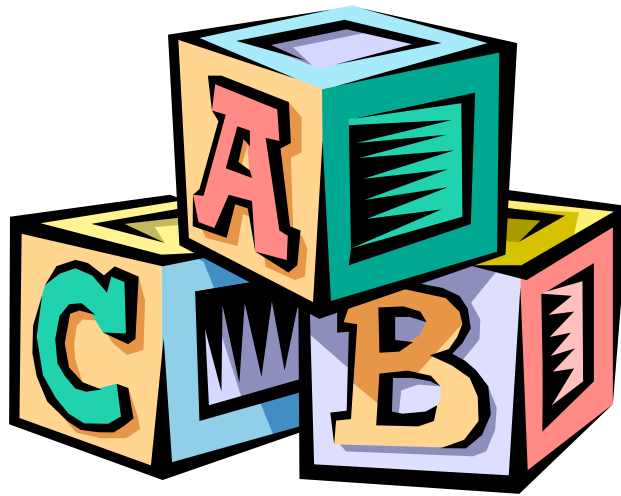


*St. Wenceslaus*  
Little Spirits  
Preschool



**Parent / Student Handbook  
2009-2010**

**227 East Main Street  
New Prague, MN 56071**

**952-758-3133**

**[www.saintwenceslaus.org](http://www.saintwenceslaus.org)**



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Dear Families,

We would like to welcome you to our St. Wenceslaus Little Spirits  
Preschool program. We are excited to prepare your child for kindergarten within a  
developmentally appropriate environment.

Parents are welcome and encouraged to visit the preschool program at  
anytime.

If you have any questions or suggestions, please feel free to contact us at  
(952)758-0480 – Preschool, (952)758-3133 – School Office. We are here to serve  
you and your child the best we can.

Sincerely,

Kim Doyle  
Principal

Jodi Chromy  
Preschool Teacher



## **Mission Statement**

*St. Wenceslaus Little Spirits Preschool is dedicated to providing a nurturing environment that enhances spiritual growth. In partnership with parents, we are dedicated to providing a solid foundation for life-long learning that recognizes the individual learning style of each child.*

## **Philosophy**

Little Spirits Preschool provides a Christian environment in which the spiritual, educational, and social needs of preschool children can be met.

We offer a structured program within a caring, nurturing atmosphere that allows children to grow, to experience new things, and to feel secure and capable in God's world.

Our goals are for children to develop a strong sense of self-esteem, to develop small and large muscle skills, to encourage creativity and decision making skills, to enjoy group interaction, to foster social development with peers and adults, and to develop language, pre-math, and pre-literacy skills.

### **Preschool Staff**

**Kim Doyle**

*Principal*

([Kim.Doyle@SaintWenceslaus.org](mailto:Kim.Doyle@SaintWenceslaus.org))

**Jodi Chromy**

*Teacher*

([Jodi.Chromy@SaintWenceslaus.org](mailto:Jodi.Chromy@SaintWenceslaus.org))

*Teacher Assistant*

227 East Main Street  
New Prague, MN 56071  
(952) 758-3133

[www.saintwenceslaus.org](http://www.saintwenceslaus.org)

## Tentative Preschool Schedule

**Pre - K Program**  
*Monday, Wednesday, and Friday*  
*9:00 – 11:30 a.m.*  
*(September – May)*

**3/4 Year Old**  
*Tuesday, Thursday*  
*9:00 – 11:00 a.m.*  
*(September – May)*

**8:55** – Check-In (name recognition, weather)  
**9:00** – Room Exploration as classmates arrive, Playdough, Shaving Cream, Sensory Table, Large & small Building Blocks, Games, Easel  
**9:10** – Group Time – Prayer, Weather, Calendar, Book and Bible Verse, Songs and Finger Plays, Alphabet activities, Preschool Game day, (Concentration on Math and Reading)  
**9:30** – Guided Center Time – Art Activity, Journaling, Inventive Spelling, Games and Puzzles, Science  
**9:50** – Clean-up  
**9:55** – Restroom, Wash hands, Prayer and Snack  
**10:15** – Large Muscle (Outdoor and Gymnasium)  
**10:35** – Free Choice Time  
**10:55** – Clean-up  
**11:00** – Closing group (Birthdays, Show & Tell, Seeds Magazine, Shining Spirit, Prayer and Red Folders)  
**11:20** – Gather things, Closing Prayer & Song

## Preschool Program Plan

Children enrolled in our preschool programs are supervised by the preschool teacher or preschool aide at all times.

