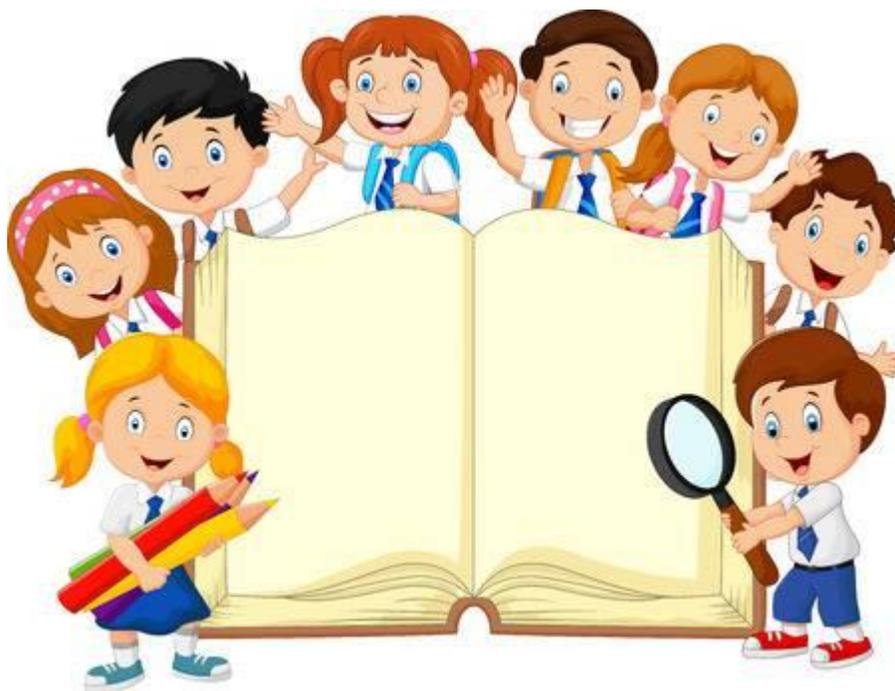


Holy Trinity Catholic School Early Childhood Education Parent Handbook



Holy Trinity Catholic School

80 Edward Street South

Pierz, MN 56364

(320) 232 - 5775

www.holytrinitypierz.org

August 2021

Holy Trinity Catholic School Early Childhood Education

Policies and Procedures Manual and Program Plan

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Directory

HOLY TRINITY CATHOLIC SCHOOL PRESCHOOL

80 Edward St. S. / PO Box 427

Pierz, MN 56364

Administrator Email: mlitke@holytrinitypierz.org

Administrative Assistant Email: office@holytrinitypierz.org

Website: www.holytrinitypierz.org

Preschool (school year)320-468-6446 Fax320-468-6447

STAFF DIRECTORY

Mrs. Michelle Litke	Administrator / Child Care Director
Mrs. Cassie Woitalla	Preschool Teacher
Mrs. Shirley Kimman	Kindergarten Readiness Teacher
Mrs. Alicia Cebulla	Administrative Assistant / Health Aid
Mrs. Lynn Dombovy	Accounting Clerk / Health Aid
Mr. Gunnar Popilek	Maintenance / Head Custodian
Ms. Lois Leidenfrost	Assistant Custodian

ISD 484 SHARED STAFF

Mrs. Robyn Skwira	District Nurse
Mrs. Maria Andrea	Speech
Ms. Miranda Hoheisel	Special Education

Holy Trinity Catholic School

Early Childhood Education

MISSION STATEMENT

Holy Trinity Catholic School is a Christ-centered Catholic community where faith and learning are lived and celebrated daily through Gospel values and academic excellence.

PHILOSOPHY

Holy Trinity School provides a Catholic, Christian environment in which staff and students model faith and love in their daily interactions. A lifelong foundation for successful learning is built upon spiritual growth and academic excellence. By providing differentiated instruction students will acquire the skills to reach their full potential.

