



FAMILY HANDBOOK

2025-2026 SCHOOL YEAR

LITTLE SAINTS PRESCHOOL
ST. MARY'S CATHOLIC SCHOOL
320 5th AVE SE
MELROSE, MN 56352

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ST. MARY'S CATHOLIC SCHOOL MISSION

St. Mary's Catholic School is a faith-filled community that illuminates the teachings of Jesus by using our hearts, hands and voices as Christian witnesses while striving for academic excellence.

ST. MARY'S CATHOLIC SCHOOL PHILOSOPHY

We Believe....

- *We are each a child of God bringing our own unique gifts and talents.*
- *We are part of a team where students, staff, families and the broader faith community work together for the benefit of all.*
- *We nurture the dignity and respect of all people.*
- *We prepare students to embrace and live the gospel message and Catholic Faith.*
- *We educate students to respect and share the gifts that God has given them.*
- *We support the needs of all learners, realizing children learn in different ways.*
- *We empower students to work to the best of their ability and be proud of their achievements.*
- *We are here to help others succeed.*

Revised Jan 2018

LITTLE SAINTS PRESCHOOL PHILOSOPHY

We believe in the importance of encouraging children to learn and grow, fostering independence, personal responsibility, and confidence within a caring, positive, and nurturing environment. Our play-based, child-centered environment reflects the integration of physical, social, emotional, cognitive, language, and faith-based areas fostering the development of the whole child. Through engaging in meaningful and guided play, children are encouraged to explore, discover, and solve problems promoting individual growth and the development of a positive self-image. We recognize that each child develops at their own pace, and our role as educators is to support them in growing as a child of God.

- The Preschool 3-4 program focuses on learning through meaningful play and growing in independence.
- The Prekindergarten 4-5 program focuses more on academics through structured activities and inventive play to prepare children for kindergarten.

St. Mary's Little Saints Preschool is licensed by the State of Minnesota through the Department of Human Services. The phone number for the Division of Licensing is 651-431-6500.



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Revised August 2025

*Changes to the guidelines are highlighted; please make sure to thoroughly read the changes. Contact the school office if you have any questions. Additional information on the guidelines can be found in the St. Mary's School Policy Book, located in the school office.

RIGHT TO AMEND

Since situations may arise that are unforeseen and cannot be controlled, Little Saints Preschool reserves the right to amend the contents of this handbook as needed. Parents will be notified of any amendments through the parent portal, SchoolSpeak.



LITTLE SAINTS PRESCHOOL DIRECTORY

2025-2026 SCHOOL YEAR

ST. MARY'S LITTLE SAINTS PRESCHOOL

320 5th Ave SE

Melrose, MN 56352

Administrator Email: anelson@smsmn.org

Preschool Teacher's Email:

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Administrative Assistant Email: office@smsmn.org

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STAFF DIRECTORY

Fr. Mitchell Bechtold
Mrs. Autumn Nelson
Mrs. Dana Finken
Mrs. Ruth Klaphake
Ms. Tia Primus
Ms. Heidi Hoppe
Ms. Amy Primus
Mrs. Julie Boecker
Mrs. Linda Kraemer
Mrs. Bri Worms
Mr. Matt Grossinger

Pastor
Administrator
4/5 Preschool Teacher
4/5 Preschool Assistant Teacher
4/5 Preschool Assistant Teacher
3/4 Preschool Teacher
3/4 Preschool Assistant Teacher
Foster Grandparent
Foster Grandparent
Administrative Assistant/Health Aid
Custodian

ISD 740 SHARED STAFF

Brittany Sayler
Mrs. Emily Zachmann

District Nurse
Speech



POLICIES AND PROCEDURES

POLICY INFORMATION FOR PARENTS

At the time of a child's enrollment, the parent must be provided with written notification of the following information. This information can all be found in this policy and procedure manual.

- 1. Ages and numbers of children the center is licensed to serve:**
The age range of children served in this program shall include preschoolers ages 33 months to 5 years. The child must be 33 months by September 1 of the current calendar year and not enrolled in kindergarten. This preschool is licensed to serve up to 40 students (20 per classroom), with no more than 10 students per adult.
- 2. Hours and days of operation:** 7:30 a.m. - 3:00 p.m. Monday through Friday.
Children should be dropped off and picked up on time (no earlier than 7:30 a.m. and no later than 3:00 p.m.). It is inconvenient to the teacher if children arrive before he/she is ready for them, or if he/she is delayed after the sessions are over. Please enter through the front entrance of the school to deliver students for class and to pick them up after class or after-school care. Do not park in front of the school; this is a bus loading and unloading zone only.
- 3. Child care program options the center is licensed to operate, including a description of the program's educational methods and religious, political, or philosophical basis, if any, and how parents may review the center's child care program plan:** School-readiness activities will be offered in the morning with a more relaxed childcare atmosphere in the afternoon. All activities are teacher-guided during the morning session; afternoon and recess activities will be child-initiated with monitoring by teaching staff.

The school-readiness and child care program plan can be found at the back of this policy book and is available in the school office upon request.
- 4. Center's policy on parent conferences and notification to a parent of a child's intellectual, physical, social, and emotional development:** The parents are kept up to date with the goals and objectives which promote intellectual, physical, social and emotional progress through the use of student progress reports, assessments, parent-teacher conferences twice a year, and parent-teacher communication links.
- 5. Center's policy requiring a health care summary and immunization record of a child:** Physical examinations are required for all students. Before admission to the preschool, or within 30 days of admission for children already admitted, an

updated report of the physical examination needs to be signed by a doctor.
Immunizations must be current and on file at the time of enrollment.

