



651.552.1265 www.mapletreedayschool.com

Maple Tree

DAY SCHOOL

1001 Marie Avenue South Saint Paul Minnesota 55075

PARENT HANDBOOK

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TABLE OF CONTENTS

Title	Page
Welcome	5
Mission	5
Programming	5
Philosophy	5
Objectives	5
Activities	5
Assessment and Observation	7
Program Plan	7
Child's File Health/Safety Registration Records	8
Educational Specialists	8
Nap Time Policy	8
Outdoor Play	9
Birthdays	9
Data Privacy	9
Research and Public Relations	9
Library	10
Registration Forms	10
Communications	11
Communicator Folder	11
Monthly Newsletter and Calendar	11
Face Book	11
Conferences	12
Phone and Written Communication	12
Parent/Guardian Visits	12
Parent Volunteers	12
Helpful Hings	12
Keep Us Informed	13
Confidentiality	13
Grievance Policy	13
Read for School Success?	13
Help Me Grow	14
Tuition	14
Absence and Vacations	15
Withdrawal of Care	15
Termination by MTDS	15
Arrival and Departure	16
Hours of Operation	16
Daily Closing and Late Pick Up	16
Drop Off's and Pick Up's	16
Carpool	17
Holidays	17
Licensing	18

Title	Page
Clothing	17
Lost and Found	17
Backpacks	17
Emergency and Accidents	18
Emergency and Accident Information	18
First Aid and CPR	18
Field Trips	18
Daily Hazard Inspection	19
Fire Prevention and Safety	19
Tornabdo/Blizzard/Lock Down/Natural Disaster	19
Emergency Shelter	19
Emergency Closings	19
Pandemic Planning	20
Utility Failure	20
Emergencies	20
Missing Child	20
Unauthorized or Incapacitated Pickups or Dropoffs	20
Missing Parent	20
Accidents / Injuries / Incidents	21
Food Preperation	21
Breakfast	21
Snacks	21
Lunch	21
Health and Saftety Policies and Procedures	22
Health Consultant	22
Insurance	22
Diapering	22
Toileting	23
Allergeis / Diet Restrictions / Modifications	23
Handwashing Procedures	23
Children's Health Records	24
Inadequately Immunized Children	24
Child Becoming Ill at School	24
Communicable Disease	25
Exclusion of Ill Children and Staff	25
Non-Perscription Medications	25
Persecription Medications	26
Pets	26
Cleaning Sanitizing and Disinfecting	26
Special Heath Needs / Disabilities	26
Emergency Disaster Procedures	26

Title	Page
Maltreatment of Minors / Mandated Reporting Policy	27
Who Should Report	27
Where to Report	27
What to Report	27
Failure to Report	27
Retaliation Prohibited	27
Internal Review	27
Review Policy	28
Corrective Action Plan	28
Staff Training	28
Behavior Guidance Policies and Procedures	28
Respect for Self	28
Respect for Others	28
Respect for Materials	28
Positive Models	29
Standards	29
Redirection	29
Acceptable Alternatives	29
Unacceptable Behavior	30
Prohibited Actions	30
Separation From Group	30
Persistent Unacceptable Behavior	31

WELCOME

Welcome to Maple Tree Day School (MTDS). This handbook contains important information, procedures, and policies about our program operations pertaining to your child's enrollment. Please read this handbook thoroughly and keep it for future reference.

MISSION

Maple Tree Day School seeks to develop the whole child by cultivating creative minds, independent thinkers, strong bodies and emotional connections. When children are provided a safe, stable, supportive environment children naturally develop a curiosity about the world around them.

PROGRAMMING

PHILOSOPHY

Maple Tree Day School is a small private Preschool and Daycare that serves children 16 months up to Kindergarten. We provide families with a child's initial experience in a structured program beginning with the Early Years in our Toddler Program to a more formal yet traditional Preschool Program in our Pre 1 and Pre K classrooms.

OBJECTIVES

- To provide a warm, nurturing environment that encourages the potential for the development of the "whole child".
- To provide an environment with developmentally appropriate materials, encouraging all children to develop a positive sense of self.
- To offer an environment that encourages your child to develop his or her capabilities and interests allowing them to make a smooth transition into Kindergarten both socially and academically.
- To inspire a sense of community at an early age by introducing them to the concept of helping others around our neighborhood.
- To expose the children to the world outside their own backyard.

ACTIVITIES

Each day the children are provided with an opportunity for quiet activities, active activities, teacher directed and child initiated activities. They will also have the opportunity to use a variety of equipment materials. Each classroom is divided into learning areas that provide the children with a variety of

learning experiences and materials. Children can choose from a variety of developmentally appropriate activities set up in station areas around the room. Following is a list of specific learning areas, objectives for each and materials that will be used to meet the objectives:

Art

Objective:

- Encourage individual expression and creativity.
- Offer opportunities to explore a variety of media in a variety of ways.

Materials:

Easels, various paints and painting materials, scissors, pencils, crayons, markers, chalk, playdough glue crafting materials, pipe cleaners, cookie cutters, utensils, yarn, ribbon, cotton balls, tissue paper, etc.

Blocks

Objective:

- Promote fine motor and coordination skills.
- Encourage creativity by sorting, stacking, and building.

Materials:

Large wooden blocks, large foam blocks, large cardboard blocks, legos, tinker toys, small vehicles, animals, toy people and signs.

Materials:

Measuring cups, food ingredients, water.

Fine Motor

Objective:

- Develop eye-hand coordination skills.
- Develop problem solving, classification and discrimination skills.

Materials:

Crayons, pencils, markers, paper, stencils, magnet boards and letters, chalkboard with chalk, puzzles, pegboards with pegs, sewing cards, math manipulatives, connecting bead and links, dominoes, matching games, sequencing cards, pouring pitchers, eye droppers, tweezers.

Dramatic Play

Objective:

- Encourage dramatic play and role playing.
- Develop language/socialization skills.
- Provide practice in dressing skills.
- Provide practice in cleaning.

Materials:

Small table, chairs, kitchen appliances, toy dishes and utensils, plastic food, dolls and doll clothing, ironing board, iron, telephone, hats, clothing and accessories, camera, mirror, assorted theme related materials.

Large Muscle

Objective:

- Develop large and small muscle coordination.
- Develop balance, posture, and strength.
- Provide an outlet for energy.

Materials

Balls, climbing equipment, beanbags, riding vehicles, tumbling mats, jump ropes, music source.

Library

Objective:

- Promote language and reading readiness skills.
- Develop an appreciation for literature.

Materials:

Cozy seating area, stuffed animals, rotated books, book on tape sets, puppets, flannel board with flannel board pieces/stories.

Music

Objective:

- Develop skills of expression, rhythm, and listening.
- Develop understanding and appreciation of music.

Materials:

Rhythm instruments, CD Player and CD's, variety of songs, voice.

