. Provide school nurse with a minimum of 2 up-to-date epi-pens and medication orders.
3. Provide before/after school program or other extracurricular staff with epi-pens.
4. Provide a bag of "safe snacks" for their student in the student's classroom.

School Nurse

1. Conduct education for appropriate faculty and staff regarding life-threatening allergies, symptoms, risk reduction procedures, and epi-pen administration.
2. Ensure that epi-pens are accessible to faculty and staff while students are present in the building from 8:30 AM to 3:30 PM.

Teachers

1. Be fully aware of and in compliance with all aspects of the policy for managing life-threatening allergies. Review individualized Allergy Action Plans of students in your classroom with life-threatening allergies.
2. Know where to access epi-pens, other emergency medications, and emergency health plans in the event of a serious reaction.
3. Act immediately if a student reports ANY signs of an allergic reaction, including difficulty breathing or swelling of the face/lips. Call the nurse immediately and follow the student's Allergy Action Plan.
4. If you suspect a "non life-threatening" allergic reaction, call the school nurse to evaluate immediately. Do not allow a student to walk alone to the nurse.
5. On a need to know basis, share emergency health plans with volunteers, aides, and substitute teachers. Emphasize safeguards to reduce the risk of an allergic reaction.
6. Inform families of students with life-threatening food allergies of any school events where food will be served.
7. Be sure to take emergency medications and have them readily accessible for the student on all field trips. **Epi-pens should be stored at room temperature. Do NOT refrigerate or allow to reach temperatures in the high 80s and 90s F.**

Lunchroom Aide/Playground Monitors

1. Be familiar with students who have life-threatening allergies.
2. Clean tables to remove allergens – use clean or disposable clothes to avoid simply spreading the allergens around.
3. Carry a communication device for quick contact with the nurse. Know where to access epi-pens in the event of an emergency.
4. Enforce the Allergy Aware table policies.

Reporting Policy for Programs Providing Services 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 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)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 at (612)348-3552 or local law enforcement at (612)673-5703.
- 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 (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 person 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 of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

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:

- (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 principal. If this individual is involved in the alleged or suspected maltreatment, the nurse 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 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.

The mandated reporting policy 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.

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.

Twin Cities Resources

To report cases of Suspected Child Abuse

Anoka County Child Protection	763.422.7125
Carver County Child Protection	952.361.1600
Dakota County Child Protection	952.891.7459
Hennepin County Child Protection	612.348.3552
Ramsey County Child Protection	651.266.4500
Scott County Child Protection	952.445.7751
Washington County Child Protection	651.430.6457
Department of Human Services – Division of Licensing:	651.296.3971

Family Resources

There are many resources available in our community to support the well-being of the entire family.

Child Care Assistance Program (CCAP)

Affordable child care is important to Minnesota families. It aids children's healthy development and gives parents peace of mind. Parents who have low incomes may get help paying for it through various programs. Minnesota's Child Care Assistance Programs (CCAP) can help make quality child care affordable for eligible families.

To learn more, please contact

Hennepin County Human Services and Public Health

Child Care Assistance – MC718,
300 South 6th Street
Minneapolis, MN 55487-0718
612-348-5937

or visit

<http://mn.gov/dhs/people-we-serve/children-and-families/economic-assistance/child-care/programs-and-services/index.jsp>

CCAP offers free interpretation for languages other than English. If you need assistance interpreting the information in this handbook, please call the number below for your language.

م حطة: إذا أردت مساعدة مجانية لترجمة هذه الوثيقة، اطلب ذلك من مشرفك أو اتصل على الرقم 1-800-358-0377

kMNt'sMKal' . eblG~k "tUvkarCMnYyk~gkarbkE "bäksarenHeday2tKit«fÅ
sUmsYrG~kkan'sMNUmerOg rbs'G~k ÉehATUrs&BÍmklex . 1-888-468-3787

Pažnja. Ako vam treba besplatna pomoć za tumačenje ovog dokumenta, pitajte vašeg radnika ili nazovite .1-888-234-3785

Thov ua twb zoo nyeem. Yog hais tias koj xav tau kev pab txhais lus rau tsab ntaub ntawv no koj tus neeg lis dej num los sis hu rau 1-888-486-8377.
ງານການຊ່ວຍເຫຼືອໃນການແປເອກະສານພາສາ ຈີນ ຈາກພາສາ ພາສາລາວ ຫາ ພາສາ ທາງໂທລະທັດ 1-888-487-8251.

Hubachiisa. Dokumentiin kun bilisa akka siif hiikamu gargaarsa hoo feete, hojjettoota kee gaafadhu ykn afaan ati dubbattuuf bilbilli 1-888-234-3798.

Внимание: если вам нужна бесплатная помощь в устном переводе данного документа, обратитесь к своему социальному работнику или позвоните по телефону 1-888-562-5877.

Digniin. Haddii aad u baahantahay caawimaad lacag-la'aan ah ee tarjumaadda qoraalkan, hawlwadeenkaaga weydiiso ama wac lambarka 1-888-547-8829.

Atención. Si desea recibir asistencia gratuita para interpretar este documento, comuníquese con su trabajador o llame al 1-888-428-3438.

Chú ý. Nếu quý vị cần được giúp đỡ dịch tài liệu này miễn phí, xin gọi nhân viên xã hội của quý vị hoặc gọi số 1-888-554-8759.

Early Learning Scholarships

The scholarships increase access to high-quality early childhood programs for three- and four-year-old children with the highest needs, in order to improve school readiness for all young children. Parent Aware gives parents the tools and information to find the best quality child care and early education for their children. Parent Aware offers resources in areas such as a parent toolkit, a choosing care checklist, an understanding of the star rating scale, food and nutrition programs, low-income support, health care expense programs, housing assistance, health, safety and licensing information, serious injury information, and scholarship information. Priority for scholarships will be given based on family income, child poverty and geographic region. There is assistance and applications available in English, Hmong, Spanish and Somali.