6. **Policies and procedures for the care of children who become sick at the center and parent notification practices for the onset of or exposure to a contagious illness or condition or when there is an emergency or injury requiring medical attention:** Please see “**Health Policies**” on page 10 of this manual.
7. **Center's policies and procedures for administering first aid and sources of care to be used in case of emergencies:** Please see “**Emergency and Accident Policies**” on page 20 of this manual.
8. **Center's policies on the administration of medicine:** The school is supplied with first aid material in case of need. If the parents send medication to school, it must be accompanied by a prescription for all prescribed medication to the teacher and the office stating the times and amount of medication the child is to take. The school is not permitted to give any type of medication to children without written permission. Students who are taking over the counter medication need a signed "medication release" form on file in the office. Please see Gradelink under School News, Parent Information, Forms for a copy of the release form or ask in the office for a form. ~ St. Mary's School Medication Policy

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

9. **Procedures for obtaining written parental permission for field trips:** Written permission will be obtained for all field trips, whether the students walk or ride a bus to the field trip. Forms will be sent home with ample time for parents to review and return them to the school before the field trip.
10. **Procedures for obtaining written parental permission before each occasion of research, experimental procedure, or public relations activity involving a child:** Parents will be notified in each event that any research, experimental procedures, or public relations activity will occur. Written permission will be obtained prior to each activity. Parents are free to choose not to participate. From time to time, student pictures and names may be published in the local newspaper, St. Cloud Visitor, etc. Permission is obtained during registration.
11. **Center's policies on the provision of meals, snacks, and water bottles:** Snacks will be provided by the preschool program. Parents are required to pay a fee at the beginning of each year to cover the cost of snacks.

Students may bring a water bottle from home; the child's first and last name must be written on the water bottle or a staff member will tape a note to the bottle with the student's name on it. Water bottles will be stored in the student's backpack and sent home daily for washing. Children who do not bring a water bottle will be offered a cup to use. Cups that are used for water, snack milk, or juice will be thrown away after each use.

Meals will be provided through St. Mary's hot lunch program which is catered by True North, or parents may also send a nutritious cold lunch (which meets USDA guidelines) with students. Parents will purchase snack milk and lunch for their student. Prices are set annually. Parents are also able to purchase and eat lunch with their student at any time; this must be pre-scheduled with the preschool

teacher. Tables will be washed with soap and water before and after each use.

All dishes used for snack and lunch will be washed using the three compartment sink process. Scrubbing dishes in warm, soapy water in the first sink, rinsing dishes in warm, clean water in the second sink, soaking dishes in chemical sanitizing solution in the third sink, and air drying the dishes.

12. **Center's behavior guidance policies and procedures:** Please see "Behavior Guidance Policy" on page 25 of this manual.
13. **Presence of pets:** Certain pets are allowed in the school's designated area as part of a planned activity, with prior permission obtained from the teacher and principal. It is the responsibility of the parents to assure that pets have all required vaccinations prior to bringing the pet to preschool with written proof of a current rabies vaccination (for cats and dogs).
14. **Center's policy that parents of enrolled children may visit the center any time during the hours of operation:** Parent involvement is encouraged and parents are welcome to visit the preschool room. Please be considerate and do not disrupt the class by visiting with the teacher if he/she is involved with a group activity.

Parent Volunteers: We are grateful to the many parents who have given, and will give, their time in some way in the volunteer program during the school year. Volunteers play an important role in our school and help keep our school costs down during the year.

Please read, complete, and return the volunteer information sheet as soon as possible. This will allow us to contact you regarding the activities in which you have expressed an interest.

The Diocese of St. Cloud mandates that all staff and volunteers who have any contact with students have Safe Environment training before volunteering in activities that directly involve student contact. A criminal background check is also required.

15. **Telephone number of the Department of Human Services, Division of Licensing:**
651-431-6500

PARENT CONFERENCES AND DAILY REPORTS

The license holder must ensure that the parent of a child is informed of the child's progress. The license holder must ensure that:

1. Individual parent conferences are planned and offered by program staff at least twice a year.
2. Documentation is made in the child's record that individual parent conferences were planned and offered.
3. The status of the child's intellectual, physical, social, and emotional development is reported to the parent during the conference.

ADDITIONAL INFORMATION FOR PARENTS

1. **Fees:** Monthly tuition will be due and payable by the first of each month. The cost is as stated on enrollment forms. Please make checks payable to St. Mary's Catholic School. Failure to pay may result in dismissal from the program.

2. **Late Pick-up Charge:** Pick-ups from preschool class after 3:00 p.m. are considered to be late pick-ups. After 3:00 p.m., your child will go to after-school care and you will be charged a fee for their service.
3. **Registering for Preschool:** The required registration, health, and tuition commitment forms must be filled out by the parent/guardian prior to August 15th. St. Mary's Catholic School Preschool and School Family Handbooks are provided to the parents to acquaint them with the policies of the school. Participation in Early Childhood Screening is recommended.

Admission Requirements

1. Children currently enrolled in the St. Mary's Catholic School Little Saints 3/4 Preschool program.
2. Families who have another child who are current or past enrollments in St. Mary's Catholic School.
3. Children whose family are members of the Church of St. Mary.
4. Families from outside the Church of St. Mary.

***Registration in the spring will first open to current Little Saints Preschool & St. Mary's Catholic School families; then, pending space, registration will open to other interested families.*

4. **Enrollment:** Parents who enroll a child agree to send the child for the duration of the school calendar year. In the event of extenuating circumstances, parents must give a two week written notice when withdrawing a child.
5. **Information Update:** It is important that the data from the registration form be kept current. It is the responsibility of the parent to update the school immediately of any change of phone number, address, alternate contact persons, emergency dismissal instructions, or student medical conditions. This is particularly of concern with regard to contacting you in case of an emergency.
6. **Data Privacy and Student Records:** St. Mary's Catholic School recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

Directory information is defined as information contained in an education record of a student, which would not generally be considered harmful, or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, date and place of birth, and dates of attendance (not attendance record). Directory information does not include personally identifiable data, which references religion, race, color, social position or nationality. Parents and students have the right to inspect and review their own student's education records. Parents will sign to give permission to have student information in the directory. All forms and records will be kept on file and maintained in the school office.

