

COMO PARK LANGUAGE AND ARTS PRESCHOOL AND CHILDCARE CENTER

1503 HAMLINE AVENUE

SAINT PAUL, MINNESOTA 55108

PARENT HANDBOOK

2021-2022

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PHILOSOPHY

The Staff at Como Park Language and Arts Preschool and Childcare Center are committed to deliver a high quality educationally based program for children. We believe that the social, emotional, intellectual and physical well being of the child is of utmost importance.

MISSION

The Como Park Language and Arts Preschool and Childcare Center staff will partner with parents to develop the whole child and prepare each child for a successful and enjoyable program experience. Staff strives to create a safe and nurturing environment.

PROGRAM CONTENTS

The Staff at Como Park Language and Arts Preschool and Childcare Center contributes to the education of children through a planned program that is appropriate to their age.

These program goals include:

- Providing appropriate space, supplying varied and challenging equipment and play materials, and aiding children in the appropriate way to use them creatively and constructively.
- Developing creative expression and speech and language skills.
- Promoting intellectual interest and abilities through opportunities to experiment, investigate, explore and to work out solutions to problems, and develop competence and find satisfaction in work and achievement.
- Furthering emotional stability in an atmosphere where the children will feel safe, accepted and understood. Children are helped to achieve a healthy balance between emotional control and emotional expression, as well as being encouraged to develop independence and confidence.
- Developing enjoyment of language, art, literature, music, science, gardening and cooking.
- Encouraging desirable healthy habits and attitudes.
- Helping the child further relationships with adults who are friendly, warm and nurturing.
- Learning to work in groups and to respect human differences.

LEADERSHIP AND DOCTRINE

The Como Park Language and Arts Preschool and Childcare Program will strive to promote an attitude of nurturing and love and model positive acceptable behavior. Children are taught tolerance for others through observation of adults and in interactions with their peers. By showing respect for others and using appropriate language, staff at CPLAPCC will set the tone for the program. Staff will adjust behavior expectations to the developmental level of each child, anticipate problem situations and intervene by redirecting the child to an alternative situation, protect the safety of all children by establishing clear expectations and to provide immediate, directly related and appropriate consequences for children's unacceptable behaviors.

LICENSING, CAPACITY AND PROGRAMS OFFERED

The Como Park Language and Arts Preschool and Childcare Center welcome children from all backgrounds. The program is licensed to serve #40 children ages 33 months - 5 years old.

The program is licensed and complies with the requirements of the Minnesota Department of Human Services (651) 431-6500. The City of Saint Paul office of License, Inspections and Environment Protection can be reached at 651-266-9090

The Como Park Language and Arts Preschool and Childcare Center offer a variety of choices with convenient hours and a dedicated and loving staff. Our goal is for the children to feel secure and look forward to coming to our program because of our interactions and support between staff and family relationships.

Como Park Language and Arts Preschool and Childcare Center's facility operates from 7:30 a.m. – 4:30 p.m. Parents and guardians may choose from the following options: (Times are subject to change)

- **FULL DAY PROGRAM** 7:30 a.m. -4:30 p.m. is offered either 5, 4 or 3 days a week.

Como Park Language and Arts Preschool and Childcare Center will operate from September-August. Full time care is offered continuously throughout the year.

*Como Park Language and Arts Preschool and Childcare Center will be closed for the following dates:

Labor Day	(September 6)
Thanksgiving Day and after Thanksgiving Day	(November 25-26)
Holiday break (deep clean school)	(December 23-January 2)
Spring break (deep clean school)	(April 15-24)
Memorial Day	(May 30)
Independence Day	(July 4, 5)

The first day the program will be open is on Tuesday, September 7, 2021

EMERGENCY CLOSINGS

In case of severe weather conditions, the Como Park Language and Arts Preschool and Childcare Center will close on the same schedule as Saint Paul Public schools. Closing information is broadcast on WCCO-830 AM and television stations KSTP and CARE TV. If an emergency is declared during the business day, all parents must pick up their children within TWO hours of the closing announcement.

The center will conduct monthly tornado drills from April to September and record in a log indication the time and day. The site will designate the basement as an area for the emergency shelter and in the event of a tornado or other natural disaster.

POTTY TRAINING AND DIAPERING POLICIES

Diapering procedures and practices will allow only disposable diapers or pull-ups. **Please send side-open diapers for side-open pull-ups only.** Staff will:

- Change diapers only in the diapering area
- Separate diapering area from the food storage, preparation and eating area.
- Dispose of diapers properly

- Diapering area must have a smooth non-absorbent diaper changing surface and floor covering.
- Diapering area should be cleaned and disinfected after each diaper changed.
- Each child will need their own diapers and wipes marked clearly with their name.
- Wash hands with soap and water according to diapering procedure.

Cleaning supplies Staff must use:

- Disposable towels
- Cleaning solution or soap and water
- Disinfecting solution of household bleach and water of ¼ cup bleach/gallon of water. Spray the area with the solution and let air dry.

