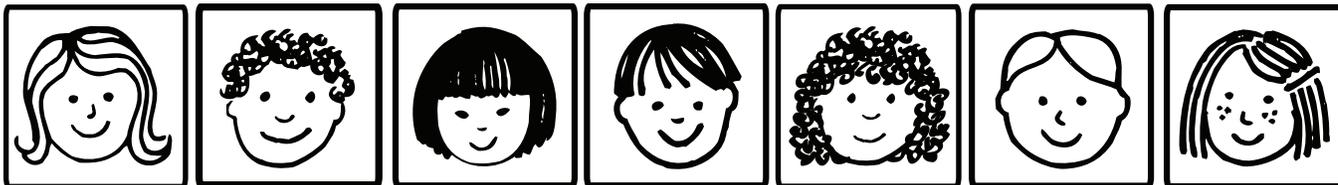


Lake Harriet United Methodist **Preschool** naeyc



4901 CHOWEN AVENUE SOUTH MINNEAPOLIS, MINNESOTA 55410 612.926.8043

2019~2020 Family Handbook

All program information will be provided in hard copy or another language when needed.
Please let us know if there is anything we can do to make
you and your family more comfortable in our preschool.

Lake Harriet United Methodist **Preschool** naeyc



4901 Chowen Avenue South Minneapolis, Minnesota 55410 Phone: 612.926.8043 Fax: 612.926.7646
info@lakeharrietumpreschool.org www.lakeharrietumpreschool.org

Dear Families

Welcome to Lake Harriet United Methodist Preschool. This handbook contains many of our policies.

These policies are written under the guidance of the Department of Human Services. This handbook clearly and concisely defines the policies listed in the Table of Contents.

We ask that you read the handbook thoroughly. If you have any questions concerning policies, please ask for clarification from the Director.

We appreciate your cooperation.

Lake Harriet United Methodist Preschool Staff

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Staff

Preschool Phone Number

612.926.8043

The Preschool staff consists of a teaching Director and 5 classroom teachers. All staff have degrees in early childhood related fields and meet the state requirements for continuing education in the field.

Contact information is available in the Family Directory and from your child's teacher.

Preschool Board

Lake Harriet UM Preschool is an educational organization of Lake Harriet United Methodist Church (LHUMC). The administration of the school is provided by the Director.

The Preschool Board is a visioning, policy and budget group that also acts as a liaison between parents/guardians and the Preschool staff hearing parent/guardian concerns and working to find satisfactory resolutions.

The Board consists of members of LHUMC, parents/guardians of currently or formerly enrolled children, the Director, the Pastor, the Lay Leader and the Staff-Parish Relations liaison. Meetings are held quarterly or more frequently as needed.

Parents/guardians are invited to attend Board meetings and/or to serve on the team.

Preschool Board contact information is available in the Family Directory.

Philosophy & Goals

We believe...

all children are capable of learning and are creative, independent, critical thinkers.

in educating the whole child: socially, emotionally, physically and cognitively by providing an atmosphere where the creativity, uniqueness, and self-esteem of each child are nurtured.

preschool is a fun, happy place to be!

Our goals are to provide...

a community where each child is understood, loved, and accepted leading to a positive self-concept.

activities through which each child learns to control emotions, leading to self-discipline.

opportunities where children become excited about learning and are successful learners.

a place that opens new horizons: to explore and wonder!

Program

The program is carefully planned and supervised to meet the needs of each individual child in the following developmental areas: *physical, social, emotional, and cognitive*. Our program includes:

- Supervised indoor and outdoor free and organized play
- Creative expression through various art media
- Storytelling and dramatization
- Music appreciation
- Science and discovery
- Special events and field trips
- Small class sizes
- Promotion of good habits and daily routines
- Creation of a loving and caring atmosphere
- Understanding guidance for behavior situations
- Academic readiness activities that are age appropriate

Our program plan is on file at the preschool and posted on our website. A copy may be requested from the Director at any time.

PARENTS/GUARDIANS ARE WELCOME TO VISIT SCHOOL ANY TIME WE ARE IN SESSION.

Absences

If your child will not be attending Preschool on a particular day, please call 612.926.8043. Please leave detailed information if illness related.

The State of Minnesota requires parents/guardians to inform the preschool within 24 hours if a child is diagnosed as having a contagious disease or lice, scabies, impetigo, ringworm or chickenpox.

The preschool will, in turn, notify other families whose children may be affected by a written notice posted at the preschool and/or sent home.

