

ST. MARY'S Little Echoes Preschool

Parent and Policy Handbook

MISSION STATEMENT

*St. Mary's School is a Christ-Centered School
where all enter to learn and exit to serve.*



2025-2026

Table of Contents

| | |
|-----------------------------------------------------------------------|---------------|
| Policy Information for Parents | 3 |
| Mission Statement | 3 |
| Philosophy and Vision | 3 |
| Program Plan | 4 |
| Conferences | 4 |
| Permission/Consent | 5 |
| Classroom Visits | 5 |
| Field Trips | 5 |
| Nap and Rest Policy | 5 |
| Maltreatment of Minors and Mandated Reporting Policy | 6 - 11 |
| Hot Lunch Information | 12 |
| Health Services | 12 |
| Health Policy | 12 |
| Toileting Policy | 12 |
| Daily Inspection | 12 |
| Medication Policy | 13 |
| Illness & Injury Policy. | 13 |
| Exclusion of Sick Children Policy | .14 |
| Handling and Disposal of Body Fluids Policy | 14 |
| Allergy Policy and Procedure | 15 |
| Emergency and Accident Policy and Procedure | 16 |
| Behavior Guidance Policy and Procedure | 17 |
| Grievance Policy and Procedure | 19 |

**ST. MARY’S – LITTLE ECHOES PRESCHOOL
POLICY INFORMATION FOR PARENTS**

- A. Little Echoes Preschool is licensed for 20 preschool between the ages of 3-5 years. *(NOTE: Must be 5 yrs. old by Sept. 1 for Kindergarten).*
- B. Days and times of operation are Monday through Friday 7:45a.m.-2:50p.m.
- C. The Little Echoes Preschool will operate on the basis of the St. Mary’s School Mission Statement and Philosophy.
- D. Little Echoes Preschool allows parents the flexibility to choose which days they would like their child to participate.



MISSION STATEMENT

St. Mary’s School is a Christ-Centered school where all enter to learn and exit to serve.

PHILOSOPHY and VISION

St. Mary’s School is a Preschool and Kindergarten through grade 6 Catholic school recognized and supported mainly by the St. Mary’s Parish of Tracy and the Immaculate Heart of Mary Parish of Currie, Minnesota. It is a school of academic excellence, which integrates moral and spiritual values. This is achieved through a strong faith community, development of positive self-concept, open communication, and the integration of the Gospel Values.

St. Mary’s faith community is soundly rooted in the message of Christ. Our Catholic faith is evident throughout our curriculum and in our positive, nurturing school environment. Our faith is lived out through our celebration of the sacraments, in prayer, and in service toward one another.

In recognizing each student’s unique gifts, we strengthen and nurture their self-concept. We demonstrate respect for one another and affirm the dignity of each child.


Open communication with our parents, community, students, staff, and alumni is the key to the strengths and viability of our school.

We are committed to academic excellence. We recognize the individual differences and uniqueness of each child and employ a variety of teaching techniques to help each child reach their highest potential.

Gospel Values are integrated throughout our curriculum. Our school is based on the teachings of Christ and His Church. By listening to and acting on the Word of the Gospel, we foster an atmosphere of respect, peace, and justice toward one another.

LITTLE ECHOES PRESCHOOL PROGRAM PLAN

Little Echoes Preschool students will be supervised at all times during hours of operation.

- E. **Little Echoes Preschool will operate Monday through Friday 7:45-2:50.**
Monday/Wednesday/Friday is designated for Pre-Kindergarten age 5 yrs. Tuesday/Thursday is designated for children ages 3 and 4. There is an option for Monday-Friday if a parent were to choose to send their child all five days.
- F. **Education methods used will be child-centered exploration with teacher-directed instruction** involving creative, hands-on, real-world process using informal and formal assessments. St. Mary's is committed to integrating Gospel Values through a strong faith community, development of positive self-concept, open communication, academic excellence, and teaching peace and justice.
- G. **Little Echoes Preschool** based on the Early Progress and are divided into reflect the full range of child
- a. Social and Emotional
 - b. Approaches to Learning
 - c. Language and Literacy Development
 - d. Creativity and the Arts
 - e. Cognitive Development (includes Mathematical and Logical Thinking, Scientific Thinking and Problem Solving, and Social Systems Understanding)
 - f. Physical and Motor Development
- 
- goals and objectives** will be Childhood Indicators of the following six domains that Development

Each domain is further divided into three to five components that describe indicators of children's progress in gaining concepts, knowledge, and skills for a child approximately three to five years old. These can be viewed on the MDE website.

- H. Activities will be designed to promote the intellectual, physical, social, and emotional development of a child in a manner consistent with the child's cultural background.
- I. Documentation of the activities addressed in item F. will be shared with the parent at conferences held twice a year.