Equipment the staff must use:

- Must be assembled before initiating diaper procedure
- Disposable, nonabsorbent paper must be used under each child. Use disposable gloves
- Liquid hand soap and single service paper towels must be within reach of the diapering area
- Skin care items must be on a high shelf within reach for the provider but out of reach of children
- Soiled clothing will be placed in disposable plastic bags and sent home with the parent or guardian. Plastic bags will be kept out of reach of children.
- During potty training, if the child has an accident, they will be put in pull-ups or diapers for the rest of that day.
- If the child is dry for 2 weeks waking from rest, we can stop using diapers or pull-ups.

STATE REQUIREMENTS FOR ENROLLMENT

State regulations require that each child have a health statement and immunizations complete by the time the child enters into our program. All forms must be filled out completely. If the parent or guardian is conscientiously opposed to immunizations, a notarized statement must accompany your form.

GRIEVANCE PROCEDURE

In the event of misunderstanding, personality conflict, or specific complaint against the center or about the policies, parents are encouraged to make an appointment with the director to remedy the problem

*Good communications between staff and parents make problem solving easier. Please take the time to get to know the staff and to let them get to know you. Time spent in this manner will help the teacher meet your needs.

Generally, verbal communications are best. Notices and monthly newsletters will be posted on the center's internal website.

Parent/teacher conferences are offered twice a year. These conferences are optional, but highly recommended. Additional conferences can be arranged if needed.

No child's record will be made available to anyone other than the child's parent/s or guardian/s, or legal representative, or the commissioner of the Department of Human Services, unless written permission is given by one of the above listed parties or the center is otherwise required by law to release said information.

POLICIES FOR REPORTING SUSPECTED MALTREATMENT

Our top priority is the safety and well being of the children in our care. All staff at the center will maintain a policy on reporting suspected maltreatment of minors in compliance with the Minnesota Statutes, section 245A.145 subdivision 1. All staff will receive training on the responsibilities of the Reporting of Maltreatment of Minors Act Minnesota Statutes Section 626.556. Staff are legally required or mandated to report to a supervisor at the facility if there is reason to suspect child neglect or physical or sexual abuse within the preceding three years. A report must be made immediately with 24 hours to an outside agency. If immediate danger is suspected, 911 will be called. Suspected abuse or neglect of children occurring within a family or in the community should be reported to the Ramsey County Social Services Division of Child Protection or to the St. Paul Police Department.

FAILURE TO REPORT: The staff understand that a mandated reporter who has reason to believe a child is or has been neglected or sexually or physically abused and fails to report is guilty of a misdemeanor and may be disqualified from employment in positions allowing direct contact with the person receiving services.

The center staff will not use retaliation against any mandated reporter for reports made in good faith.

INTERNAL REVIEW: An internal review will be conducted within 30 calendar days and corrective actions will be taken when necessary to protect the health and safety of each child in our care when the staff has reason to believe or knows that an internal or external report of alleged or suspected maltreatment has been made. Evaluations will include reviewing policies and procedures.

DRUG AND ALCOHOL POLICY

Como Park Language and Arts Preschool and Childcare Center prohibits employees, volunteers and subcontractors who are directly responsible for persons served by the program, from abusing prescription medication or being in any manner under the influence of alcohol or any chemical that impairs the individual's ability to provide services. Training will be conducted for all staff, volunteers, and subcontractors.

ADMISSION, ENROLLMENT, WITHDRAWAL PROCEDURES, AND DISENROLLMENT

Before your child will be admitted into Como Park Language and Arts Preschool and Childcare Center, all application forms must be completed along with the registration fee and a two week tuition deposit. If there is no room is available, your child will be put on the waiting list.

Enrollment is on a first come, first-served basis. During the year, additional days may become available due to children changing schedules or moving, etc. As this happens, days will be redistributed with the following priorities in mind. **Students already in the program, prospective students on the waiting list, family members of former students and prospective all day students will all be considered before others not in any of these categories.** The center intends to fill openings that will benefit the program best by leaving as few vacancies as possible.

To attend, your child must be in good health and able to fully participate in activities of the day. Your child cannot **begin** attending CPLAPCC without a current, signed **IMMUNIZATION RECORD** and the completed **EMERGENCY CARD**. CPLAPCC is required to track immunizations and files an annual immunization report with the Minnesota Health Department.

DISENROLLMENT: When a parent or guardian finds it necessary to withdraw their child from the program, a 30-day written notice is required. The registration fee will not be returned. Como Park Language and Arts Preschool reserves the right to terminate enrollment AT WILL. Examples of potential situations that could result in suspension/disenrollment/termination include:

- If financial obligations are not met.
 - If we feel we are not able to satisfy a family's expectations.
 - A child that exhibits unmanageable behavior.
 - A child with educational or medical needs for which the school does not have the expertise or resources to manage.
 - Failure to pick up an injured or ill child within an hour of being notified, for the second time in a calendar year.
 - If a family shows disrespect/disregard/abusive behaviors/language, harassment, and/or verbal threats toward staff, children, other parents or property of the school.
 - Lack of cooperation from parents or legal guardians with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings, or failure to seek and use outside resources or referral services for testing, diagnosis, and/or individualized Family Service Plan or Individualized Education Plan so as to gain support for your child.
- *When possible, CPLAPCC will provide a two-week notice to parents, but reserves the right to issue an immediate notice of disenrollment as deemed necessary. In such a situation, the tuition deposit will not be refunded.