Accidents and Emergencies

A minor injury will be reported to parents/guardians when they pick up their child. If an accident requires medical assistance, we will contact the child's parents/guardians. In an emergency we will call 911. The preschool staff will not transport children for medical care.

Accreditation

Lake Harriet United Methodist Preschool has been continuously accredited by the *National Association for the Education of Young Children* since 1994. For more than 80 years, NAEYC has worked to raise the quality of programs for all children from birth through age eight. A major part of NAEYC's efforts to improve early childhood education is through different systems of accreditation for programs that are committed to meeting national standards of quality.

A high quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional and intellectual development of young children.

Lake Harriet UM Preschool has voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with the Academy's criteria for High Quality Early Childhood programs and been found to be in substantial compliance

with the criteria. A copy of the criteria can be obtained from the Academy.

Assessment

Children will be formally assessed twice yearly; once in the fall, and again in spring. The purpose of the fall assessment is to determine how the child is adapting socially and emotionally to the school setting. The purpose of the second assessment is to determine how the child has progressed socially and emotionally, and how they are progressing physically and cognitively.

Data is collected using observations, work sampling, and individually administered play based tests and are informed by information received on the Family Information form collected upon enrollment. Teachers work with families to determine the best assessment method for their child. Written results are shared with the child's parent/guardian twice yearly. Informal daily assessments are shared verbally on a weekly basis. Communication with families about their child's assessment is sensitive to family values, culture, identity, and home language.

Results are used for the following purposes:

- Arranging for developmental screening and referral for diagnostic assessment if needed
- Identifying children's interests and needs
- Describing the developmental progress and learning of children
- Improving curriculum and adapting teaching practices and the environment
- Planning program improvement
- Communicating with families
- Designing of goals for individual children
- Monitor progress

Children are assessed in the school environment by their individual teacher. Families are notified of assessments so that children are

adequately prepared. Results are confidential and placed in the child's file which is located in the staff workroom in a locked cabinet. Staff provide families with information about the choice, use, scoring, and interpretation of screening and assessment methods that includes the purpose, the interpretations, the way in which staff have been trained to use and interpret results, conditions under which the child will be assessed, and information about instruments used.

Behavior Guidance

Our staff will use discipline in its original meaning, that of teaching, not as punishment. Teachers will provide a positive model of acceptable behavior. We will work with parents/guardians to ensure that behavior guidance will be tailored to the developmental level of the child and that both the preschool and home settings are consistent whenever possible. We will redirect children and groups away from problems toward constructive activity to attempt to keep conflict at a minimum. The staff will teach children how to use acceptable alternatives to problem behavior. We will help children learn appropriate behavior through natural and logical consequences when there are no safety concerns. **Absolutely no form of verbal or physical punishment will be used in our preschool. Teaching staff never use threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline.**

Birthdays

Birthdays or half-birthdays are celebrated in your child's classroom. Please check with your child's teacher as to how birthdays are celebrated.

Class Assignment

Children remain with the same classroom teacher for the school year. Class placements are finalized near the end of August. Thoughtful consideration of many factors takes place prior to final placement including age, gender, learning style, relationships with peers and

teaching styles and strategies. We appreciate your cooperation with this process.

Communication Between School & Home

The staff will communicate with families in a positive and supportive manner that encourages the parent/guardian-child relationship.

Families will be regularly informed of classroom program plans through weekly lesson plans and monthly newsletters, which are posted outside the classroom and on our website, www.lakeharrietumpreschool.org. Special events will be posted on a family bulletin board, on our website and/or a notice will be sent home. A newsletter from the director is posted monthly to help families be informed of upcoming events, changes in policies, and recent program happenings. If you have provided us with an email address, monthly emails will be sent to you highlighting upcoming events and reminding you to look on the website for updates. If you do not receive email or do not have internet access, please make arrangements with your child's teacher for printed copies of notices.

Family involvement is necessary to the continuing success of the program. Parents/guardians are expected to share their time and talent in the classroom, at events, go on field trips, and are welcome to visit the program at any time. Families are given the opportunity to complete a Program Evaluation annually to help the staff continually improve the quality of the program.

Conferences

Parent/guardian conferences are offered during the school year. The purpose of these conferences is to establish understanding, cooperation, and consistency between the home and school.

