



# Early Childhood Education **PARENT HANDBOOK**

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[stdavidscenter.org](http://stdavidscenter.org) | 952.939.0396





## EARLY CHILDHOOD EDUCATION

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St. David's Center  
3395 Plymouth Road  
Minnetonka, MN 55305

# EARLY CHILDHOOD EDUCATION

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## PHILOSOPHY

At St. David's Center, we know early childhood education lays the foundation for a lifelong love of learning. Because every child brings unique contributions and qualities to the classroom, we believe learning should be guided collaboratively by children, teachers and environments that promote social and cognitive development through play. We focus on the important relationships in a child's life and invite parents to be involved in their children's early learning through open communication and thoughtful collaboration.

Read our entire Reggio Emilia-inspired philosophy at [www.stdavidscenter.org](http://www.stdavidscenter.org).

## INCLUSION

St. David's Center has a long-term commitment to providing developmentally appropriate, inclusive, educational services for young children. Inclusion means children of all abilities learning, playing, and working together. We include children with typical needs and children with special needs in our Early Childhood Education program. Our program reflects the diversity of children in the community. We believe programming for children with diverse abilities has a positive influence on all children. One way children with special needs are included is through Hennepin County Respite Care. Authorization from Hennepin County is required. Other funding sources may also be available through specialized service contracts or private pay tuitions.

## AFFIRMATIVE ACTION

St. David's Center maintains an open enrollment policy that does not deny enrollment to any child on the basis of religion, ethnic background, color, disability, lifestyle, income, etc. Consideration for enrollment includes the following factors: date of application for upcoming program, children of staff, children of formerly enrolled families, children of board members, children who have been on the waiting list, children with special needs, a gender balance, availability of slots in each age grouping, and a balance between 3-Hour slots and Full-Day slots.

## LICENSING

St David's Center is licensed by the Minnesota Department of Human Services (651-296-3971) to operate an early childhood education and extended day program for toddlers and preschoolers, and programming for school-age children. Parents may view our childcare program plan, our educational goals and objectives for children, and our grievance policy at any time.

St. David's Center will not advertise or otherwise promote childcare arrangements between families and staff at St. David's Center that are not within the scope of the licensed programs. Furthermore, St. David's Center does not support and is not responsible for staff or their actions when providing any services outside of their scheduled work hours.

## ASSESSMENT RESOURCES

If you have any concerns regarding your child's development, please discuss this with your child's teacher. The staff will be happy to watch for any signs of developmental concerns and assist in making a referral if it is necessary. St. David's Center has a developmental consultant, mental health therapists, speech therapists, music therapists, and occupational therapists on staff who can provide assessment or ongoing therapy as needed on a fee basis.

If you or your child's teachers have concerns, they will work with you to request an assessment, which could be done by St. David's Center therapy services. The results of the assessment will help us to help ensure your child receives the best tools for his or her particular developmental journey. We ask that you partner with your child's teacher for this process to be most successful.

In addition, inclusive classroom enrollment can only be successful when appropriate supports are put in place. Additional tuition may be necessary, depending on a child's needs. Parents of children who are currently receiving early childhood services through their school district during the school year are required to contact the Care Coordinator before admission at St. David's Center can be finalized. This ensures planning can be coordinated to provide a successful experience for each child.

## HOURS

Early Childhood Education (ECE):

3-Hour Schedule: 8:45 a.m. – 11:45 a.m.

6-Hour Schedule: 8:45 a.m.– 2:45 p.m.

Full-Day Schedule: 7:00 a.m. – 6:00 p.m.

## AGES SERVED

Toddlers: 16-33 months

Preschool: 34-48 months

Pre-K: 49-67 months

School Age: Summer only; for children who've completed kindergarten through 3<sup>rd</sup> grade.

## LICENSED CAPACITY

Toddlers & Preschool: 253 children

School Age: 49 children

## ADMISSION/DEMISSION

St. David's Center is committed to the provision of appropriate placement for each program participant. The organization will not discriminate against participants on the basis of age, race, religion, sexual orientation, developmental disability, or income. St. David's Center reserves the right not to admit a potential participant or to demit a current participant if it is determined that the individual cannot be adequately served through the organization's programs.

The criteria for demission or denial of admission are as follows:

### Inappropriate Placement

An inappropriate placement may occur when a participant has needs or behaviors requiring additional resources beyond those that normally can be provided within the limitations of space, staffing, and funding by St. David's Center. Lower staff/participant ratios that require extensive specialized intervention may make an individual participant's program prohibitively expensive or unfeasible.

### Lack of Program Participation/Cooperation/Chronic Absenteeism

There is consistent or chronic lack of cooperation and participation in program services or there is consistent or chronic lack of attendance in center-based programs (for other than medical or emergency reasons) on the part of the participant.

### Missing Healthcare Paperwork

Each child who enters our program must have a complete copy of the following:

- Developmental History (part of enrollment application)
- Immunization records (to be updated annually and signed by your child's pediatrician)
- Healthcare Summary (to be updated annually and signed by your child's pediatrician)
- Medical or Developmental Care Plans if applicable

Failure to submit the information to the Manager of Enrollment and Program Operations prior to the child's start date, or lack of follow-up regarding plan for paperwork completion, may result in the denial of admission into our program.

