

# **Holy Trinity Catholic School Early Childhood Education Parent Handbook**



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# **Holy Trinity Catholic School Early Childhood Education**

## **Policies and Procedures Manual and Program Plan**

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## **Directory**

### **HOLY TRINITY CATHOLIC SCHOOL EARLY CHILDHOOD EDUCATION**

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Administrator / Child Care Director  
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**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 with the help of the Frog Street curriculum, 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 and 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 (herein known as HTCS ECE) is licensed by the State of Minnesota through the Department of Children, Youth, and Families (herein known as DCYF). The phone number for the DCYF Licensing is 651-539-8211.

## **POLICIES AND PROCEDURES**

### **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: 8:20 a.m. – 3:00 p.m. Monday through Friday, following the school calendar.
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.).
5. FEES: Tuition may be paid in full or through ACH withdrawal monthly on the 15th of the month (August-April). Please refer to our website and/or State of the School presentation for tuition rates. 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 3:10 p.m. are considered to be late pick-ups. After 3:10 p.m., emergency contacts will be called to pick up your child and a \$5 fee for every 5 minutes will be added to the next EFT.
7. APPLICATION FOR ADMISSION / REGISTRATION IN EARLY CHILDHOOD EDUCATION: An application for admission is required before enrollment in any grade at HTCS. Early Childhood Screening is recommended to be completed between the ages 3 and 4.
8. The required registration, health, and tuition commitment forms must be filled out by the parent or guardian prior to the child starting the program.
9. The HTCS ECE and Family Handbooks are shared digitally with parents to acquaint them with the policies of the school. Physical copies are available upon request.
10. PROBATIONARY PERIOD: HTCS practices a 30 academic day provisional admission status (see New Student Probationary Period) for all students, regardless of grade, during which the school administration works with the family to ensure the student's success. After this time, school administration may determine final admission status or placement for student(s). Factors considered in the decision include the student's attendance, behavior, academic and family commitment.
11. TRANSPORTATION: Pierz Public School bus service or parents provide transportation. Please contact the district at 320-468-6458 x 1915 to arrange for bus transportation. The parent or guardian will need to send a written note if there is a change to this schedule.
  - a. Parents will need to park in St. Joseph's Church parking lot AND walk their child across to either the north door, or the main entrance no earlier than 7:55 am. Students arriving

- earlier than that will be required to wait in the entry until 7:55 am. Please be aware that the buses utilize the south breezeway entrance; please DO NOT drop your students off at that location. Specific details regarding entries will be sent after completion of construction.
- b. Buses pick up students at 3:00 pm, utilizing the entire length of Edward Street up to the main entrance of the school. Please do not park in this area during this time.
  - c. Parents / guardians are able to pick children up at 3:05 pm. Students will wait in the school until all the buses have departed. Please park in the church parking lot, or wait to access Edward Street from the south, until the buses have left.
  - d. Buses pick up students at 3:00 pm, utilizing the entire length of Edward Street up to the main entrance of the school. Please do not park in this area during this time.
12. **LIABILITY INSURANCE:** Catholic Mutual Group insures HTCS ECE Program with multi-peril coverage.
13. **PROVISIONS FOR SPECIAL NEEDS:** The parents/guardians of any child with special needs must discuss this with the child's teacher/Director at time of registration to assess the child's eligibility to attend HTCS ECE Program. An Individual Child Care Program Plan (ICCPP) would be completed prior to the child's start date in the program.
14. **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 completed registration by July 1<sup>st</sup>.
15. **AVAILABILITY OF PRESCHOOL PROGRAM (3.5-4 YEAR OLD):** Availability of program will be determined by the last business day of April. Program feasibility will be based on staffing availability as well as the number of children interested in the program.
16. **REDUCTION OF DAYS:** Reducing the number of days of attendance is discouraged, but we recognize that in certain circumstances it may be in the best interest of the child. The decision to reduce the number of days would come only after meetings held between the parents/guardians, classroom teacher, and administration.
- a. Reduction of days by the parent/guardian may be possible if the classroom numbers allow. If the reduction is due to parent/guardian request, and not due to extenuating circumstances, tuition will remain the same.
17. **DEPARTURE FROM PROGRAM:** In the event that a child leaves the program during the academic year, a two-week, written notice must be given. Tuition for the remainder of the time in the program must be paid. In the event that a child leaves the program and outstanding balances are not paid, the child may not re-register until the balance has been paid. Also, the child may not register for a program until the following academic year. In the event of extenuating circumstances, parents must give verbal notice to the Administrator and/or Director as soon as the information is known.
18. **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.
19. **PARENT VOLUNTEERS:** Volunteers play an important role in our school and help keep our school costs down during the year. 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.