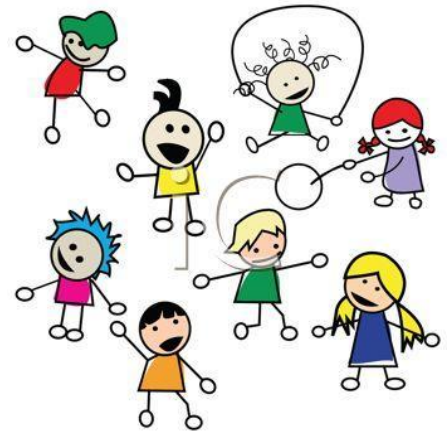
- J. Indoor activities in the gym and/or outdoor activities on the playground will be held once a day. These activities will be scheduled based on the Preschool *and* Kindergarten – grade 6 schedules.
- K. Child initiated activities will take part the rest of the day. Quiet time will follow lunch/recess during nap/rest time for approximately thirty minutes. Active time will take place during recess, gym, music, and free play.
- L. Various equipment and materials will allow for a variety of activities such as art, music, free play, large blocks and other gross motor/muscle toys, fine motor/muscle activities with small blocks and manipulatives, creative play with kitchen/barn/toys and dress up props, cognitive activities with flash cards, puzzles, pictures, books, games, etc.

CONFERENCES: Parent conferences will be held twice a year; once in the first semester and one in the second. Each conference will provide a written assessment on the student’s intellectual, physical, social, and emotional development.

PERMISSION: Written permission must be obtained from a parent before a preschool student is involved in experimental research or a public relations activity involving a child while in the preschool’s care. This permission form will include a summary of the research being conducted or public relation activity that is being undertaken. This form must be maintained in the child’s record.

The classroom may have a pet fish with signed permission from each child’s parent or guardian.

CLASSROOM VISITS: Parents of enrolled children may visit the program at any time during hours of operation if they have contacted the classroom teacher and/or principal (507-629-3270) to inform them of their visit and check to see what a good time would be for their visit.



Throwing snowballs, sticks and rocks is not permitted on school grounds.

There is no adult supervision provided for the playground before or after school. NO INSURANCE COVERAGE can be claimed for accidents at this time.

FIELD TRIPS: No child will be permitted on a field trip without written consent of the parent/guardian prior to the field trip. A typed permission form will be sent home with the student prior to any field trip. This form will state the purpose and destination of the field trip. Emergency phone numbers for the child’s parent or an alternate contact and the child’s physician will be listed on the field trip form. A basic First Aid kit will be available. Only Virtus trained volunteer drivers that have been approved by the Diocese (cleared motor vehicle background checks) will be allowed to drive. Parents will need to supply the car seats for any transportation. An alternate form of transportation may be utilized through the Tracy Area 4.O Bus Service.

NAP AND REST POLICY: Preschool students will take a nap/rest once a day. A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on the cot. They will be asked to be quiet while others are finishing their rest. Cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each cot. Cots will be placed directly on the floor. They will be stacked when NOT in use. Cots will be placed ‘head to toe’. Students may bring their own blanket; however, blankets must be taken home, washed, and dried at least weekly, or more often if soiled or wet. Blankets must be one-ply.

OFFICE OF INSPECTOR GENERAL – LICENSING DIVISION

Maltreatment of Minors Mandated Reporting

This form may be used by any provider licensed by the Minnesota Department of Human Services, except family childcare. The form for family childcare providers can be found in eDocs #7634C.

What to report

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to [Minnesota Statutes, section 260E.03](#), and pages 3-6 of this document. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

Who must report

- If you work in a licensed facility, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility.
- In addition, people who are not mandated reporters may voluntarily report maltreatment.

Where to report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the Licensing Division's Central Intake line at **651-431-6600**.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family childcare program, or in a child foster care home, should be reported to the local county social services agency at **507-828-4930** or local law enforcement at **507-629-5534**.

When to report

- Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible however no longer than 24 hours).

Information to report

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

Failure to report

- A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
- In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in Minnesota Statutes, [section 245C.03](#)

Retaliation prohibited

- An employer of any mandated reporter is prohibited from retaliating against (getting back at):
 - an employee for making a report in good faith; or
 - a child who is the subject of the report.

- If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

Staff training

The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. 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.](#)

Provide policy to parents

For licensed childcare centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3-6) is optional to provide to parents.

The following sections only apply to license holders that serve children. This does not include family child foster care per [Minnesota Statutes 245A.66, subd. 1.](#)

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:
 - related policies and procedures were followed;
 - the policies and procedures were adequate;
 - there is a need for additional staff training;
 - the reported event is similar to past events with the children or the services involved; and
 - 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 reviews completed

The internal review will be completed by *Principal Lisa Dieter*. If this individual is involved in the alleged or suspected maltreatment, *Pastor Tony Stubeda* will be responsible for completing the internal review.

Documentation of 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 to correct any current lapses and prevent future lapses in performance by individuals or the license holder.