FINANCIAL POLICIES

REGISTRATION FEE: There is a NON-REFUNDABLE yearly registration fee of \$150.00/child that does not apply to tuition. The fee will be used to purchase supplies.

TUITION: A two-week tuition deposit is required at the time of registration. Parents and guardians will need to set up a direct deposit account with the school business manager after your child is accepted into the program. Tuition will automatically be charged the first day of school and then every other Monday until the end of the school year or withdrawal from our program. The last payment for the school year will be in May 2022. The last two weeks of the school year (May 23-27) are covered by your prepaid tuition deposit. All fees must be paid for

the days that your child is scheduled to attend. Each family will receive a receipt of payment. There will be a \$20 charge if funds are not available on a given tuition due date and your child will not be allowed to attend school until all financial obligations are met.

PICK UP TIMES AND LATE PICK UP: The building closes at 4:30 p.m.. You should no longer be in the building. If you will be late, call before 4:00 p.m. to let teachers and your child know. Parents will be charged a fee of \$5.00 per child for the first 5 minutes. There is an additional \$1.00 charge per child for every minute thereafter. **LATE FEES WILL DOUBLE AFTER THE FOURTH INCIDENT IN ONE SCHOOL CALENDAR YEAR (SEPTEMBER-SEPTEMBER).** Children become upset when parents are late picking them up. The late fee will be added to your tuition. If a child is not picked up by their designated pick up time or closing time, staff will call the parents/guardians or the emergency contact person. If they cannot be reached, Staff will remain at the center for 30 minutes and continue attempts to reach the parent or emergency contacts. Staff will call the police and follow their instructions if the child is parents/guardians cannot be reached after 30 minutes. Chronic lateness is defined as arriving at or after 4:30 p.m. and is cause for termination of childcare services. Regular arrival and departure times are necessary for optimum and appropriate staffing and for staff to complete their duties.

A child pick up by an **AUTHORIZED ALTERNATE** must be completed in advance by the parent, legal guardian, or CPLAPCC staff person at the direction of the parent or legal guardian over the phone, and signed and dated by the person completing the form. The identity of the authorized alternate will be verified with a government photo ID if the staff has never met the authorized alternate before.

VACATION, ILLNESS, HOLIDAYS AND SCHOOL CLOSURES: Tuition will remain the same regardless of absences, illness, teacher prep days, legal holidays, open houses and school closures. The two-week tuition fees are evenly distributed from Labor Day to Memorial Day. Fees for the summer program will be due on the first day of each session that the child/children attend.

RATE CHANGES: Parents will be notified of any tuition rate changes by May and rate changes will start in September.

GENERAL INFORMATION

Parents are encouraged to dress their children in comfortable play clothes. We will be painting, gardening and playing outside and your child may get dirty. Please send comfortable shoes to school and a pair of outdoor shoes that are okay to get dirty. **All clothing, including mittens,**

hats, scarves and snow clothes should be clearly labeled. Please provide boots large enough for your child to put on and take off easily.

Every child should have one full change of clothing appropriate for the current season stored in their cubby or backpack.

Clothing should not have any drawstrings on them, including sweatshirts and jackets. Staff will remove them if needed, drawstrings are a hazard that can lead to injury or even death if they get caught on playground equipment, doors etc.

SHOES: Flip-flop shoes, Crocs, or open toed sandals are very dangerous for children to wear at CPLAPCC. Please do not send your child in these types of footwear.

Teachers will log children in and out each day. Prior notice is appreciated when someone other than a parent/guardian is picking up a child. For safety's sake, children cannot be released to anyone that has not been authorized by the parent or guardian.

If there is a person to whom your child should NOT be released, please inform the staff at the beginning of the year by filling out the form in your packet.

For all day children please send a small blanket and pillow for your child to have for quiet time. These items must be taken home weekly and laundered.

Please e-mail or phone the center when your child will be absent for the day.

Please notify the center if there is any change of address, phone numbers and emergency contact changes.

OUTDOOR PLAY

Outdoor play is an important part of the child's day at our center. All children enrolled in the program will go outdoors each day, weather permitting. Please send appropriate outdoor clothing and label each piece.

PETS

Pets may be a part of the program. If a child has allergies, the pet will be removed from school. Staff will supervise children when pets are present at the center.

TOYS

Toys brought from home present problems for the children and the staff. Personal possessions are often difficult to share or may get broken. Unless it is for a specific curriculum activity, **parents are asked to not bring toys from home.** One small soft toy can be brought to stay at school during the week for your child to sleep with at nap time.

SUNSCREEN

We ask that parents apply sunscreen before their arrival to school.

CHILDREN WITH SPECIAL NEEDS

If your child has special needs, we ask that the staff be informed regarding these needs **PRIOR** to registration. A current IEP must be received so that an ICCP can be created and all staff persons can be trained. The staff will aim to meet the needs of all children. We welcome children of all ability levels and needs. Every attempt will be made at the center to support your child with special needs and contribute to their well-being and success. At times outside resources will bring services for a child with special needs to our school. If special needs manifest in an excessively disruptive fashion, a special conference will be held with the parents and referrals suggested to the appropriate community resources. Cooperation in this process is necessary for the well being of your child and others in the program. Como Park Language and Arts Preschool is not a special education early development program. Your local school district, can provide assessment and suggest options based on your child's needs. If your child has or is having formal assessments and/or receiving services through an IFSP or an IEP we will work you and the school district to decide if CPLAPCC might be a good placement for your child, even with the supports made by the school district. Early intervention before age 3 is preferable, and the right program is key to school readiness and success.