The Diocese of St. Cloud mandates that all staff and volunteers who have any contact with children complete the Safe Environment Training and Criminal Background Check. The fee for this is paid for by the volunteer completing the training.

No person will be allowed to work or volunteer until the Safe Environment training and background check are completed, and the results of the background check are reported to the St. Cloud Diocese. This must be completed every 5 years. The Diocese of Saint Cloud contracts with Catholic Mutual Group and Selection.com for this purpose.

- a. New staff / volunteers should 'Register for a New Account.'
- b. <https://stcloud.cmgconnect.org>.
- c. Indicate site as "Holy Trinity Catholic School".
- d. Current staff / volunteers should use their existing account. If you have any questions about your account, contact the HTCS office.

Volunteers at HTCS are expected to treat student matters that they observe, or be involved in, with confidentiality, to refer all discipline matters to school employees, and to follow all applicable employee policies while serving as a volunteer.

20. PHONE CALLS: Please call the school office if you wish to speak to your child's teacher. The office will direct your call or ask you to leave a message. If you have an EMERGENCY CALL, please tell the office and your message will be delivered as quickly as possible.
21. CHILD ABUSE: Teachers are mandated by law to report any suspected cases of child abuse or neglect to the Morrison County Social Services.
22. PARTICIPATION IN RESEARCH PROCEDURES/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.
23. PRESS RELEASES: From time to time, pictures and names may be published in the local newspaper, St. Cloud Diocese Catholic Magazine, social media posts, etc. Permission will be obtained during registration.
24. DRUG AND ALCOHOL USE: While on HTCS and/or parish premises and while conducting business-related activities off HTCS 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.
25. DATA PRIVACY AND STUDENT RECORDS: HTCS 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.
26. DIRECTORY INFORMATION: 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.

27. FORMS / RECORDS: All forms and records will be kept on file and maintained in the school office.
28. 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.
29. SCHOOL FUNCTIONS AND CHILD SUPERVISION: If parents are at a school social function, they are responsible for the supervision of their child(ren). Children must be accompanied by a responsible adult at school events outside the scheduled school day.
30. CLASSROOM OUTINGS AND CHILD SUPERVISION: During a classroom outing or an activity where the children leave the school premises, the following will occur:
  - a. Adequate supervision by two or more paid and trained staff members
  - b. Signed adult liability waiver
  - c. Inclusion of a proper first aid kit, parent contact numbers, and student medications if needed
  - d. All volunteers must complete the Diocesan mandated safety training and background check at the beginning of the school year
31. ABSENCE FROM SCHOOL: If your child will not be attending school because of illness or other reasons, please notify the office before school starts that day.
32. 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 HTCS Student Information System, provided parents have supplied current contact information.
33. PERSONAL BELONGINGS: All personal belongings should be marked with your child's FIRST and LAST name. We strongly encourage students to NOT bring personal toys from home. Our program has adequate toys and learning materials for each classroom. No toys that promote violence (guns, swords, war toys, etc) are allowed on the school premises.
34. BACKPACK: All children should bring a backpack everyday.
35. BIRTHDAYS: Your child's birthday will be celebrated in the classroom. You may choose to send a "special" snack on this day for your child to share with the class. This snack will need to be store bought. Please check with your child's teacher if there are any allergies to be aware of.
36. PROVIDED FOOD: The school will provide a nutritious breakfast and an afternoon snack that both meet DCYF guidelines throughout the day. Breakfast will be provided after the morning bell and snack will be provided near the end of the day. Milk will be included in breakfast only.
37. LUNCH: Lunch will be provided through the HTCS hot lunch program or by parents. Parents can purchase the school hot lunch or send a nutritious cold lunch that meets CACFP guidelines. Guidelines will be shared with families after enrollment. Hot lunch prices are set annually.

*"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color,*

*national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture - Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW - Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov) This institution is an equal opportunity provider."*

38. NAP AND REST POLICY: All students will have quiet rest time for a minimum of 30 minutes each day. Students are not required to wake up after 30 minutes and can continue to rest if they so need/want. Cots are provided, and are sanitized after each use. It is encouraged that students bring a blanket from home. Blankets are not provided. Students will be supervised during quiet rest time by program staff.
39. 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. This includes written proof of a current rabies vaccination (for cats and dogs).
40. CHANGE OF CLOTHING: Parents must send one complete (shirt, pants, socks, and undergarments) change of clothing to be kept at school for their child. There is very limited clothing kept at the school. We ask that parents return borrowed items after laundering.
41. AMENDING THE HANDBOOK: HTCS has the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.
42. 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.
  - a. YOUR CONCERN:
    - i. Discuss with the person whom you have the concern with
    - ii. If not resolved, contact the HTCS Administrator
    - iii. If still not resolved, contact the HTCS Board of Directors
    - iv. If still not resolved, contact the MN Department of Human Services at (651) 431-6015