**Curriculum** - Throughout the year, through thematic instruction children will be learning:

### **Spiritual**

- Begin to understand Christian beliefs
- How to pray
- To know Jesus
- Scripture stories and lessons
- Songs of worship and praise



### **Intellectual**

- Introduction to religion, art, science, numbers, shapes, colors, sizes, letters
- Communication skills – following directions, increase attention span
- About family, friends, and the environment

### **Physical**

- Develop gross and fine motor skills
- Develop eye-hand coordination
- Increase strength and coordination

### **Emotional/Social**

- Develop a high level of self-esteem
- Express and recognize emotions
- Build confidence, independence and responsibility
- Develop friendships
- Sharing and taking turns
- Consider the feelings of others
- Expand environment beyond home
- Adjust to group situations

### **Independence and Personal Safety**

Please help your child learn his/her:

- Birthday
- Parent's Full Names
- Phone Numbers and Town in which they live

## **Registration and Enrollment Policies & Practices**

### **Eligibility**

Classes are filled on a first-come, first-served basis based on the date of enrollment. It is the policy of St. Wenceslaus Little Spirits Preschool Program to accept boys and girls based on the following:

- Child is at least thirty-three (33) months of age and toilet trained (no pull ups allowed)
- Child has not reached the age of six years by September 1<sup>st</sup>
- Child has special needs that, with provisions and approval of school administration can be met in our environment

No child shall be discriminated against on the basis of race, sex, religion, creed or national origin.

## **Capacity**

Maximum enrollment for each class is 10 students to one teacher. Maximum enrollment for the preschool is 20 children per class. When maximum capacity is reached, a waiting list will be established. Additional classes will be added as demand allows.

## **Waiting List**

A waiting list will be established on a first come, first serve basis. When an opening is available, the first person on the list will be called. If a person declines an opening, but wishes to be eligible for a later opening, their name will be moved to the bottom of the list.

## **Back to School Night**

An introductory meeting and classroom Open House will be hosted prior to school starting. This will be an opportunity for you to talk with the classroom teacher and bring your child's school supplies. You will also be asked to fill out a sheet listing any special concerns you have. You are encouraged to visit the classroom website <http://teacherweb.com/MN/StWenceslaus/preschool/> and or contact the teacher with any questions (via e-mail) prior to the open house. The first day of school will be a short parent-child session to help your child adjust and learn classroom routines.

## **Enrollment Documents**

State law requires that each child who is enrolled must be in compliance with and have on file the following forms:

- Copy of Birth Certificate
- Enrollment Form
- Health Care Summary Form (signed by doctor)
- Emergency Contact
- Proof of Immunization Form
- Emergency Card
- Payment Plan

Your child will not be allowed to begin preschool until all forms are completed and turned in.

## **Tuition and Fees**

### **Fees for Preschool**

The fee for the Pre - K preschool program will be \$1275 for the 4/5 year old Pre-K program and \$855 for the 3/4 year old program. This includes the preschool tuition.

Additional fees will be assessed for snacks, parties and other special materials and events. All fees are non-refundable.

There are three ways to pay tuition:

- The **full payment plan**. This means that the entire tuition amount is due on or before October 5, 2009.
- The **monthly payment plan**. This includes ten equal payments beginning July 15, 2009 and ending April 15, 2010.
- The third option is a **direct payment plan**. Ten equal payments will be withdrawn from your checking/savings account or credit card on the 15<sup>th</sup> of each month beginning July 15, 2008 and ending April 15, 2009.

Enclosed in the enrollment packet will be a tuition agreement for parents to sign and return.

The tuition is the same every month regardless of the number of holidays in that month. If for some reason you cannot pay or your child will not be coming back to preschool, please notify the principal in writing

## **Late Payments**

It shall be the responsibility of each family to keep the principal informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. The following policy will apply when tuition payments are received late:

- Full-payment Plan – When full payment has not been made by October 15<sup>th</sup>, (or January 15<sup>th</sup> for the second payment) the family will be contacted within five (5) days by the Director or Principal concerning the missed payment date and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments shall be made through the direct payment plan. A fee of \$25.00 will be charged.
- Monthly Payments – Preschool families who chose the ten (10) month payment plan and miss a monthly payment due to insufficient funds, will be automatically charged a \$20.00 missed payment fee and may incur a similar penalty from their own banking institution. The missed payment will be processed again in fourteen (14) days or the next month.