### Financial Reasons

There is consistent or chronic non-payment of parent fees on the part of the family. Demission may result when one or more of the following occur:

- An account is more than 90 days past due.
- No payments have been received for more than 90 days.
- No contact has been made by the family to set up a payment plan.

If these conditions are present, admission for the next program year may not be confirmed until an account is paid in full or arrangements have been made to clear the balance due. These arrangements should be made through the Finance Department.

## DROP-IN CARE

Drop-In care is a quality extended day service offered on a limited basis to families of children currently enrolled in Early Childhood Education. Drop-In care is available when space permits from 7a.m.-6 p.m.

To maintain the quality of our Drop-In care option, there are limited spots available per classroom. Reservations must be made in advance, and request are never a guarantee. It is possible for a room to have no Drop-In spaces available at all on a specific day. Requests can be scheduled in 15 minute increments and must be made for at least 30 minutes. The following restrictions apply:

- Drop-In is not available during the first two weeks of the fall and summer sessions.
- The child must be currently enrolled in our Early Childhood Education program.
- Drop-Ins are not available on out-of-center field trip days.
- Requests must be made in writing at least two days (48 hours) prior to the requested date. Our rates increase for late requests. Requests may be made by submitting the Drop-In form located on the counter outside of ECE Leadership Office 123.
- You will be billed on a monthly basis for Drop-In Care and/or Extended Day fees on your tuition statement. If you pick up your child after their scheduled end-time without prior approval for Drop-In care, the late pick-up policy and fees will apply. Please reference the 2019-2020 Tuition Policies for fees associated with non-contracted time. Additionally, we cannot legally operate after 6:00 p.m. If you pick up your child any time after 6:00 p.m., after hours charges will apply. Please reference the 2019-2020 Tuition Policies for more information and fees associated with afterhours pick-up.
- St. David's Center reserves the right to charge a late fee (of \$10.00 per 15 minutes) for children left beyond their arranged Drop-In time.

Questions about Drop-In/Extended care may be directed to the Assistant Director of ECE.

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## GENERAL POLICIES

### CELEBRATIONS

St. David's Center philosophy is to provide an inclusive environment for all children and families who receive services in our programs. We will refrain from putting together events or parties that are not representative of our diverse community's beliefs and traditions. This philosophy extends to celebrations in the classrooms (holidays and birthdays). Please communicate with your child's teacher if you have specific preferences regarding your child and the celebration of holidays.

**Holidays:** It is acknowledged that not all children in a classroom may celebrate the same holiday or tradition (example: wearing costumes on Halloween). Parents and children may wish to share their family traditions by coming to the classroom to talk about their own traditions or share a food associated with their tradition. It is expected that parents and staff will work together to create educational opportunities and celebrations that are developmentally appropriate for all children in the classroom and allow every child to feel included and represented.

**Birthdays:** For birthdays, each classroom will have their own developmentally appropriate way of celebrating. Please communicate with your child's teacher at the beginning of the school year or summer to learn what options are available.

Celebration Treats: Please see page 12 to determine guidelines for bringing treats to your child's classroom.

## PARENT PERMISSION

Occasionally, groups of children may be involved in a public relations activity. Written parental permission is included on the "Permission Authorization" form. Parents will be informed of any such activity. Children will not be involved in any research projects without written parental permission.

## BEHAVIOR GUIDANCE

St. David's Center promotes a positive approach to managing the behavior of all children. We use the following techniques on a daily basis: prevention, positive redirection, modeling, limit setting, problem solving, and managing behavior. Separation occurs when a child is removed from the group and is temporarily unable to participate in the program activity. No child may be separated from the group unless St. David's Center has tried less intrusive methods of guiding the child's behavior which have been ineffective and the child's behavior threatens the wellbeing of the child or other children in the center. All separations from the group must be noted on a daily log. (Minnesota Rules, parts 9503.0055, subparts 4 and 5.)

Redirection occurs when a staff person intervenes during conflict and asks a child to choose an alternate constructive activity. Redirections do not need to be noted on a daily log.

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

Individual Behavior Support Plans will be developed for children who have persistent behavior challenges.

## PET POLICY

Although the majority of the time a pet visit can be a positive experience, that isn't always the case. We are aware that some children are very afraid of and/or allergic to animals. Some classrooms have a Pet Week or other opportunities for children to share their pet. In order to continue these kinds of activities, the following guidelines are necessary:

1. All pet visits must be prearranged with your child's classroom teacher.
2. The pet owner must fill out a Pet Visit Form, available at the front reception desk, verifying the animal is up-to-date on its vaccinations and is in good health.
3. The completed Pet Visit Form and vaccination records or certificate of health must be returned to the front desk 24 hours prior to the pet's scheduled visit.
4. The front reception desk and the supervisor for your child's room will be notified in advance of the visit.
5. All pets must be checked in at the front reception desk on the day of the visit.
6. All pets should be brought into the building in a portable kennel. If the animal is not transportable in a kennel, individual plans will need to be made for the animal to visit the classroom. (If the animal is on a leash, for example, we will find a time when the hallways are not filled with children.)
7. We ask that all pets remain in vehicles during drop-off and pick-up times.