We believe the students will develop an awareness and understanding of their place in the global community through stewardship, service projects, and an acceptance of individual differences. Our atmosphere reflects the importance of the church, family, and school working together to provide the basis for a well-rounded education.

OBJECTIVES

1. To begin the building of each child's faith formation.
2. To develop a positive self-concept towards themselves through guided activities.
3. To develop a positive attitude towards school.
4. To help develop a child socially.
5. To teach respect, responsibility, and cooperation.
6. To teach new skills in learning to improve upon the skills the child already possesses.
7. To feel comfortable when participating in group activities.
8. To foster a sense of creativity through the use of their imaginations.

Holy Trinity Catholic School Early Childhood Education is licensed by the State of Minnesota through the Department of Human Services. The phone number for the Division of Licensing is 651-296-3971.

POLICIES AND PROCEDURES

I. POLICY INFORMATION FOR PARENTS

1. **AGE**: The age range of children served in the PRESCHOOL program shall include children ages 42 months- 4 years. Children may enroll as soon as they are 42 months old, as long as there is an opening. The age range of children served in the KINDERGARTEN READINESS program is ages 4-5. The child must be four (4) by September 1 of the current calendar year and not enrolled in kindergarten. The classrooms are licensed to serve up to 20 students with a ratio of no more than 10 students per adult.
2. **DAYS AND HOURS OF OPERATION**: 8:00 a.m. – 3:00 p.m. Monday through Friday.
3. **SCHOOL ACTIVITIES**: School readiness activities will be offered throughout the day. All activities are teacher guided. The school readiness and child care program plan can be found at the back of this policy book and is available in the school office upon request.
4. **ARRIVAL AND DISMISSAL**: Children should be dropped off and picked up on time (no earlier than 8:00 a.m. and no later than 3:00 p.m.). Extended care for before and after school is an option. Your child may be dropped off at 7:15 a.m., prior to the start of the academic day. Your child may stay in the extended care until 4:00 p.m., after the end of the academic day. This schedule **MUST** be confirmed with your child's teacher. If your child needs care earlier and/or later than the extended care hours, you must register with Holy Trinity Kids Place. Please use the front entrance of the school (door 1) to deliver students for class and when picking up your child from after school care.
5. **FEES**: Tuition may be paid in full or through ACH withdrawal monthly on the 15th of the month. The cost is as stated on enrollment forms. Please make checks payable to Holy Trinity Catholic School. Failure to pay may result in dismissal from the program.
6. **LATE PICK-UP CHARGE**: Pick-ups after 4:00 p.m. are considered to be late pick-ups. After 4:00 p.m., emergency contacts will be called to pick up your child.
7. **REGISTERING FOR PRESCHOOL AND KINDERGARTEN READINESS**: The required registration, health, and tuition commitment forms must be filled out by the parent or guardian prior to the child starting the program.

The Holy Trinity Catholic School Early Childhood and School Parent/Student Handbooks are given to the parents to acquaint them with the policies of the school.

Participation in Early Childhood Screening is recommended.

8. **TRANSPORTATION**: Pierz Public School bus service or parents provide transportation. Please contact the district at 320-468-6458 to arrange for bus transportation. The parent or guardian will need to send a written note if there is a change to this schedule.

Automobiles: Automobile drop off is located by the north flag pole door or door 1.

Bus: Bus drop off is at door 2.

9. **LIABILITY INSURANCE**: Catholic Mutual Group insures Holy Trinity Catholic School Early Childhood Programs with multi-peril coverage.
10. **PROVISIONS FOR SPECIAL NEEDS**: The parents/guardians of any child with special needs must discuss this with the child's teacher at time of registration to assess the child's eligibility to attend Holy Trinity's Early Childhood Program.
11. **DISCRIMINATION**: This program will not discriminate in admission on the basis of sex, religion, creed, color, national origin, or source of payments. Children of all faiths are welcome, however if demand requires limiting our members, Catholics will be given preference if they have registered by July 1st.
12. **MINIMUM ENROLLMENT**: Parents who enroll a child agree to send the child for the duration of the calendar year. Our minimum enrollment is 5 students. In the event of extenuating circumstances, parents must give a two week written notice when withdrawing a child.
13. **SCHOOL VISITATION BY PARENTS**: Parent involvement is encouraged and parents are welcome to visit the early childhood classrooms. Please be considerate and do not disrupt the class by visiting with the teacher if he/she is involved with a group activity.
14. **PARENT VOLUNTEERS**: We are most grateful to the many parents who have given, and will give, their time in some way in the volunteer program during the school year. Volunteers play an important role in our school and help keep our school costs down during the year.