7. **Transportation:** Melrose Area School bus service will transport 4 and 5 year old students to and from school. Children need to have turned 4 before September 1st to ride the bus. Tri-Cap or parents will need to provide transportation for 3 year old students. The parent or guardian will need to send a written note if there is a change to this schedule.

8. **Absence from School:** If your child will not be going to school because of illness or other reasons, please notify the office before school starts that day.
9. **Phone Calls:** Since the teacher is only available before and after school, messages will be taken by office personnel. If you have an EMERGENCY CALL, please make that clear and ask that the message be delivered immediately.
10. **School Functions and Child Supervision:** If parents are at a school social function during regular school hours, staff is still responsible for the supervision of their students. Parents are still encouraged to supervise and discipline their child(ren) while at school functions. Students must be accompanied by a responsible adult at school events outside the scheduled school day.
11. **School Cancellations:** We ask that parents listen to the local stations during bad weather and to check on late starts and early dismissals. The Melrose Area School District will notify parents of cancellations, late starts, and early dismissals. Parents will also receive a message through the Gradelink system, provided parents have supplied contact information.
12. **Discrimination:** This program will not discriminate in admission on the basis of sex, religion, creed, color, national origin, or source of payments. Children of all faiths are welcome, however if demand requires limiting our members, Catholics will be given preference if they have registered by July 1st.
13. **Liability Insurance:** Catholic Mutual Group insures St. Mary's Catholic School Preschool with insurance coverage.
14. **Child Abuse:** Teachers are mandated by law to report any suspected cases of child abuse to the county Social Services. Please see "**Maltreatment of Minors and Reporting Policy**" on page 12 of this manual.
15. **Drug and Alcohol Use:** While on St. Mary's Catholic School and/or parish premises and while conducting business-related activities off St. Mary's Catholic School and/or parish premises, no license holder, employee, subcontractor, or volunteer, when directly responsible for persons served by the program, may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs, or abuse prescription medication. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. All employees, subcontractors, and volunteers will be trained on this policy.
16. **Personal Belongings:** All personal belongings must be marked with your child's name, first and last. Do not allow children to bring valuable items to school or ones that they are not willing to share. Do not bring toys such as guns, swords, war toys, etc. These often encourage aggressive play.
17. **Backpack/Tote:** All children will bring a backpack everyday. Paper bags and totes will be allowed for snowpants, boots, etc. Plastic bags are not allowed.
18. **Birthdays:** On your child's birthday there will be a little party during the snack time. You may send a "special" snack on this day for your child to share. This snack should be healthy and must not be homemade.

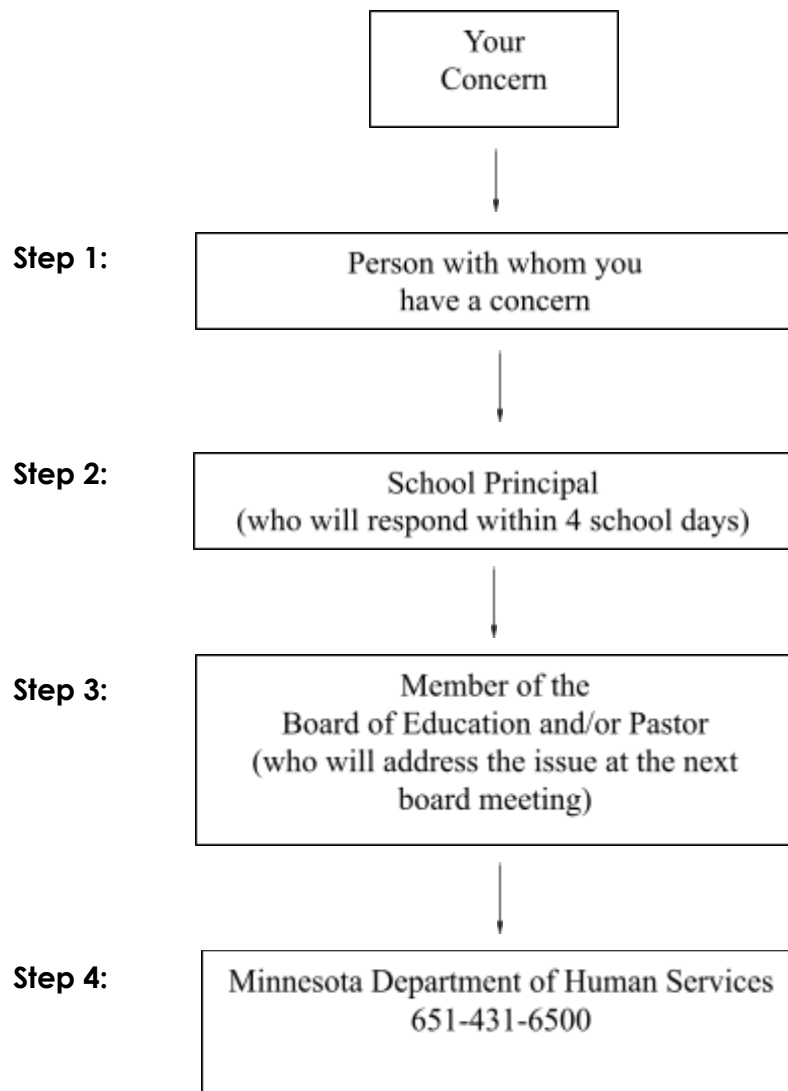
19. **Nap and Rest Policy:** All students will have quiet time for a minimum of thirty minutes each day. Students may have up to an hour and a half for rest time if needed. A child who has completed a nap or rest quietly for 30 minutes will not be required to remain on a cot. Cots are provided by St. Mary's School and blankets are provided by parents. Blankets will be washed weekly at school and/or when soiled or wet.