8. Additional restrictions and suggestions for a positive pet visit are included on the Pet Visit form.

## APPLICATIONS TO OTHER SCHOOLS

St. David's Center staff will complete application forms for other schools in accordance with that school's guidelines. We will not call or write other schools to make recommendations, but we are willing to answer questions posed to us by other schools to the best of our ability with the parent's permission.

## GRIEVANCE PROCEDURE

In the event that a conflict situation occurs, the following procedure is recommended: Initially, talk to the person who is directly involved, i.e. the teacher in your child's classroom. If necessary, you can talk to the Classroom Supervisor, who may set up a meeting. In the event that the problem is still not resolved to your satisfaction, you may request a meeting with the Program Director.

## DATA PRIVACY

St. David's Center for Child and Family Development obtains and uses information about each child to assist in the planning of our educational program, and in accordance with the requirements of the Department of Human Services Childcare Licensing Division. Access to such information by third parties is limited and controlled in accordance with legal rights of Data Privacy.

Federal and state law allows parents and legal guardians to inspect and review official records, files and data related to their child. This includes all material that is incorporated in the cumulative record.

Access to records is limited to the following:

- Parent or legal guardians of children.
- Authorized St. David's Center personnel such as directors, supervisors, teachers, assistant teachers and aides.
- State or federal agencies as required by law, including the Hennepin County Community Services Department.
- Accrediting organizations, licensing, and the health consultant.
- Other third parties, such as school district special education staff, with written permission from the parents or legal guardian.

Parents and guardians have a right to ask what records are kept on their child.

## LOGISTICS

### ARRIVAL AND DEPARTURE

**Building Access:** The main door to our lobby will be unlocked during our business hours, but to enter the rest of our building, parents will need to enter a security code. Each family will be issued a code via letter before the first day of school. If you have not received this code by the first day of school, please contact the front desk. If someone other than a parent is picking up your child, it is your responsibility to share the code with

them. Please do not give this code to your child. If you forget your code, please bring your ID to the front desk and they can give it to you.

**Escort of Children:** Parents (or adult substitutes) are required to escort their child to and from the classroom, rather than just to the school entrance. It is very important to be sure that your child is in the teacher's care before leaving, and make sure the teacher is aware that you are dropping off or picking up your child. A verbal or non-verbal communication with the classroom teacher is required for all drop-offs and/or pick-ups. Parents must sign their children in and out on the classroom sign-in sheet to ensure the safety of their child. Attendance sheets are used during fire drills and whenever the class leaves the room. This is critical during all transitions. Please close all gates and doors behind you.

**Arrival:** Children may not be dropped off before 7:00 a.m. for Full Day programming. The 3- and 6-Hour options begin at 8:45 a.m. As a part of the drop-off procedure, you must sign your child into their room on the sign-in sheet. You will also be asked to leave a contact number for that day on the form, along with the estimated pick-up time. Please make every attempt to be prompt to ensure a smooth transition and that children do not miss valuable instruction time.

**Departure:** It is important to be prompt in picking up your child within the hours contracted. We are staffed according to prearranged attendance. The pick-up time for the 3-Hour schedule is 11:45 a.m. and the 6- Hour schedule is 2:45 p.m. If you have signed up for Full-Day care, you may pick up anytime before 6 p.m. Simply mark the pick-up time on the sign-in sheet. Please notify your child's classroom teacher if your pick-up time will be different than noted. You will also be asked to sign your child out for the day on the sign-in sheet.

**Intoxication Policy:** Your child's safety is our top priority. St. David's Center staff will not release a child to anyone, including parents, who are exhibiting any signs of intoxication or drug use. This includes the smell of alcohol or other substances, displays of erratic behavior, or the mention of recent intake of drugs or alcohol. If this is the case, another individual must come pick up the child. No exceptions. Should there be difficulties complying with this policy, St. David's Center staff will contact the local police, who will determine if the individual is safe to drive.

**Non-Contracted Charges:** St. David's Center reserves the right to charge a late fee (\$10.00 per 15 minutes) for children left before or beyond their contracted time. At the end of the day, please remember that St. David's Center closes at 6:00 p.m. sharp. We cannot legally operate after 6:00 p.m. under our license. We have experienced serious problems in keeping with this schedule and must impose late fees similar to those charged by other centers. Parents will be billed \$20.00 per 15-minute unit that a child is at school after 6:00 p.m. For example, \$20.00 would be billed for a child picked up between 6:01 p.m. and 6:15 p.m. and \$40.00 would be billed for a child picked up between 6:16 p.m. and 6:31 p.m. Charges will continue to accrue at the rate of \$20.00 per 15 minutes unit until the child has been picked up.