BEHAVIOR GUIDANCE POLICIES

We believe in giving children a great deal of positive attention, which generally results in more positive behavior. When discipline does become a problem, we use a "time out" approach where the child is removed from the activity until they decide that they are ready to behave appropriately, generally 1 minute/age. Children will be redirected towards constructive activities as conflicts arise. We will foster positive relationships and security for the children in our program. We believe that most hurtful or challenging behaviors are a young child's

inexperienced attempt to meet his or her immediate needs or frustrations. The teacher's role is to observe and note the time and location these occur and to create an environment that is uncluttered, organized and engaging for the children in the classroom. We support and assist children in their interactions with one another. **Behaviors that persist or cause harm others are a safety and health issue.** Outside evaluations and further resources may be needed for the child. If the behavior becomes unmanageable, it may result in disenrollment as addressed on page 8. **DISCIPLINE POLICY:** In order to provide a safe, secure and nurturing environment for all children, the program must follow established discipline guidelines and consequences. If necessary, we will work with parents and with outside resources to aid in behavior management. **CHALLENGING AND/OR HURTFUL BEHAVIORS THAT CAUSE HEALTH OR SAFETY CONCERNS:** Challenging or hurtful behaviors, e.g. biting, hitting, kicking, pinching, pulling hair, and are identified as hurtful or challenging behaviors. Disruptive behavior is defined as physical activity or verbal which may include behavior that requires excessive attention from staff, or ignores or disobeys the rules. CPLAPCC has procedures and policies in place to deal with these. **DISCIPLINE PROCEDURES:** Warning (The child is briefly taken aside and told what the inappropriate behavior is, and reminded what the expected behavior is. Take a break (If the behavior continues or another issue comes up, the child is removed from the activity and the child will take a break and teacher will remind them of what expectations are needed to rejoin the group. The child is taken out of the group activity (If attempts to remedy the situation are unsuccessful, the child will be brought to the office. Depending on the amount of time left in the activity as well as the nature of the situation, the child will either return to the activity, rejoin the group later or be sent home.

Parents/guardians will be notified at the end of the school day whenever a child has had a behavioral issue. In more serious cases, the child will be immediately removed from the group and in some cases, the parent or authorized contact person may be called to pick up the child from school immediately for the remainder of the day.

PROVISION OF MEALS AND SNACKS

The Como Park Language and Arts Preschool and Childcare Center will provide a morning and an afternoon snack.

Snack will be served around 10:15 for the a.m. and 3:15 for the p.m. children. Typical foods include crackers, cereals, fruits or vegetables, apple juice, orange juice, or milk, and/or foods prepared by the children such as applesauce, muffins, etc.

Lunch time will generally be between 11:15 a.m. and 12:45 p.m. Parents should send lunches from home for their child. Please pack appropriate size lunches for the age group. Uneaten food will be sent home each day so parents can monitor their child's intake. Please keep the lunchbox small. Please consider using a Bento box or Thermos. We will not be microwaving any lunches this school year.

SPECIAL TREATS/BIRTHDAYS: We will have many celebrations at our facility. We believe that it is important for children to be exposed to many types of cultures, and to celebrate many types of holidays. We encourage parents to share holidays and celebrations from their heritage with all of the children. Arrangements can be made with the director to do so.

Sanitation procedures for preparing, handling, washing and serving food, utensils and equipment will comply with the requirements for food and beverage establishments in chapter 4626. The center will provide a refrigerator for dairy products and other perishables at a temperature of 40 degrees Fahrenheit or less. Tables used for meals are washed with soap and water before and after each use.

Information concerning a child's food allergies will be posted in the area where food is prepared and on the refrigerator.

Drinking water will be available to children throughout the hours of operation.

Accommodations will be made for a child's special dietary needs prescribed by the child's parent and medical care provider. All staff will be informed of the diet order and it will be specified in the child's record.

Children may bring a treat to celebrate a birthday or special occasion. The Department of Public Welfare requires that any foods brought in are factory-packaged food products or washable foods such as fruits or vegetables. Please notify the staff in advance if you intend to furnish treats. As an alternative to treats, we would encourage parents to consider donating an inexpensive book, with the child's name inscribe, for our reading corner. Other alternatives to share are: colorful stickers or simple games or crafts.

HEALTH CONSULTANT

The facility will contract a Health consultant for periodic advice and an annual review of the Health and Safety Policies required by the Department of Human Services Division of Licensing.