The Diocese of St. Cloud mandates that all staff and volunteers who have any contact with students complete the Safe Environment Training and Criminal Background Check. Information for this will be enclosed in your Open House Packet. The fee for this is paid for by the volunteer completing the training.

Please read and fill out the volunteer information sheet found in the registration packet, and return it to the school as soon as possible. This will allow us to contact you regarding the activities in which you have expressed an interest.

15. **PHONE CALLS**: Since the teacher is only available before and after school, messages will be taken by office personnel. If you have an EMERGENCY CALL, please make that clear and ask that the message be delivered immediately.
16. **CHILD ABUSE**: Teachers are mandated by law to report any suspected cases of child abuse to the Morrison County Social Services.
17. **PARTICIPATION IN RESEARCH PROCEDURES OR PUBLIC RELATIONS ACTIVITIES**: Parents will be notified in the event that any research procedures, or public relations activities may occur. Written permission will be obtained prior to these activities. Parents are free to choose not to participate.
18. **PRESS RELEASES**: From time to time, student pictures and names may be published in the local newspaper, St. Cloud Diocese Catholic Magazine, etc. Written permission is obtained during registration.

19. **DRUG AND ALCOHOL USE**: While on Holy Trinity Catholic School and/or parish premises and while conducting business-related activities off Holy Trinity Catholic School and/or parish premises, no employee, subcontractor, or volunteer may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
20. **DATA PRIVACY AND STUDENT RECORDS**: Holy Trinity Catholic School recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

Directory information is defined as information contained in an education record of a student, which would not generally be considered harmful, or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, date and place of birth, and dates of attendance (not attendance record). Directory information does not include personally identifiable data, which references religion, race, color, social position or nationality. Parents or eligible students must submit a written request for any of the above directory information to be considered private. Parents and students have the right to inspect and review the student's education records.

All forms and records will be kept on file and maintained in the school office.

21. **INFORMATION UPDATE**: It is important that the data from the registration form be kept current. It is the responsibility of the parent to update the school immediately of any change of phone number, address, alternate contact persons, emergency dismissal instructions, or student medical conditions. This is particularly of concern with regard to contacting you in case of an emergency.
22. **SCHOOL FUNCTIONS AND CHILD SUPERVISION**: If parents are at a school social function, they are responsible for the supervision of their child(ren). Students must be accompanied by a responsible adult at school events outside the scheduled school day.
23. **ABSENCE FROM SCHOOL**: If your child will not be going to school because of illness or other reasons, please notify the office before school starts that day.
24. **SCHOOL CANCELLATIONS**: We ask that parents listen to the local stations during inclement weather and to check on late starts / early dismissals. The local stations will announce school closings / late starts in the early morning on bad weather days. Parents will also receive a message through the school FastDirect system, provided parents have supplied a contact number.
25. **PERSONAL BELONGINGS**: All personal belongings must be marked with your child's name, first and last. Do not allow children to bring valuable items to school or ones that they are not willing to share. Do not bring toys such as guns, swords, war toys, etc. These often encourage aggressive play.
26. **BACKPACK**: All children should bring a backpack everyday.

