

ST. MARY'S - LITTLE ECHOES PRESCHOOL

POLICY INFORMATION FOR PARENTS

- A. Little Echoes Preschool is licensed for 10 and a maximum of 15 students between the ages of 3-5 years.
- B. Days and times of operation are Monday through Friday 7:45-3:00.
- C. The little Echoes Preschool will operate on the basis of the St. Mary's School Mission Statement and Philosophy.



MISSION STATEMENT

St. Mary's School is a Christ-Centered school where all enter to learn and exit to serve.

PHILOSOPHY and VISION

St. Mary's School is a Pre K-6 Catholic school recognized and supported mainly by St. Mary's of Tracy and Immaculate Heart of Mary of Currie and part of St. Michael's of Milroy, and St. Paul's of Walnut Grove, all of Minnesota. It is a school of academic excellence, which integrates moral and spiritual values. This is achieved through a strong faith community, development of positive self-concept, open communication, and the integration of the Gospel Values.

St. Mary's faith community is soundly rooted in the message of Christ. Our Catholic faith is evident throughout our curriculum and in our positive, nurturing school environment. Our faith is lived out through our celebration of the sacraments, in prayer, and in service toward one another.

In recognizing each student's unique gifts, we strengthen and nurture their self-concept. We demonstrate respect for one another and affirm the dignity of each child.

Open communication with our parents, community, students, staff, and alumni is the key to the strengths and viability of our school.

We are committed to academic excellence. We recognize the individual differences and uniqueness of each child and employ a variety of teaching techniques to help each child reach their highest potential.

Gospel Values are integrated throughout our curriculum. Our school is based on the teachings of Christ and His Church. By listening to and acting on the Word of the Gospel, we foster an atmosphere of respect, peace, and justice toward one another.

LITTLE ECHOES PRESCHOOL PROGRAM PLAN

- A. Little Echoes Preschool students will be supervised at all times, beginning at 7:45 through 3:00 pm.
- B. Little Echoes Preschool is licensed for 10 and a maximum of 15 students between the ages of 3-5 as of Sept. 1, 2015.
- C. Little Echoes Preschool will operate Monday through Friday 7:45-3:00. Monday/Wednesday/Friday is designated for Pre-Kindergarten age 5 yrs. Tuesday/Thursday is designated for 3-4 year olds. There is an option for Monday-Friday if a parent were to choose to send their child all five days.
- D. Education methods used will be child-centered exploration with teacher-directed instruction involving creative, hands-on, real-world process using informal and formal assessments. St. Mary's is committed to integrating Gospel Values through a strong faith community, development of positive self-concept, open communication, academic excellence, and teaching peace and justice.
- E. Little Echoes Preschool's goals and objectives will be based on the Early Childhood Indicators of Progress and are divided into the following six domains that reflect the full range of child development:
 - a. Social and Emotional Development
 - b. Approaches to Learning
 - c. Language and Literacy Development
 - d. Creativity and the Arts
 - e. Cognitive Development (includes Mathematical and Logical Thinking, Scientific Thinking and Problem Solving, and Social Systems Understanding)
 - f. Physical and Motor Development

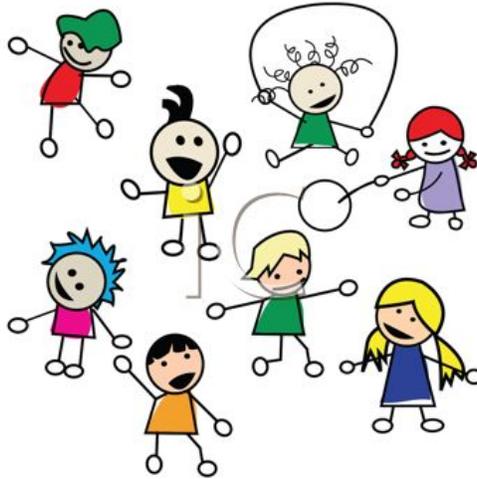


Each domain is further divided into three to five components that describe indicators of children's progress in gaining concepts, knowledge, and skills for a child approximately three to five years old. These can be viewed on the MDE website.