Students will be supervised during nap and rest time by program staff. Naps and rest will be 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. Cots are placed so there are clear aisles and unimpeded access for children and adults on at least one side of each piece of napping or resting equipment. Cots will be placed directly on the floor and will not be stacked when in use.

20. **Change of Clothing:** Parents should send one change of clothing to be kept at school for their child (shirt, pants, socks, and undergarments). There is also some spare clothing kept at the preschool. We ask that parents bring any borrowed items back after laundering.

GRIEVANCE PROCEDURE FOR PARENTS

If you have a concern with someone, Matthew 18 vs.15 teaches us to go directly to the person with whom we have a concern. If that does not work, then we are to go to a higher authority.





HEALTH POLICIES AND PROCEDURES

PHYSICAL EXAMINATION AND IMMUNIZATIONS

Physical examinations are required for all students. Before admission to the preschool, or within 30 days of admission for children already admitted, an updated report of the physical examination needs to be signed by a doctor. Immunizations must be current and on file prior to entry.

ILLNESS AND ACCIDENTS

Please DO NOT send your student to school on days when any of these symptoms are present:

- Fever of 100 degrees or more
- Vomiting
- Diarrhea
- Inflammation, crusting, or redness of the eye
- Any contagious or infectious disease of the skin, mouth or eyes or unidentified rash
- Chronic cough
- Sore throat with fever and/or swollen glands
- Heavy nasal discharge/mucous-any color (the first two to three days of mucous are contagious)
- Taking prescription medication such as antibiotics for contagious illnesses must be taken for a full 24 hours before returning to school.

A child with a temperature of 100 degrees or greater, or a child that is vomiting must be picked up by a parent/guardian as soon as possible. In addition, a child must be fever-free (without the use of fever reducing medicine) for a period of 24 hours before being allowed to return to school.

On occasion, episodes of biting occur in the school setting. Because of the potential of exposure to contagious illnesses, the school plan is to notify the parents of the students involved. When a biting incident occurs, the school may recommend contacting your student's physician for his/her input. The potential exists for exposure to blood and body fluids by all students.

A child may not be given any medication without the permission of the parents, and in the case of prescription medicine, at a doctor's written request.

PROCEDURE FOR NOTIFYING PARENTS IF CHILD BECOMES ILL

If your student becomes seriously ill or injured at school, we will make every effort to notify you immediately. You will be asked to take your student home or to your family physician for medical attention if necessary. Any ill or injured student leaving the building must be signed out by the parent or guardian in the school office. The school

needs to know how to reach parents quickly in order to handle emergency situations; therefore we ask that every parent complete **AND** update the Medical Health Information form. This information is kept on file so that parents can be contacted quickly.

COMMUNICABLE DISEASES

Parents will be notified of infectious or communicable diseases by a written statement from the school. Parents should notify the preschool within 24 hours after a child is diagnosed with a contagious disease or lice, scabies, impetigo, ringworm, or chicken pox. St. Mary's Catholic School/Little Saints Preschool will post or give a notice to the parents of exposed children the same day a parent notifies the center of a child's illness or condition listed above. St. Mary's Catholic School/Little Saints Preschool will ensure that the health consultant/district nurse is notified of any suspected case of reportable disease as specified in part [4605.7040](#) within 24 hours of receiving the parent's report.

EXCLUSION & CARE OF ILL CHILDREN

Parents are asked to keep their child out of school at the first sign of a communicable disease or infection. The preschool is not allowed by law to have children in attendance at school with a communicable disease. If a child becomes ill while at school, the parents or person designated on the enrollment form will be called. A teacher or school nurse has the right to send a child home if he/she feels a child is too sick to be in school. If a child is sick they will be looked upon and cared for by the school nurse until pick up. Symptoms and treatment will be documented in the nurse's office. The child will be isolated from other children in the nurse's office until pick up.

HEALTH:

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

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

Subpart 2 – The district nurse will act as a health consultant for the preschool. She will assist in developing health policies and keeping them current.



MALTREATMENT OF MINORS REPORTING POLICY AND PROCEDURES

WHO SHOULD REPORT CHILD ABUSE AND NEGLECT?

Any person may voluntarily report abuse or neglect. If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at the licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, you must immediately (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 MN 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 with a family or in the community should be made to: Stearns County Human Services, Family & Children Services Division, Child Protection Services at (320) 656-6000, Fax (320) 656-6220. If your report does not involve possible abuse or neglect, but does involve possible violations of MN Statutes or Rules that govern the facility, call the Department of Human Services, Licensing Division at (651) 431-6500.

WHAT TO REPORT

DEFINITIONS OF MALTREATMENT

1. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - a. is not likely to occur and could not have been prevented by exercise of due care; and
 - b. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.
2. "Child" means one under age 18.
3. "Immediately" means as soon as possible but in no event longer than 24 hours.
4. "Mandated Reporter" means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
5. "Neglect" means:
 - a. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;

- b. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;
- c. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
- d. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
- e. prenatal exposure to a controlled substance used by the mother for a non-medical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance;
- f. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
- g. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
- h. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- 6. "Physical Abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian, which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child

- other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.
7. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
 8. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.
 9. "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
 10. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
 11. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

REPORTING PROCEDURES

1. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
2. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
3. A mandated reporter who knows or has reason to know of the deprivation of

parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

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 person receiving services from programs licensed by the Department of Human Services and by the MN 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.