Your child's teacher will arrange a pre-admission conference before school begins. In November, we will offer an optional fall conference. In March, we will offer a second conference. School will be closed for two days in March so we have an opportunity to meet with all parents/guardians. If, for any reason, you feel you need another conference throughout the year, please contact your child's teacher. Also, if you feel a need to have a conference with your child's teacher

and the Director, please contact the Director. Written observations will be provided twice a year.

Confidentiality

Under the Family Education Rights Act (20 U.S.C. § 1232g; 34 CFR Part 99) records related to preschool children and their families, and information contained in those records, are to be shared with other staff only if that person has a legitimate educational interest. Requests from third parties must have parent/guardian written permission except in the case of maltreatment. These permissions are maintained in the child's record. See more information in Appendix C.

Categories of individuals that would have access to a child's file include the following:

- Child's teacher
- Parents/Guardians
- Student Teachers
- Director
- Consultants

A staff member generally has a legitimate educational interest if they need to review an education record in order to fulfill his or her professional responsibility. All children's records are stored in locked cabinets.

All employees are prohibited from discussing children and families with, or in the presence of, other children and families.

Days/Hours of Operation

The preschool is in session September through May; Monday, Tuesday, Wednesday and Thursday of each week unless closed for scheduled days or unforeseen circumstances.

The hours are:

9:00 am – 11:30 am

9:00am – 1:00 pm

Morning Session

Longer Day Session

2019-2020 Scheduled Closed Days:

October 16th - 17th

November 25th – 28th

December 23rd – January 2nd

January 20th

February 17th

March 25th – 26th

March 30th – April 2nd

Fall Break

Thanksgiving Break

Winter Break

Martin Luther King Jr. Day

President's Day

Parent/Teacher Conferences

Spring Break

Discrimination

Teaching staff counter potential bias and discrimination by treating all children with equal respect and consideration. If you feel that you or your child have been discriminated against in the operation of this program, please discuss your concerns with your child's teacher and/or the director. We will make every effort to deal sensitively and effectively with your concerns.

Dress Code

Children are encouraged to be dressed in appropriate clothes for play. The children will be exposed to many kinds of media, including paint, clay, chalk, etc... We use large shirts/smocks to protect them, but on occasion they might get these materials on their clothing.

We will go outdoors each day, even in the winter, unless the conditions make outdoor play unsafe. Please send outdoor clothing everyday so your child may participate. Children should have dry, warm layers. Please label all outerwear with your child's name (jackets, boots, hats, mittens).

For safety reasons, we recommend tennis shoes for your child during school. Flip-flops, slip-ons, cowboy boots, and shoes with a slippery sole are not safe on climbing equipment. Bare feet, stocking feet and slippers are not allowed. Please remember this especially when your child wears snow/rain boots to school and sends shoes to wear indoors every day.

Drop Off and Pick Up

For the safety of the children please park in the parking lot when dropping off and picking up your child or car pool. Automobiles are not to idle in the parking lot for any amount of time. It is very important to drive slowly at all times. Please pay close attention to children in the parking lot and never leave children or valuables in your car. Please do not use the gate on the playground. Keeping the gate closed at all times helps us prevent children from leaving the playground without an adult. The time before and after each session is important preparation time for our staff. Please arrive as close as possible to our scheduled start and end times – morning session: 9am & 11:30am (longer day: 9am & 1:00pm).

Drop Off

The driver must bring all children into school. Children should not be left in the car, classroom or hallway unattended. Please check in with the classroom teacher upon arrival each day.

Pick Up

Pick up is outside on the playground or in each child's classroom. At pick up, immediately check in with your child's teacher and collect your child's preschool bag. Please enter and exit the building through the doors that face the parking lot only. The playground gate is not for general school use.

If a child is not picked up at the end of his/her session, the staff will call the parent/guardian or the emergency contact person. If neither can be reached, the staff will remain at the school until 2:00 pm and continue to attempt to reach the parent/guardian or emergency contact. If no one can be reached, the staff will call the police and follow their instructions. A note will be left on the door for the parent/guardian regarding the situation and a phone number to call.

Emergency Procedures

FIRE

All staff and children participate in monthly fire drills. These will be held at various times during the day and week.

Each class will meet outside the building. Rooms 101, 102 and 104 will exit on the south side of the building. Rooms 105 and 106 will use the Beard street exit located on the east side of the building.

In an actual fire, one staff member will call 911 from a telephone outside the building as everyone is evacuating.

All staff will be instructed in the use of the fire extinguishers. Instructions are posted on each fire extinguisher.