**Leaving With Another Person:** We must be notified if your child is to go home with a person, other than a parent, who you have listed on your child's emergency cards. Photo IDs may be checked in these circumstances. In addition to advance notification, we require written authorization if the person is NOT on your child's emergency card as someone authorized to pick up your child. Photo IDs will be checked in these

circumstances.

**Leaving Children in Cars:** When picking up your child, please do not leave children waiting in your car in the parking lot. This is a significant safety concern.

**Valuables:** Do not leave purses and valuables unattended in your car in the parking lot.

**Carpools:** We are not responsible for carpools or the safety of the participants.

## PARENT/TEACHER COMMUNICATION

It is important for the wellbeing and development of each child that his or her parents and teachers can communicate important information clearly and with trust, and that such information will be kept confidential. Our goal is to keep parents well informed about their child's day at St. David's Center and we encourage you to share any pertinent information about your child for that day at arrival or departure.

Your child's primary teachers may not be available when you are dropping off or picking up your child. However, we have other ways to pass along information about your child's day such as cubby notes, dry erase boards, e-mails, and phone calls. You may call at any time, but please be aware that a teacher will probably need to call you back at a convenient time for a long or confidential conversation.

## CHILD ASSESSMENT & SCREENING

Assessment is a continuous process that guides staff in shaping the classroom to meet the needs and interests of individual children and classroom groups. We use a variety of tools to assess and compile the information. Classroom staff have been trained in formal and informal ways to evaluate the information gathered and have weekly meeting dedicated to processing this information as a team.

The teachers use COR Advantage to assess your child's development. COR Advantage is a research-based authentic performance assessment. It is based on teachers' observations of children at work in the classroom learning, solving problems, interacting and creating products. This tool helps teachers observe children, assess children's work, and document their achievements without introducing tasks that are outside of the classroom's context.

COR Advantage assists teachers in supporting children at every developmental level. It is built on 36 items that are proven by research to best prepare children for school success. Teachers can use the valuable insight that they put into the assessment tool to create individual lesson plans and detailed reports on child progress.

The results are shared with parents in the fall and spring and may be used to recommend further assessment. The results from these assessments and screening are kept confidential.

## CONFERENCES

Conferences are a time for parents and teachers to communicate expectations, goals and concerns. We invite parents to be part of the goal -setting process. There are days set aside in the fall and spring to conduct conferences, however teachers may set aside conference times outside of these days and outside of their regular classroom time if they

choose to do so. A sign-up sheet with available conference times will be posted outside of the classroom. Phone conferences can be used as an additional option to accommodate families. Additional conferences can be set up at any time deemed necessary by the parent or teacher.

## PROGRAM EVALUATION

Each spring we ask families with children enrolled in the Early Childhood Education program to give us feedback about the program and the services we offer by completing a Family Questionnaire. This information gives us the opportunity to respond to emerging needs of parents and improve services for our children and families. The results of this annual questionnaire are shared with families, staff, and the board of directors.

## VISITATIONS

Throughout the year, staff are asked to evaluate the program structure, leadership, trainings, enrollment support, volunteers and substitutes. The information gathered on the staff survey helps to identify needed changes and improve support to the staff and the families they serve.

There is an open visitation policy at St. David's Center. Parents are encouraged to visit their child's classroom at any time. You may drop in or call beforehand, as you wish. We also strongly encourage parents to assist in the classroom, help on field trips, and to involve themselves in various activities at the school. The State of Minnesota Licensing Guidelines prevent us from allowing child guests in the classroom for an extended visit. If you want to visit a classroom other than the one your child is in, you must make an appointment to do so through the supervisor of your child's classroom.

## NAP/REST

The State mandates a nap/rest period for each child in the 6-hour or Full-Day Program. Children who nap should bring their own blanket and crib sheet for their cot, which must be taken home weekly for washing by the parent. The Department of Human Services recommends hot water be used. A child will have a daily rest period that will not exceed 30 minutes if the child does not sleep.

## BRINGING TOYS

With the exception of security items (teddy bears, etc.) which may be used during rest time, we prefer that children do not bring toys and other objects to school unless requested (e.g. Show and Tell). These items can be disruptive to the classroom routine and they sometimes interfere with the child's ability to play in a group.

## FIELD TRIPS

St. David's Center will conduct out-of-center field trips on a periodic basis. Parents will be required to give written permission in advance of each trip in order for their child to participate. Buses will be the transportation for most of these field trips.

Teachers will communicate to you when the field trips are scheduled for your child's classroom through parent newsletters, lesson plans and signs posted outside of the classrooms. For safety reasons, children, staff and chaperones are expected to wear

their purple t-shirt for all field trips. You cannot switch your child's scheduled days to attend a field trip. Please make an extra effort to put these dates and departure times for the field trips on your calendars.

Many times, the bus needs to leave promptly at 8:45 or 9:00 a.m. If you arrive at school with your child after the bus has left, we will give you directions to the location of the field trip and you can drive your child there. Due to full enrollment in classrooms, there will not be another room for your child to join while waiting for their class to return from the field trip. Parents are encouraged to participate in field trips when space is available. We are not able to include younger or older siblings. Due to the requirements of the field trip chaperone, children under the age of 15 will not be allowed to volunteer as chaperone.