## **HEALTH POLICIES**

1. PHYSICAL EXAMINATION AND IMMUNIZATIONS: Before admission to HTCS ECE 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 child becomes ill or injured at school, we will make every effort to notify you immediately. You will be asked to take your child

home or to your family physician for medical attention if necessary. Any ill or injured child 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; the office staff will update information based on the registration form. We ask that parents update all contact information in the Student Information System if there are any changes throughout the year.

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 email. Parents should notify the HTCS office within 24 hours after a child is diagnosed with a contagious disease or illness.
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. HTCS ECE 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 and participate in the daily activities. If a child is sick, they will be monitored away from the classroom in the nurse's office, until picked up. Symptoms and treatment will be documented in the HTCS Student Information System. Please refer to the illness document found on our website and shared from the district nurse yearly
5. **ALLERGY PREVENTION AND RESPONSE:** Before admitting a child, HTCS will obtain documentation of any known allergy from the child's parent or legal guardian or the child's source of medical care. If a child has a known allergy, HTCS must maintain current information about the allergy in the child's record and develop an individual child care program plan (herein referred to as ICCPP) as specified in Minnesota Rules, part 9503.0065, subpart 3. The ICCPP must include but not be limited to a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

HTCS must ensure that each staff person who is responsible for carrying out the ICCPP reviews and follows the plan. Documentation of a staff person's review must be kept on site. At least once each calendar year or following any changes made to allergy-related information in the child's record, HTCS must update the child's ICCPP and inform each staff person who is responsible for carrying out the ICCPP of the change. HTCS must keep on site documentation that a staff person was informed of a change. A child's allergy information must be available at all times including on site, when on field trips, or during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child. HTCS must contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. HTCS must call emergency medical services when epinephrine is administered to a child in the care of HTCS. The school maintains a "Students with Allergies" list for all staff. The information is obtained from the health information completed yearly by parents in the HTCS Student Information System, prior to the school year. Children with allergies are monitored and a safety zone for these children is maintained if needed. Children with allergies will have an ICCPP on file.

Refer to policy [#S531](#)

## 6. HEALTH / HANDLING AND DISPOSAL OF BODILY FLUIDS:

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

- Washing hands – teachers and children will wash hands after each bathroom visit.
- Tissue – cover mouth when coughing or sneezing, and dispose of properly.
- Hair – teachers will watch for excessive itching and report to parents to prevent spread of head lice.
- Skin irritation – teachers will watch for disorders of the skin or eyes and report to parents to prevent the spread of infectious diseases.
- Sanitation procedures and practices for food prepared by HTCS 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.

Subpart 3: HTCS must comply with the following procedures for safely handling and disposing of bodily fluids:

- Surfaces that come into contact with potentially infectious bodily fluids, including blood and vomit, must be cleaned and disinfected according to Minnesota Rules, part 9503.0005, subpart 11;
- Blood-contaminated material must be disposed of in a plastic bag with a secure tie;
- Sharp items used for a child with special care needs must be disposed of in a “sharps container.” The sharps container must be stored out of reach of a child;
- HTCS must have the following bodily fluid disposal supplies in the center: disposable gloves, disposal bags, and eye protection; and
- HTCS must ensure that each staff person follows universal precautions to reduce the risk of spreading infectious disease.

## 7. TOILETING POLICIES AND PROCEDURES:

HTCS ECE program will provide and have accessible to students: toilet paper, liquid hand soap, facial tissues, and single use paper towels or air hand dryers. Students will be offered frequent opportunities to use the bathroom facilities. Sight and/or sound will be maintained at all times during toileting procedures.

When a single student uses a restroom outside of the classroom, a staff member will accompany the student. Supervision occurs when a staff member has knowledge of the student’s activity and location, and can hear the student. The staff member will stay by the bathroom with the student until toileting has completed. The staff member will walk the student back to the classroom.

When a single student uses an individual, private bathroom within the classroom with the door closed, supervision occurs when a staff member has knowledge of the student’s activity and location, can hear the student, and checks on the student at least every five minutes.

If the student needs assistance, assistance will be given and adequate time will be provided to carry out self-help skills as able.

Toilets and bathrooms will be cleaned and disinfected when soiled, and thoroughly cleaned and disinfected at the end of each school day.