27. **BIRTHDAYS**: On your child’s birthday there will be a little celebration during the snack time. You may send a “special” snack on this day for your child to share.
28. **SNACK**: The school will provide 2 nutritious snacks that meet DHS guidelines (each having 1 serving from 2 different food groups) throughout the day. One snack will be provided in the morning and one in the afternoon. Milk will be included in one of the snacks.
29. **NAP AND REST POLICY**: All students will have quiet time for a minimum of 30 minutes each day. Students are not required to wake up after 30 minutes if they need/want more rest. Cots are provided by Holy Trinity and are cleaned after each use. It is encouraged that students bring a blanket from home as no blankets are provided by the school. Students will be supervised during nap and rest time by a program staff.
30. **PETS**: Pets are allowed in the classroom as part of a planned activity. It is the responsibility of the parents to assure that pets have all required vaccinations prior to bringing the pet to school with written proof of a current rabies vaccination (for cats and dogs).
31. **CHANGE OF CLOTHING**: Parents must send one change of clothing to be kept at school for their child (shirt, pants, socks, and undergarments). There is very limited clothing kept at the school. We ask that parents bring any borrowed items back after laundering.
32. **GRIEVANCE PROCEDURE FOR PARENTS**: If you have a concern with someone, Matthew 18:15 teaches us to go directly to the person with whom we have a concern. If that does not work, then we are to go to a higher authority.

YOUR CONCERN:
Step 1: Discuss with the person whom you have the concern with
Step 2: If not resolved, contact the Holy Trinity Catholic School Administrator
Step 3: If still not resolved, contact the Holy Trinity Catholic School Board
Step 4: If still not resolved, contact the Minnesota Department of Human Services at (651) 296-3971
33. **MEALS**: Meals will be provided through the Holy Trinity hot lunch program or by parents. Parents can purchase the school hot lunch. Prices are set annually.

II. HEALTH POLICIES

1. **PHYSICAL EXAMINATION AND IMMUNIZATIONS**: Before admission to Holy Trinity’s Early Childhood Education program, an updated record of the child’s immunizations must be current and on file in the school office.
2. **PROCEDURE FOR NOTIFYING PARENTS IF CHILD BECOMES ILL**: If your student becomes seriously ill or injured at school, we will make every effort to notify you immediately. You will be asked to take your student home or to your family physician for medical attention if necessary. Any ill or injured student leaving the building must be signed out by the parent or guardian in the school office.
The school needs to know how to reach parents quickly in order to handle emergency situations;

therefore we ask that every parent complete **AND** update the Medical Health Information form.

This information is kept on file so that parents can be contacted quickly.

3. **COMMUNICABLE DISEASES**: Parents will be notified of infections or communicable diseases by written statement from the school. Parents should notify the Holy Trinity School office within 24 hours after a child is diagnosed with a contagious disease.
4. **EXCLUSION & CARE OF ILL CHILDREN**: Parents are asked to keep their child out of school at the first sign of a communicable disease or infection. Holy Trinity's Early Childhood Education program is not allowed by law to have children in attendance at school with a communicable disease. If a child becomes ill while at school, the parents or person designated on the enrollment form will be called. A teacher or school nurse has the right to send a child home if he/she feels a child is too sick to be in school. If a child is sick they will be looked upon and cared for by school personnel until pick up. Symptoms and treatment will be documented in the nurse's log book. The child will also be isolated from other children in the nurse's office until pick up.

5. **HEALTH**:

Subpart 1 – Health policies to be part of preschool instruction and followed in daily activities involving the children.

1. Washing hands – teachers and children will wash hands after each bathroom visit.
2. Tissue – cover mouth when coughing or sneezing, and dispose of properly.
3. Hair – teachers will watch for excessive itching and report to parents to prevent spread of head lice.
4. Skin irritation – teachers will watch for disorders of the skin or eyes and report to parents to prevent the spread of infectious diseases.
5. Sanitation procedures and practices for food prepared by Holy Trinity hot lunch program - this includes lunch served during the school year. The state and local health and sanitation requirements will be met at all times.

Subpart 2 – The school nurse will act as a health consultant for the center. He/she will assist in developing health policies and keeping them current.