## OUTDOOR CONDITIONS

All classrooms have planned outdoor time daily and will go outside, weather permitting. St. David's Center follows Childcare Weather Watch and DHS guidelines for safe outside temperatures. Outdoor play is determined to be unsafe when the temperature and/or wind-chill is below zero degrees Fahrenheit or the temperature and/or heat index is above 90 degrees Fahrenheit. St. David's Center may also choose to limit outdoor play time based on cautionary temperature or weather conditions.

In addition, we will monitor air quality daily to determine if outside play needs to be limited on days when air quality is poor. St. David's Center staff will utilize one uniform source to determine weather conditions and air quality.

## CLOTHING

Please send appropriate outdoor clothing with your child.

1. Children should be dressed in comfortable, washable clothing that will allow participation in active and messy play activities (sand play, painting, cooking, etc.).
2. Outer clothing must be marked with child's name.
3. We require an extra change of clothing be kept at school. The clothing must be marked and seasonal.
4. Snow pants, boots, mittens and a hat should be worn during the winter to allow for outdoor play.
5. Make sure that all clothing, especially mittens, boots and outerwear are large enough and easy for the child to put on him/herself since we encourage independence.
6. Please indicate to your child's teacher in the early fall or spring when you would like your child to wear their coat.
7. For safety reasons, we recommend that children wear rubber-soled shoes. We also recommend that children not wear flip-flops.
8. Please note that due to Department of Human Services regulations, teething necklaces are not permitted as they pose a potential choking/strangulation hazard.

## FOOD

The State of Minnesota licensing guidelines require that children have nutritious meals that must follow USDA meal pattern requirements. This includes items from the protein, grain, and fruit and vegetable groups. For the meals that you provide, please make sure to follow these meal requirements. If you are unsure of these requirements, copies can be found outside of office 123.

### Snacks

Your child will be served a nutritious mid-morning snack and/or mid-afternoon snack at school. A typical snack might include: cucumbers and pita bread/cream cheese, mangos and cottage cheese, and/or banana and cereal. Milk or water will be served with the snack. The weekly snack rotation menu for the year is available for all families upon enrollment and can also be available upon request.

\*Please note: Toddlers will have an alternate snack for any items that are potential choking hazards.

### Lunch

Children with 6-hr or Full Day Schedules will need to bring a cold lunch. Be sure to label your child's lunch bag. Also, since we cannot refrigerate lunches, if you are sending perishable food please put a freezer or cold pack in the lunch bag. Please send food that does not require heating. If it is a pre-warmed food (e.g. soup), it is helpful to send in a thermos to keep warm until lunchtime.

### Breakfast

Children who have the Extended Day schedule are encouraged to eat breakfast at home. If your child cannot eat a breakfast early in the morning at home, you may send along dry cereal or some other simple breakfast food each day (cereal bar, etc.) and a vegetable or fruit. We can supplement breakfast food with milk.

Food is not allowed in the gyms, so child must arrive early enough to finish breakfast must be finished by 7:45 a.m.

Food items that are choking hazards are not allowed in the lunches of children under the age of four. We are not able to serve children under four years of age items that cannot be swallowed whole, because of the dangers associated with potential choking. This includes:

- Chunks of raw carrots
- Hot dogs or sausage that is whole or cut in "coins"
- Hard pretzels
- Popcorn
- Chunks of meat that cannot be swallowed whole
- Whole grapes (Sliced half grapes are fine.)

## Birthdays/Celebrations

All classrooms allow children to bring a birthday treat to share with his or her class if you wish. Please see your child's classroom teacher if there is another celebration you would wish to bring a treat for.

All treats brought to your child's classroom must be whole fruits or commercially made and packaged, with the ingredients list attached. In order for all children to be included, please communicate with your child's teacher regarding any special classroom allergies or restrictions.

## ALLERGIES

### Food Allergies/Special Diets

If your child has food allergies or a special diet, please speak to the Assistant Director and your child's teachers to make individual arrangements and ensure the right paperwork is completed. See page 15 for the required paperwork (Individualized Health Plan).

With parent permission, food allergies are posted in the classroom so that all staff will be aware of them and will follow all policies regarding food allergies of children. Due to the severe allergies of some children, you may be asked to eliminate certain foods from your child's meals at St. David's Center.

*Note: Due to being such a large center with multiple programs, we cannot ensure that our shared spaces are completely allergen-free areas for children with food allergies.*

*Therefore, we rely on quality teacher training, good communication, consistent care plans and having the necessary medications available. Thank you for your help with this!*

## HEALTH AND ACCIDENTS

St. David's Center health policies are reviewed quarterly by our nurse consultant, who is also available to staff for consultation about any medical concerns involving a child. Parents will be informed if any such consultation has been requested.

## HEALTH CARE SUMMARY

Parents are required to submit a Health Care Summary that is to be filled out by the child's physician. This form must be submitted by May 1, or your child will be excluded from the program. Children do not need a new form submitted from one year to the next, except as they move in age range from toddler to preschool or if they are solely enrolled in the School-Aged Summer Program.