Sand and Water

Objective:

- To help children gain an understanding of people and how they live.
- To introduce children to first hand exploration of physical science.

Materials:

Sensory table, sand, water, containers, scoops, plastic animals, dolls.

Science

Objective:

- Encourage children to reason, analyze, explore, classify and record data.

Materials:

Magnets and magnetic objects, balance scale, prism, magnifying glasses, kaleidoscopes, sensory bottles, live animals, rocks, shells, sound and scient containers, variety of sensory materials.

Toys and Games

Objective:

- Develop problem solving skills.
- Encourage children to explore patterns.

Materials:

Puzzles, stacking cuves, beads, matching, magnetic boards, lotto and board games.

ASSESSMENT AND OBSERVATION

MTDS's observation and assessment program is a blueprint for planning and implementation of an educational developmentally appropriate program. Toddler and preschooler staff members are specifically trained to work with children 16 months through kindergarten entrance. The children are assessed two times per year during the months of November and April.

MTDS's teaching staff assesses their children to measure their social, emotional, physical, cognitive and language development. The assessments are given to children through observations and checklists while the children are participating in the classroom activities. Children are assessed in these areas to help ensure that they are meeting developmental milestones for their age level.

Teachers schedule conference time with parents to review and discuss assessments and to develop plans for their specific child's needs. During conferences teachers will also discuss with parents any needs of their children specific to their culture or home language. Teachers will share with parents any possible at home activities to help enhance their children's growth.

Teachers use the assessment tool to help guide their teaching in the classroom. They will plan for the needs and interests of children in their classrooms and will make changes as needed to best meet the developmental needs of the children.

Children who are not meeting developmental milestones may be referred to 'Help Me Grow' for additional services with the consent of parents which could include services from the South St. Paul School District Special Services Department and the Interagency Early Intervention Committee of Dakota County.

Assessments are reviewed yearly to be certain they are providing the needed information. All assessment information will remain confidential between the child's parents and teaching staff of MTDS.

PROGRAM PLAN

MTDS's Program Plan is developed and evaluated annually, in writing by a teacher qualified staff person. The Program Plan is available for review upon request.

CHILD'S FILE – HEALTH/SAFETY AND REGISTRATION RECORDS

All child health/safety and registration information is located in the child's enrollment file. Enrollment files are located in the office of MTDS. This information is kept confidential with only the Minnesota State Licensur, administration, and teachers having access. The files are kept in a locked cabinet when the administrator is out-of-the-office. An office staff member will be on duty at all times to allow teacher and parent access to the files if requested.

EDUCATIONAL SPECIALISTS

Each week the children experience visits from educational specialists in the areas of exercise, music, and library. These services add enrichment to childrens daily experiences.

NAP TIME POLICY

Most children in extended day or all day programs benefit from scheduled periods of rest. If a child is enrolled in a program for more than four hours, there needs to be some type of arrangement to accommodate sleep/rest. Therefore, a nap time at MTDS is provided daily, shortly after lunch for all Toddler, Pre-1, and Pre-K children that require a nap. Naps and rest time are provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot. Cots are placed so there are clear aisles and unimpeded access for

both adults and children on at least one side of each piece of napping and resting equipment. Cots are placed directly on the floor and are stacked when not in use. Children's heads are uncovered during sleep time. All toddlers and preschool children will sleep with footwear on to ensure safe evacuation for emergencies. Separate bedding will be provided for each child in care. Bedding will be sent home weekly for washing. All sleeping areas have "written sleep" regulations to ensure supervision within sight and sound at all times. For children who nap, please provide MTDS with two crib sized blankets for your child.

OUTDOOR PLAY

Outside recreation is an essential part of our program. Going outside offers an environment that encourages exercise and a different setting. Research has shown that fresh air is essential for good health. For toddlers, getting dressed to go outside is valuable one-on-one time for teachers and children. Being outside reduces the spread of infectious disease. Each day we play on the front or back playground), take walks around the community and/or to nearby parks. Our outdoor guidelines for healthy development and preschoolers including toddlers will go outside when:

1. Weather seems comfortable and when it is somewhat uncomfortable. In summer, children should wear light colored, lightweight clothing and hats, sunscreen, and have water bottles available to them. Also, bear in mind that spring, summer and fall mornings can be considerably cooler and we like the crisp morning air to play in so jackets may be required. In winter, children should dress in warm, dry layers.
2. When snow is on the ground the children should be wearing warm water-resistant clothing.
3. We will try to get outdoors daily and will use discretion with very cold or hot temperatures. At times when a heat or cold weather advisory has been issued the children will be kept indoors.
4. Due to state required staff ratios we cannot allow a teacher to stay inside with one child. We feel that if your child is well enough to attend school that day, he or she should be well enough to participate in all aspects of the program including outside play.

BIRTHDAYS

We will celebrate each child's birthday during the year. Parents are welcome to bring in a commercially prepared snack. Maple Tree has a no cupcake/cake policy in place. You may request a list of fun healthy alternatives. Reminder we are Peanut/treenut free. Teachers will inform you of other allergies within the class.

DATA PRIVACY

Records concerning your child's enrollment, conference reports and all other information about your child are confidential information and will only be accessible to you, the school staff and a person designated by the state to review our records for licensing purposes. Written permission from the parent/guardian is required to release information to anyone not previously listed.

RESEARCH AND PUBLIC RELATIONS

If MTDS is ever involved with any experimental research or public relations activities involving a child, it is required that written parental permission is obtained. This permission form is kept in the child's record.

LIBRARY

Excellent reading habits begin in the early years. Introducing children to literature in preschool supports kindergarten readiness, promotes early literacy and supports a love of language and reading. MTDS's library is in a distinct area of our school so children and parents can come and browse, read, and check out books. Our library is full with a variety of board books, picture books, early reading and comfortable seating. It is our hope that our library, or books from any library, will promote the joy of reading and enhance creative and social development. You may check out up to five books at a time for a two week period.

REGISTRATION FORMS

Students must be registered annually. Registration begins January 2. Daily priority will be established on a first come, first serve basis to current MTDS preschool returning students and new siblings. Maple Tree Day School Open House will be held the second week in January for the general public. When a class is full, a child's name may be placed on a waiting list. An annual registration fee of \$70 will be charged to cover administrative costs and materials. This fee must accompany the fall registration form. This fee is non-refundable and does not apply toward tuition.

As a state licensed program, we are required to maintain a file on all registered children. Parents/guardians have the responsibility to return the following completed forms to us as well as keep them updated:

Application

This form gives MTDS the necessary information about your child, such as their address, phone number and where you can be reached in an emergency, as well as additional emergency contacts and individuals authorized to pick up your child. You **MUST** notify us of any changes to this form immediately so we can make the proper changes.

Health Care Summary

This form must be filled out and signed by your child's health care source. It must include the date of your child's last physical exam, known allergies, health status, and any important health concerns or problems we need to know. This needs to be updated each time your child changes to a different programming age (ex. early preschoolers to preschool).