## **Withdrawal**

Please notify the school office in writing if you plan to withdraw your child from the preschool program as soon as possible. It is important that we have time to fill vacancies from our waiting list.

# General Information

## Staff

Little Spirits Preschool is staffed at all times by a licensed lead teacher and qualified assistant teachers. The lead teacher is required to be a college graduate with an area of concentration in Early Childhood and licensed as a teacher in the State of Minnesota. Assistant teachers and educational assistants have had previous experience working with children ages three to six years and meet the requirements of the Department of Human Services. As required by the Department of Human Services, all staff members receive in-service training throughout the preschool year and are certified in CPR.

The staff/student ratio is 1:10 or less. An assistant teacher works with the teacher if the enrollment is between 11 and 20. Children are supervised at all times.

## Being On Time

Please bring your child to school on time and pick your child up on time. Preschool begins at 9:00 A.M. and ends at 11:00 a.m for 3/4 year old program on Tuesdays and Thursdays and 11:30 a.m. for the Pre - K program on Mondays, Wednesdays, and Fridays.

Our policy requires parents to bring children into the preschool classroom and help your child with check-in activities. This allows the teacher to know that the child has arrived and avoided any pedestrian accident. Children should also be met at the assigned exit door after school. The pick-up location and procedures are outlined in the FAQ section of the preschool website. <http://teacherweb.com/MN/StWenceslaus/preschool/>

There will be a 5-minute grace period to pick up your child at the designated time. If you are going to be late, please call the Little Spirits Preschool at 952-758-0480 or 952-758-3133. If you are more than five minutes late, penalty fees will be assessed at the rate of \$5 per 5-minutes late. These fees will be assessed by the school administration on a monthly basis and are payable by the 15<sup>th</sup> of each month. Families will run the risk of being released from the preschool program for non-payment. Emergencies are an exception.

If someone other than the parent or a carpool driver is picking up your child, please notify us in advance by giving us her/his name, address and telephone number. Children will not be released unless this information is provided in advance. Staff may ask to see a driver's license if we do not know the individual.

Please notify the school (758-0480 or 758-3133) if your child is going to be absent or if you are running late because of an emergency.

**Cubbies** – Each child will have her/his own Cubby for their personal items.

## **Snacks**

Preschool parents will provide snacks and juice periodically. At times, you may be asked to provide certain “theme snacks” or ingredients for cooking projects. All snacks and ingredients must be store bought and left in the original sealed packaging. Please do not bring fruit snacks (they are a choking hazard) or anything with peanuts or any type of peanut product in case of allergic reaction. Appropriate snacks include:

### **Encouraged Snacks**

Fruit – fresh, canned or dried  
Vegetables, Nuts, Muffins  
Banana or date breads  
Cereal (Unsweetened)  
Cheese or cheese sticks,  
Crackers/sandwiches or Popcorn/Pretzels  
Cold Meat or beef jerkey  
Granola Bars (not frosting covered)  
snacks)  
Juice (100% fruit juice), Yogurt

### **Discouraged Snacks**

**Candy**  
Chips, Fruit roll-ups, Cookies  
Bars, high in sugar or fat (Brownies)  
Cake or snack cakes (i.e. Twinkies)  
Cheese balls  
Chocolate covered granola bars  
Corn chips  
Fun Fruits (fruit wrinkles, fruit  
Kool-aid, Hi-C or 10% fruit juice

- As a fully licensed preschool, we are required to offer a choice from two food groups, with juice filling the requirement for a fruit/vegetable.

**School Bags** – Each child is required to have a school bag or backpack (without wheels) to bring materials home. Please label with your child’s name. A seasonally appropriate change of clothes should be carried in the backpack in a zip-lock bag at all times.