Refer to policy [#S532](#)

8. TOILETING EXPECTATIONS:

- Students enrolled in the HTCS ECE program are required to be toilet trained before attending.
- Staff will provide guidance and encouragement to foster independence in toileting routines while offering assistance as needed.
- Students will be supervised as appropriate to their developmental level to ensure safety and hygiene.
- Parents/guardians must provide an adequate supply of extra clothing in case of accidents.

9. HYGIENE PROCEDURES:

- Students will be taught and encouraged to use proper handwashing techniques before and after toileting.
- Staff will follow all sanitation procedures, including disinfecting toileting areas and equipment at the end of each school day.
- Disposable gloves will be worn by staff when assisting students with toileting needs.
- Soiled clothing will be placed in a sealed bag and sent home with parents/guardians at the end of the day.

10. ASSISTANCE AND ACCOMMODATIONS:

- Students with special needs requiring toileting assistance will have a documented plan developed in collaboration with parents/guardians and relevant specialists.
- Reasonable accommodations will be made in compliance with the Americans with Disabilities Act (ADA) and DCYF licensing requirements.

11. ACCIDENTS AND INCIDENT REPORTING:

- Accidents are a normal part of development, and students will be treated with respect and dignity.
- If a student has repeated accidents, staff will collaborate with parents/guardians to develop a support plan.
- Any incidents involving injury or significant toileting concerns will be documented and communicated with parents/guardians.

12. PARENT/GUARDIAN RESPONSIBILITIES:

- Providing extra clothing.
- Communicate any specific needs and/or medical concerns.

13. COMPLIANCE AND REVIEW:

This policy aligns with the DCYF Rules for Child Care Centers. It will be reviewed annually and updated as needed to remain compliant with state regulations and best practices for early childhood care. Questions / concerns regarding this policy should be directed to the HTCS administrator.

**MALTREATMENT OF MINORS AND REPORTING POLICY**

- **What to report**
  - Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to [Minnesota Statutes, section 260E.03](#), and pages 3-6 of this document. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

- **Who must report**
  - If you work in a licensed facility, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility.
  - In addition, people who are not mandated reporters may voluntarily report maltreatment.
- **Where to report**
  - If you know or suspect that a child is in immediate danger, call 9-1-1.
  - Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Children, Youth, and Families, should be made to the DCYF Central Intake line at 651-539-8222.
  - Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, in a child foster residence setting, or in a child foster care home, should be reported to Morrison County Social Services at (320) 632-7800 or Pierz Police Department at (320) 468-0299.
  - Reports concerning suspected maltreatment of a child related to a Children’s Residential Facility (CRF), Home and Community Based Services (HCBS), or a Substance Use Disorder (SUD) Treatment facility should be made to the Minnesota Department of Human Services.
  - Reports concerning suspected maltreatment of a child in a Psychiatric Residential Treatment Facility (PRTF) should be made to the Minnesota Department of Health, Office of Health Facility Complaints at [health.ohfc-complaints@state.mn.us](mailto:health.ohfc-complaints@state.mn.us).
- **When to report**
  - Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).
- **Information to report**
  - A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- **Failure to report**
  - A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
  - In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in [Minnesota Statutes, section 245C.03](#).
- **Retaliation prohibited**
  - An employer of any mandated reporter is prohibited from retaliating against (getting back at):
    - an employee for making a report in good faith; or
    - a child who is the subject of the report.
  - If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

- **Staff training**
  - The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. 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 142B.10, subdivision 21](#).
- **Provide policy to parents**
  - For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3-6) is optional to provide to parents.
- **Internal review**
  - When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
  - The internal review must include an evaluation of whether:
    - related policies and procedures were followed;
    - the policies and procedures were adequate;
    - there is a need for additional staff training;
    - the reported event is similar to past events with the children or the services involved; and
    - there is a need for corrective action by the license holder to protect the health and safety of children in care.
- **Primary and secondary person or position to ensure reviews completed**
  - The internal review will be completed by the HTCS Administrator. If this individual is involved in the alleged or suspected maltreatment, the HTCS Board of Directors will be responsible for completing the internal review.
- **Documentation of 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 to correct any current lapses and prevent future lapses in performance by individuals or the license holder.
- **Definitions - Found in Minnesota Statutes, section 260E.03**
  - **Egregious harm (Minnesota Statutes, section 260E.03, subd. 5)**
    - "Egregious harm" means harm under section 260C.007, subdivision 14, or a similar law of another jurisdiction. From section 260C.007, subdivision 14:
    - "Egregious harm" means the infliction of bodily harm to a child or neglect of a child which demonstrates a grossly inadequate ability to provide minimally adequate parental care. The egregious harm need not have occurred in the state or in the county where a termination of parental rights action has proper venue. Egregious harm includes, but is not limited to:
      - conduct toward a child that constitutes a violation of sections 609.185 to 609.2114, 609.222, subdivision 2, 609.223, or any other similar law of any other state;
      - the infliction of "substantial bodily harm" to a child, as defined in section 609.02, subdivision 7a;
      - conduct toward a child that constitutes felony malicious punishment of a child under section 609.377;