Immunization

This completed form with all of your child's immunizations must be on file within six week of enrollment at MTDS. You will be asked to complete this form at the beginning of each school year. If your child receives any immunizations during the school year, please inform the office. If you choose not to have your child immunized, you need to follow the state guidelines as a "conscientious objector".

Parent Authorization Form

This form must be completed and signed by the parent/guardian for each child enrolled. This will be a release for emergency medical care, go on impromptu walks, as well as permission to take photographs for use in and for the program. Also permission to administer sunscreen and insect repellent or use diaper wipes and apply diaper ointment (all provided by parents)

School Tuition Contract

A signed and dated contract showing the amount of your yearly tuition as well as your schedule for payment must be completed.

In addition to the previous forms, all parents enrolling in MTDS will receive the following:

- Parent Handbook (available on web)
- Behavior Guidance Policy (see Parent Handbook)
- Yearly School Calendar
- School Program Plan (on file for review in the office)

All enrollment forms can be found at: mapletreedayschool.com

COMMUNICATIONS

Parent/staff communications are essential to a successful early childhood experience. We welcome and encourage the exchange of ideas and suggestions. The following are some ways that we encourage family/teacher communication:

COMMUNICATOR FOLDER

This folder will be used as a communications folder between parents and the school. This folder is to remain in your child's backpack and come to school with them daily. Daily work, monthly newsletter/calendar, Tree-Mail, etc. will be in this folder. Any notes or tuition payments should be placed in the folder also. Folders are checked daily.

MONTHLY NEWSLETTER AND CALENDAR

Once a month you will receive our monthly newsletter listing school-wide reminders, upcoming events, and other pertinent information. We ask that you check the Maple Tree Face Book page daily for classroom and school reminders.

Face Book

Maple Tree Day School utilizes Face Book as an interactive medium to;

- Inform parents of valuable information, reminders and sudden program changes.
- Of day to day programming and curriculum unique to Maple Tree.
- Engage families and sharing photos of your child's day, for you and for extended family.
- Be an encouraging space for parents to connect with one another.

Maple Tree Face Book Rules:

- Parents sign a permission form at enrollment, allowing us to photograph and post pictures of their child on Face Book. If consent is not given Maple Tree staff will refrain from taking or posting that child's picture.
- Face Book is not a medium to express dissatisfaction with the program. All grievances should be brought to the Directors attention in a timely fashion via phone, email or messenger. Please see Grievance Procedure.

- Maple Tree will delete any comments of a negative fashion and remove any patrons who abuse privileges.
- Maple Tree will only post pictures that are appropriate and seek to be purposeful.

*Parents, understand that the care of children supercedes the importance of posting pictures. Please refrain from asking why your child was not in any pictures for a day. When pictures are not posted then you can assure it was because the Teachers are very busy facilitating the classroom. Pictures are posted midday and again at days end.

CONFERENCES

MTDS will hold parent/teacher conferences each fall and spring. This is a sharing time between parents and teachers and is based on observations of the child and his/her development. Teachers document each child's intellectual, physical, social, and emotional progress throughout the year and share this information with the parents at the scheduled conference time. Your input is an important component in the teacher's relationship with your child. Each individual teacher schedules their own conferences and will work with you to try and find a date and time that will accommodate each of your schedules. ***Documentation of conferences is filed in each child's records and kept strictly confidential.***

PHONE AND WRITTEN COMMUNICATION

The staff will make every attempt to notify parents via the phone or by written note whenever a situation arises that we feel you should be informed. Daily note's for Toddlers and weekly "Peek at the Week's" for Preschoolers help to keep you informed of your child's experiences. We request that parent's keep the staff informed of their needs, concerns and feelings. If you have a need to talk to a teacher during programming time, we will do our best to meet your request. Please be aware though, there are times when a message will need to be taken and the teacher will return your call as soon as possible.

PARENT/GUARDIAN VISITS

Parents of enrolled children are welcome to visit MTDS at any time during normal hours. We have an open door policy and encourage parents to visit often. If you would like to visit your child's classroom during the day, but are unsure about the best time, please talk to your child's teacher.

There may be times when other family members important to a child wish to visit the program. We support the visits, but request that we receive prior notice from the parent/guardian of the planned visit.

PARENT VOLUNTEERS

Parents are encouraged to volunteer and share their talents. Scheduled parent participation is encouraged.

HELPFUL HINTS

- We ask that tuition checks are put into the payment box located on the front desk.
- Families must sign their child in and out daily and mark those times on the sign in sheet located on the front desk.
- Read all communications sent home from school. Post important dates and notes so you can discuss these events with your child on their scheduled day.

- Plan ahead. Give yourself plenty of time so arrivals and departures are relaxing and successful.
- If you have any questions about your child's day, please be sure to contact your child's teacher immediately.
- Please put your child's name on ALL belongings; lunch box, lunch containers/cups/utensils/, school bags, jackets, mittens, hats, boots, etc. **LABEL EVERYTHING!!!!**

KEEP US INFORMED

We use the information on your child's school application if we need to reach you and to verify individuals authorized to pick up your child. Please be sure to inform the office of any changes such as:

- home phone and address
- cell phone numbers
- work numbers
- emergency contact persons and phone numbers
- authorized individuals who can pick up your child
- change in medical, allergies or food restrictions.

***Current phone numbers and cell numbers are essential in case of emergency.
Please keep us informed of any changes.***

CONFIDENTIALITY

MTDS strives to provide a safe, nurturing, and moral environment for the children and families who participate in the child care program. At no time will any breach of confidentiality be permitted.

GRIEVANCE POLICY

If you have a concern about any aspect of the program, the following procedures should be followed:

- If there is an issue or concern related to a classroom situation, address it first with your child's teacher. The teacher will make every attempt to resolve the situation within 3 days, giving them time to discuss the situation with all parties involved.
- If no resolution is achieved, contact the Director who will discuss the situation with all parties involved and will respond to the parent within 3 days.
- If a resolution is still not achieved after communicating with the teacher and director, contact Julia Hagen and establish a date for a meeting and/or a written resolution. A response should be provided soon after.
- If there is an issue or concern related to center policy or administration, address the issue with the center director or owners.

Detailed program grievance procedures are available in the Program Policy/Rule 3 Handbook.

READY FOR SCHOOL SUCCESS?

Make an Early Childhood Screening Appointment Now!

Screening is:

- A "peek" into your child's development in a one-on-one situation.
- The optimal time to have your child screened is by the time they are 3 1/2 years old; if you have speech or developmental concerns, the screening can be completed earlier.

- No Cost
- Varied schedule of appointment times. (Call today for a convenient appointment time.)

What happens during screening? We will check:

- Hearing
- Vision
- Immunization Records
- Cognitive and Motor Skills
- Speech/Language and Communication
- Social/Emotional Development

You will learn about:

- Your child's development
- How to get ready for Kindergarten
- Resources for school and parenting

Call 651-306-3623 to schedule an appointment.