III. MALTREATMENT OF MINORS AND REPORTING POLICY

1. **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 the 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 (with 24 hours) make a report to an outside agency
2. **WHERE TO REPORT**: If you know or suspect that a child is in immediate danger, call 911. All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the MN 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

with a family or in the community should be made to the local county social service agency or local law enforcement (numbers and addresses are provided on the Report of Suspected Maltreatment of a Minor). If your report does not involve possible abuse or neglect, but does involve possible violations of MN Statutes or Rules that govern the facility, call the Department of Human Services, Licensing Division at (651) 296-3971.

3. WHAT TO REPORT

Who Should Report Child Abuse and Neglect

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

• Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to Morrison County social services or Pierz Police Department.
- 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 and 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 MN Department of Human Services Division of Licensing December 2016 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.

• Internal Review

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar

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

- (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 Holy Trinity Catholic School's Administrator. If this individual is involved in the alleged or suspected maltreatment, Holy Trinity Catholic School's Board Chair 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.

MN Department of Human Services
Division of Licensing
December 2016

Internal Review

In compliance with DHS 245A.66 the internal review must be completed if the facility has reason to know if an internal or external report of alleged suspected maltreatment has been made. The internal review primary designated reporter will be Holy Trinity Catholic School’s Administrator. If this individual is involved in the alleged report the Holy Trinity Catholic School’s Board Chair will be the designated reporter.

The following section is an evaluation for the reporter to determine whether:

Related policies and procedures were followed? Yes ____ No ____

The policies and procedures were adequate? Yes ____ No ____

There is a need for additional staff training? Yes ____ No ____

The reported event is similar to past events with the children or services involved? Yes ____ No ____

There is a need for corrective action by the license holder to protect the health and safety of children in care?
Yes ____ No ____

Corrective Action Plan (if necessary)

Use additional space if needed

Completed by (Printed Name) _____ Title _____

Signature _____ Date _____

- **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.

Maltreatment of Minors

**** CONFIDENTIAL DATA ****

In accordance with Minnesota Statute 626.556, Maltreatment of Minors Reporting Act, a verbal report of child maltreatment is to be followed by a written report to the proper authorities no more than 72 hours after the verbal report.

SCHOOL INFORMATION

Name of Program:	
Program Address:	
Program Phone Number:	
Name of Director:	
Date:	

REPORTER (Reporter is confidential under Minn. Stat. 626.556)

Name:	
Title or Position:	
Address:	
Phone Number:	

ALLEGED VICTIM

Name:	
Date of Birth:	
Grade:	
Gender:	
Address:	
Phone Number:	
Parent(s) / Guardian(s):	

ALLEGED OFFENDER

Name:	
Title or Position:	
Address:	
Home Phone Number:	
Work Phone Number:	

MALTREATMENT

Type of Maltreatment:	
Date / Time of Incident:	
Location of Incident:	
Witness:	
Phone Number:	
Witness:	
Phone Number:	
Summary of Incident:	

NOTIFICATION

Date & time of verbal report to authorities:	
Was law enforcement notified?	
Date notified:	
Department notified:	
Law enforcement agency contact person	
Phone Number:	

WHERE TO SEND FORM

If the report is for:	Send this form to:
Suspected abuse or neglect that does NOT involve school personnel and alleged victim lives in <u>Morrison County</u>	Morrison County Social Services 213 1 st Ave SE - Little Falls, MN 56345 P:(320) 632-2591 F:(320) 632-0225
Suspected abuse or neglect that DOES involve school personnel	MN Department of Human Services Licensing Division's Maltreatment Intake line: (651) 431-6600.
Suspected kidnapping or depriving another of custodial or parental rights	Morrison County Sheriff's Office 213 1 st Ave SE - Little Falls, MN 56345 P:(320) 632-9233 F:(320)632-0179 Toll-Free 1-866-401-1111
Child's death as a result of neglect or physical or sexual abuse	Morrison County Coroner & Medical Examiner 213 1 st Ave SE Little Falls, MN 56345