## IMMUNIZATION

Parents are required to submit a Child Care Immunization Record by May 1. The State of

Minnesota does not require immunizations, but a form must still be turned in that states you are opposed to immunizations. (In cases where a parent is opposed to immunizations, this form must also be notarized.) Your child will not be allowed to attend the program until this form is turned in.

Since immunizations aren't required by the state, there could be times your child is exposed to other children who are unvaccinated. Staff will follow protocols put in place by the Department of Health in regard to any outbreaks which could lead to potential exclusion.

## SICK CHILDREN

### Keeping Sick Children At Home

Sick children must be kept at home in accordance with the "Health Guidelines for Keeping Ill Children Home." Additional guiding information may be found on our website. It cannot be expected that a child will be restricted from outdoor activities due to colds, etc., as there may not be extra staff to supervise your child.

### Children Becoming Sick

If your child becomes ill while attending the program, we will attempt to notify you at once using the contact number you've provided on the sign-in sheet and ask that you pick up your child. We expect you to pick up your child within the hour. As we await your arrival, we will have your child rest in a quiet, supervised area. If we are unable to reach you, we will move on to the numbers provided on your child's emergency card. We will also try your emergency contacts and then your doctor if necessary.

### Communicable Diseases

Parents are required by state law to notify us within 24 hours (excluding holidays and weekends), if an enrolled child contracts an infectious or a contagious illness such as chicken pox, strep throat, scarlet fever, measles, conjunctivitis (pinkeye), pinworms, head lice, etc. St. David's Center will then notify other parents, in writing, of the possible exposure of their children that same day.

The Commissioner of Health will be notified of any animal bites or reportable diseases.

## INJURIES

### Minor Injuries

Minor injuries will be treated by staff with basic first aid procedures. All staff are trained to administer basic first aid. Parents will be informed of all injuries.

### Serious Injuries/Emergency Medical Aid

If a serious injury/illness occurs that requires emergency medical aid, the following procedure will be followed:

1. Every attempt will be made to notify the parent at once. The Minnetonka Police and Rescue Squad will be called to administer additional first aid and to possibly transport the injured child to Methodist Hospital or another health facility as

deemed appropriate.

2. In the event of a serious injury it is conceivable that a child may have to be sent to a hospital for emergency care before a parent can be reached.
3. If a child is transported to a hospital a staff person will accompany the child and stay with them until a parent arrives.

### Accident Reports

Parents will receive a written accident report for any accident and are asked to sign and return a copy of the report for the school's file. If the accident requires a trip to see your child's doctor or dentist, or a hospital's emergency room, you must notify your classroom teacher within 24 hours so that we may notify the Department of Human Services.

### MEDICATION POLICIES

Due to the general risk and liability with medication administration, our staff will only be able to administer medication if absolutely required and with adequate parent and/or doctor instructions and permissions. Please read below for the list of requirements.

1. Prescription medication (epi-pen, pink eye drops, asthma medication, etc.) may be given ONLY with completed form, along with signed doctor and parental consent and doctor's written instructions.\*
2. Prescription medication must arrive properly labeled, in the original, currently dated prescription bottle and/or box, with child's full name, name of physician, name of medication, dosage, and frequency of administration.
3. Non-prescription medication (some skin creams, Tylenol, Ibuprofen, etc.) may only be given with a completed form,\* along with parent signature. A doctor signature is not necessary.
4. Non-prescription medications must arrive in the original container along with clear written instructions and the child's first and last name written on the container.
5. No expired medications shall be administered and will be returned home. If your child required medication regularly at school (e.g. an Epi-Pen or Benadryl) it will be your responsibility to ensure that when the medication expires, new medication is brought to school immediately.
6. Do not send medication in your child's lunch boxes or backpacks. Always hand directly to your child's classroom teacher or office staff.
7. Always ensure your child's teacher is made aware of ANY medication needs.

\*Non-prescription and prescription medication authorization forms can be obtained from the Manager of Enrollment and Program Operations in office #123. We will not be able to administer medication without the required paperwork completed.

### INDIVIDUAL HEALTH PLAN

Individual Health Plans will be provided to applicable children once your child's Health Care Summary has been submitted, and must be returned and signed by a physician prior to the first day of school. If you know you will need an individual health plan for severe

allergic reactions, reactive airway disease or other circumstances, please contact Matt McNiff at (952) 548-8771 to receive your paperwork early.

Upon enrollment and as needed, it is the parents' responsibility to notify St. David's Center of any allergies or other medical conditions and needs of the child. The staff will attempt to accommodate these needs whenever possible. We will work with the parent and nurse consultant to make an Individual Health Plan (IHP) for the child, along with the completion of any required paperwork describing the allergy and/or medical condition of the child. A doctor's signature may be required on some paperwork. If you know you will need an individual health plan for severe allergic reactions, reactive airway disease or other circumstances, please contact Matt McNiff, Manager of Enrollment and Program Operations to receive your paperwork early. Please contact Matt with any questions: (952) 548-8771.