FALSE REPORTS

Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

INTERNAL REVIEW

In compliance with DHS 245A.66, 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. All staff members are considered designated reporters. The internal review primary designated reviewer will be the principal. The principal will ensure that, when required, internal reviews are completed. If this individual is involved in the alleged report, the pastor/superintendent will be the designated reviewer. The internal review must include an evaluation of whether:

1. Related policies and procedures were followed.
2. The policies and procedures were adequate.
3. There is a need for additional staff training.
4. The reported event is similar to past events with the children or the services involved.
5. There is a need for corrective action by the license holder to protect the health and safety of children in care.

INTERNAL REVIEW FORM:

St. Mary's Catholic School Maltreatment of Minors Internal Review

In compliance with DHS 245A.66 the internal review must be completed within 30 calendar days if the facility has reason to know if an internal or external report of alleged suspected maltreatment has been made. The internal review primary designated reporter will be the principal. The principal will ensure that, when required, internal reviews are completed. If this individual is involved in the alleged report, the pastor/superintendent will be the designated reporter.

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

Related policies and procedures were followed?

Yes ____ No ____

The policies and procedures were adequate?

Yes ____ No ____

There is a need for additional staff training?

Yes ____ No ____

The reported event is similar to past events with the children or services involved?

Yes ____ No ____

There is a need for corrective action by the license holder to protect the health and safety of children in care?

Yes ____ No ____

Corrective Action Plan (if necessary)

Use additional space if needed

Completed by (Printed Name) _____

Title _____

Signature _____

Date _____

DOCUMENTATION OF THE INTERNAL REVIEW

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

CORRECTIVE ACTION PLAN

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

STAFF TRAINING

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, chapter 260E). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, Section 245A.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

WHERE TO SEND FORM

If the report is for:	Send this form to:
Suspected abuse or neglect that does NOT involve school personnel and alleged victim lives in <u>Stearns County</u>	Stearns County Human Services Family & Children Services Division PO Box 1107 St. Cloud, MN 56302 Child Protection Services: (320) 656-6000 Fax (320) 656-6220
Suspected abuse or neglect that DOES involve school personnel	MN Department of Human Services Licensing Division's Maltreatment Intake line: (651) 431-6600
Suspected kidnapping or depriving another of custodial or parental rights	Stearns County Sheriff's Office 807 Courthouse Square, Rm S100 St. Cloud MN 56303 Dispatch Emergency Phone: 911 Dispatch Non-Emergency Phone: 320-251-4240 Dispatch Fax: 320-259-3769
Child's death as a result of neglect or physical or sexual abuse	Medical Examiner or Coroner

LITTLE SAINTS PRESCHOOL
REPORT OF SUSPECTED MALTREATMENT OF A MINOR

**** CONFIDENTIAL DATA ****

In accordance with Minnesota Statutes, chapter 260E, Maltreatment of Minors Reporting Act, a verbal report of child maltreatment is to be followed by a written report to the proper authorities no more than 72 hours after the verbal report.

SCHOOL INFORMATION

Name of School:	
School Address:	
School Phone Number:	
Name of Principal:	
Date:	

REPORTER

(Reporter is confidential under Minnesota Statutes, chapter 260E)

Name:	
Title or Position:	
Address:	
Phone Number:	

ALLEGED VICTIM

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

ALLEGED OFFENDER

Name:	
Title or Position (if applicable):	
Address:	
Home Phone Number:	
Work Phone Number:	

MALTREATMENT

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

NOTIFICATION

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



EMERGENCY AND ACCIDENT REPORTING POLICIES AND PROCEDURES

EMERGENCY POLICY

Preschool personnel will follow the Child Care Emergency Plan regarding emergencies, accidents, and injuries. A written report will be made concerning any accidents or injuries occurring in the preschool. A semi-annual analysis of the accident log will be done by the director and any modification of the center's policies based on the analysis will be determined. St. Mary's Catholic School's Incident Report Form will be filed in the school office. This Report includes the following information: Name and age of the person involved; date of the accident, injury, or incident; place of the accident, injury, or incident; type of injury; action taken by staff; and to whom the accident, injury, or incident was reported. A record of training for staff members will be kept in the preschool file in the school office in personnel file folders.

EMERGENCY MEDICAL CARE

If emergency treatment is required and the parents or emergency contact person listed on the Medical Health Information form cannot be reached, we will call a physician and/or ambulance at your expense. CentraCare-Melrose will be the default clinic/hospital notified and transported to in an emergency, either by calling 911 for emergency ambulance service or by calling 320-256-4231 for non-ambulance care.

FIRST AID PROCEDURE

The preschool teachers and assistant teachers will be certified in standard and pediatric First Aid (8 hours) and infant and child CPR within 90 days of the start of work through the American Red Cross and will follow their procedures in administering First Aid up to level of training.

First Aid priorities are as follows:

1. Survey the scene to make sure it's safe.
2. Don't move the victim if there is a suspected neck or back injury
3. Ensure the victim is breathing.
4. Ensure the victim's heart is beating.
5. Control severe bleeding.
6. Call 911. *In a serious emergency in which medical care is needed at once, call the rescue squad immediately.*
7. Administer CPR if necessary.
8. Treat all body fluids as potentially infectious.

Health Precautions:

1. Assume that all body fluids of all persons could be contaminated with infectious agents. If possible, avoid direct contact with body fluids. Disposable gloves are required in a First Aid Kit.
2. If no gloves are available, wash hands vigorously if coming into contact with

body fluids.