- conduct toward a child that constitutes felony unreasonable restraint of a child under section 609.255, subdivision 3;
- conduct toward a child that constitutes felony neglect or endangerment of a child under section 609.378;
- conduct toward a child that constitutes assault under section 609.221, 609.222, or 609.223;
- conduct toward a child that constitutes sex trafficking, solicitation, inducement, promotion of, or receiving profit derived from prostitution under section 609.322;
- conduct toward a child that constitutes murder or voluntary manslaughter as defined by United States Code, title 18, section 1111(a) or 1112(a);
- conduct toward a child that constitutes aiding or abetting, attempting, conspiring, or soliciting to commit a murder or voluntary manslaughter that constitutes a violation of United States Code, title 18, section 1111(a) or 1112(a); or
- conduct toward a child that constitutes criminal sexual conduct under sections 609.342 to 609.345 or sexual extortion under section 609.3458.
- **Maltreatment (Minnesota Statutes, section 260E.03, subd. 12)**
  - "Maltreatment" means any of the following acts or omissions:
    - egregious harm under subdivision 5;
    - neglect under subdivision 15;
    - physical abuse under subdivision 18;
    - sexual abuse under subdivision 20;
    - substantial child endangerment under subdivision 22;
    - threatened injury under subdivision 23;
    - mental injury under subdivision 13; and
    - maltreatment of a child in a facility.
- **Mental injury (Minnesota Statutes, section 260E.03, subd. 13)**
  - "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- **Neglect (Minnesota Statutes, section 260E.03, subd. 15)**
  - "Neglect" means the commission or omission of any of the acts specified under clauses (1) to (8), other than by accidental means:
    - failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so;
    - failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
    - failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in their care;
    - failure to ensure that the child is educated as defined in sections 120A.22 and 260C.163, subdivision 11, which does not include a parent's refusal to provide the parent's child with sympathomimetic medications, consistent with section 125A.091, subdivision 5;
    - prenatal exposure to a controlled substance, as defined in section 253B.02, subdivision 2, used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child at birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
    - medical neglect, as defined in section 260C.007, subdivision 6, clause (5);
    - chronic and severe use of alcohol or a controlled substance by a person responsible for the child's care that adversely affects the child's basic needs and safety; or

- emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.
  - Nothing in this chapter shall be construed to mean that a child is neglected solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.
  - This chapter does not impose upon persons not otherwise legally responsible for providing a child with necessary food, clothing, shelter, education, or medical care a duty to provide that care.
  - Nothing in this chapter shall be construed to mean that a child who has a mental, physical, or emotional condition is neglected solely because the child remains in an emergency department or hospital setting because services, including residential treatment, that are deemed necessary by the child's medical or mental health care professional or county case manager are not available to the child's parent, guardian, or other person responsible for the child's care, and the child cannot be safely discharged to the child's family.
- **Physical abuse (Minnesota Statutes, section 260E.03, subd. 18)**
  - "Physical abuse" means any physical injury, mental injury under subdivision 13, or threatened injury under subdivision 23, inflicted by a person responsible for the child's care on a child other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized under section 125A.0942 or 245.825.
  - Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by section 121A.582.
  - For the purposes of this subdivision, actions that are not reasonable and moderate include, but are not limited to, any of the following:
    - throwing, kicking, burning, biting, or cutting a child;
    - striking a child with a closed fist;
    - shaking a child under age three;
    - striking or other actions that result in any nonaccidental injury to a child under 18 months of age;
    - unreasonable interference with a child's breathing;
    - threatening a child with a weapon, as defined in section 609.02, subdivision 6;
    - striking a child under age one on the face or head;
    - striking a child who is at least age one but under age four on the face or head, which results in an injury;
    - purposely giving a child:
      - poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner in order to control or punish the child; or
      - other substances that substantially affect the child's behavior, motor coordination, or judgment; that result in sickness or internal injury; or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances;
    - unreasonable physical confinement or restraint not permitted under section 609.379, including but not limited to tying, caging, or chaining; or
    - in a school facility or school zone, an act by a person responsible for the child's care that is a violation under section 121A.58.
- **Sexual abuse (Minnesota Statutes, section 260E.03, subd. 20)**
  - "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child, or by a person in a current or recent position of authority, to any act that constitutes a violation of section 609.342 (criminal sexual conduct in the first degree), 609.343 (criminal sexual conduct in the second degree), 609.344 (criminal sexual conduct in the third degree), 609.345 (criminal sexual conduct in the fourth degree), 609.3451 (criminal sexual conduct in the fifth degree), 609.3458 (sexual extortion), or 609.352 (solicitation of children to engage in sexual conduct; communication of sexually explicit materials to children).