- F. Activities will be designed to promote the intellectual, physical, social, and emotional development of a child in a manner consistent with the child's cultural background.
- G. Documentation of the activities addressed in item F. will be shared with the parent at conferences held twice a year.
- H. Indoor activities in the gym and outdoor activities on the playground will be held once a day according to how the PK-6 schedule is determined.
- I. Child initiated activities will take part the rest of the day. Quiet time will follow lunch/recess during nap/rest time for approximately thirty minutes. Active time will take place during recess, gym, music, and free play.

- J. Varied equipment and materials will allow for a variety of activities such as art, music, free play, large blocks and other large muscle toys, smaller muscle activities with small blocks and manipulatives, creative play with kitchen/barn/toys and dress up props, cognitive activities with flash cards, puzzles, pictures, books, games, etc.

This plan must be evaluated annually, in writing, by a qualified teacher.
This plan must be available for parents on request.



CLASSROOM VISITS: Parents of enrolled children may visit the program at any time during hours of operation if they have contacted the classroom teacher and/or principal (629-3270) to inform them of their visit and check to see what a good time would be for their visit.

Pets are not allowed at the Little Echoes Preschool.

Throwing snowballs, sticks and rocks is not permitted on school grounds.

There is no adult supervision provided for the playground before or after school. NO INSURANCE COVERAGE can be claimed for accidents at this time.

FIELD TRIPS: No child will be permitted on a field trip without written consent of the parent/guardian prior to the field trip. A typed permission form will be sent home with the student prior to any field trip. This form will state the purpose and destination of the field trip. Emergency phone numbers for the child's parent an alternate contact and the child's physician will be listed on the field trip form. A basic First Aid kit will be available. Only Virtus trained volunteer drivers that have been approved by the Diocese (cleared motor vehicle background checks) will be allowed to drive. Parents will need to supply the car seats for any transportation.

HOT LUNCH: A hot lunch program is provided. Payment in advance is necessary, as charging is not permitted in any government program. In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. St. Mary's School also assures that there will be no special identification of the students participating in the free, reduced or regular price meal.

Food will be prepared in the kitchen in St. Mary's church basement.

1. All students' hands will be washed before going to lunch.
2. Food will be handled by the head cook with washed hands or having gloves on. All utensils and equipment will have been sanitized before using. Food will be stored at the correct temperature using the freezer, cooler, on the stove, or in the oven following the guidelines set by the Federal Hot Lunch Program and the MN Dept. of Education.
3. All food is served by the head cook cafeteria style. The head cook wears gloves and hair restraints while serving, keeping the food at the correct temperature.
4. All utensils and equipment are washed and sanitized at the required temperature. The kitchen is inspected and certifies semi-annually by the MN Dept. of Health.

A morning and afternoon snack will be provided.

HEALTH SERVICES

A public school health nurse provides services to St. Mary's School. She keeps complete health records for each enrolled student. Various health forms will be requested to be completed by the parents. *Immunizations must be current in order for the child to attend any Minnesota school, parochial or public.* Please comply with any requests made by the school nurse.

IMMUNIZATIONS must be recorded on the Early Childhood Immunization Record sheet, be up to date, and on file with St. Mary's School before your child can attend Little Echoes Preschool.

LITTLE ECHOES PRESCHOOL

HEALTH POLICY



HEALTH AND SAFETY

TOILETING Students attending Little Echoes Preschool will be required to be toilet trained to be admitted to the program; however, accidents may still happen. If that is the case, the parents will be called to bring in dry clothes and the soiled ones will be sent home to be laundered. The procedure used for emergency changing of wet or soiled underwear will be as stated in the Hennepin County Public Health. (<http://hennepin.us/childcaremanual>) as listed in the paragraph above.

DAILY INSPECTION of potential hazards will be completed by the custodian (on building/grounds) and the classroom teacher (inside the classroom).

ILLNESS

Children should not remain in school when they have a rash, fever (of 100 or more), sore throat, or severe cold. This is not only injurious to one child, but also endangers the health of others.

Communicable illnesses should be reported at once to school staff so that staff can monitor illnesses and health among the students.

Chronic situations, such as diabetes, asthma, etc. should always be reported to the school nurse and office. This should be done at the beginning of each year with each change of teacher and as often as the physical situation or doctor's treatment plan changes.