Definitions

Found in [Minnesota Statutes, section 260E.03](#)

Egregious harm ([Minnesota Statutes, section 260E.03, subd. 5](#))

"Egregious harm" means harm under [section 260C.007, subdivision 14](#), or a similar law of another jurisdiction.

[Minnesota Statutes, section 260C.007, Subd. 14:](#)

"Egregious harm" means the infliction of bodily harm to a child or neglect of a child which demonstrates a grossly inadequate ability to provide minimally adequate parental care. The egregious harm need not have occurred in the state or in the county where a termination of parental rights action is otherwise properly venued. Egregious harm includes, but is not limited to:

1. conduct towards a child that constitutes a violation of [sections 609.185 to 609.2114, 609.222, subdivision 2, 609.223](#), or any other similar law of any other state;
2. the infliction of "substantial bodily harm" to a child, as defined in [section 609.02, subdivision 7a](#);
3. conduct towards a child that constitutes felony malicious punishment of a child under [section 609.377](#);
4. conduct towards a child that constitutes felony unreasonable restraint of a child under [section 609.255, subdivision 3](#);
5. conduct towards a child that constitutes felony neglect or endangerment of a child under [section 609.378](#);
6. conduct towards a child that constitutes assault under [section 609.221, 609.222, or 609.223](#);
7. conduct towards a child that constitutes solicitation, inducement, or promotion of, or receiving profit derived from prostitution under [section 609.322](#);
8. conduct towards a child that constitutes murder or voluntary manslaughter as defined by United States Code, title 18, section 1111(a) or 1112(a);
9. conduct towards a child that constitutes aiding or abetting, attempting, conspiring, or soliciting to commit a murder or voluntary manslaughter that constitutes a violation of United States Code, title 18, section 1111(a) or 1112(a); or
10. conduct toward a child that constitutes criminal sexual conduct under sections [609.342 to 609.345](#).

Maltreatment ([Minnesota Statutes, section 260E.03, subd. 12](#))

"Maltreatment" means any of the following acts or omissions:

1. egregious harm under subdivision 5;
2. neglect under subdivision 15;
3. physical abuse under subdivision 18;
4. sexual abuse under subdivision 20;
5. substantial child endangerment under subdivision 22;
6. threatened injury under subdivision 23;
7. mental injury under subdivision 13; and
8. maltreatment of a child in a facility.

Mental injury ([Minnesota Statutes, section 260E.03, subd. 13](#))

"Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

Neglect ([Minnesota Statutes, section 260E.03, subd. 15](#))

- A. "Neglect" means the commission or omission of any of the acts specified under clauses (1) to (8), other than by accidental means:
1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in their care;
 4. failure to ensure that the child is educated as defined in [sections 120A.22](#) and [260C.163, subdivision 11](#), which does not include a parent's refusal to provide the parent's child with sympathomimetic medications, consistent with [section 125A.091, subdivision 5](#);
 5. prenatal exposure to a controlled substance, as defined in [section 253B.02, subdivision 2](#), used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of

a toxicology test performed on the mother at delivery or the child at birth, medical effects or developmental

delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance,

or the presence of a fetal alcohol spectrum disorder;

6. medical neglect, as defined in [section 260C.007, subdivision 6](#), clause (5);

7. chronic and severe use of alcohol or a controlled substance by a person responsible for the child's care that

adversely affects the child's basic needs and safety; or

8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child

emotional which may be demonstrated by a substantial and observable effect in the child's behavior,

response, or cognition that is not within the normal range for the child's age and stage of development,

with due regard to the child's culture.

- B. Nothing in this chapter shall be construed to mean that a child is neglected solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.
- C. This chapter does not impose upon persons not otherwise legally responsible for providing a child with necessary food, clothing, shelter, education, or medical care a duty to provide that care.

Physical abuse ([Minnesota Statutes, section 260E.03, subd. 18](#))

- A. "Physical abuse" means any physical injury, mental injury under subdivision 13, or threatened injury under subdivision 23, inflicted by a person responsible for the child's care on a child other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized under section [125A.0942](#) or [245.825](#).
- B. Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by section [121A.582](#).
- C. For the purposes of this subdivision, actions that are not reasonable and moderate include, but are not limited to, any of the following:
 - 1. throwing, kicking, burning, biting, or cutting a child;
 - 2. striking a child with a closed fist;
 - 3. shaking a child under age three;
 - 4. striking or other actions that result in any nonaccidental injury to a child under 18 months of age;
 - 5. unreasonable interference with a child's breathing;
 - 6. threatening a child with a weapon, as defined in section [609.02, subdivision 6](#);
 - 7. striking a child under age one on the face or head;

8. striking a child who is at least age one but under age four on the face or head, which results in an injury;
9. purposely giving a child:
 - i. poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner in order to control or punish the child; or
 - ii. other substances that substantially affect the child's behavior, motor coordination, or judgment; that result in sickness or internal injury; or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances;
10. unreasonable physical confinement or restraint not permitted under section [609.379](#), including but not limited to tying, caging, or chaining; or
11. in a school facility or school zone, an act by a person responsible for the child's care that is a violation under section [121A.58](#).