ALLERGY PREVENTION AND RESPONSE

CPLAPCC must obtain documentation of any known allergy from the child's parent or legal guardian or the child's source of medical care before admitting them to our school. If a child has a known allergy, CPLAPCC must maintain current information about the allergy in the child's record and develop an individual child care program plan as specified in Minnesota Rules, part 9503.0065, subpart 3. The individual child care program plan 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. CPLAPCC must ensure that each staff person who is responsible for carrying out the individual childcare program plan review and follow the plan. Documentation of a staff person's review must be kept on site. At least annually or following any changes made to allergy-related information must be kept in the child's record and updated as needed and staff member responsible carry out the change and keep documentation that staff was informed of a change. A child's allergy information must be available at all times including on site, 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 the child. CPLAPCC will 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. CPLAPCC must call emergency medical services when epinephrine is administered to a child in our care.

HEALTH, SAFETY AND ILLNESS

The goal of Como Park Language and Arts Childcare Center is to provide a safe, secure, and healthy environment for the children in our care.

Before a child is admitted to the center, a current physical examination of the child must be obtained and signed by the child's medical physician.

Parents must provide documentation at the time of enrollment of current immunizations or a signed notarized statement of parental objection to the immunization, or a medical exemption.

SICKNESS: DO NOT send your child to school if you notice any of these symptoms:

- Unexplained rash
- Runny nose or sore throat
- **Fever 100** degrees Fahrenheit or higher
- Cramps or vomiting or diarrhea
- Listlessness or unexplained irritability

A child should NOT return to our center **until temperature is normal for 48 hours.** If your child has a communicable illness (i.e. chicken pox, lice strep throat) you must notify the center within 24 hours. Staff will alert other parents to watch for signs of symptoms in their child. In the event that a child's source of medical or dental care diagnoses a child as having a contagious reportable disease, health authorities will be notified within 24 hours of receiving the parent's report.

*In the event of illness, please call the center to inform us of your child's illness and absence.

ILLNESS OR INJURY DURING SCHOOL HOURS: If your child becomes ill during the hours they are at the center, parents will be called to pick up the child. In the case that the parent cannot be reached by (home, work or cell phone), the emergency numbers which you have provided on your Emergency Information card will be called. The sick child will be isolated and asked to lie on a cot in a room with an adult until the parent arrives.

Supervision is a top priority for the staff at our center. Children are never left alone. All staff is required to be trained in first aid, CPR, Blood borne Pathogens Exposure Control and emergency procedures. If a child is accidentally injured, the same sequence of phone numbers will be called as those described above for use in case of illness. In case of serious injury, 911 paramedics will be called and the child will be taken to the hospital, which you have designated on your Emergency Information card. All accidents, injuries, or incidents involving a child enrolled at our center will be recorded, including persons involved, date and place, type of injury, action taken, and to who the incident was reported. An analysis of the accident, injuries, and incident procedures will be reviewed annually and modified as needed.

CHILDREN MUST BE KEPT HOME OR A PARENT/GUARDIAN WILL BE NOTIFIED IF THE FOLLOWING SYMPTOMS OCCUR DURING THE CHILD'S DAY AT THE CENTER.

- Any illness that prevents the child's participation in normal daily program activities.
- HINI. The child must stay home for at least 7 days after onset of illness; or until free of symptoms (including fever) for 24 hours, whichever is longer.
- An illness that results in more care than the program staff can provide without compromising the health and safety of others.
- Undiagnosed rash or a rash that may be contagious. A medical exam is needed to indicate these symptoms are not communicable before the child can return to school.
- Conjunctivitis (pick eye) or pus draining from the eyes or ears. A healthcare provider must evaluate the child and if antibiotic treatment is needed. The child may not return to the center until they have a signed doctor's note saying it is safe to return to school.

- Head lice or nits. The child may not return to the center until the first treatment is completed and no live lice are seen.
- Chicken Pox. The child may not return to the center until all the blisters have dried into scabs and no new blisters or sores have started within the last 24 hours.
- Vomiting within the last 24 hours. The child may not return to the center until after the vomiting has stopped for 48 hours.
- Diarrhea within the last 24 hours. The child may not return to the center until diarrhea has stopped for 48 hours.
- Fever of 100 Fahrenheit temperature or higher. Child must be fever free for 48 hours without fever reducing medication before returning to the center.
- Bacterial infections such as strep and impetigo. The child may not return to the center until a doctor signs a note saying that they can return to school.
- If a child is infected with measles (return 4 days after rash has stopped), mumps (return 9 days after swelling begins, pertussis (return 5 days after appropriate treatment begins), ringworm (24 hours after treatment begins), rotavirus infection (return 72 hours after diarrhea has stopped), rubella(return 7 days after the rash appears) or respiratory distress that cause breathing difficulties, wheezing or uncontrollable coughing, unusual color of skin, eyes, stool, or urine, mouth sores with the inability to control saliva, the child may not return to the center until 72 hours after symptoms subside.

*A child may return to the center after a “same day” physicians visit if:

- The child is returning from a well child check-up.
- The child has a note from the doctor allowing a same day return.

**Children and staff who have the symptoms noted above should be excluded from the center:

- Until a health care provider has determined the symptoms are not associated with an infectious agent.
- There is no longer a threat to the health of children and/or staff in the program and
- The child is well enough to participate in normal daily activities.