If a child complains or shows symptoms of illness in the morning, please keep them home for observation. You may send them to school at noon if you are confident that they are well and are not exhibiting any symptoms of illness.

If a child becomes ill in school, a parent will be called and the child sent home. If the parents cannot be reached a person designated by the parent on the school emergency form will be notified. Since a child who is ill may not be sent home without notification to parents, it is imperative that we have the name and telephone number of an alternate designate. ***A child should remain at home for 24 hours after a fever has returned to normal to ensure that the fever is truly subsided.***

EXCLUSION OF SICK CHILDREN

A student with any of the following conditions or behaviors is a sick child and must be excluded from preschool. If the child becomes sick while at preschool, the child must be isolated from other children in care (sit in office or lay on the cot in the sick room) and the parent called immediately. The child will be supervised at all times. The preschool must exclude a child:

- A. With a reportable illness or condition as specified as contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;
- B. With chicken pox until the child is no longer infectious or until the lesions are crusted over;
- C. Who has vomited one or more times since admission that day;
- D. Who has had one or more loosely stools since admission that day;
- E. Who has contagious conjunctivitis or pus draining from the eye;
- F. Who has an illness requiring antimicrobial medication, who has not completed 24 hours of medication;
- G. Who has unexplained lethargy;
- H. Who has lice, ringworm, or scabies that is untreated and contagious to others;
- I. Who has a 100 degree Fahrenheit or higher temperature of undiagnosed origin before fever reducing medication is given;
- J. Who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- K. Who has significant respiratory distress;
- L. Who is not able to participate in Preschool program activities with reasonable comfort; or
- M. Who requires more care than the preschool staff can provide without compromising the health and safety of other children in the class.

For questions regarding exclusions, the preschool staff will consult with the school nurse and/or the “Infectious Diseases in Childcare and School Manual” published by Hennepin County Public Health. (<http://hennepin.us/childcaremanual>)

MEDICATIONS

The school cannot legally distribute medication, prescription or over-the-counter, to any student without written parental permission and written authorization and directions from a physician or authorized provider, for each medication. This approval must include specific information. A completed Medication Authorization and Instruction Form must be on file with the medication in the original pharmacy provided container.

PLEASE respect the staff of St. Mary’s School. Do not ask them to give any medication without filling out the correct form. This form includes all information, which is required



by law. This form is legal protection for our staff. Help us teach the children respect for all “pills” by taking the extra time and effort to see that all medication is given as needed.

FIRST AID will be administered in the form of band aids and ice packs. If an injury looks more serious the parents and the school nurse will be contacted immediately. In case of an emergency, the staff will contact 911.

In the case of serious injuries, burns, poisoning, choking, suffocation, and traffic and pedestrian accidents, the following will be contacted in this order:

- a. 911 (if needed)
- b. School nurse
- c. Parents

The staff will follow all instructions given by 911 emergency responders and/or direction given by the school nurse. The instructions will be documented as a follow-up, with copies given to the school nurse, parents, and a copy put in the student’s file.



BEHAVIOR GUIDANCE POLICY AND PROCEDURE.

Christian discipline is growth in formation of a sense of personal responsibility. School rules are a means of developing personal responsibility and concern for others. We believe each student at St. Mary’s has a right:

1. to an education in the Catholic faith and Catholic Values;
2. to a good learning environment and education;
3. to courtesy and respect from teachers and other students’
4. to have his/her personal property respected.

Each teacher is responsible for formulating rules/consequences with his/her class. These rules/consequences are written, discussed and posted in the classroom. Teachers will make every effort to assist the student in his/her personal behavior.

The teacher will:

1. Provide each child with a positive model of acceptable behavior;
2. Tailor the behavior to the developmental level of the preschool student;
3. Redirect students away from problems toward constructive activity in order to avoid conflict;
4. Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict;
5. Protect the safety of children and staff; and
6. Provide immediate and directly related consequences for a student's unacceptable behavior.

If a student exhibits persistent, unacceptable behavior, the teacher will:

1. Observe and record the unacceptable behavior and the staff's response to the behavior; and
2. Develop a plan (may be developed with the principal and parent) to address the behavior.