Sexual abuse ([Minnesota Statutes, section 260E.03, subd. 20](#))

"Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child, or by a person in a current or recent position of authority, to any act that constitutes a violation of section [609.342](#) (criminal sexual conduct in the first degree), [609.343](#) (criminal sexual conduct in the second degree), [609.344](#) (criminal sexual conduct in the third degree), [609.345](#) (criminal sexual conduct in the fourth degree), [609.3451](#) (criminal sexual conduct in the fifth degree), or [609.352](#) (solicitation of children to engage in sexual conduct; communication of sexually explicit materials to children).

Sexual abuse also includes any act involving a child that constitutes a violation of prostitution offenses under sections [609.321](#) to [609.324](#) or [617.246](#). Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes child sex trafficking as defined in section [609.321](#), subdivisions 7a and 7b.

Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation that requires registration as an offender under section [243.166, subdivision 1b](#), paragraph (a) or (b), or required registration under section [243.166, subdivision 1b](#), paragraph (a) or (b).

Substantial child endangerment ([Minnesota Statutes, section 260E.03, subd. 22](#))

"Substantial child endangerment" means that a person responsible for a child's care, by act or omission, commits or attempts to commit an act against a child under their care that constitutes any of the following:

1. egregious harm under subdivision 5;
2. abandonment under section [260C.301, subdivision 2](#);
3. neglect under subdivision 15, paragraph (a), clause (2), that substantially endangers the child's physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been

- diagnosed by a physician and is due to parental neglect;
4. murder in the first, second, or third degree under section [609.185](#), [609.19](#), or [609.195](#);
 5. manslaughter in the first or second degree under section [609.20](#) or [609.205](#);
 6. assault in the first, second, or third degree under section [609.221](#), [609.222](#), or [609.223](#);
 7. solicitation, inducement, and promotion of prostitution under section [609.322](#);
 8. criminal sexual conduct under sections [609.342](#) to [609.3451](#);
 9. solicitation of children to engage in sexual conduct under section [609.352](#);
 10. malicious punishment or neglect or endangerment of a child under section [609.377](#) or [609.378](#);
 11. use of a minor in sexual performance under section [617.246](#); or
 12. parental behavior, status, or condition that mandates that the county attorney file a termination of parental rights petition under section [260C.503, subdivision 2](#).

Threatened injury ([Minnesota Statutes, section 260E.03, subd. 23](#))

- A. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury.
- B. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care, as defined in subdivision 17, who has:
 1. subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under subdivision 5 or a similar law of another jurisdiction;
 2. been found to be palpably unfit under section [260C.301, subdivision 1](#), paragraph (b), clause (4), or a similar law of another jurisdiction;
 3. committed an act that resulted in an involuntary termination of parental rights under section [260C.301](#), or a similar law of another jurisdiction; or
 4. committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative under Minnesota Statutes 2010, section [260C.201](#), subdivision 11, paragraph (d), clause (1), section [260C.515, subdivision 4](#), or a similar law of another jurisdiction.
- C. A child is the subject of a report of threatened injury when the local welfare agency receives birth match data under section [260E.14, subdivision 4](#), from the Department of Human Services.

MALTREATMENT OF MINORS and MANDATED REPORTING POLICY:

The telephone number of the local county child protection agency (507-828-4930) will be posted in the classroom. Parents should call this number to report maltreatment of minors.

The telephone number of the Department of Health & Human Services, Division of Licensing (651)431-6600 will also be posted in the classroom. Information for reporting suspected maltreatment of a child occurring in the licensed childcare preschool will be posted in the classroom.

The telephone number of the Department of Health & Human Services, Division of Licensing (651)431-6500 will also be posted in the classroom. Information for reporting possible licensing violations will be posted in the classroom.

HOT LUNCH: A hot lunch program is provided. Payment in advance is necessary, as charging is not permitted in any government program. In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. St. Mary's School also assures that there will be no special identification of the students participating in the free and reduced or regular price meal.

Food will be prepared in the kitchen in St. Mary's church basement.