IV. EMERGENCY AND ACCIDENT POLICIES AND RECORDS

1. **EMERGENCY POLICY**: Early Childhood personnel will follow policies regarding emergencies, accidents, and injuries. A written report will be made concerning any accidents or injuries occurring in the preschool. A semi-annual analysis of the accident log will be done by the director. (Holy Trinity Catholic School Early Childhood Accident/Injury Report will be filed in the school office). Documentation of staff training will be kept in each staff member's personnel file folder.
2. **EMERGENCY MEDICAL CARE**: If emergency treatment is required and the parents or emergency contact person listed on the Medical Health Information form cannot be reached, we will call a physician and/or ambulance at your expense. Forms to be signed prior to entrance.
3. **FIRST AID PROCEDURE**: The early childhood teacher will be certified in standard First Aid (8 hours) and child CPR through the American Heart Association and will follow their procedures in administering First Aid up to the level of their training.

First Aid priorities are as follows:

- a. Survey the scene to make sure it's safe.
- b. Don't move the victim if there is a suspected neck or back injury
- c. Ensure the victim is breathing.
- d. Ensure the victim's heart is beating.
- e. Control severe bleeding.
- f. Call 911. *In a serious emergency in which medical care is needed at once, call the rescue squad immediately.*
- g. Administer CPR if necessary.
- h. Treat all body fluids as potentially infectious.

Health Precautions:

- a. Assume that all body fluids of all persons could be contaminated with infectious agents. If possible, avoid direct contact with body fluids. Disposable gloves are required in a First Aid Kit.
 - b. If no gloves are available, wash hands vigorously if coming into contact with body fluids.
 - c. Use the materials in the Universal Compliant Kit to clean up emergency sites.
4. **MEDICATIONS**: "No medication should be sent to school with the student. This includes prescription medications, over-the-counter medications (including cough drops, pain reliever, etc.), herbs and vitamins, skin creams and ointments, and antibiotics. No medication will be given at school, unless it is absolutely necessary for the student's health and welfare. In special situations, the parent must provide the school with a written and signed physician's order that states the name of the medication, time of administration, dosage, physician's phone number, and any other special instructions." ~ Holy Trinity School Medication Policy

It is the parent's responsibility to let the school know of medical and prescription changes regarding their student.

Parents may provide Tylenol, Motrin, cough drops, and Tums to students who are in need of them, **ONLY IF** the parent has signed the Medical Health Information form giving the school permission to do so.

5. **EMERGENCY AND EVACUATION PROCEDURES**: Students will have practice fire drills, tornado drills, and lockdown drills to prepare them for emergency situations. If emergency evacuation of the building is necessary, students will go to the St. Joseph Church. If school is released unexpectedly, parents/guardians will be notified immediately and will need to come and pick up their child.

6. **SAFETY RULES**:

a. **Injury**

- i. Do not allow children to run with wooden sticks or other articles that may break if child falls.
- ii. Keep sharp objects of children's reach and only allow use under close supervision
- iii. Keep protective covers on electrical outlets.
- iv. Tape electric cords to floor to prevent tripping.
- v. Sweep up broken glass immediately and supervise children until disposed of.
- vi. Wipe up spilled liquids immediately.

b. **Burns**

- i. Do not have matches in a place where children will find them.
- ii. Store matches in a metal container out of reach of children.
- iii. Make sure all children are properly dressed when they play outside in cold weather to prevent frostbite.

c. **Poisoning**

- i. Store all chemical products and medicines out of reach of children.
- ii. Keep cleaning products and medicines in separate storage areas away from food products.
- iii. Do not allow children to chew or swallow leaves, plants, or berries they may find.
- iv. Clean up all spilled liquids.
- v. Hotline number for poison information is 1-800-222-1222.

d. **Suffocation and Choking**

- i. Keep objects that can be swallowed by children out of the center.
- ii. Teach children not to put objects in their mouth.
- iii. Do not stimulate a child to laugh or cry when there is an object in their mouth.