TORNADO

We will perform tornado drills monthly during the months of April through October (when school is in session). The Preschool has a NOAA approved weather radio.

When weather conditions indicate the possibility of a tornado, we will listen to the radio for official tornado watches and warnings. All staff and children will go or remain indoors when under a watch or warning. If sirens are heard or a tornado warning is announced, all staff and children will proceed to the tornado shelter, which is posted in each classroom.

A battery operated portable radio, flashlight, first aid kit, activities for the children and a blanket will be taken to the shelter. Each classroom has access to these items.

We will remain in the shelter until the all clear is announced on the radio.

BLIZZARDS AND SNOW EMERGENCIES

Lake Harriet UM Preschool reserves the right to close the Preschool when weather conditions make travel to and from the Preschool hazardous. These weather conditions could include:

- Blizzard conditions;
- Sleet and icy roads;
- Poor visibility;
- Severe wind chills

Families will be notified of the Preschool closing by watching or listening for Minneapolis School closings on one of the major networks.

Should winter weather become severe while school is in session, a parent/guardian will be notified by the staff to pick up their children. If a parent/guardian cannot be reached, the emergency contact will be called. Food and bedding will be available if an emergency overnight stay is necessary. At least one staff member will remain until all children have been picked up. In the event that the Preschool is closed due to bad weather conditions, families will not receive a tuition credit.

MISSING CHILD

If a child is missing, the entire staff will be notified. Immediate attempts will be made to locate the missing child. The other children will never be unattended when trying to locate a missing child. If unable to locate the missing child within fifteen minutes the Director will notify the Police, and the child's parent/guardian will be notified.

Enrollment

Enrollment at LHUM Preschool is open to children of members of LHUM Church, staff and members of the community. Priority is given to members of LHUMC, staff and returning families. Open enrollment is done via a random selection process. Children ages 3 until entrance to Kindergarten are eligible.

Exclusion

A child with any of the following conditions or behaviors must be excluded from Preschool. We MUST exclude a child:

- With a reportable illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk of others;
- With chicken pox until the child is no longer infectious or until the lesions are crusted over;
- Who has vomited two or more times since admission that day;
- Who has had three or more abnormally loose stools since admission of the day;
- Who has contagious conjunctivitis or pus draining from the eye; and had not completed 24 hours of medication;
- Who has mouth sores with drooling;
- Who has bacterial infection, such as streptococcal or impetigo, and has not completed 24 hours of antibiotics therapy;
- Who has unexplained lethargy;
- Who has lice, ringworm, or scabies that is untreated and contagious to others;
- Who has a 100-degree F auxiliary or higher temperature of undiagnosed origin before fever reducing medication is given;
- Who has undiagnosed rash or rash attributes to a contagious illness or condition;
- Who has significant respiratory distress
- Who is unable to participate in the daily school activities with reasonable comfort, including outdoor play; or
- Who requires more care than the program staff can provide without compromising the health and safety of the other children in our program.

Field Trips

We feel that field trips are valuable learning experiences for children and we plan two to three throughout the year. Transportation will be provided by a chartered school bus. There will be a special permission form for each trip posted in the classroom that parents/guardians must sign. When planned activities require transportation, the methods used will be in accordance with the Department of Human Services regulations and Minnesota law.

Food Allergies

The preschool enrolls children with a variety of food allergies and sensitivities. While the avoidance of exposure to allergens is critical to preventing reactions, the risk of accidental exposure or cross-contamination in school buildings is always present. The school setting is a high-risk environment due to the shared use of space, the presence of a large number of students, and the possible cross-contamination of tables and other surfaces. In accordance with the recommendations of health professionals, the preschool staff will monitor high-risk areas and activities such as classrooms, food sharing, field trips, and celebrations but we also rely on the vigilance and cooperation of parents/guardians. We work to educate the child to assist in managing his/her allergies.

For each child with special nutritional needs the child's health care provider gives the preschool an individualized care plan that is prepared in consultation with the family and specialists involved in the child's care. With the parent's/guardian's permission we release allergy information to families in the child's class to reduce exposure.

Grievance Policy

If parents/guardians have a grievance the following procedure has been established so the concerns can be properly addressed.

A grievance is defined as a statement alleging a violation of the policies of LHUMC or the Preschool.