## SUSPECTED CHILD ABUSE OR NEGLECT

As required by law, all staff will notify Child Protection Services in the event of suspected child abuse or neglect. Any questions regarding these policies or other policies of the school should be directed to the Early Childhood Education Director. Please refer to the attached Department of Human Services Maltreatment of Minors Mandated Reporting policy.

## DIAPERING

1. Parents are responsible for providing their own child's diapers. Only disposable diapers may be used. We cannot accept cloth diapers due to sanitation and contamination precautions.
2. Enough diapers can be brought each day or a bag can be stored at school.
3. All changing tables will be placed within a maximum distance of 3 feet from a sink.
4. Diapering areas will have a foot-operated diaper pail and sanitizing spray that is used after each use. The diaper table is covered with examination table paper that is changed with each diapering.
5. Specific diapering procedures will be posted in all diapering areas and followed by all staff diapering children.
6. The application of diaper rash ointment will require a medication authorization form. No homemade creams can be used.

## TOILET TRAINING

Children enrolled in our Pre-K classrooms must be toilet trained and in underwear. Typically, placement in Pre-K rooms occurs between ages 3 and 4.

## DIETARY SUPPLEMENTS/FORMULA

1. Parents are responsible for providing their own child's formula. Dry formula can be stored at the school or parents can bring pre-mixed bottles each day. Parents are expected to prepare and transport formula and baby food according to the Health Department's recommendations.
2. Bottles must either be sanitized using the three-sink method or parents may send

formula prepared in bottles. Empty bottles must be sent home each day.

3. Formula is refrigerated at all times except when the child is feeding.
4. If necessary, or if parents request that formula/tube feedings are warranted, heating will be accomplished by a microwave. Staff will follow the Health Department's "Microwave Principles For Use In Childcare Programs." Microwave procedures are posted next to all microwaves.
5. Once opened, formula must be refrigerated immediately, labeled, and used the same day, unless otherwise specified by the manufacturer's direction. It must not be left out of the refrigerator beyond feeding time. Formula remaining in a bottle after the feeding must be thrown out and not used for another feeding.
6. Written dietary instructions must be obtained from the parent.
7. The child's feeding schedule must be posted.
8. Each bottle must be labeled with the child's name.

## LOGISTICS

### PARKING

St. David's Center has onsite parking available for both staff and clients. Parents of the Early Childhood Education Program have priority in the main parking lot. Please be respectful of handicapped spaces. St. David's Center's parking lot cannot be used as a meeting place for carpools or city buses.

Note: because of the nature of our school day, high volume times tend to be at 8:45 a.m., 11:45a.m. and 2:45 p.m. We ask for your patience during these busier times, where our parking lot may be more full than normal.

Due to many children walking in the area, please drive slowly in our parking lot.

In all circumstances parents should not leave children unattended in cars or in the parking lot. Please accompany your child across the parking area to and from school. Please do not leave your car idling while dropping off your child, as this generates pollution and creates a possible safety hazard.

### INSURANCE

St. David's Center holds \$5,000,000 of comprehensive, commercial, general liability insurance for the center.

### FIRE/TORNADO DRILLS

St. David's Center operations staff conducts monthly fire drills all year. Tornado drills occur once per month from April through September. All rooms will be checked by a staff person during every tornado drill, fire drill, and school-wide event by a designated staff person to ensure that no child has been left in a room unattended. Lockdown drills are conducted three times per year. Children are not informed of what the drill is for and if they ask, teachers communicate that they are practicing being safe.

## HAZARDOUS CONDITIONS

If parents see hazardous or dangerous conditions in the building or grounds we ask that they please notify the staff at the Front Desk. St. David's Center staff are committed to providing a safe and healthy environment for all program participants and visitors.

## SNOW EMERGENCY/SEVERE WEATHER

During inclement weather, the decision to close or remain open is a difficult one with no easy answer. In the event of severe weather where travel safety is a concern, St. David's Center's Executive Director works with our Operations Manager and Chief Operating Officer to make decisions regarding school closures. Our first priority is the safety of our children, families and staff.

### No AM Classroom Programs

The decision to close morning-only programs allows staff more time to get to work safely and also reduces the number of students who will be at school to ensure that we meet licensing requirements for student/teacher ratios. Our staff travel to work from all across the metro area, making it difficult or sometimes impossible to get to work on severe weather days for certain individuals. Closing morning programming reduces the number of staff required to be present for the morning hours when traveling is most difficult. Weather-related closings will result in modified curriculum and classroom routines. Every attempt will be made to re-schedule enrichment classes and/or field trips on these days.

### ECE Closing

All classroom-based programming closed for the day due to weather event.

### Early Closure

Sometimes conditions may worsen during the day to a point where the agency decides to close early for safety concerns. In the event of an early closure, teaching staff will contact families by phone.