- Sexual abuse also includes any act involving a child that constitutes a violation of prostitution offenses under sections 609.321 to 609.324 or 617.246. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes child sex trafficking as defined in section 609.321, subdivisions 7a and 7b.
- Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation that requires registration as an offender under section 243.166, subdivision 1b, paragraph (a) or (b), or required registration under section 243.166, subdivision 1b, paragraph (a) or (b).
- **Substantial child endangerment (Minnesota Statutes, section 260E.03, subd. 22)**
  - "Substantial child endangerment" means that a person responsible for a child's care, by act or omission, commits or attempts to commit an act against a child in the person's care that constitutes any of the following:
    - egregious harm under subdivision 5;
    - abandonment under section 260C.301, subdivision 2;
    - neglect under subdivision 15, paragraph (a), clause (2), that substantially endangers the child's physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
    - murder in the first, second, or third degree under section 609.185, 609.19, or 609.195;
    - manslaughter in the first or second degree under section 609.20 or 609.205;
    - assault in the first, second, or third degree under section 609.221, 609.222, or 609.223;
    - sex trafficking, solicitation, inducement, or promotion of prostitution under section 609.322;
    - criminal sexual conduct under sections 609.342 to 609.3451;
    - sexual extortion under section 609.3458;
    - solicitation of children to engage in sexual conduct under section 609.352;
    - malicious punishment or neglect or endangerment of a child under section 609.377 or 609.378;
    - use of a minor in sexual performance under section 617.246;
    - labor trafficking under sections 609.281 and 609.282; or
    - parental behavior, status, or condition that mandates that the county attorney file a termination of parental rights petition under section 260C.503, subdivision 2.
- **Threatened injury (Minnesota Statutes, section 260E.03, subd. 23)**
  - "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury.
  - Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care, as defined in subdivision 17, who has:
    - subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under subdivision 5 or a similar law of another jurisdiction;
    - been found to be palpably unfit under section 260C.301, subdivision 1, paragraph (b), clause (4), or a similar law of another jurisdiction;
    - committed an act that resulted in an involuntary termination of parental rights under section 260C.301, or a similar law of another jurisdiction; or
    - committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative or parent under section 260C.515, subdivision 4, or a similar law of another jurisdiction.
  - A child is the subject of a report of threatened injury when the local welfare agency receives birth match data under section 260E.14, subdivision 4, from the Department of Children, Youth, and Families.

MN DCYF  
OFFICE OF INSPECTORY GENERAL  
LICENSING DIVISION  
07/2025

### Internal Review

In compliance with [MN Statute 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 \_\_\_\_

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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 \_\_\_\_

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Corrective Action Plan (if necessary)

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Use additional space if needed

Completed by \_\_\_\_\_ Title \_\_\_\_\_  
Print Name

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 ([MN Statute 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 [MN Statute 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.

## **EMERGENCY AND ACCIDENT POLICIES AND RECORDS**

1. **EMERGENCY POLICY:** HTCS ECE personnel will follow policies regarding emergencies, accidents, and injuries. A written report will be made concerning any accidents or injuries occurring in the program. An annual analysis of the accident log will be done by the director. (HTCS ECE Accident/Injury Report will be on file and a copy will be sent home with the child). Documentation of staff training on these policies 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.
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.
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, lip balm, and antibiotics. No medication will be given at school, unless it is absolutely necessary for the child'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 child.

Parents may provide over the counter medications to be administered during the school day to their child. Parents **MUST** sign the Child Care Center Medication Authorization form, and the medication **MUST** be brought to the classroom teacher, by the parent, in the **ORIGINAL** package. Medication will not be dispensed unless all protocol is followed. Medication will be dispensed based on the directions on the package.