If your child has been screened in another district or at Head Start, a copy of screening results is required for kindergarten registration. Screening is a vital piece to kindergarten success and is required for kindergarten entrance.

HELP ME GROW

A child's early years often bring wonder and excitement for families! Children grow and change rapidly from birth to kindergarten entrance, and are learning every day. As parents watch their child grow and develop they may notice when their child smiles, rolls over, sits up, walks, plays, coos, cries and talks. While all young children grow and change at their own rate, some children experience delays in their development. Special health conditions may affect children's development too. Because parents know their child best, they may be the first to notice that their child is developing differently than other babies or young children. **FREE HELP IS AVAILABLE.** Minnesota children from birth to five-year-old, who are eligible for Help Me Grow, can receive services in their home, child care setting or school. These services are free to eligible families regardless of income or immigrant status. Contact your local health care provider or local Help Me Grow program. In South St. Paul the #'s are: (ages 0-3) 651.306.3606 and (ages 3-5) 651.457.9496. West St. Paul, 651.403.8369.

TUITION

The schedule you contract for is based on space available for your child. Tuition rates are set on a full-day or school-only basis. Parents may choose a 3, 4, or 5 day programming. We do not believe that less than 3 day programming gives a child adequate opportunity to develop and grasp classroom concepts. Provided space is available, part-time participation may increase. Trading days is not permitted. Tuition payments are expected on Monday of each week unless prior arrangements have been made. Each year upon fall registration there is an annual registration fee. Once you have been notified in writing that your child has been accepted into the fall program the registration fee is deposited and therefore non-refundable.

ABSENCE AND VACATIONS

We encourage you to contact us whenever your child is not going to be attending school. This helps the teachers plan their day. We do not offer any tuition reductions due to vacation, illness or other absences. The days your child is scheduled to be at school are reserved for them and in turn, you contract to pay for these days regardless if your child attends or not.

WITHDRAWAL OF CARE

We require a minimum of a two weeks notice for withdrawal of a child from MTDS.

TERMINATION OF SERVICES BY MTDS

Maple Tree reserves the right to immediately terminate care for any of the following reasons (but not solely limited to):

- Non-payment for child care services and/or lack of adherence to our tuition payment policies.
- Behavior issues that may affect the safety, health or general well-being of other children or staff at MTDS.
- Lack of parental cooperation with the program's efforts to resolve differences to meet the child's needs through parent/staff meetings, conferences, or outside referral.
- Abusive behavior and/or verbal threats by parents/guardians toward program staff, other parents or children.
- Necessary enrollment forms have not been submitted within the designated time.
- Unresolvable conflict(s) between the program director and client.

ARRIVAL AND DEPARTURE

HOURS OF OPERATION

MTDS is open from 7:00 am to 5:30 pm Monday through Friday.

DAILY CLOSING AND LATE PICK UP

Our program closes at 5:00 pm. We are licensed by the State to have children attend our program from 7:00 am to 5:00 pm. ALL children MUST be picked up by the 5:00 pm closing time. If for any reason you are delayed from picking up your child for either the Preschool Only Program or the Full Day Program, please be sure to notify the school immediately. An additional fee of \$1.00 per minute late will be charged and the fee assessment starts at 5:01 pm. If a parent is habitually late, we will assume that our school hours do not meet your families needs and may suggest a different placement for your child.

DROP OFF'S AND PICK-UP'S

The curb area on Marie Avenue outside of MTDS is the parent drop off and pick up area. Please pull over to the curb and pull up as far as you are able to 10th Avenue. Because parking is limited for us, we have adopted the following procedure to help drop-off's and pick-up's go safely and smoothly.

If you are dropping your child off, or picking them up at a time other than cartime, please keep your drop off or pick up to under five minutes. It is crucial for the flow of traffic around our school. We work hard to instill a love of our neighborhood and community in our children as a part of our curriculum, this first begins by you showing respect for our neighbors and other residents that travel by our wonderful school each morning and evening. It also helps us all keep our children safe. If you have a reason or a need to spend more than five minutes in the school, please stop by between the hours of 9:00 am and 3:00 pm.

During dismissal times, the children will be dressed for the outdoors, have their bag and belongings ready and will be waiting in the classroom. During warmer weather the children will be outside on the east playground.

CARPOOL

For the safety of your child, MTDS must be notified if your child participates in a carpool. We cannot allow your child to ride home with another individual, aside from parents and individuals listed on the application, unless we have been notified in writing.

HOLIDAYS

HOLIDAYS

Secular and national holidays will be celebrated during the school year. We will not celebrate the religious aspect of the holiday, but think that it is important to embrace and celebrate holidays that are an important part of the MTDS children’s lives.

Paid Days Closed

Labor Day	Thanksgiving Day & Friday After	Christmas Eve & Christmas
New Years Eve & Day	MLK Day	President’s Day
Good Friday	Memorial Day	Independence Day
2 MEA Days	2 Training Days	Snow Days

MTDS calendar follows the SSP School District school calendar. In addition to the holidays listed above, MTDS will be closed for the two days of MEA Convention, and the one-two weeks of winter break. *There is no reduction in tuition for holidays the center is closed. There is no tuition assessed for the two weeks of Christmas/New Years vacation other than Christmas Eve, Christmas Day, New Years Eve & New Years Day.*

LICENSING

CAPACITY, AGES SERVED, RATIOS, AND GROUP SIZES

Developmentally appropriate teaching staff-child ratios are maintained in each group to facilitate adult-child interaction and constructive activity among children. These ratios must be maintained at all times including indoor time, outdoor time, and field trips. MTDS is licensed to serve 53 children between the age of 16 months up until Kindergarten entrance.

Classroom	Ratios	Group Size	# of Teachers
Toddler Room 1	1.4	7	1
Toddler Room 2	1.5	10	2
Preschool-1	1:8	16	2
Preschool-2	1:10	20	2

The program is organized and staffed to minimize the number of transitions (group, staff, classroom, peers) experienced by an individual child during the day and program year. Teachers are hired for the program year and children are enrolled and remain with the same group of children in the same classroom for the program year (September – May).

CLOTHING

Children should wear clothing that is comfortable and appropriate for all activities and all seasons of the year. We ask that each child have a complete set of labeled extra clothes (appropriate for the current season) to be left at school. If soiled clothes are sent home, please send a clean set back to school for their extra clothes box. All extra clothing and outerwear needs to be clearly labeled with your child's name to help prevent missing items. We encourage the children to be responsible for their own belongings, and it is impossible to find the proper home for a single mitten if there is no name inside of it.

LOST AND FOUND

Please let us know immediately when your child has lost an item at school. We encourage the children to be responsible for their own belongings. We encourage your support in this effort.

LABEL EVERYTHING PLEASE!!!