The following actions will be prohibited by a teacher;

1. Rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
2. Cause emotional stress to the student by the following: name calling, ostracizing, shaming, making derogatory remarks about a child or the child's family, and/or using language that threatens, humiliates or frightens the child.
3. Separate a child from the group (unless causing harm to himself/herself or others).
4. Punishment for lapses in toileting.
5. Withhold food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
6. Use a physical restraint other than to physically hold a child to protect a child or others.
7. Use mechanical restraints, such as tying.

No child may be separate from the group unless:

1. Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
2. The child's behavior threatens the well-being of the child or other children in the program.
3. A child who requires separation from the group must:
 - a. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;

- b. The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
- c. The child must be returned to the group as soon as the behavior that precipitates the separation abates or stops.

SEPARATION REPORT: All separations from the group must be noted on a daily log that must include the following:

1. The child's name;
2. The staff person's name;
3. The time;
4. The date;
5. Information indicating what less intrusive methods were used to guide the child's behavior;
6. How the child's behavior continued to threaten the well-being of the child or other children in care.

If a child is separated from the group three or more times in one day, the child's parents shall be notified and the parent notification shall be indicated on the daily log; and

If a child is separated five or more times in one week, eight times or more in two weeks, the procedures in subpart 2 must be followed. 9503.0055, subpart 6. Children with developmental disabilities or related conditions. For children with developmental disabilities are related conditions or children under the age of five as specified in Minnesota Rules, parts 9525.0004 to 9539.0036, the standards governing the use of aversive and deprivation procedures in Minnesota Rules, parts 9525.2700 to 9525.32810 apply.

Each student is responsible and accountable for his/her behavior and actions. When the situation warrants, the teacher and principal will visit with the student, and develop a plan to address the behavior. If a student's behavior becomes serious because of lack of responsibility and cooperation, parents will be contacted and a conference will be scheduled.

SPECIAL CIRCUMSTANCES: A student will not be kept at St. Mary's School if the conferences/behavior plans have proven to be ineffective. Additionally, expulsion will occur when conduct is of such a nature that continuation of the student in school will, in the school's determination, pose a significant problem or threat to orderly school activities or danger to other students. The Pastor is involved with the final decision. Parents/ guardians and student will be informed. Documentation will be kept on all discipline referrals.

Any questions concerning licensing issues can be directed to the Department of Human Services, Division of Licensing @ 651-431-6500.



GRIEVANCE PROCEDURE

A grievance is defined as any cause of complaint arising between the School of St. Mary's and persons served by the School. A complaint or misunderstanding should be resolved on the lowest level with a verbal discussion between the parties involved; however, sometimes a resolution is not reached so there are additional steps one may choose to take, each in hopes to reach resolution.

STEP 1: Discuss the matter fully with the classroom teacher or with the employee the grievance most directly involves.

STEP 2: If the matter cannot be resolved, discussion with the immediate supervisor (typically, this is the principal at St. Mary's School as the principal is responsible for all school personnel). Note: If the matter concerns the principal the second step is to put the matter in writing to the principal.

STEP 3: If the matter cannot be resolved, the matter should be put in writing to the immediate supervisor (again, typically the principal). The supervisor will prepare a written response back to the person(s) with the grievance in a timely manner. A written grievance needs to include the following information: the nature of the complaint, including whom the complaint is directed against, any factual data (other than hearsay) which the complainant deems appropriate, and specific recommendations for appropriate resolution of the complaint.

STEP 4: If the matter has still not been resolved, the pastor would be the next level of authority. He acts in a reconciling capacity. The written complaint should be shared with the pastor along with any additional information that took place after the written complaint was shared with the principal. The pastor may choose to consult with appropriate diocesan personnel to assist with the resolution process.

If the complaint is in regards to a school policy, the Education Committee may be consulted with in regards to the policy in question. This policy review request is typically submitted to the school principal. The written request should include the policy concern and specific recommendations for altering the policy.

At every level and at all times, fair and amiable exchange must be maintained. All efforts should be made to solve the problem through discussion and in a timely manner. Exceptions to this grievance procedure include any incidents involving the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child. The grievance may go directly to the source of authority the person expressing the complaint feels the most comfortable with. The school will contact the appropriate diocesan personnel and the appropriate legal authorities immediately.