5. **EMERGENCY AND EVACUATION PROCEDURES:** Children will 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:**
  - a. **Supervision**
    - i. Trained and paid staff members will greet children upon arrival at their classroom doors and begin supervision of them at all times. At the end of the day, the children will be walked by a trained, paid staff member to their bus or approved adult pick up person.
    - ii. The students are supervised at all times by trained paid staff to, from and while on the playground, field trips, neighborhood walks, as well as while transitioning from one area of the facility to another, including but not limited to bathrooms, other classrooms and the gym. Children will walk in single file. Running will not be allowed. Students are required to listen to staff direction and stay safe.
    - iii. A staff member will lead the group to locations if there are less than 10 children. In the event of 11 or more children, one staff member will lead the group and a staff

- member will follow at the end of the line.
- iv. During naptime, children will be supervised at all times by at least one trained and paid staff member. When more than 10 children are present and awake, a second staff member will be present to maintain a 1 to 10 staff-child ratio according to DHS guidelines.
- v. In the event that a staff member needs to leave causing inadequate staffing, a trained staff member from the building (office, administration) will assist in the classroom until the leaving staff member returns.
- vi. The classroom is arranged for optimal supervision of all students. The teacher and/or aide will monitor students throughout the day in the classroom, bathrooms, playground, and gym. If students need privacy or are out of view, verbal communication is maintained.
- b. Injury
  - i. Children are not allowed to run with wooden sticks or other articles that may break if they were to fall.
  - ii. Sharp objects will be kept out of children's reach and only allowed to use under close staff supervision.
  - iii. Protective covers will be kept on electrical outlets at all times.
  - iv. Electrical cords will be taped to the floor to prevent tripping.
  - v. Broken glass will be cleaned up immediately and children will be supervised until it is disposed of.
  - vi. Spilled liquids will be cleaned up immediately.
  - vii. Children will be taught the appropriate use of scissors and will be closely monitored by staff when using child-size scissors.
- c. Burns
  - i. Matches will be stored in a metal container out of reach of children.
  - ii. Children will be properly dressed when they play outside in cold weather to prevent frostbite.
  - iii. Children will be properly dressed and have plenty of fluids when they play outside in hot weather to prevent sunburn, sunstroke, or dehydration.
  - iv. Children are not allowed to use microwave ovens or other heating devices.
  - v. Staff will not drink hot coffee, soup or other hot items in proximity of children.
  - vi. Staff will allow time for soup or other hot lunch items that may cause burns to children too cool first before serving.
  - vii. If hot glue guns are used by an adult, children will be kept a safe distance away to prevent injuries.
- d. Poisoning
  - i. All chemical products and medicines will be stored out of reach of children.
  - ii. Cleaning products and medicines will be stored in separate storage areas away from food products.
  - iii. Children will not be allowed to chew or swallow leaves, plants, or berries they may find.
  - iv. Spilled liquids will be cleaned up immediately.
  - v. Hotline number for poison control (1-800-222-1222) is posted in each classroom.
- e. Suffocation and Choking
  - i. Small objects that can be swallowed by children will be kept out of the classroom.
  - ii. Children will be encouraged to keep toys/objects away from their mouths.
  - iii. A child will be asked to remove any objects that are placed in their mouth. They will

be immediately assisted if need be.

- f. Pedestrian and Traffic
  - i. Staff will cross streets only at intersections or in a crosswalk when possible.
  - ii. Staff will look both ways before crossing streets and be certain there are no oncoming vehicles.
  - iii. Staff only will retrieve balls/toys that have crossed the road or left the playground area.
  - iv. Children will be closely supervised at all times while outside.
- g. Potential Hazards
  - i. The teacher will be responsible for daily inspection of the building and grounds to detect potential hazards. The teacher will inspect the classroom, bathrooms, shared areas and the playground for hazards each morning, before the children arrive and throughout the day. Any hazards will be immediately corrected or removed.
  - ii. Staff members will make sure all gates are closed and secured while children are present on the playground.
  - iii. Only staff members will be allowed to open, close and hold doors.
- h. Fire Prevention and Procedures
  - i. Monthly drills will be conducted and logged. Each teacher will instruct and show 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.
- i. 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 emergencies.
- j. Lock Down
  - i. Five lockdown drills per year will be conducted and logged.
  - ii. Each teacher will instruct and show their students correct lock down procedures.
- k. Missing Child
  - i. A missing child will be reported immediately to police as well as parent / guardian.
- l. 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 authorized pick up 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 completed and filed after a copy is made and sent home with the child.
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.