3. Use the materials in the Universal Compliant Kit to clean up emergency sites.

MEDICATIONS

"The school is supplied with first aid material in case of need. If the parents send medication to school, it must be accompanied by a prescription for all prescribed medication to the teacher and the office stating the times and amount of medication the child is to take. The school is not permitted to give any type of medication to children without written permission. Students who are taking over the counter medication need a signed "medication release" form on file in the office. **Please see Gradelink under School News, Parent Information, Forms for a copy of the release form or ask in the office for a form.** ~ St. Mary's School Medication Policy

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

EMERGENCY AND EVACUATION PROCEDURES

Students will practice fire drills, tornado drills, and lockdown drills to prepare them for emergency situations. If emergency evacuation of the building is necessary and the weather does not permit them to remain outside, students will go to the Rectory/Parish Office or other location as specified in our Child Care Emergency Plan. Parents will submit emergency contact information at the beginning of the school year so we have information on file regarding where your child should go if school is released unexpectedly.

SAFETY RULES

1. Injury

- a. Do not allow children to run with wooden sticks or other articles that may break if a child falls.
- b. Keep sharp objects out of children's reach and only allow use under close supervision.
- c. Keep protective covers on electrical outlets in the preschool classrooms.
- d. Tape electric cords to the floor to prevent tripping.
- e. Sweep up broken glass immediately and supervise children until disposed of. Wipe up spilled liquids immediately.

2. Burns

- a. Do not have matches in a place where children will find them.
- b. Store matches in a metal container out of reach of children.
- c. Make sure all children are properly dressed when they play outside in cold weather to prevent frostbite, or hot weather to prevent heat exposure issues.

3. Poisoning

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

4. **Suffocation and Choking**

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

5. **Pedestrian and Traffic**

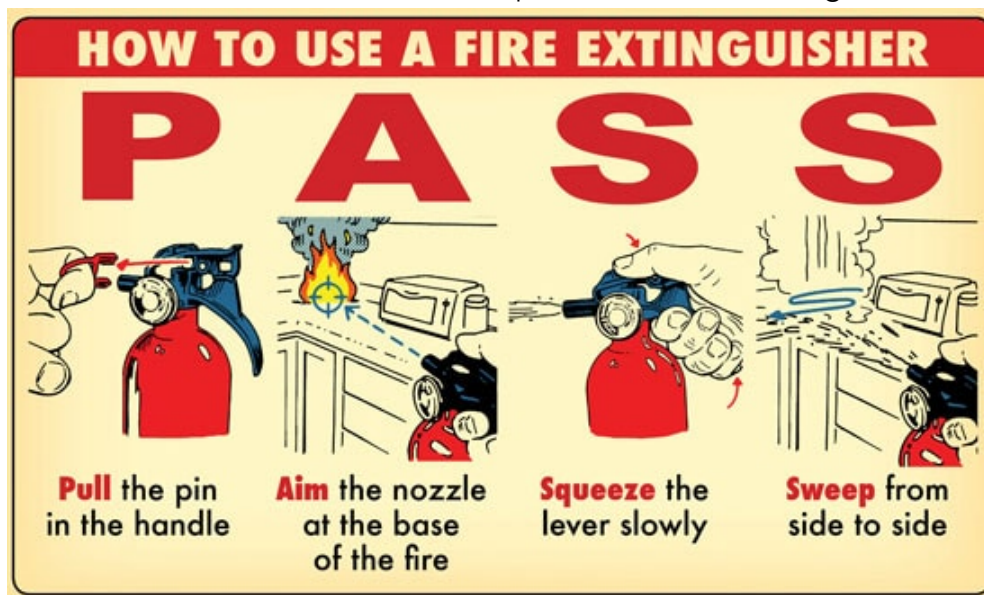
- a. Cross streets only at intersections.
- b. Look both ways before crossing streets and be certain there are no oncoming vehicles.
- c. Never run into the street to chase a ball.
- d. While outside, children will be closely supervised at all times.

6. **Potential Hazards**

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

7. **Fire Prevention and Procedures**

- a. Monthly drills will be conducted and logged. Each instructor will teach their students the correct evacuation procedures.
- b. Primary and secondary exits and routes will be identified in each room. The primary exit for the preschool classroom is the South Door #2; the secondary exit is the West Entrance Door #1. Preschool classes will line up on the south side of the playground far away from the building for all fire drills and/or emergency evacuations. Preschool staff and St. Mary's administration will be responsible for the evacuation of children in all areas of the preschool.
- c. Emergency phone numbers will be posted by all phones in the building. Emergency personnel (police, fire department, and ambulance) can be reached by dialing 911 or 320-251-4240 (non-emergency line).
- d. School personnel will be aware of and trained on the location and proper use of fire extinguishers at the beginning of each school year. School staff will use the PASS technique for use of fire extinguishers.



- e. School personnel will be trained in the correct procedures to follow in case of a fire emergency at the beginning of each school year. School staff will learn how to close off a fire area (close the door but do not lock it) if a fire is larger than can be addressed with a fire extinguisher. Staff will use a mental checklist to make a Fight-or-Flight Decision and will attempt to use an extinguisher only if **ALL** of the following apply:
 1. The building is being evacuated (fire alarm is pulled)
 2. The fire department is being called (**dial 911**).
 3. The fire is small, contained and not spreading beyond its starting point.
 4. The exit is clear, there is no imminent peril and you can fight the fire with your back to the exit.
 5. You can stay low and avoid smoke.
 6. The proper extinguisher is immediately at hand.
 7. You have read the instructions and know how to use the extinguisher.
8. **Blizzard, Tornado, or Natural Disaster**
 - a. Parents will be notified as soon as possible when a blizzard is forthcoming. Notices of school closing will be broadcast on local stations. Children will remain at school in their classroom until picked up by an authorized adult.
 - b. All school personnel and students will participate in monthly tornado drills from April to September and will be aware of the correct procedures to follow. All drills will be logged by the director. Tornado shelters will be posted in each classroom; the preschool shelter location is the south janitor basement.
 - c. Students and staff will shelter-in-place or evacuate based on the nature of a natural disaster. Procedures for fire and/or tornado drills will be followed based on the natural disaster.
9. **Lockdown/Evacuation**
 - a. Five lockdown drills per year will be conducted and logged.
 - b. Each instructor will teach their students correct lockdown and evacuation procedures. (ALICE)
10. **Missing Child**
 - a. A missing child will be reported immediately to the police as well as to the properly designated adult on the enrollment form.
11. **Unauthorized or Incapacitated Person**
 - a. Children will not be released to an unauthorized person or anyone who appears to be incapacitated or suspected of abuse attempts, unless that person is a parent (per state requirements). An emergency contact person will be called if a child needs to be picked up in this situation. If necessary, the local police will be called.
 - b. If no one comes to pick up a child, the two primary persons or emergency contact persons listed on the enrollment form will be contacted. Program staff will stay with any children that have not been picked up until an authorized pick-up person arrives.