## **Medical Policies and Procedures**

**Hygiene Requirements** – Children must be clean when they enter the classroom.

### **Health/Illness**

For your child's protection as well as other children and our staff, you will need to keep your child home if he or she has any of the following:

- sore throat and/or bad cough

- discharge from the eyes or ears, or severe nasal discharge
- diarrhea and/or vomiting
- temperature over 99 degrees Fahrenheit (Must be free of fever for 24 hours, without fever-reducing medication, before returning to school.)
- contagious disease or condition
- chicken pox until the child is no longer contagious
- vomited two or more times during the day
- unexplained lethargy
- undiagnosed rash attributable to a contagious illness or condition
- suffering from significant respiratory distress
- lice, ringworm or scabies that is untreated and contagious to others
- unable to participate in preschool program activities with reasonable comfort
- requires more care than the program staff can provide without changing the nature of the program or compromising the health and safety of the other children

If your child exhibits any of the above symptoms while in the preschool, you will be contacted and are expected to pick up your child as soon as you are able. In the case of contagious disease, please contact your child's teacher immediately. Notification is necessary if your child contracts any of the following: measles, mumps, chicken pox, head lice, pink eye or strep throat. All parents will be notified as soon as possible. Your cooperation is appreciated.

**Contagious Illness** – Parents will be notified of a contagious illness through a written notification and/or a phone call.

### **Distribution of Medication**

The teacher or aide is not allowed to give your child medication at school without a signed medical form. Please give your child medication before coming to school. If medication needs to be given during course of your child's attendance in school, a signed permission form must be on file in the school office and the medicine provided in the original bottle. Non-prescription drugs (i.e., Tylenol, cough medicine, antihistamines, decongestants, etc.) can only be given if there are written instructions from an M.D./N.P., and manufacturer's instructions are followed.

### **Administering First Aid and CPR**

Our teacher and assistant are required to be CPR certified and trained in First Aid. In case of an accident resulting in injury to a child, first aid treatment will be given by the staff. Written records will be kept regarding accidents, injuries and emergencies, and the parent will be informed. A first aid kit and a copy of classroom emergency cards are kept in the classroom. An injury report will be sent home for you to sign and return.

### **Serious Accident**

If a serious accident should occur which might need medical attention, the staff will contact you so you can take your child to the doctor or dentist. If we are unable to contact you, we will call the alternate emergency contact number you have given us. We may call your doctor for instruction.

## **Emergencies**

In case of a medical emergency, emergency response teams will be contacted. Parents will be notified using emergency contact phone numbers. In the event of an emergency, these procedures will be followed:

1. 911 will be called
2. If a child needs to be transported, EMS will transport the child to Queen of Peace Hospital
3. A parent or alternate listed will be contacted as soon as possible and directed to meet the child at the hospital.

The cost of rescue treatment and medical charges are the parent's responsibility.

## **Behavior Policies and Procedures**

### **Behavior Plan and Discipline**

Little Spirits Preschool believes each child is responsible for his or her own behavior and for maintaining a Christian atmosphere within the school. The goal of our behavior code is to promote self-discipline. Respect for oneself, others, authority and property, and the maintenance of a safe and healthy environment in which to learn is at the heart of Little Spirits Preschool philosophy of discipline. Students are to behave in a manner that is morally responsible and brings credit to themselves, their families and St. Wenceslaus School. Parental support is an important part of the discipline policy. No child shall be discipline by shaming or physical punishment.

The following behavior guidance policies and procedures will be followed:

1. Problems will be prevented by providing varied activities, explaining changes, anticipating problems and providing a positive model of acceptable behavior.
2. Age-appropriate rules will be set and expectations will be explained ahead of time according to Christian principles.
3. Discipline methods used will be tailored to the individual child and will include redirection, ignoring misbehavior when possible, teaching acceptable alternative to problem behavior, using problem-solving techniques and setting contracts for appropriate behavior when appropriate.
4. When unacceptable behavior persists, developmentally appropriate discipline may be used. The child's behavior and staff responses to it will be documented in a daily log.

5. Corporal punishment, emotional abuse, withholding of food, light, warmth, clothing, medical care, and/or use of physical or mechanical restraints will not be permitted or tolerated. Children will not be separated from the group unless less intrusive behavior guidance methods have been tried unsuccessfully.
6. If a child is separated from the group, he or she will remain in an unenclosed part of the classroom within continuous sight and hearing of a staff member. The child's return to the group will be contingent upon and occur after the abatement of the unacceptable behavior that precipitated the separation. All separations will be noted on a daily log containing the child's name, staff person's name, time, date, less intrusive guidance methods first used, and how the child's behavior threatened the well-being of the child, group or staff member.
7. The teacher will meet with the parent to address behavioral concerns and develop an appropriate plan.
8. In accordance with Rule 3 of the Minnesota Interpretive Guidelines for Child Care Centers, Little Spirits Preschool will not tolerate "persistent unacceptable behavior" by a child attending school.