HANDLING AND DISPOSAL OF BODILY FLUIDS

CPLAPCC must comply with the following procedures for safely handling and disposing of bodily fluids; (1) surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit, must be cleaned and disinfected according to the Minnesota rules, PART 9503.0005, SUBPART 11; (2) blood contaminated material must be disposed of in a plastic bag with a secure tie; (3) sharp items used for a child with

special care needs must be disposed of in a “SHARPS CONTAINER.” THE CONTAINER MUST BE STORED OUT OF REACH OF A CHILD. (4) CPLAPCC must have disposable gloves, disposable bags, and eye protection when disposing of bodily fluids (5) CPLAPCC MUST DOCUMENT TRAINED STAFF IN EACH STAFF PERSONAL RECORD.

MEDICATIONS

If children need oral or surface medication while at our center, please fill out a medical permission form available from the center’s director. All medication must be in its original packaging with the label intact. The medicine will be kept in a secure cabinet or if required in the refrigerator. By state law, we can administer only medicine prescribed for the child in the labeled and dated prescription bottle or other medicine with a signed note from the doctor or parent. Please do not send medicine with your child for self-medication such as cough drops and inhalers. Please give all medications to a staff member.

EMERGENCY PROCEDURES.

Emergency numbers are posted near all telephones: 911, Poison Control, Department of Licensing, Department of Public Health, and Child Protection. Emergency Information and phone numbers for all the children are kept in the Director’s office and taken on all field trips and walks.

Procedures for tornadoes and fire evacuation are posted in each room of the building. Fire drills are performed monthly and tornado drills are performed monthly from April-September. First Aid kits are located in the office and are taken on all walks, field trips, and on the playgrounds.

SAFETY POLICIES AND PROCEDURES: Hallways and rooms will be maintained and kept free of objects that could cause tripping or falling.

Children are asked to walk and not run within the center. Carpets and rugs will be maintained and free of edges that could cause tripping or falling. Rooms will be sufficiently lit. Adult scissors will be stored up high. All large muscle equipment will be safe and used according to appropriate ages and developmental levels.

To avoid burns, all heat sources will be kept away from children, no flammable cleaning products will be used, and there is no smoking allowed on the premises.

To avoid poisoning, all cleaning supplies and other poisonous products will be stored and locked and away from children. There will be no poisonous plants at the center.

To avoid suffocation, heating equipment will be inspected regularly, the rooms, well ventilated and there will be no plastic bags allowed accessible to the children.

To avoid pedestrian and traffic accidents, all children will be supervised in any and all occasions during walks or on field trips.

EMERGENCY PREPAREDNESS

To comply with the Department of Human Services licensing rules and for the general safety of the children and the staff, CPLAPCC conducts fire and tornado drills.

CPLAPCC has written an emergency plan for emergencies that require evacuation, sheltering, or other protection of a child, such as fire, natural disaster, intruder, or other threatening situation that may pose a health or safety hazard to a child. This includes: (1) procedures for an evacuation, relocation, shelter-in place, or lockdown; (2) a designated relocation site and evacuation route; (3) procedures for notifying a child's parent or legal guardian of the evacuation, relocation, shelter-in-place, or lockdown, including procedures for reunification with families. (4) accommodations for a child with a disability or a chronic medical condition; (5) procedures for storing a child's medically necessary medicine that facilitates easy removal during an evacuation or relocation; (6) procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities.

CPLAPCC must train staff persons on the emergency plan at orientation, when changes are made to the plan and at least once each calendar year.

Tornado drills are done April through October. In the case of a tornado, Children will proceed to the designate evacuation site of the basement of the school. A staff member will lead all of the children to the basement and other staff will be dispersed in the middle and end of the lines. Staff will bring a flashlight, first aid kit, check in/out sheets and the child care emergency plan. Medications of children with special needs will need to be brought with. Children will remain in the basement until the danger has passed. In the case of a fire, children will be led by a staff member outside of the building using one of the assigned exits. Other staff will be dispersed in the middle and the end of the lines. If it is too cold outside, the children will be brought across the street to the local elementary school (Chelsea Heights). Staff will bring the childcare emergency plan and the check out/in sheets, first aid bag and any medications that special needs children will need.

If a severe situation (i.e. bomb threat, hazardous material) should require the movement of persons from the school, students will be brought to the basement. If children need to leave the facility, they will be brought to the local school (Chelsea Heights). Parents will be contacted via phone or e-mail. If phone lines are not working, the designated pick up of children will either be our school or the local school across the street. Staff will take the childcare emergency plan, medications for special need children, flashlight, first aid kit, check out/in sheets. There is also a copy of the childcare emergency plan in the basement and in the director's vehicle.

RISK REDUCTION PLAN – MN DHS LICENSING REQUIREMENT

As per Minnesota DHS Licensing statute Sect 245A.66 subdivisions 2; CPLAPCC has developed a **Risk Reduction Plan that identifies the general risks to children** served by the childcare center.

CONFIDENTIALITY OF CHILD RECORDS

CPLAPCC is required to document in each child's record the names, addresses, and phone numbers or any legal restraining order or court divorce record of court ordered custodial agreement of any individuals authorized by the child's parents or legal guardians to transport the child to and from CPLAPCC. Parents or legal guardians are welcome to ask to see their child's profile and records at any time.