RECORDING ACCIDENTS

St. Mary's Catholic School's Incident Report will be filed in the school office. This Report includes the following information: Name and age of the person involved; date of the accident, injury, or incident; place of the accident, injury, or incident; type of injury; action taken by staff; and to whom the accident, injury, or incident was reported. The director will analyze this data annually and modify policies as needed based on this analysis.

UPDATING OF POLICIES

The director will review and modify the school's policies semi-annually to ensure they comply with the Department of Human Services requirements.



BEHAVIOR GUIDANCE POLICIES AND PROCEDURES

DISCIPLINE

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

DRESS CODE

Dress your child appropriately for the weather. It is important to have coats, gloves or mittens, hats, boots, and snow pants during the winter months. Children will go outdoors for play and exercise, even during the winter except when the weather is 0° F or colder (including wind chill). Dress clothes are not suitable for wear at preschool.

PLAYGROUND RULES

Students will remain inside if temperatures are 0° F or colder (including wind chill). Students will follow the SMS Spirit Playground Zone Rules as posted on the door.

1. In case of illness or injury, the playground supervisor will use a cell phone to notify another staff member to assist.
2. Students may play an organized game or have free play as designated by the adult supervisor.
3. Good sportsmanship will be encouraged and expected.
4. Throwing snowballs, sand, and or other objects is not allowed.
5. **NO HORSEPLAY!** Kicking, hitting, pushing, name calling, and abusive language is not permitted.

BEHAVIOR GUIDANCE

Subpart 1

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

Subpart 2

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

Subpart 3

1. Positive reinforcement techniques will be used whenever possible. Time out (in a supervised area) will be used if deemed necessary by the teacher. Time outs must follow separation rule requirements. The children will be subjected to none of the following:
 - a. Corporal punishment including, but not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
 - b. Emotional abuse including, but not limited to: name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
 - c. Separation of a child from the group except as provided in subpart 4.
 - d. Punishment for lapses in toilet habits.
 - e. Withholding food, light, warmth, clothing, or medical care.
 - f. Use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
 - g. Use of mechanical restraints, such as tying.

Subpart 4: No child may be separated from the group unless his/her behavior threatens the well being of self or others. Less intrusive methods of guiding the child's behavior must be tried and proven ineffective before separation. A separated child must be under adult supervision during the separation time. The separated child will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. The child's return to the group is contingent upon the child's stopping or bringing under control the behavior that precipitated the separation. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

Subpart 5: All separations shall be documented in a daily log including the child's name, staff member's name, time, date, information indicating what less intrusive methods were used to guide the child's behavior, and how the child's behavior continued to threaten the well-being of the child or other children in care. If separation is used three or more times in one day, the child's parents will be notified and documentation made. If separation is used five times or more in one week, or eight times or more in two weeks, The procedures on persistent unacceptable behavior must be followed; this includes observing and recording the behavior of the child and staff responses to the behavior, and developing a plan to address the behavior documented in consultation with the child's parent with other staff persons and professionals when appropriate. The classroom teacher or principal will set up a conference time as soon as possible with the parents to develop a plan of action for a suitable behavior intervention.

Subpart 6: **Prone restraint prohibition.** A prone restraint is a physical hold or mechanical restraint that places a person in a face-down position. New requirements for all

licensed and certified programs prohibit the use of prone restraints except in very specific brief instances. These exceptions include:

- a person rolling into a prone position during a restraint if the person is restored to a non-prone position as quickly as possible;
- holding a person briefly in a prone restraint to apply mechanical restraints if the person is restored to a non-prone position as quickly as possible; and
- holding a person briefly in a prone restraint to allow staff to safely exit a seclusion room.

Contraindicated restraint prohibition. Programs must not use any type of restraint that is contraindicated for a person's known medical or psychological conditions. In this context, "contraindicated" means the restraint could be harmful for children with certain medical or psychological conditions.



LITTLE SAINTS PRESCHOOL PROGRAM PLAN

Program Goals

- To provide a curriculum that is child centered with a Catholic/Christian orientation
- To stimulate creative interest, by promoting materials and opportunities for manipulative and imaginative play
- To encourage independence and sense of personal responsibility
- To stimulate each child's curiosity and love of learning
- To strengthen each child's feelings of self-worth
- To help each child reach the fullest of his/her potential within all areas of development

Social: to help children feel comfortable in school, trust their environment, make friends, and feel they are part of a group.

Emotional: to help children experience pride and self-confidence, develop independence and self-control, and have a positive feeling about their preschool experience.

Cognitive: to help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings

Physical: to help children increase their large and small muscle skills and feel confident about what their bodies can do.