1. All students' hands will be washed before going to lunch.
2. Food will be handled by the head cook with washed hands as well as wearing gloves. All utensils and equipment will have been sanitized before using. Food will be stored at the correct temperature using the freezer, cooler, on the stove, or in the oven following the guidelines set by the Federal Hot Lunch Program, the MN Dept. of Education, and the USDA.
3. All food is served by the head cook cafeteria style. The head cook wears gloves and hair restraints while keeping the food at temperature.
4. All utensils and washed and required
The kitchen is certified on a basis by the MN
5. A morning and snack will be provided.



equipment are
sanitized at the
temperature.
inspected and
semi-annual
Dept. of Health.
afternoon

HEALTH SERVICES

A public school health nurse provides services to St. Mary's School. She keeps complete health records for each enrolled student. ***It is our policy to require a health care summary within 30 days of enrollment and an immunization record of each child at the time of enrollment.*** St. Mary's School requires various health forms be completed by parents annually. *Immunizations must be current in order for the child to attend any Minnesota school, parochial or public.* Please comply with any requests made by the school nurse.

IMMUNIZATIONS: Must be recorded on the Early Childhood Immunization Record sheet, immunizations must be up to date, and on file with St. Mary's School before your child can attend Little Echoes Preschool.

HEALTH POLICY

TOILETING: Students attending Little Echoes Preschool will be required to be toilet trained to be admitted into the program; however, accidents may still happen. If that is the case, the parents will be called to bring in dry clothes and the soiled ones will be sent home to be laundered. The child will change their clothes and use appropriate hand washing techniques monitored by a teacher.

DAILY INSPECTION: of potential hazards will be completed by the custodian (on building/grounds) and the classroom teacher (inside the classroom).

Reusable water bottles: Water bottles are allowed to be sent by the child's parents each day and will be sent home each day to be cleaned and sanitized. Water bottles will be labeled with child's first and last name. Water bottles will be stored in a manner that reduces the risk of a child using the wrong water bottle. Water bottles will only be used for water.

MEDICATION POLICY: A written statement is required of the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by the physician; thereby releasing school personnel from liability should reactions result from the medication. Drugs or medicines must be in a container with a label prepared by a pharmacist. Administration of the medication during school hours shall be by qualified personnel and in a manner consistent with instructions on the label. In order to have your child receive prescription drugs during school hours, our school will need to have a written order by a licensed physician and written permission from the parent giving us authorization to give the child medication. A form for this purpose will be provided by the school office. The medication to be administered must be received at school in a container appropriately labeled by the pharmacy or physician. Medication must be brought into the School/Health Office by the parent/guardian. This policy does not apply to over-the-counter medication, including pain inhibitors such as ibuprofen or acetaminophen. If you need to send this type of medication to school with your child, bring it in the original container with written instructions as to the time your child needs to receive it and the purpose



for distribution. Any medication brought in an unidentified container will not be administered. If an authorization is not included with the medication, the medication will not be given that day and parents will be notified. All medication (prescription or over the counter) found to be in the possession of a student, will be taken away. Efforts will be made notify the parent that the child will not receive their medication at school that day without written notification from the parent and if necessary, doctor. If the medication needs to return home daily, please ask the doctor or pharmacist to divide the medication into two bottles. Please direct any question to the School/Health Office.

PLEASE respect the staff of St. Mary's School. Do not ask them to give any medication without filling out the correct form. This form includes all information, which is required by law. This form is legal protection for our staff. Help us teach the children respect for all "pills" by taking the extra time and effort to see that all medication is given as needed.

ILLNESS & INJURY POLICY:

ILLNESS: Children should not remain in school when they have a rash, fever (of 100°F or more), sore throat, or severe cold. This is not only injurious to one child, but also endangers the health of others.

Communicable illnesses should be reported at once to school staff so that staff can monitor illnesses and health among the students. **Chronic situations, such as diabetes, asthma, etc. should always be reported to the school nurse and office.** This should be done at the beginning of each school year with each change of teacher and as often as the physical situation or doctor's treatment plan changes.



If a child complains or shows symptoms of illness in the morning, please keep them home for observation. You may send them to school at noon if you are confident that they are well and are not exhibiting any symptoms of illness. Students given pain relievers/fever reducers must stay home. Students must be fever free for 24 hours before returning to school (without the use of fever reducers).

If a child becomes ill in school, a parent will be called, and the child will be sent home. If the parents cannot be reached a person designated by the parent on the school emergency form will be notified. Since a child who is ill may not be sent home without notification to parents, it is imperative that we have the name and telephone number of an alternate designate. ***A child should remain at home for 24 hours after a fever has returned to normal to ensure that the fever is truly subsided.***

INJURY: If a child becomes injured at Little Echoes Preschool, parents will be notified immediately. If it is an emergency, 911 will be called.