PARENTS HIRING CPLAPCC STAFF TO DO PRIVATE CHILD CARE/BABYSITTING

CPLAPCC does not approve or give references for any full or part time teaching staff or will not provide lists of babysitters or allow posting at the center for liability reasons.

Parents may request and employ CPLAPCC full or part time staff to independently perform childcare services outside of their paid scheduled work time. CPLAPCC staff may accept or reject such requests and are free to establish their own pay level and work agreements. Both parties must understand that CPLAPCC and bear absolutely no legal or professional responsibility for such private, independent babysitting arrangements. CPLAPCC maintains the following requirements related to this type of parent/caregiver relationship.

1. **ARRANGEMENTS TO HIRE AND TO BE HIRED:** These arrangements must be made outside the employee's paid job responsibilities at CPLAPCC. Employees of CPLAPCC are not to be approached while they are at work. Phone calls or emails must be made before and after work hours.
2. **PRIVATE CHILD CARE NOT PROVIDED ON CPLAPCC PREMISES:** Employees of CPLAPCC may not provide private childcare on CPLAPCC premises.

3. PARENT AUTHORIZED PICK UP: Parent authorized pick up of a child by a CPLAPCC employee must not overlap with the employee's paid work time or closing responsibilities.
4. CONFLICT OF INTEREST: An employee must never accept payment from a parent to provide childcare services while they are working on a paid assigned CPLAPCC work schedule. The employee must not display behaviors or attitudes that show preferences or prejudices regarding any child for whom they have provided private childcare.
5. CONFIDENTIALITY: Information gained from private in-home childcare arrangements by CPLAPCC employees must remain confidential. Information, other than that shared with all parents about CPLAPCC, its family clients, or its staff, is not to be shared by CPLAPCC employees with parents employing them to provide private childcare.
6. TERMS OF AGREEMENT: The terms of the agreement between the parent and the employee must remain strictly a private agreement. CPLAPCC cannot be held liable for any disagreement or dissatisfaction between the two parties.

REST TIME

Rest time is provided daily in the p.m. for a quiet time and to gather energy. Rest time is a part of the **full day** preschool program.

If a child is not asleep after 40 minutes, the child is welcome to engage in quiet activities on his/her cot so as not to disturb the other children who are resting. Parents need to send a small soft item such as a blanket, pillow or ONE stuffed animal with their child for rest time. Items will be sent home at the end of the week for the parent to launder and bring back the next week.

LICENSING AND INSURANCE

The Language and Arts Preschool and Childcare Center is licensed and complies with the requirements of the Minnesota Department of Human Services (651- 431-6500).

The Center is covered by the insurance policies of the Kohlnhofer Agency: 952-469-4968

***PREPAREDNESS PROGRAM PLAN DUE TO COVID-19**

Preparedness Program PLAN A Como Park Language and Arts is committed to provide a safe and healthy workplace and school for all our workers and children. Our goal is to mitigate the potential for transmission of COVID-19 in our school community. To accomplish implementing this plan, it will require full cooperation among teachers and families.

Teachers are our most important assets. We are serious about health and safety at our school. If teachers fall ill, we will have to close our doors. Our COVID-19 preparedness plan follows Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) guidelines. Communication with everyone from our community is vital and everyone will need to comply with the guidelines. If a teacher, child or any family member has or has been traced with exposure of COVID-19, please report it immediately to our school so those affected can quarantine for the required amount of time. Como Park Language and Arts will report any outbreaks of the virus to the MDH at our school or within our school community. The owners at our school will stay informed about the local COVID-19 situation and continually develop and review our emergency response plan. Como Park Language and Arts will provide updates about changes to our policies or operations.

- Younger students enter through the front door. Change shoes immediately. Wash hands (3 teachers)
- Older students enter through the back door. Change shoes immediately. Wash hands. (The back room counters will be cleared to accommodate bags). (2 teachers)

GUIDELINES:

EVERY TEACHER AND CHILD WILL HAVE A SHORT HEALTH EVALUATION DAILY. IF THERE ARE ANY SYMPTOMS FROM THE LIST, THE CHILD OR TEACHER MUST RETURN HOME FOR THE DAY OR THREE DAYS IF THEY HAVE A FEVER OR DIARRHEA.

- Temp all teachers upon entry
- Temp all children upon entry (Teachers need a new pair of gloves for each temp check and clean the thermometer between each screening, unless using a non-contact temporal thermometer and the teacher doesn't touch the child. Clean with an alcohol wipe between each child.)
- Note any coughing symptoms, teachers and children will not be permitted to attend camp.
- No parents or delivery people or any other adult other than the teachers allowed into the school.
- We will set up a hand washing station for children upon entry. (Hand sanitizer). Teachers will sign the children in upon entry.
- If walking to school, parents should keep at least 6 feet apart when waiting for their child to enter the school.
- Parents, please call the school at 651-646-0310 when waiting outside. Please wear a mask when the teacher approaches to do the morning health assessment.
- Teachers will do a daily health screening and escort the child into school.
- We will need students to arrive **before 9:00** so teachers can begin the school day in the smaller pod groups. It is disruptive to stop class to help a late child enter the school.
- Children will bring a large bag with change of clothing, indoor shoes, outdoor gear, blanket and pillow, cold lunch that does not need to be heated up. Bento boxes and/or a Thermos for hot foods will work. Lunches

will be placed in a cotton bag and placed in the bin to go into the fridge. Lunches will be put back into the child's bag to go home each day. (Diapers and wipes can stay at school, but need to be brought the first day of each summer camp or during the school year). Bring a blanket the first day and we will bag it and send it home at the end of each week to be laundered.