PROGRAM PLAN

- A. St. Mary's Catholic School Preschool provides a safe and secure environment for its students. All students are supervised at all times with a student teacher ratio of no more than 10 students per adult supervisor ensuring their environment is developmentally appropriate, safe and secure.
- B. St. Mary's Catholic School Preschool serves students from ages 33 months to 5 years of age with no more than 20 students per classroom.
- C. The hours of operation are Monday through Friday, 7:30 a.m. to 3:00 p.m.
- D. The teacher uses large group and small group settings with various hands on activities throughout the day. St. Mary's Catholic School Preschool Program strives for small class sizes with a loving, family environment for its students to develop in. We instill Christian values with the support of paraprofessionals, volunteers and foster grandparents. We encourage strong academics while making learning fun.
- E. The teacher endeavors to use a variety of age appropriate activities, while striving to relate lessons to the diversity of each child's everyday life and cultural background. We strive to ensure that each student feels valued for who they are, while respecting others.
- F. The parents are kept up to date with the goals and objectives which promote intellectual, physical, social and emotional progress through the use of student progress reports, assessments, parent-teacher conferences twice a year, and parent-teacher communication links. The intellectual, physical, social, and emotional progress of each child will be documented in the child's record and conveyed to the parents during the conferences.

The prekindergarten 4/5 curriculum is called Ready to Advance (Benchmark). It is a comprehensive early learning program. There are 10 units in this program; each unit has components of literacy, math, science, social studies, social/emotional development, and arts and physical development. Specifically, the following areas are covered throughout the school year:

Math: Counting to 30, counting using 1-to-1 correspondence to 15, creating simple and complex patterns, sorting by 2 or more attributes, describing features of 2D shapes.

Language Arts: Letter names and sounds, rhyming, alliteration, writing name independently using correct letter formation, book print concepts, vocabulary development, print and phonological awareness, follow oral directions, retell/sequence events in a story.

Science: Taking care of self and environment, verbally identifying obvious differences and similarities, experimenting with floating and sinking, experimenting with wind and water, differences between shadows and reflections.

Fine Motor: Cutting straight, curvy, and zigzag lines, drawing recognizable shapes and adding detail to pictures.

Social Skills: Demonstrating increasing confidence in one's own ability, ability to resolve one's own conflicts, responding appropriately to other's emotions, building friendships through play, learning activities, and conversation.

The preschool 3/4 curriculum is called Busy Hands and Minds. Our preschool curriculum is a theme based curriculum that is hands on, play based, and fun for little learners. We spend 2 weeks on each theme unit. Each theme has

components of math, literacy, science, art/sensory/fine motor, social/emotional skills, and gross motor/music. Specifically, the following areas are covered throughout the school year:

Math: Counting to 20, counting using 1-to-1 correspondence to 10, creating simple patterns, sorting by 2 or more attributes, identifying 2D shapes, colors, & numerals.

Literacy: Letter names and sounds, identifying their names and letters in their names, pre writing strokes, following oral directions.

Science: Taking care of self and environment, identifying differences and similarities, using magnifying glasses, and hands on materials to explore and investigate.

Art/Sensory/Fine Motor: Learning how to hold and use a scissors, learning to use pincher grasp, strengthening fine motor muscles, playing with playdough, exploring different textures and mediums with their hands, using their imagination to express their creativity.

Social/Emotional Skills: Demonstrating increasing confidence in one's own ability, ability to voice their wants and needs, responding appropriately to other's emotions, building friendships through play, learning activities, and conversation.

Gross Motor/Music: Dancing, whole body movements, singing, outdoor/gym time, climbing, balancing, hopping, and jumping.

The children will be making crafts, journaling, learning numbers and letters, experimenting in science, and learning how to resolve conflict and problem solve through play. Preschool also uses the S.M.A.R.T. curriculum. Stimulating Maturity through Accelerated Readiness Training (S.M.A.R.T.) is a program that helps children's brains and bodies get ready to learn. It provides the foundation for the required basic readiness skills, so critical for successful learners. The program consists of fun physical activities for developing and/or enhancing large and fine motor skills, balance and coordination, visual efficiency, eye-hand coordination and much more. Once these readiness skills are in place, children have the necessary tools to be able to attend and learn, making them ready for school and to become life-long learners.

Teacher and teacher aids will do their best to prepare the students for kindergarten by following the standards. The program will not require that students attend a certain amount of days a week in preschool. Some students will get more instruction from the preschool teacher than others. We do encourage families that have a child going into kindergarten the following year to increase the amount of days their child receives instruction after Christmas.

- G. The teacher will provide school readiness activities throughout the day. The morning consists of learning circles and centers with an opportunity for play and social development. The afternoon consists of a rest/nap time and opportunities to explore dramatic play and complete morning school readiness activities. Students will have a light morning snack at mid morning, with outside recess (weather permitting) to follow. Lunch will be at 11:15; a mid-afternoon snack will be served also.
- H. The center director and teacher will discuss accommodations with parents if a student has an Individualized Education Plan (IEP) or special needs.
- I. The teacher provides a variety of large and small group activities to all students. The children are allowed ample free time to play, socialize, or enjoy quiet time. Some

teacher directed activities include: Letter of the week, number of the week, centers (math, craft, literacy). Child initiated activities include: Dramatic play, recess, and puzzles. Active group activities include: S.M.A.R.T. training in the gym and experimenting in science. Quiet activities include: Reading/looking at books, journaling, and quiet play time.

- J. The preschool program provides a variety of fine and gross motor activities, materials and equipment to use as they wish. Some examples of the variety of activities include: Coloring, patterning, crafts, journaling, recess, S.M.A.R.T. training in the gym.
- K. The preschool program plan was developed by our early childhood educator and school administration; this plan will be evaluated in writing annually by a staff person qualified as a teacher.
- L. The program plan will be available to parents on SchoolSpeak and upon request.