EXCLUSION OF SICK CHILDREN POLICY: A student with any of the following conditions or behaviors is a sick child and must be excluded from preschool. If the child becomes sick while at preschool, the child must be isolated from other children in care (sit in office or lay on the cot in the sick

room) and the parent called immediately. The child will be supervised at all times. The preschool must exclude a child:

- A. With a reportable illness or condition as specified as contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.
- B. With chicken pox until the child is no longer infectious or until the lesions are crusted over.
- C. Who is living with a person who is awaiting results of a COVID-19 test.
- D. Who has vomited one or more times since admission that day.
- E. Who has had one or more loose stools since admission that day.
- F. Who has contagious conjunctivitis or pus draining from the eye.
- G. Who has an illness requiring antimicrobial medication, who has not completed 24 hours of medication.
- H. Who has unexplained lethargy.
 - I. Who has lice, ringworm, or scabies that is untreated and contagious to others.
- J. Who has a 100° Fahrenheit or higher temperature of undiagnosed origin before fever reducing medication is given.
- K. Who has an undiagnosed rash or a rash attributable to a contagious illness or condition.
- L. Who has significant respiratory distress.
- M. Who is not able to participate in preschool program activities with reasonable comfort; or
- N. Who requires more care than the preschool staff can provide without compromising the health and safety of other children in the class.

For questions regarding exclusions, the preschool staff will consult with the school nurse and/or the “Infectious Diseases in Childcare and School Manual” published by Hennepin County Public Health. (<http://hennepin.us/childcaremanual>), or the Minnesota Department of Health 651-201-5000.

HANDLING AND DISPOSAL OF BODY FLUIDS POLICY: Surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit, will be cleaned, and disinfected according to Minnesota Rules, part 9503.0005, subpart 11. Blood contaminated material must be disposed of in a biohazard bag with a secure tie.

Sharp items used for a child with special needs will be disposed of in a Sharp’s Container. The Sharps Container is located in the preschool classroom on top of the filing cabinet out of reach of a child and locked.

ALLERGY POLICY AND PROCEDURES: Before admittance into the Little Echoes Preschool, any student with a known allergy must have documentation from a child’s parent or legal guardian or the student’s source of medical care. Little Echoes Preschool will maintain current information about the allergy in each child’s record and develop an individual childcare program plan.

The plan for each child will include:

- o Description of the allergy
- o Specific triggers
- o Avoidance techniques
- o Symptoms of an allergic reaction
- o Procedure for responding to an allergic reaction, including medication, dosages, and doctor contact information.

Each staff at Little Echoes Preschool will be responsible for carrying out the review of the individual childcare program plan and following of the plan. Documentation of review will be kept in staff personnel files.

At the beginning of each school year, or after any changes made to the allergy-related information in the student's record, Little Echoes Preschool staff will update the individual child program plan and inform staff personnel responsible for carrying out the plan. Documentation of review will be kept in staff personnel files.

A child's allergy information will always be available. Allergy information will be posted in classrooms, where food is served and prepped, and in each staff's emergency backpack.

Little Echoes Preschool will contact the student's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. If epinephrine is administered to a child, emergency medical services will be called. EpiPens will be supplied by family, stored safely in a locked cabinet, and out of reach of children. Sharps items used for a child with special needs will be disposed of in a Sharp's Container.

DISPOSABLE GLOVES:

- Non-latex gloves without powder are used because of possible latex allergies for staff and children.
- Gloves will be worn by staff if they have open cuts, sores, or cracked skin, or if the child has open areas on their skin.
- Gloves will be discarded after each single use and food services gloves will not be used unless serving snack.

SKIN CARE ITEMS:

- Parents/guardians or healthcare providers must provide written, signed directions or documentation for their use.
- If skin care items are used, they will be kept within the providers reach and out of the reach of children.
- Each skin care product will be labeled with child's first and last name.
- Skin care products will be used according to package directions.

CLEANING AND DISINFECTING SUPPLIES:

- Disposable gloves and paper towels

- Cleaning solution provided by the school.
- Disinfecting solution (Bleach solution 1 or another appropriate disinfecting product).

EMERGENCY AND ACCIDENT POLICY AND PROCEDURE: Written records are kept about incidents, emergencies, accidents, and injuries that have occurred. Incident report forms are in the office in a black folder. The form includes the following:

1. Name and age of the person(s) involved.
2. Address of the injured person.
3. Date of the accident, injury, or incident.
4. Where and How did the accident, injury, or incident occur.
5. Type of injury
6. Action taken by staff person(s) and
7. To whom the accident, injury, or incident was reported.
8. Witnesses to the accident, injury, or incident.

All incident report forms are turned into Catholic Mutual Group/Diocese of New Ulm. St. Mary's staff will follow the established Emergency/Disaster Preparedness Guide that every teacher has in their classroom and has been in-serviced on. *Parents will be notified of emergencies and/or accidents that occur on the property of St. Mary's School immediately.*