Persistent unacceptable behavior is defined as, but not limited to, actions knowingly committed by a child that cause physical and/or mental harm to another child or teacher.

#### Examples of Persistent Inappropriate Behavior

- Hitting, kicking, physical abuse, throwing objects towards staff or participants.
- Defiance of authority.
- Name-calling with the intent to cause hurt feelings.
- Abuse of equipment, supplies or facilities.

After observing and recording said behavior(s), Little Spirits Preschool may initiate the following procedure, or an appropriate procedure, in response to the persistent unacceptable behavior(s):

#### Consequence #1:

Staff members monitor and record prohibited behavior(s). After three or more recorded occurrences within one school day, the child will be sent home for the remainder of the day.

#### Consequence #2:

After it has been necessary to send home a child three times within a period of one month for reasons stated in the behavior plan, the child will be suspended from Little Spirits Preschool for three consecutive days.

#### Consequence #3:

If a child is sent home six or more times during the period of six months for reasons stated in the behavior plan, the child will be asked to leave Little Spirits Preschool permanently.

# Parent Involvement

**Mission** – In partnership with parents, Little Spirits Preschool provides many opportunities for parent involvement and participation in the preschool experience. Parents are encouraged to share their time and talents for school projects and activities.

**Parent Visits** – Children benefit most from a school experience when home and school share common goals. Parents are encouraged to offer their services and talents for school projects and activities. We have an Open Door Policy, that is, parents are welcome and encouraged to visit the Little Spirits Preschool at anytime. Parents and other visitors dropping by will be subjected to the school policy for visitors:

It is the desire of all staff at St. Wenceslaus School to provide a safe environment for children to learn. Due to an increased need to provide security standards at our school, the following precautions will be practiced:

- All parents, visitors, and volunteers must report to the office before going to any classroom. At the office parents, visitors and volunteers will be given identification badges that must be worn at all times in the school building.
- Parents, visitors and volunteers will be required to sign in/out and to state the reason for being in the school building.
- Before being given permission to go to any classroom, the office assistant will alert the classroom teacher who is coming to their classroom and for what reason. Permission to go to the classroom will be denied if the teacher is not expecting the visitor.
- Staff will approach anyone without an identification badge, ask if they can be of assistance, and direct them to the office.
- Students will not be released directly to the parent/guardian from any classroom. The parent/guardian must report to the office and request their child(ren) be called to the office from the classroom by administrative personnel.
- Students will not be allowed to have friends, relatives, siblings, or others attend school classes with them. Under special circumstances, an exception may be made with prior arrangements made with the principal in consultation with the classroom teacher.

All volunteers are required to attend a Virtus safety training session as mandated by the Archdiocese of St. Paul & Minneapolis before working in the classroom with children.

## **Conferences & Communication**

Regular and open communication between teacher and parent is expected and encouraged.

Three conferences are scheduled during the school year in the fall, winter and the spring. At each conference, parents will be provided with a written assessment that includes the child's intellectual, physical, social and emotional development.

Parents are asked to call the teacher if they wish to schedule additional conferences at any time during the school year.

Although we have an Open Door Policy, instructional time belongs to your children. Therefore, please do not attempt to conference with a teacher without an appointment. Teachers are not free for unplanned conferences or conversations during the school day; they are usually occupied before and after school with class preparations and meetings. To ensure quality time with the teacher, it is always best to make an appointment.

## **Miscellaneous Policies and Practices**

### **School Calendar**

Little Spirits Preschool follows the St. Wenceslaus School calendar, which will include all breaks, days off, and snow days. Late starts and early release due to weather will run as follows:

- Late starts – 2-hour late start, no AM class; 1-hour late start, preschool AM class will start one-hour late.
- Early releases – 2-hour early release, no PM class; 1-hour early release, PM class will be released one-hour early

A calendar will be given to each family at the start of the school year. In the event of inclement weather and early releases due to weather, please tune in to KCHK (95.5 FM or 1350 AM) radio or TV channels 4,5, 9, or 11. To alleviate confusion at unexpected early release times, we recommend that you consider signing up for and attending to weather alert email systems provided by area television stations.