BACKPACKS

The children are asked to bring their backpacks daily. Please make sure that your child's name is clearly marked on their backpack. This is the only item, aside from your child's lunch box that should accompany them daily. We ask children to leave their toys at home. We explain this to the children in the following way: "The toys and materials at school belong to everyone.

Personal toys and treasures are to remain at home.

EMERGENCY AND ACCIDENT POLICIES AND PROCEDURES

EMERGENCY AND ACCIDENT INFORMATION

Emergency numbers are posted by all telephones: 911, Poison Control, Minnesota State Department of Human Services, Division of Licensing, local health department, police department and child protection. An emergency file with all of the children's information is kept in the office.

Emergency	911
Poison Control	1-800-222-1222
Department of Human Services (licensing)	651-431-6500
Health Department	651-201-5000
Child Protection (Dakota County)	952-891-7459
Children's Hospital (Emergency)	651-220-6911

If an accident requires care by a doctor or emergency treatment, the staff member observing the accident will fill out an accident report for the parent to sign. This will contain all pertinent information about the incident. We will attempt to reach the parents first and the person you listed as an "emergency number" second, so that arrangement may be made for treatment.

In an emergency when time is a factor or when parents and emergency contacts can't be reached, we will call 911 and instruct the paramedics to take the child to United/Children's Hospital in St. Paul. The permission form that you signed stating this procedure is in your child's file.

A report of injury must be made to the Department of Human Services within 24 hours of treatment by a physician or emergency medical service, or when there is a death of a child in a center.

It is vital that emergency contact information is current and accurate so a parent/guardian can be reached at any time.

FIRST AID AND CPR

Staff members of MTDS are required to maintain up to date first aid and Cardio Pulmonary Resuscitation (CPR) certification. First aid certification is renewed every two years and CPR renewal is every two years. The staff members also have Blood borne Pathogen Exposure training every year. All safety trainings are accomplished and recorded in staff files within 90 days of employment. In the case of an accident, they will administer the proper first aid, if necessary. Each classroom is equipped with a first aid kit as well as a resource book. Safety precautions and first aid is address annually regarding animal bites, injury prevention, burns, poisoning, choking/suffocation, pedestrian/traffic accidents and safety, and playground safety.

FIELD TRIPS

Field trips are an integral part of the preschool experience. Walking trips around the community are also part of the classroom programming. Throughout the year, all children will walk to nearby parks, Dairy Queen and other places within our community to help out and do Random Acts of Kindness. Written parental permission will be obtained from each child's parent before taking a child on a field trip (including walking ones). Parents will be informed of the hours, mode of transportation, and the purpose and destination of the field trip. Staff take

emergency cards (with ER numbers for child's parent, persons to be called if a parent can't be reached, and child's doctors), a first aid kit and manual on all field trips. At least one person trained in pediatric CPR and obstructed airways, and is up-to-date on first aid will accompany children on the field trips. Children will be transported according to MNDHS Statutes on "transportation" and MN Human Services Licensing on "Child Passenger Restraint Systems."

DAILY HAZARD INSPECTION

The most important factor in accident prevention is the training and awareness of the staff at MTDSI. Each day all staff will make an observation and inspection for potential hazards to the children and/or staff. If something is noticed, administration will be notified immediately and action taken to alleviate the hazards. ***Entrance/exit doors and outside gates must be closed at all time. We need parent's help to make sure these procedures are followed. Please make sure you are completely closing the door or gate each time you enter and exit the property.***

FIRE PREVENTION AND SAFETY

Drills are as follows:

- Fire – monthly
- Tornado - monthly from April through September
- Lock Down - every-other month

All staff are trained in fire prevention procedures along with appropriate interventions should a fire occur. All evacuation routes are posted with primary and secondary exits delineated on a facility's floor plan. All emergency numbers as well as names of students and parent/guardian information is included in first aid kit. There are two fire extinguishers on site. Staff is trained to carry out fire procedures.

TORNADO / BLIZZARD / LOCK DOWN / NATURAL DISASTER

In the event of a Tornado or Lockdown, all children and staff will be directed to the designated area, and remain there until we get an all clear. In the event of a Blizzard, we will stay inside the center until all children are able to be picked up. All children will be moved to a safe location within the center during any natural disaster. If needed to evacuate, we will go to the Emergency Shelter.

EMERGENCY SHELTER

The designated emergency shelter is Central Square, 100 Seventh Avenue North, South St. Paul 651.306.3690.

EMERGENCY CLOSINGS

In the event of severe weather or an emergency, a decision to close MTDS will be made as early as possible. If the South St. Paul School District is closed or declares a Late Start due to inclement weather, then MTDS is closed or starting late also. Other closings are up to the Directors' discretion. School closings will be announced on our Face Book page. The decision to dismiss school early once it has begun for the day will be made only in the most extreme emergency.

There is no reduction in tuition for weather related closings.

PANDEMIC PLANNING

The program will cooperate with state and local government disaster planning agencies, such as the CDC, the Minnesota Department of Health, and Minnesota State licensing, to prepare or react to emergencies presented by a pandemic outbreak. Parents will receive a pandemic protocol that is specific to the current pandemic outbreak. Staff will be trained and informed to implement a plan that best meets the health and safety of the children. Parents will be informed of any closures recommended by the state or local government, or specific staff trainings and building preparedness. Tuition payments during pandemic will be determined by Maple Tree.

UTILITY FAILURE

In the event of a power failure the center may not need to close. If the power failure is severe or prolonged, parents will be notified to pick up their children and the center would close.

EMERGENCIES

For a minor accident, first aid will be administered and the parents would be notified.

For a major accident, requiring immediate medical attention, first aid would be administered and 911 will be called. The child will be transported to the nearest available hospital as determined by 911. After calling 911, the parents and physician would be contacted immediately. Parents will sign a parent permission form for emergency medical care. The parents are responsible for keeping the information on the emergency card up-to-date.

MISSING CHILD

If a child is missing, the director or staff will conduct a thorough search of the area (building and grounds). If unable to find the child within 5 to 15 minutes, the police will be notified immediately and then the parents. If possible, a staff person should accompany the police to help identify the child. Other children will never be left unattended when trying to locate a missing child.

UNAUTHORIZED OR INCAPACITATED PERSON PICK-UP OR PERSONS OF SUSPECTED ABUSE ATTEMPTS TO PICK UP CHILD

No authorized person or person suspected of abuse shall take a child from MTDS. If an unauthorized person should or person suspected of abuse attempt to take a child from the center the parents will be notified immediately, if no results, emergency names will be called, if there is still a problem the police will be contacted. Anyone not authorized for pick-up will produce identification and a parent will be contacted.

In the event that the parent or authorized person picking up a child is in any way incapacitated, they will be told that it is not safe for them to transport the child. If persistence continues, the police will be notified.

MISSING PARENT

If a parent has not picked up their child by 5:30 p.m., MTDS will attempt to contact the parent(s). If unable to contact, emergency contacts will be called. If unable to reach these persons within one hour, the police will be notified to pick up the child. A note will be left on the MTDS's door for the parent regarding the situation and a phone number to call. Staff cannot transport children.