e. **Pedestrian and Traffic**

- i. Cross streets only at intersections.
- ii. Look both ways before crossing streets and be certain there are no oncoming vehicles.
- iii. Never run into the street to chase a ball.
- iv. While outside, children will be closely supervised at all times.

f. **Potential Hazards**

- i. The teacher will be responsible for daily inspection of the building and grounds to detect potential hazards.
- ii. The teacher will inspect the classroom, bathrooms, shared areas and the playground for hazards each morning, before the children arrive and throughout the day.
- iii. Any hazards will be immediately corrected or removed.

g. Fire Prevention and Procedures

- i. Monthly drills will be conducted and logged. Each instructor will teach their students the correct evacuation procedures.
- ii. Primary and secondary exits and routes will be identified in each room.
- iii. Emergency phone numbers will be posted on all phones in the building.
- iv. School personnel will be aware of and trained on the location and proper use of fire extinguishers at the beginning of each school year.
- v. School personnel will be trained in the correct procedures to follow in case of a fire emergency at the beginning of each school year.

h. Blizzard, Tornado, or Natural Disaster

- i. Parents will be notified as soon as possible when a blizzard is forthcoming. Notices of school closing will be broadcast on local stations. Children will remain at school until picked up by an authorized adult.
- ii. All school personnel and students will participate in monthly tornado drills April to September and will be aware of the correct procedures to follow. All drills will be logged by the director.
- iii. The school's basement is used for tornado emergency.

i. Lock Down

- i. Five lockdown drills per year will be conducted and logged.
- ii. Each instructor will teach their student correct lock down procedures.

j. Missing Child

- i. A missing child will be reported immediately to the police as well as to the properly designated adult on the enrollment form.

k. Unauthorized or Incapacitated Person

- i. Children will not be released to an unauthorized person or anyone who appears to be incapacitated or suspected of abuse attempts. An emergency contact person will be called if a child needs to be picked up in this situation. If necessary, the local police will be called.
- ii. If no one comes to pick up a child, the two primary persons or emergency contact persons listed on the enrollment form will be contacted. Program staff will stay with any children that have not been picked up until an authorized pick-up person arrives. If an authorized person is not available for pick up, the local police will be called.

7. **RECORDING ACCIDENTS**: The Accident and Injury Report Form will be used and a copy filed in the school office.

8. **UPDATING OF POLICIES**: The director will review and modify the centers' policies semi-annually to ensure they comply with the Department of Human Services requirements.

V. BEHAVIOR GUIDANCE POLICY

1. **DISCIPLINE**: Good behavior is best obtained by providing the child with an acceptable model of behavior. Discipline will be handled in a firm and loving manner. There will be no physical punishment. Children will be taught respect for the rights of others. The child will be redirected away from problems toward constructive activity in order to reduce conflict. The children will not be judged or compared to one another. We encourage participation and cooperation. Each child will do what he/she can. The children will be guided toward self-acceptance and mutual respect for one another.

2. **DRESS CODE**: Dress your child appropriately for the weather. It is important to have coats, gloves or mittens, hats, boots, and snow pants during the winter months. Children will go outdoors for play and exercise, even during the winter except when the weather is 0° F or colder (including wind chill). Dress clothes are not suitable for wear in the early childhood programs.
3. **PLAYGROUND RULES**: Students will remain inside if temperatures are 0° F or colder (including wind chill).
 - a) In case of illness or injury, the playground supervisor will use a two-way radio to notify another staff member to assist.
 - b) Students may play an organized game or have free play as designated by the adult supervisor.
 - c) Good sportsmanship will be encouraged and expected.
 - d) Throwing snowballs, sand, and or other objects is not allowed.
 - e) Kicking, hitting, pushing, name calling, and abusive language is not permitted.

4. BEHAVIOR GUIDANCE

Subpart 1

1. Each child will be provided a positive model of acceptable behavior.
2. Behavior guidance will be appropriate to the developmental age of the child.
3. Children will be involved in constructive activities that reduce conflicts and problems.
4. Acceptable behavior will be encouraged through positive reinforcement.
5. Acceptable behavior protects the safety of all; any other behavior is not allowed.
6. Unacceptable behavior will be handled on an individual basis and will provide immediate and directly related consequences.