### **Clothing**

The preschool children should wear play clothes suitable for playing outside, painting, and doing other projects. Children should dress in appropriate clothes that will also allow

them to be independent in using the restrooms. Due to safety reasons, please dress your child in tennis shoes. Flip-flops, thongs, heels without straps, wedge heels, or boots are not manageable in our classroom or Parish Activity Center. Jackets or sweaters should also be brought in accordance with the weather. We will go outside in the winter, so please send boots, hats, mittens, snow pants, and other appropriate winter wear with your child. Please label all clothing.

## **Field Trips**

If we are attending a field trip, a few guidelines must be met:

- The written consent of parents and/or legal guardians must be obtained for every student participating in field trips.
- A permission slip must be signed and filed prior to departure.
- Permission via phone is not acceptable.
- Field trips are a privilege and students can be denied participation if they fail to meet behavior requirements.
- Volunteers are welcome! All volunteers must submit to mandatory training.

**Firearms** – The Church of St. Wenceslaus and Little Spirits Preschool ban firearms from the premises.

**Pets** – Pets are not allowed during the preschool program.

## **Research or Public Relations Activity**

If we are going to be conducting research or a public relations activity, written parental permission will be solicited for each circumstance. If written permission is not received, the child will not be part of the research or public relations activity. An example of a research practice is when a teacher is gathering data for the purpose of gaining additional information about best teaching practices.

## **Tobacco and Alcohol**

The St. Wenceslaus Parish Campus is tobacco free in all its building, on its grounds and parking lots at all times. No tobacco products or alcoholic beverages shall be allowed at any school-sponsored event when students/children are present.

## **Volunteers**

The Archdiocese of St. Paul and Minneapolis requires that all volunteers participate in mandatory volunteer training. This includes gaining familiarity with school expectations, reviewing our Volunteer Handbook including standards policies and practices that apply to volunteers, completing a background check, and signing appropriate waivers.

# Reporting Child Abuse and Neglect

## Policy

Minnesota State Law mandates reporting of child abuse or neglect. The law states that all professional people are obligated under the law to report to local welfare, police, or county sheriff if they have reason to suspect a child is being neglected or physically or sexually abused. Little Spirits Preschool will comply with all state mandates application to reporting neglect and/or abuse.

### Who should report child abuse and neglect:

- Any person may voluntarily report abuse or neglect.
- If you work with children in an educational 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 a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.
- 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 or law enforcement agency: Scott County – (952) 445-7751; LeSueur County – (507) 357-8288; Local Law Enforcement - (952) 758-1411
- 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) 296-3971.

### 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.

## **Retaliation Prohibited**

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

## **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.

The reporting policies and procedures 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. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

The reporting policies and procedures 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. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

## **Internal Review of Suspected/Alleged Maltreatment**

When a report is made of suspected or alleged maltreatment of a child either by internal or external sources, the following procedures will be followed:

1. Report the maltreatment immediately to the preschool teacher or school principal.
2. Teacher or Principal investigates the situation within the school and with other witnesses.
3. Principal will meet with alleged staff member for corrective disciplinary action as required by the Justice in Employment policies of the Archdiocese.
4. Progressive discipline will be followed to correct the action or dismiss employee from position as outlined in Employee Policies.

## **Grievance Policy and Procedures**

Effective communication between staff and parents is an important element in striving to meet the needs of all children attending preschool. We realize that children between the ages of three to five years are continuing to develop their understanding of the world. For example, sometime their interpretation of idioms and phrases, some vocabulary, time concepts, and the concepts of real vs. imaginary are not yet mature. Occasionally, misunderstandings may occur. If you are wondering about something your child has told you about school, please contact your child's teacher so that together you can seek to clarify any concerns.

If for any reason, you feel you have a serious concern or grievance to express, the following grievance procedure has been established.

1. The parent meets with the teacher. The discussion is documented. If the issue is not resolved –
2. The parent meets with the principal. The principal will then set up a meeting with the teacher, parent, and principal. The discussion is documented. Students will be involved at the discretion of the principal. If the issue is not resolved –
3. The parent contacts the pastor of St. Wenceslaus Church. The pastor sets up a meeting with the parent and principal to listen and determine if all procedures have been followed. If the issue is not resolved –
4. If still not satisfied, a written grievance statement may be filed with the St. Wenceslaus School Advisory Board, which will decide whether to pursue the concern.

## **Department of Human Services, Division of Licensing**

You may contact the Minnesota Department of Human Services, Licensing Division at 651-296-3971, for specific licensing questions or concerns.