ACCIDENTS / INJURIES / INCIDENTS

Minor Mishaps

For minor occurrences (such as a scraped knee, bumped elbow, etc.) a Minor Mishap will be sent home. Information included on this form will include child's name, date and time of incident, explanation of injury, first aid given and the name of the teacher involved. This information is also documented on an Accident Log at school.

Accident Reports – Form A-200

All accidents, injuries and emergencies that occur to children, staff or visitors at MTDS that are more serious than "Minor Mishaps" are recorded in the accident log and on an accident report form.

ACCIDENT LOG / RISK REDUCTION PLAN – ANNUAL ANALYSIS

The accident reports and MTDS's Risk Reduction Plan are reviewed annually and modification are made based on the documented analysis of the previous year's analysis.

FOOD PREPARATION

Breakfast

It has become more and more frequent that children are bringing their breakfast to school to be eaten. We understand that there are occasions when time has gotten away from us and we here at MTDS are pleased to help out with sitting your child down to eat a piece of toast or bowl of cereal you have supplied. For the most part children are eating breakfast at home and that is wonderful, but for the child who comes in with their breakfast we are finding that the other children then want something too. Snack time typically occurs around 9:00 am. We ask that no breakfasts are brought after 8:00 am.

Snacks

Snacks are served twice daily, once in the AM and once in the PM. Snack time is designed to:

- Provide the child with the opportunity to develop an interest and taste in a variety of foods.
- Provide an opportunity to develop skills in food preparation.
- Provide an opportunity for the young child to develop positive social skills in sharing food with a small group of friends.
- Provide an opportunity for the child to be responsible for cleaning their snack area and preparing it for their friends.

Snacks are provided by MT and a rotating menu can be found posted in our entry way. The following is a list of snacks but not limited to the following: Graham crackers, Cheese 'n Crackers, tortillas and cheese, yogurt, fruit, vegetables and dip, applesauce, fruit breads, fruit snacks, Goldfish crackers, Cheez-Its, pretzels, bagels and cream cheeses, raisins, popcorn, etc. All crackers and bread are whole grain.

Lunch

Lunch times may vary slightly, but generally begin around 11:30 am. Plastic lunchboxes or soft-sided insulated boxes are very successful. Please label the OUTSIDE of your child's lunch box with his/her name. Items to include in your child's lunch box are:

- Frozen ice pack
- No Fast Food or Candy
- All heated foods must be contained in a thermos. (We are not able to cook or reheat)

- **No juice boxes, please.**

ALL containers must be labeled with your child's name.

All MTDS staff use appropriate sanitation measures (hand washing and gloves) when handling food for snacks and lunch. Milk will be provided by MTDS and will be served with lunch. All uneaten food will be placed back in your child's lunch box so that you have an understanding of what and how much your child eats. For health purposes, our public health nurse recommends that we keep food handling to a minimum. This means that the food sent by you should come as ready to eat as possible. This includes sending oranges already peeled, apples and sandwiches pre-cut if necessary, and any larger item (ex. hot dogs, pancakes) sent in bite size servings. This also encourages independence by your child. We also need food to be ready to serve (ex. not needing to mix ingredients such as in Easy Mac). All meals are served at the tables in the classrooms. Teachers sit at the table and eat with the children. Teachers are expected to engage in conversation with the children during lunch that includes conversation other than instruction for behavior and rules and expectations for the children.

Water is available throughout the day. Water keeps the body well hydrated and ready to fight off infections. Licensing prevents the use of water bottles at this time.

We recommend that children have a variety of healthy foods in their lunch. The following is the bag lunch requirements for young children based on the USDA Child Care Food Guides.

- Vegetable and fruit serving must be two different vegetables or fruits equaling 1 cup or ½ cup vegetable and ½ cup fruit or juice; cannot be a total of 1 cup of only one item.
- 1 ½ ounces of grains/breads
- 1 ½ ounces of meat/meat alternate
- Note: Children's allergies may restrict lunch contents.

We encourage the use of leftovers such as pastas, soups, and rice. We discourage the use of prepackaged lunches such as Lunchables due to the high content of sodium.

HEALTH AND SAFETY POLICIES AND PROCEDURES

HEALTH CONSULTANT

MTDS receives health consultation services from Barbara Stoll, RN, BAN, PHN, and Health Consultant to child care programs. Her phone number is 952.472.3915. Barbara provides an annual review of health and safety policies as stipulated under the Department of Human Services Rule 3, Licensing Division. The consultant is also available for periodic advice and health training.

INSURANCE

MTDS carries liability and student accident insurance to protect your child in case of accidents requiring medical attention. Our carrier is American Family Insurance.

DIAPERING

MTDS Child Care staff are trained to properly change and handle diapers when wet or soiled. Staff check for signs of soiled diapers every two hours when the children are awake and they will also check diapers when children first awake from naps. All diapers will only be changed in designated changing area as stated in Rule 3 licensing guidelines. Changing surfaces will not be used for placement of any

objects such as toys or any objects involved with food or feeding. All containers that hold diapers are kept closed and are not accessible to children. The Diapering Procedure from the Health and Safety in a Child Care Setting is used when changing diapers. This procedure is posted next to the diaper changing area in the lavatory. Only disposable diapers are used.

TOILETING

MTDS preschool teachers are happy to help with your child's transition from diapers to the potty. Children in preparation for this transition must wear diapers or pull-ups to school until they have successfully used the potty for one full week at home and school (excluding night time). We are happy to take your child to the bathroom every two hours and will remind him/her to go throughout the day. We want to do everything possible to assist in this process. This is an exciting time for you and your children because they are becoming more independent and learning how to make their own way in the big world. We understand that accidents happen and are to be expected. For the first month of wearing underwear, please send pull-ups and wipes to school for your child due to the fact that we will need to use them if they have two consecutive accidents in a day. Please keep three full changes of clothes in your child's cubby during this period. If you are experiencing some potty training issues please hang in there, we absolutely promise that your child will not be going off to college in a pull-up.

ALLERGIES / DIET RESTRICTIONS / MODIFICATIONS

**Maple Tree Day School is a peanut and tree nut FREE zone.
(Strictly Enforced)**

Staff will be informed and properly trained if any of the children have food allergies. This information will be posted where children eat, as well as in the kitchen. Before enrollment, children with special eating or nutritional needs will have an individual care plan developed with the parents and physician. Allergy plans will be reviewed and updated annually or following any changes made to allergy-related information in the child's record.

Parents will be notified as soon as possible in any instance of exposure or allergic reaction that requires medication or medical attention.