- A. **First Aid** will be applied by the school nurse, principal, teacher, or secretary. If serious conditions apply, 911 will be called.
- B. **Safety rules** will be covered by in-service training on how to avoid each of the following:
 - Injuries
 - Burns
 - Poisoning
 - Choking
 - Suffocation
 - Traffic accidents
 - Pedestrian accidents
- C. **The preschool teacher will conduct a daily inspection** of potential hazards in the preschool classrooms and the janitor of the gym and outdoor activity area.
- D. **Fire safety will follow the school policy** of:
 1. 9 mandated fire drills (once monthly) and a log of dates and times recording when the fire drills were held.
 2. Posted primary and secondary fire exits, building evacuation routes, the telephone number of the fire department, and which staff persons are responsible for the evacuation of children in all areas of the center.
 3. Fire safety training will be provided by the local fire department each fall. The training will include how to use a fire extinguisher and how to close off a fire area.
 4. Training of staff persons to carry out the fire procedure.
- E. **Procedure(s) training** will also be provided that includes the location of an emergency shelter in the event of:

1. Blizzard/other natural disaster (snow homes are assigned)
2. Tornado 3 drills per school year.

F. Missing Children/Questionable Adults

1. If a child is missing, the teacher will immediately report the incident to the school office. The office personnel and janitor (if available) will search. If the child cannot be found, 911 will be called in a timely manner.
2. If an unauthorized person attempts to pick up a child, the child will be detained at the school and the principal will call the police.
3. If an incapacitated person attempts to pick up a child, the child will be detained at the school. The principal will contact any adult listed on the child's contact information. The police will be called as to the condition of the adult, if driving.
4. If there is a court order, concerning a person who is suspected of abuse attempts to pick up a child, and the police will be contacted. The child will be kept in the care of the school until the custodial parent and/or police arrive.
5. If no one comes to pick up a child and a parent/other adult contact cannot be reached, the police will be called.

At year end, the principal and preschool teacher will conduct an annual analysis of accident, injury, and incident records, and prescribe any needed modifications to the school's policies based on the analysis.

FIRST AID: First Aid will be administered in the form of band aids and ice packs. If an injury looks more serious, the parents and the school nurse will be contacted immediately. In case of an emergency, the staff will contact 911.

In the case of serious injuries, burns, poisoning, choking, suffocation, and traffic and pedestrian accidents, the following will be contacted in this order:

- a. 911 (if needed)
- b. School nurse
- c. Parents

The staff will follow all instructions given by 911 emergency responders and/or direction given by the school nurse. The instructions will be documented as a follow-up, with copies given to the school nurse, parents, and a copy put in the student's file.

BEHAVIOR GUIDANCE POLICY AND PROCEDURE

Christian discipline is growth in formation of a sense of personal responsibility. School rules are a means of developing personal responsibility and concern for others. We believe each student at St. Mary's has a right:

1. to an education in the Catholic faith and Catholic values.
2. to a good learning environment and education.
3. to courtesy and respect from teachers and other students.
4. to have his/her personal property respected.

Each teacher is responsible for formulating rules/consequences with his/her class. These rules/consequences are written, discussed, and posted in the classroom. Teachers will make every effort to assist the student in his/her personal behavior.

Behavior Guidance Policy

The teacher will (in accordance with [Minnesota Rules, Part 9503.0055, Subpart 1](#)):

1. Ensure that each child is provided with a positive model of acceptable behavior.
2. Tailor the behavior policy to the developmental level of the preschool student.
3. Redirect students and groups away from problems toward constructive activity in order to avoid conflict.
4. Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
5. Protect the safety of children and staff persons; and
6. Provide immediate and directly related consequences for a student's unacceptable behavior.

Persistent Unacceptable Behavior

The teacher will (in accordance with [Minnesota Rules, Part 9503.0055, Subpart 2](#)):

1. Observe and record the unacceptable behavior and the staff's response to the behavior; and This procedure will include completing a worksheet indicating what the unacceptable behavior is, how often the behavior occurs, interventions that were applied, a behavior modification plan (if needed), and said results of the intervention and/or behavior modification plan.
2. Develop a plan to address the behavior documented in item #1 in consultation with the child's parent, with other staff persons, and professionals when appropriate. The plan is to meet with the child's parents, staff person, and building principal to discuss the whole child. A written plan will be made to help the child's behavior improve from unacceptable to acceptable.

The following actions will be prohibited by a teacher (in accordance with [Minnesota Rules, Part 9503.0055, Subpart 3](#)):

1. Rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
2. Cause emotional stress to the student by the following: name calling, ostracizing, shaming, making derogatory remarks about a child or the child's family, and/or using language that threatens, humiliates, or frightens the child.
3. Separate a child from the group (unless causing harm to himself/herself or others).
4. Punishment for lapses in toileting.
5. Withhold food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
6. Use a physical restraint other than to physically hold a child to protect a child or others.
7. Use mechanical restraints, such as tying.

No child may be separated from the group unless (in accordance with [Minnesota Rules, 9503.0055, Subpart 4](#)):

1. Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
2. The child's behavior threatens the well-being of the child or other children in the program.
3. A child who requires separation from the group must:

- a. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person.
- b. The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation.
- c. The child must be returned to the group as soon as the behavior that precipitates the separation abates or stops.