PLEASE LABEL ALL CLOTHING, LUNCH BOX, BLANKET AND PILLOW, DIAPERS AND WIPES.

- TEACHERS WILL WEAR A FACE MASK AS MUCH AS POSSIBLE THROUGHOUT THE SCHOOL DAY. Teacher will change shoes at the door daily and put on protective clothing.
- Children are encouraged to wear a mask inside. Any child who gets sick during the day will need to be isolated until they are picked up to leave.
- Children and teachers cannot return to school if they have a fever over 100, vomiting or diarrhea for at least 48 hours (2 days) **after** the fever or other symptoms get better **without medication**. Teachers and children will need a doctor's note to return to school and potentially they will need a negative Covid test to come back to school.
- Parents will need to have a backup plan if their child is turned away from school due to illness.
- Potential COVID-19 exposures can create situations where local health officials monitor patients and they are asked to take social isolation steps. At this time, children from families that travel internationally should stay home for fourteen days and monitor for symptoms.
- Como Park Language and Arts will follow the COVID-19 exclusion guidance decision tree for Symptomatic People in Schools & Child Care Programs from the MDH) We will post this on our website.
- There will be no breakfast provided, but school will provide one morning snack, milk and water at lunchtime.
- School will run from 7:30-4:30, with a lot of time outside. Lunches will be in the front room and back room from 12:00-12:30. 1:00 we will read a few stories, cots will be 6 feet apart from each other head to feet.
- The older students will get up, take a bathroom break and go outside to be pick-up from outside. (unless it is raining) Cots will be sprayed down daily.
- At 2:15, all non-sleepers in the main area will get up, take bathroom breaks and be allowed to participate in activities and free choice play until pick-up time at 4:30.

- Sleeping children will start to be woken up at 3:00 taking bathroom breaks before leaving school.
- **Parents and teachers will need to sign a waiver concerning COVID 19 risks.**
- Teachers will try to have 6 feet social distancing as possible with other teachers.
- Teachers and children will engage in hand washing protocols throughout the day (especially after going to the bathroom, before and after eating, and after blowing or touching their nose.
- Staff will advise children to avoid touching eyes, nose and mouth. Cover coughs in elbow or with tissue.
- Teachers will use gloves as needed throughout the day. Turn inside out before disposing in the garbage. Use safety glasses and gloves when changing diapers.
- Teachers will routinely clean and disinfect all areas, bathrooms, common areas, doorknobs and toys throughout the day as much as possible.
- Staff will have active conversations with students about COVID-19 and the need for each individual to stay in their own personal space. This is a challenge with very young children who might not understand about having a “personal bubble.”
- Staff will put out toys for children throughout the day. There will be a toy cleaning station set up in the kitchen area for toys to be disinfected throughout the day. Each child will have their own cot, chair, cubbies and art supply caddies. i.e. Playdough can be in individual bags for each child, with their own playdough tools.
- The school environment will be cleaned daily.
- Students will be in their own group, with a staggered schedule, as it is now. Try to have the students stand 3 feet or more apart in line. Staff can put x's on the floor to help children. Children can be encouraged to sit on their own circle rugs or chairs at least three feet apart for rug time activities.
- There will be no in-house field trips for the time being.
- Teachers will avoid taking the children to the bathrooms all at once to wash hands. Take kids in small groups of five-ten
- There will be no school district employees in the school at this time for special needs students.
- Toys that cannot be cleaned and sanitized should not be used.
- When parents arrive at the end of the day, please call the school number (651-646-0310) and a teacher will help their child change shoes and gather

their bag to go home. The teacher will sign the child out and escort them outside.

- School will run from **7:30-4:30**. We will have no more than 30 children per day with six teachers (5:1 ratio).
- There will be no breakfast served for at least this school year.
- The children will be served a morning and an afternoon snack.
- Curriculum will be run as it was in the past, with three or four groups rotating throughout the day.
- Teachers will stay with their group (pods) for a month, instead of rotating weekly.
- For this school year, instead of providing parents with a two week $\frac{1}{2}$ vacation tuition deduction, we will be closing the school for two weeks around the December holiday season and for one week in the spring for a deep cleaning of the school. Dates will be provided.
- Parents will need to have a backup plan if their child is turned away from school due to illness. If more than $\frac{1}{2}$ of our staff is out of school with illness, we will have to shut down until we have enough healthy teachers.
- Please read the parent handbook concerning behavior issues. This year we really need to keep our school as germ free as is possible with small children. Children who continually have behavior issues (ie. Biting, spitting, tackling children...) may be asked to leave our program. It is essential that we keep our school a safe place for all of the children.

School will look different again this year. We will all need to have some flexibility as situations arise. This is new territory for everyone. The goal is still for the children to love coming to preschool, make friends, learn how to socialize and practice kindness, play, make art, learn from the curriculum and have a wonderful experience!