HANDWASHING PROCEDURES

MTDS use the How To Wash Hands policy from Health and Safety in a Child Care Setting and is posted in the bathroom. MTDS staff are trained in handwashing at the time of their orientation and annually thereafter. Instruction is via the video "Handwashing Close Up" each January and the Health Care Nurse monitors handwashing annually. Staff, volunteers, and children are required to wash hands to reduce the risk of transmission of infectious diseases to themselves and others. In order to successfully complete handwashing, staff assist children as needed.

Signs are posted at the entrance door to remind parents of this policy. Handwashing is required for the following reasons:

- Upon arrival
- When moving from one child care group to another
- Before leaving MTDS

- After diapering / toileting
- Coughing
- Sneezing
- Blowing / wiping noses
- Handling bodily fluids
- Garbage
- Animals
- Cleaning / sanitizing
- Playing outside
- Handling sick children
- Before and after eating food
- Receiving medicine
- Playing in the water table
- Playing with play dough

Staff do not use the hand washing sinks for preparing food or bathing children. Sinks marked for hand washing are ONLY used for hand washing. MTDS provides liquid soap, running water, and single use towels for drying hands.

CHILDREN'S HEALTH RECORDS

Health Care Summary

Upon enrollment or within 30 days, a medical record of each child must be submitted to the MTDS office. It must include a current examination and it must be signed by each child's source of medical care. ***A record of a physical examination is again required annually for children under 24 months of age and whenever a child 24 months or older advances to an older age group.*** Records concerning children will not be released without written parental permission or as otherwise required by law.

Immunizations

Upon enrollment documentation of current immunizations must be submitted. For inadequate or un-immunized children a signed notarized statement of parental objection to the immunization or medical exemption is required.

INADEQUATELY IMMUNIZED CHILDREN

If a case of measles, mumps, rubella, pertussis, polio, or diphtheria occurs in the child care setting, child who are inadequately or incompletely immunized will be excluded through the incubation period, of the last reported case of the disease, as determined by the local health department. This exclusion is necessary because these children may become infected and contribute to further disease spread. This exclusion also applies to children who have not been immunized for conscientiously held belief or medical contraindications. When documentation exists that a child is un-immunized on the basis of personal beliefs rather than a medical condition MTDS can refuse to enroll the child.

CHILD BECOMING ILL AT SCHOOL

- All efforts will be made to make your child as comfortable as possible. The child will be isolated with supervision.
- The parent or authorized person will be notified as soon as possible.
- In the case of the above listed symptoms, the parent/guardian will be asked to pick up the child as soon as possible.

- In the event that we cannot reach a parent/guardian, the emergency contact(s) will be asked to pick up the child.

COMMUNICABLE DISEASE

If your child has a communicable disease:

- MTDS must be notified within 24 hours.
- A notice will be sent home with each child in the ill child's classroom. This notice will include the illness, incubation period, early signs to watch for and exclusion recommendations.
- MTDS will notify the Public Health Department within 24 hours should an occurrence of a "reportable disease" take place.

EXCLUSION OF ILL CHILDREN AND STAFF

Children should be kept home if they have any of the following symptoms or illnesses:

- + Any child with a **reportable illness or condition** as specified by the health department that is contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.
- + **Chicken pox** until all of the lesions are crusted over.
- + **Vomiting** – 2 or more times since admission that day.
- + **Diarrhea** – 3 or more abnormally loose stools since admission that day or loose stools that cannot be contained within the diaper.
- + Undiagnosed **rash** or a rash attributable to a contagious illness or condition.
- + Undiagnosed **drainage from eyes** and/or excessive ear drainage that cannot be contained.
- + 100 degree Fahrenheit **temperature** (auxiliary) or higher without fever reducing medicine.
- + **Bacterial infection** such as **strep** or **impetigo** and has not completed 24 hours of antibiotic therapy.
- + Any child who has **lice, ringworm or scabies** that is untreated and contagious to others.
- + Significant **respiratory distress**: fast, difficult, or different breathing, uncontrolled coughing, and/or wheezing.
- + **Unexplained lethargy**
- + Any child who is **unable to participate** in child care program activities with reasonable comfort or **who requires more care** than the staff can provide without compromising the health and safety of the other children.

If a child becomes ill during the day she/he will be kept isolated from the other children. A staff member will remain with the child and make him/her comfortable as possible. A parent will be notified and asked to pick up the child.

The parents are asked to notify the program within 24 hours, exclusive of weekends and holidays when a child is diagnosed by a child's source of medical or dental care as having a contagious disease. Contagious illnesses will be reported to all parents the same day the information is received.

Behavior or health issues which may affect the safety, health, and general well being of other children at MTDS may result in limited exclusion or termination of enrollment.

NON-PRESCRIPTION MEDICATIONS – FORM M-300, FORM M-400

Written permission from the parent is required for the administration of any non-prescription medication such as Tylenol or Advil.

PRESCRIPTION MEDICATIONS – FORM M-200

It is MTDS's policy to not administer prescription medication, however; when need be the center will follow written instructions from a physician or dentist before administering. Therefore, all prescriptions must be:

- In their original container and be properly and legibly labeled with the child's full name and current prescription information.
- Medications will not be given after the expiration date
- Any unused portion will be returned to the child's parent.
- Parent must state dosage, time and duration the medication is to be given.
- Parents need to inform the staff of the last time the medication is to be given.
- Medications are kept out of reach of children.
- All medications including controlled substances such as Ritalin are kept in a secured lockbox.
- Medication will be administered in privacy to de-emphasize the visibility to other children.

PETS

We ask that pets remain at home due to child and staff allergens.

CLEANING, SANITIZING AND DISINFECTING

Proper procedures will be utilized for cleaning up spills of bodily fluids. This includes using Universal/Standard Precautions: All blood and body fluids will be treated as if infected with blood borne pathogen." Body fluids are identified as urine, stool, breast milk, and blood. MTDS will follow the Exposure Control Plan for Blood Borne Pathogens when an exposure incident occurs.

SPECIAL HEALTH NEEDS

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

If a child is admitted having special needs, procedures stipulated by Rule 3 will be followed. An individualized child care plan (ICCP) will be developed to meet the child's individual needs. The plan will be coordinated with either the service plan, education plan and/or with the physician, psychiatrist, psychologist, and or health consultant.

EMERGENCY DISASTER PROCEDURES

MTDS has a written plan for reporting and managing what they access to be an incident or unusual occurrence that is threatening to the health, safety, or welfare of the children, staff, or volunteers. This plan is reviewed annually.

MALTREATMENT OF MINORS MANDATED REPORTING POLICY

Minnesota State Statutes, Section 245S.66

MN Dept. of Human Services, Division of Licensing, December 2011

Who Should Report Child Abuse and Neglect

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

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 952.891.7400 or local law enforcement at 651.554.3300.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

The internal review will be completed by Julia Hagen. If either individual is involved in the alleged or suspected maltreatment, Julia Hagen will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

MN Department of Human Services Division of Licensing November 2014.