Prone Restraint and Contraindicated Restraint Prohibitions

Prone restraint prohibition. A prone restraint is a physical hold or mechanical restraint that places a person in a face-down position. New requirements for all licensed and certified programs prohibit the use of prone restraints except in very specific brief instances. These exceptions include:

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

Contraindicated restraint prohibition. Programs must not use any type of restraint that is contraindicated for a person's known medical or psychological conditions. In this context, "contraindicated," means the restraint could be harmful for children with certain medical or psychological conditions. If a restraint is contraindicated for a given child, it means the child's medical or psychological conditions rule out the use of that restraint due to the harm that would be caused. An assessment of any contraindications must occur prior to using restraints on a person and the program must document this determination.

See [MN Laws, Chapter 70, Article 17, Section 19 \(2023 245A.211\)](#). Effective date: July 1, 2023.

SEPARATION REPORT (Minnesota Rules, 9503.0055, Subpart 5):

All separations from the group must be noted on a daily log that must include the following:

1. The child's name.
2. The staff person's name.
3. The time.
4. The date.
5. Information indicating what less intrusive methods were used to guide the child's behavior.
6. How the child's behavior continued to threaten the well-being of the child or other children in care.

~ If a child is separated from the group three or more times in one day, the child's parents shall be notified, and the parent notification shall be indicated in the daily log of separations/behaviors; **and**

~ If a child is separated five or more times in one week, eight times or more in two weeks, the procedures in [Minnesota Rule 9503.0055, subpart 2](#) must be followed.

Minnesota Rule 9503.0055, subpart 6: Children with developmental disabilities or related conditions. For children with developmental disabilities and related conditions or children under the age of five, as specified in Minnesota Rules parts 9525.0004 to 9539.0036. The standards governing the use of aversive and deprivation procedures in Minnesota Rules parts 9525.2700 to 9525.2810 apply.

Each student is responsible and accountable for his/her behavior and actions. When the situation warrants, the teacher and principal will visit with the student, and develop a plan to address the behavior. If a student's behavior becomes serious because of lack of responsibility and cooperation, parents will be contacted, and a conference will be scheduled.

SPECIAL CIRCUMSTANCES: A student will not be kept at St. Mary's School if the conferences/behavior plans have proven to be ineffective. Additionally, expulsion will occur when conduct is of such a nature that continuation of the student in school will, in the school's determination, pose a significant problem or threat to orderly school activities or danger to other students. The Pastor is involved with the final decision. Parents/guardians and student will be informed. Documentation will be kept on file of all discipline referrals.

GRIEVANCE POLICY & PROCEDURE

A grievance is defined as any cause of complaint arising between the School of St. Mary's and persons served by the School. A complaint or misunderstanding should be resolved on the lowest level with a verbal discussion between the parties involved; however, sometimes a resolution is not reached so there are additional steps one may choose to take, each in hopes to reach resolution.

STEP 1: Discuss the matter fully with the classroom teacher or with the employee the grievance most directly involves.

STEP 2: If the matter cannot be resolved, discussion with the immediate supervisor (typically, this is the principal at St. Mary's School as the principal is responsible for all school personnel). Note: If the matter concerns the principal the second step is to put the matter in writing to the principal.

STEP 3: If the matter cannot be resolved, the matter should be put in writing to the immediate supervisor (again, typically the principal). The supervisor will prepare a written response back to the person(s) with the grievance in a timely manner. A written grievance needs to include the following information: the nature of the complaint, including whom the complaint is directed against, any factual data (other than hearsay) which the complainant deems appropriate, and specific recommendations for appropriate resolution of the complaint.

STEP 4: If the matter has still not been resolved, the pastor would be the next level of authority. He acts in a reconciling capacity. The written complaint should be shared with the pastor along with any additional information that took place after the written complaint was shared with the principal. The pastor may choose to consult with appropriate diocesan personnel to assist with the resolution process.

If the complaint is regarding a school policy, the Education Committee may be consulted with regard to the policy in question. This policy review request is typically submitted to the school principal. The written request should include the policy concern and specific recommendations for altering the policy.

At every level and at all times, fair and amiable exchange must be maintained. All efforts should be made to solve the problem through discussion and in a timely manner. Exceptions to this grievance procedure include any incidents involving the physical or mental injury, sexual abuse, negligent, or maltreatment of a child. The grievance may go directly to the source of authority the person expressing the complaint feels the most comfortable with. The school will contact the appropriate diocesan personnel and the appropriate legal authorities immediately.

DRUG AND ALCOHOL POLICY: All employees, subcontractors, and volunteers of St. Mary's Elementary School and Preschool are prohibited from abusing prescription medication or being in any manner under the influences of a chemical that impairs the individual's ability to provide services or care when they are directly responsible for persons served by the program. All employees, subcontractors, and volunteers will be trained about this policy.