## **BEHAVIOR GUIDANCE POLICY**

1. DISCIPLINE: Discipline will be handled in a firm and loving manner. Good behavior is best obtained by providing the child with an acceptable model of behavior. Children will be taught respect for the rights of others. Children will be redirected away from potential problems toward a different constructive activity in order to reduce conflict. Children will not be judged or compared to one another. Participation and cooperation will be encouraged and each child will do what he/she is able. Children will be guided toward self-acceptance and mutual respect for one another.
2. DRESS CODE: Comfortable play clothes and shoes are recommended. Shoes should be well fitting and stay on during active play and/or recess. Flip-flops are not allowed. It is the responsibility of the parent to dress their 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).
3. PLAYGROUND RULES: Students will remain inside if temperatures are 0° F or colder (including wind chill).
  - a. In case of illness or injury, one staff member will assist and bring the child inside if necessary.
  - b. Children may play an organized game or have free play.
  - c. Good sportsmanship will be encouraged and expected.
  - d. Sand stays in the sandbox.
  - e. Slides are for sliding, not climbing and feet come down first.
  - f. Throwing snowballs, sand, and or other objects is not allowed.
  - g. Kicking, hitting, pushing, name calling, and abusive language is not permitted.
4. BEHAVIOR GUIDANCE
  - Subpart 1
    - Each child will be provided a positive model of acceptable behavior.
    - Behavior guidance will be appropriate to the developmental age of the child.
    - Children will be involved in constructive activities that reduce conflicts and problems.
    - Acceptable behavior will be encouraged through positive reinforcement.
    - Acceptable behavior protects the safety of all; any other behavior is not allowed.
    - Unacceptable behavior will be handled on an individual basis and will provide immediate and directly related consequences.
  - Subpart 2
    - 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 shared and discussed with the child's parent(s) or guardians.

- 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

- Positive reinforcement techniques will be used whenever possible. Children will not be subjected to any of the following:
- Corporal punishment including, but not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- 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.
- Separation of a child from the group except as provided in subpart 4.
- Punishment for lapses in toilet habits.
- Withholding food, light, warmth, clothing, or medical care.
- Use of physical restraint other than is necessary to protect a child from harm.
- Use of mechanical restraints, such as tying.

#### Subpart 4

- No child may be separated from the group unless his/her behavior threatens the well being of self or others. A time out or separation from the group (in a supervised area) will be used if a child's behavior is a threat to the wellbeing of self or another child. It will only be used when deemed necessary by the teacher and then recorded on a Separation Report. 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

- All separations shall be documented in a separation log including child's 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.

**Holy Trinity Catholic School**  
**Early Childhood Education Readiness Program Plan**

- ❖ HTCS Early Childhood Education programs provide a safe and secure learning 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.
- ❖ HTCS Preschool Program serves students from ages 42 months to 4 years of age with no more than 20 students per classroom per day.. HTCS Kindergarten Readiness Program serves students from 4-5 years of age that have the intent on attending Kindergarten the following year. There are no more than 20 students per classroom per day. Additionally, HTCS's total capacity for early childhood students (preschool and kindergarten readiness combined) will not exceed 40 students on any given day.
- ❖ The availability of the Preschool Program (3.5-4 year old students) will be determined by the last business day of April. Program feasibility will be based on staffing availability as well as the number of children interested in the program.
- ❖ The hours of operation are Monday through Friday, 8:20 a.m. to 3:00 p.m., following the school calendar of scheduled school days.
- ❖ The teachers will provide school readiness activities throughout the day. The morning consists of learning circles and activities with an opportunity for large motor play and social development. The afternoon consists of a rest/nap time and opportunities to explore dramatic play as well as to complete morning school readiness activities. Students will have breakfast, outdoor recess (weather permitting), lunch , and an afternoon snack.
- ❖ The teachers use both large group and small group settings with various hands-on learning activities throughout the day. HTCS Early Childhood Education programs strive for small class sizes with a loving, family environment for students to grow, learn and develop in. We instill Christian values through daily prayer, loving interactions and an awareness of all people. With the support of paraprofessionals, we encourage strong academics while making learning fun.
- ❖ The teachers provide children with ample self-directed learning time to play, socialize and/or enjoy quiet time. Children are also provided with a variety of fine and gross motor activities, materials and equipment to use during both structured and unstructured times of the day.
- ❖ The teachers use a variety of age appropriate activities, including lessons that relate to the diversity of student's everyday life and cultural backgrounds. We strive to ensure that each student feels valued for who they are, while respecting those around them.
- ❖ Parents are kept informed of their child's intellectual, physical, social and emotional progress, and growth throughout the year. This will occur through the use of student progress reports, quarterly assessments, parent-teacher conferences (fall and winter or as necessary) and parent-teacher communication links.
- ❖ HTCS Early Childhood Program Plan was developed by our early childhood educators.