To learn more, please contact:

Parent Aware

888-291-9811

or visit <http://parentaware.org>

Or

Minnesota Department of Education

1500 Highway 36 West

Roseville MN 55113

651-582-8200

Or visit <http://education.state.mn.us/MDE/StuSuc/EarlyLearn/EarlyLearnScholarProg/index.html>

Minnesota Family Investment Program (MFIP)

The Minnesota Family Investment Program (MFIP) helps families with children meet their basic needs, while helping parents move to financial stability through work.

To learn more, please contact

Hennepin County Human Services and Public Health

Child Care Assistance – MC718,

300 South 6th Street

Minneapolis, MN 55487-0718

612-348-5937

or visit

<http://mn.gov/dhs/people-we-serve/children-and-families/economic-assistance/child-care/programs-and-services/index.jsp>

Health Care Coverage

Children and families with low incomes who meet eligibility rules may qualify for Minnesota Health Care Programs. Programs include Medical Assistance (MA), MinnesotaCare, Minnesota Family Planning Program, dental services and others.

To learn more, please contact

Hennepin County Human Services and Public Health

Child Care Assistance – MC718,

300 South 6th Street

Minneapolis, MN 55487-0718

612-348-5937

or visit

<http://mn.gov/dhs/people-we-serve/children-and-families/health-care/health-care-programs/index.jsp>

Public Health Services

Hennepin County offers services in early childhood in the areas of health and development services, early childhood development, support for families, childhood immunizations, special needs services, preschool services, and home visit services.

Hennepin County Public Health Clinic

Health Services Building, 4th floor

525 Portland Avenue South

Minneapolis, MN 55415

612-543-5555

jane.auger@hennepin.us

Phone: 612-596-0542

or

Hennepin County helps residents stay healthy by offering low-cost medical and mental health services. The county provides many supportive services including health education classes, transportation assistance, interpreters, health advocates, dental, cancer screenings, pharmacy and pregnancy support.

To learn more, please contact:

North Point Health and Wellness Center

1313 Penn Avenue North

Minneapolis, MN 55411

612-543-2500 or visit <http://www.hennepin.us/residents/health-medical/clinics-services>

Resources for your child

We encourage families to stay up to date with well child visits to monitor your child's growth and development. Most families are in regular communication with their family's general practitioner or child's pediatrician, but at times families may need additional support or services. Here is a list of resources available to families in our area:

Minnesota Department of Human Services

Here you can find an abundance of information regarding mental health services and providers, locations for immunizations, dental and vision services, disability services, etc. The Minnesota Department of Human Services:

- *provides health care coverage for low-income families
- *secures economic assistance for struggling families
- *provides food support
- *oversees child protection and child welfare services

*enforces child support

*provides services for individuals with mental illness, chemical dependency, or physical or developmental delays

You can view their website at: <http://mn.gov/dhs/> or contact them at: 651-431-2000

Early Childhood Screening

The Minnesota Department of Education provides Early Childhood Screening. It is a process that supports children's readiness for kindergarten. The program helps identify children with possible health or developmental concerns that may impact learning. The process includes a check of vision and hearing, child development and a review of the child's health. The program helps families access services for their children that will help them be ready for kindergarten.

We recommend that children be screened at age 3. This screening will help:

1. You find out how your child is doing.
2. Connect you with early childhood programs and services.
3. Answer your parenting questions.

You can set up an appointment for your child and learn more about the screening process at: http://ece.mpls.k12.mn.us/early_childhood_screening or contact them at: 612.668.3715 or via email at: earlychildhoodscreening@mpls.k12.mn.us

Help me Grow Initiative

Some young children need extra help to learn and grow. Help Me Grow provides these resources for families by:

- looking at developmental milestones
- learning if there are concerns
- taking the lead in seeking additional support or in referring the child for a comprehensive, confidential screening or evaluation at no cost.

Minnesota children from birth to five-years-old, if found eligible, can receive services in their home, child care setting or school. These services are free regardless of income or immigrant status.) Help Me Grow is an interagency initiative of the State of Minnesota (Department of Education, Department of Health and Department of Human Services) partnering with all local service agencies. Website: <http://helpmegrowmn.org> or phone: 1-866-693-GROW (4769)

Early Childhood Family Education (ECFE)

Minneapolis ECFE builds and supports the skills and confidence of parents with children from birth to kindergarten. They provide a safe educational environment that promotes the healthy growth and development of young children and their parents. They provide:

- Weekly classes - Classes are taught by licensed early childhood educators and parent educators.
- Playtimes where children and their caregivers can play in an early childhood classroom. Activities are provided.
- Special events - A variety of special events are offered throughout the year where parents can interact with their children in a fun and enjoyable setting.

*More information can be found at:

<http://ecfe.mpls.k12.mn.us> or by calling them at: 612-668-2127

Minnesota Department of Education

The Minnesota Department of Education provides:

- early childhood screening
- toddler intervention
- early childhood special education services for students who are eligible
- connections with services provided by community public schools, etc.

Preschool Special Education is provided for children from age three until they begin kindergarten with developmental delays or other disabilities, and who are experiencing challenges in their learning and development. Eligible children can receive services in their home, child care setting or school. These services are free to eligible families, regardless of income or immigrant status and are provided through Early Childhood Special Education programs in Minnesota's school districts.

Contact Information: Website: mde.ecse@state.mn.us Phone: 651-582-8473

If you have further questions regarding these services, please do not hesitate to talk to your child's teacher or the school counselor at 612-721-3359.