Weather related closings will be communicated in the following ways:

- TV Networks (KSTP, WCCO, KMSP (FOX 9), KARE 11)
- Sign up with KSTP, WCCO, KMSP (FOX 9) or KARE 11 to receive text alerts if St. David's Center has a weather-related closing
- St. David's Center Weather Line: 952-548-8675
- Facebook
- Twitter
- St. David's Center's Website: [www.stdavidscenter.org](http://www.stdavidscenter.org)

## BUILDING EMERGENCY

St. David's Center has reviewed and updated our emergency procedures. The Emergency Preparedness Plan articulates our response to emergency situations, anticipates constituent needs, and outlines agency responses. The plan addresses evacuation of the building, evacuation of the area, and situations requiring sheltering in the building. If an emergency situation occurs (e.g. extended power outage) and it is determined that conditions in the building would be hazardous for children and staff, attempts will be made to contact all parents through phone calls and e-mails using phone and back-up numbers provided. It is important that this information be kept up-to-date at all times. Your cooperation in these types of situations is vital. For more information about the Emergency Preparedness Plan, please contact the Early Childhood Education Assistant Director. In the case of a power outage, ECE will be closed. The weather line may not be available during a power outage.

## ABOUT ST. DAVID'S CENTER

### MISSION

St. David's Center's mission is to build relationships that nurture the development of every child and family. St. David's Center provides services to nearly 3,000 children and families each year through:

- Early Childhood Education for children of all abilities
- Early Intervention and Treatment for children with developmental needs
- Life-Phase Services for individuals with enduring special needs

Our vision is that:

- Young children of all abilities will be well prepared for learning and life through access to developmentally informed, emotionally responsive early childhood education.
- Children with developmental needs will have improved outcomes as a result of early intervention and treatment.
- Children, adolescents and adults with enduring special needs will thrive in their homes and communities through access to developmentally informed support services.
- Together with families, community partners and other stakeholders, St. David's Center will build communities that support healthy relationships and development.

### AGENCY DESCRIPTION

St. David's Center offers a variety of services for children and families at our center in Minnetonka and in the homes and communities of our clients. If a need is identified, additional services are available to children in our ECE program. Some of these services include:

Pediatric Therapies: Speech, occupational, feeding, and music therapies work to build skills and improve outcomes for children of varying abilities. Our therapists design

interventions with a team approach to meet children's developmental needs. Through partnerships with families, we develop specific treatment approaches for each child.

Children's Mental Health: Assessments, counseling, education, therapy, referrals, and case management are available for children and their families. We specialize in serving children and families with special needs including: developmental delays/disabilities, physical challenges, medical complications, attention deficit disorders, and emotional/behavioral disturbances.

St. David's Center also provides a variety of in-home and community-based services for children and adults with a variety of needs. If you think your child could benefit from additional services at St. David's Center, please contact our Central Office of Resources and Enrollment at 952-548-8700.

St. David's Center is online at [www.stdavidscenter.org](http://www.stdavidscenter.org). Parents can learn more about our programs and events, download enrollment forms, pay tuition, and find other helpful resources all in one place. Also, check us out on Facebook, Twitter, and LinkedIn.

## GETTING INVOLVED

St. David's Center is a vibrant, vital resource for the community, offering education and human services to thousands of families faced with a variety of needs. We do not act alone. It is through the combined efforts of committed leadership, dedicated staff and volunteers, and generous funders and community partners that we are able to carry out our mission of building relationships that nurture the development of every child and family. We invite you to partner with us in supporting our mission. Here are examples of ways you can participate:

**Volunteering:** St. David's Center relies on volunteer partnerships to enhance the quality of services and programs that we provide to children, families and the community. We welcome you to join us in creating a positive change, building a stronger community and enhancing your family's experience at St. David's Center.

**Annual Gala:** The Annual Gala is a wonderful community event bringing together parents, staff, and friends to celebrate the work of St. David's Center while raising money to support our mission.

**Fall Festival/Fun Run:** The Annual Fall Festival is a celebration of the great outdoors and your family's place in it! The free event features critters, crafts, music and activities for all ages and abilities and is held on St. David's Center's grounds and School Forest.

**Annual Fund Drive:** This is our annual appeal to families in the community to financially support St. David's Center's programs and services.

**United Way Gifts:** You can also support St. David's Center through the United Way. Designate St. David's Center as a recipient of your United Way gift.

**Employer Matching Gifts:** A matching gift is a great way to double your gift. Check with your employer to see if you have a matching gift program.

**Sponsorships:** Gain exposure in the community while supporting a great cause by

sponsoring one of St. David's Center's events. There are a variety of sponsorship opportunities available for companies and foundations of all sizes.

Other Financial Gifts: St. David's Center accepts gifts of appreciated stock allowing you to avoid tax on capital gains. We would also be happy to discuss with you planned gifts and bequests and endowment gifts that provide St. David's Center with permanent resources.

To learn more about these opportunities to support St. David's Center, please contact the Development Department at 952-939-0396.

## **MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS**

### **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.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services 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 (612) 348-3552 or local law enforcement at (952) 939-8500.
- 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) (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 the designated coordinator. If this individual is involved in the alleged or suspected maltreatment, the Program Director will decide who 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.

**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.**