BEHAVIOR GUIDANCE POLICES AND PROCEDURES

MN Dept. of Human Services Rule 3 Chapture 9503.055

We feel that an open democratic environment exists within limits. Limits provide security for children and limits, coupled with order, clear the way for the development of creativity. The fact that we as individuals live in social groups requires the need for limits. Limits are an important preparation for a civil society for life. Our goal in providing limits and discipline in the environment is to aid the child in the development of self-discipline.

In order to provide a democratic environment, we must have mutual involvement based on respect. This is easy to put into practice if a warm positive relationship exists in an environment based on cooperation. To aid the children in the development of self discipline and the mutual respect in a democratic school community, the following ground rules are incorporated and encouraged daily.

Respect for self, as a valued person in the environment (rights of the individual child).

- The child has the right to work alone or with others (social groups form spontaneously recognizing the needs and interests of the individual child).
- The child has the right to choose, to use those activities which interest him or her and has the right to repeat an activity as many times as necessary.
- The child has the right to make mistakes without adult intervention. (The adult's responsibility lies in providing materials that allow the child to assume responsibility for their actions).
- The child has the right to request and receive the assistance of adults when help is needed.

Respect for others as members of the community.

- The child must respect the rights of others.

- The child must conduct itself in a way that does not disturb the work of others.
- The ability to share must come from within the child, not through adult intervention. When children understand that they will not be forced to share, the ability to share comes more quickly.

Respect for materials.

- A place for everything and everything in its place.
- The child is free to use the materials on the shelves as long as they are used with respect.
- The child takes materials that they wish to use to a rug, table or an appropriate activity area.
- The child is responsible for returning materials to the shelf in the condition and order in which they were found.

Each child will be presented with positive models of acceptable behavior. Staff actions and interactions set the tone, through their actions, body language and voice level. Children copy what they see and hear. If we wish to provide a peaceful and cooperative environment for children to grow and to learn, then we must demonstrate that in our actions and voice. When voice levels are soft and calm, the children set their tone in a similar fashion. Adults need to model appropriate expression of their feelings.

Behavior guidance standards need to be developed based upon the developmental needs of the children in attendance. Recognize that expectations for and practices of certain behaviors vary in accordance with the developmental level of the children in attendance. It is the staff's responsibility to understand the developmental level of the children in their classroom. Information on developmental stages and various reference books are available in the staff office to provide the needed information. Young children should be exposed to activities and experiences that provide them with opportunities to meet staff and program expectations. Activities that emphasize waiting long periods of time, taking turns and winning and losing should be de-emphasized.

Redirection and constructive solutions are the techniques used by the teaching staff. Emphasis on the positive is essential in guiding young children. All staff should build on the positive, providing attention and encouragement when positive actions and interactions are taking place. Encouragement, intervention, explanation and reconciliation are positive goals to strive for in classroom relationships. Cooperative games and team building activities should be emphasized.

Children are taught how to use acceptable alternatives to problem behavior in an effort to reduce conflict. Behavior that is unacceptable should be considered by staff as "mistaken" behavior. This behavior is the result of the child's developmental immaturity. The staff must reinforce reasonable limits and teach children "what to do" instead of just "what not to do". Staff realizes that "everyone makes mistakes" and when children do, they are capable of correcting their mistakes (with staff guidance). Understand that acceptable behavior takes time to learn. Opportunities to problem solve and work through mistaken behavior is incorporated as part of the child's curriculum, both individually and in group situations.

All children and staff members are protected and provided a safe and secure environment. Ground rules are established for the general school community. The ground rules shall be established based upon:

1. respect for the individual
2. respect for others
3. respect for the environment

It is important that the children clearly understand their boundaries by introducing rules that are age appropriate and in the best interest of the total school community. Ground rules should be introduced at the beginning of the year or enrollment and re-enforced throughout the school year. This will provide security for the young child. When a child tests the rules, staff members should immediately remind him/her of the ground rules and use the assistance of those children involved in the incident to re-enforce the ground rules. The rights of the individual child and staff member must be respected.

UNACCEPTABLE BEHAVIOR

Consequences for unacceptable behavior shall be handled in the following way.

- The teacher must first respect and protect the rights of the child.
- Restore order without loss of child's self esteem.
- Help the child to understand the problem.
- Redirect the child to another activity area or to a specific activity.
- Whenever possible, natural consequences should follow the behavior. When it is not possible, logical consequences should be used.
- Children should be encouraged to verbalize their feelings (rather than demonstrate them physically).
- Situations of unacceptable behavior should be used as a learning experience for all involved.

PROHIBITED ACTIONS

The following actions are prohibited at MTDS:

- Children shall not be subjected to any form of corporal punishment. This includes, but is not limited to rough handling, shoving, hair or ear pulling, slapping, shaking, kicking, biting, pinching, hitting or spanking.
- Children shall not be subjected to any form of emotional abuse. This includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or family, and using language that threatens, humiliates or frightens the child.
- Separation of a child from the group except as provided for on the next page as Separation From Group subpart 4.
- Punishment for lapses in toilet habits. Also withholding food, clothing, warmth or medical care shall not be used as a punishment. Food is not to be used as a punishment or a reward.
- Depriving a child of their source of security as a means of punishment.
- The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.
- The use of mechanical restraints, such as tying.

SEPARATION FROM GROUP

A child may only be separated from the group when less intrusive methods of guiding the child's behavior have been tried and have proven to be ineffective. A child should only be separated from the group when their behavior is a cause of concern to the safety of themselves, other children or teachers.

A child who requires separation from the group must:

- Remain in an unenclosed area where their physical presence can be seen and heard by the teaching staff.
- The separated child should, when appropriate, have a quiet activity to occupy themselves until they are ready to rejoin the group.
- 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.
- When a child has been removed from the group, they may return when their behavior has been brought under control and they are no longer a threat to themselves or to others.
- The child should be returned to the group at the earliest possible opportunity.
- Children between the ages of 6 weeks and 16 months must not be separated from the group as a means of behavior guidance.

If separation is needed, the teacher must document the relevant information on the Separation Log including:

- The child's name

- The staff person's name
- Time
- Date
- Information indicating what less intrusive methods were used to guide the child's behavior.
- 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 parent shall be notified and the parent notification shall be indicated on the daily log. If a child is separated five or more times in one week, eight times or more in two weeks, the procedure for persistent unacceptable behavior will be followed.

PERSISTENT UNACCEPTABLE BEHAVIOR

Persistent unacceptable behavior shall be dealt with in the following manner.

- The child's behavior is to be recorded, dated and initialed by staff members involved.
- Staff shall meet to discuss the unacceptable behavior and to develop a program plan to meet the individual needs of the child in question.
- The parents of the child shall be called in for a conference to discuss this plan and to enlist their cooperation and input.
- When necessary, the director will contact the appropriate professionals for input and guidance. This action shall only be taken with the written approval of the parents.

Once all options are exhausted to correct these behavior problems, MTDS reserves the right to dismiss the child from further enrollment from the program.