Subpart 2

1. Any persistent unacceptable behavior will be observed and recorded by staff who will describe the behavior and the staff's response. The report will be discussed with the child's parent(s) or guardians.
2. A plan will be agreed upon and followed in consultation with the parents, other staff, and other professionals (when appropriate) to bring about an effective change in the behavior.

Subpart 3

1. Positive reinforcement techniques will be used whenever possible. Time out (in a supervised area) will be used if deemed necessary by the teacher. Children will not be subjected to any of the following:
 - a. Corporal punishment including, but not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
 - b. Emotional abuse including, but not limited to: name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language

that threatens, humiliates, or frightens the child.

- c. Separation of a child from the group except as provided in subpart 4.
- d. Punishment for lapses in toilet habits.
- e. Withholding food, light, warmth, clothing, or medical care.
- f. Use of physical restraint other than is necessary to protect a child from harm.
- g. Use of mechanical restraints, such as tying.

Subpart 4

1. No child may be separated from the group unless his/her behavior threatens the well being of self or others. A separated child must be under adult supervision during the separation time. The child will sit at a separate table within an unenclosed part of the classroom, within continuous sight and hearing by a program staff person. Return to the group is contingent upon the return of appropriate behavior.

Subpart 5

1. All separations shall be documented in a daily log including their name, staff member's name, time, date, and information indicating reason for separation and methods used before separation occurred. If separation is used three or more times in one day, the child's parents will be notified and documentation made. If separation is used five times or more in one week, or eight times or more in two weeks, the classroom teacher or principal will set up a conference time as soon as possible with the parents to develop a plan of action for a suitable behavior intervention.

5. **AMENDING THE HANDBOOK**: The school has the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Holy Trinity Catholic School

Preschool and Kindergarten Readiness Plan

PROGRAM PLAN:

- A:** Holy Trinity Catholic School Early Childhood programs provide a safe and secure environment for their students. All students are supervised at all times with a student teacher ratio of no more than 10 students per adult supervisor ensuring their environment is developmentally appropriate, safe and secure.
- B:** Holy Trinity Catholic School Preschool Program serves students from ages 42 months to 4 years of age with no more than 20 students per classroom. Holy Trinity Catholic School Kindergarten Readiness Program serves students from ages 4-5 years of age that have the intent on attending kindergarten the following year. There will be no more than 20 students per classroom.
- C:** The hours of operation are Monday through Friday, 7:15 a.m. to 4:00 p.m.
- D:** The teacher uses large group and small group settings with various hands-on activities throughout the day. Holy Trinity Catholic School's Early Childhood Programs strive for small class sizes with a loving, family environment for students to develop in. We instill Christian values with the support of paraprofessionals, volunteers, and foster grandparents. We encourage strong academics while making learning fun.
- E:** The teacher endeavors to use a variety of age appropriate activities, while striving to relate lessons to the diversity of each child's everyday life and cultural background. We strive to ensure that each student feels valued for who they are, while respecting others.
- G:** Parents are kept up to date with their child's intellectual, physical, social and emotional progress through the use of student progress reports, quarterly assessments, parent-teacher conferences and parent-teacher communication links.
- H:** The teacher will provide school readiness activities throughout the day. The morning consists of learning circles and centers with an opportunity for play and social development. The afternoon consists of a rest/nap time and opportunities to explore dramatic play and complete morning school readiness activities. Students will have a light morning snack at mid morning, outdoor recess at 10:30 a.m. (weather permitting), lunch at 11:00 a.m., followed by a mid-afternoon snack.
- I:** The teacher provides a variety of large and small group activities to all students. The children are allowed ample free time to play, socialize or enjoy quiet time.
- J:** The Early Childhood Programs provide a variety of fine and gross motor activities, materials and equipment for children to use as they wish.
- K:** Holy Trinity's Early Childhood Program Plan was developed by our early childhood educators.