A grieved person will first attempt to resolve the issue informally by discussing it with the child's teacher. If that approach does not end in a satisfactory solution the grievance must then be put in writing and submitted to the Director who will schedule a meeting with the grieved person within 6 school days. If the grieved person is not satisfied with the response the grievance should be brought to the Preschool Board. In cases where a grievance should not be addressed by the staff, Director and/or Preschool Board, the Pastor of Lake Harriet UM Church should be contacted.

Health and Safety

Our Health and Safety policies have been developed in accordance with Minnesota state law and the Minnesota Child Care Health Consultants. We have a written agreement to receive health consultation services at least twice yearly from the MN Child Care Health Consultants. To contact MN Child Care Health Consultants please call 612.500.1880.

Minnesota state law requires the filing of a Health Care Summary and Immunization Record for each child signed by the parent/guardian and the child's source of medical care. *It is the policy of Lake Harriet UM Preschool to have this form on file before the first day of school.* If the records are not complete, there must be a written plan from a health care source for completion. If your child cannot receive immunizations or parents/guardians have a conscientious objection to immunizations, there are other procedures we must follow. Please discuss this with the Director. It is a parent's/guardian's responsibility to inform the school of special medical conditions, needs, and allergies.

Each semester we will ask you to update your child's record including emergency contact information. You may update the record anytime information changes.

When a child in our care has been medically diagnosed with a contagious condition, we need to notify the appropriate health authorities and follow their recommendations for releasing information to families of all children that have been exposed. We post a notification at preschool and/or send home a written communication when it is necessary.

Parents/guardians must inform the Preschool within 24 hours when a child has been diagnosed by the child's source of medical or dental care as having a contagious, reportable disease.

All staff members are trained in Pediatric CPR and first aid. In the event of any injury or illness, a trained staff member will administer the appropriate first aid. If the staff member decides the situation is an emergency, 911 will be called. If the child needs to be transported, the emergency medical service will transport the child to a medical facility as designated by the emergency service. Staff will not transport children. A parent/guardian or alternate listed on the emergency card will be contacted as soon as possible.

It is our policy that when needed, sunscreen and insect repellent should be applied at home. When public health authorities recommend the use of insect repellents due to a high risk of insect-borne disease, we will notify families so they may choose to use insect repellent containing DEET to prevent insect related diseases.

The use of a hand sanitizer is not a substitute for hand washing in meeting state regulations. Many hand sanitizers are alcohol based. This poses a potential risk to a child who may ingest the hand sanitizer. We occasionally use hand sanitizers and policies are in place for their safe use and storage. See additional information in Appendix B.

Illness

If a child becomes ill while at Preschool, the child will be isolated from the other children and will be supervised by a staff member.

The parent/guardian or emergency contact will be contacted to pick up the child immediately. Until the parent/guardian or alternate arrives, the child will be monitored and kept comfortable. If the staff thinks it is necessary, the child's health care provider may be called. In the case of an emergency, we will call 911.

A child should be fever-free (without medication) at least 24 hours prior to returning to preschool.

License

LHUM Preschool is licensed by the Minnesota Department of Human Services. This assures our community that high standards have been met regarding space, equipment, the program and staff. The Division of Licensing can be reached at 651.431.6500. The preschool's license number is 801331.

The staff includes the director and 5 teachers. All staff members have degrees in early childhood related fields and meet the requirements for continuing education.

The school is licensed to serve 50 children per session ages three by September 1 until entrance to Kindergarten.

Mandated Reporting

Professionals who work with children are required to make a child protection report if we know or have reason to believe that a child is being abused or neglected, or has been abused or neglected in the past three years. A complete copy of the MN statute is available from the co-directors. See additional information in Appendix A.

Media Use

The use of passive media such as television, film, video, dvd and audio tapes is limited to developmentally appropriate programming.

Medications

It is our policy that the only medications we administer are those required in an emergency. Proper documentation must be completed by the child's health care provider and on file at the Preschool including the child's first and last name, the date of the prescription, the expiration date or period of use, strength of medication and instructions on how to administer. Other over-the-counter medications and prescription medications must be administered by the parent/guardian.

Personal Belongings

We encourage you to have your child bring personal belongings (toys, blankets, and treasures) only when requested to do so, or when it is relevant to current activities of the class. It can be difficult for children this age to share their personal toys, and too often they may be lost or broken. Each teacher will provide information on their show & tell procedures.

Pets

Parents/guardians will be informed of pets in the classrooms. Please inform us if your child has an allergy to animal dander. All pets will be licensed and vaccinated following local health department requirements and appear to be in good health. Staff will care for pets following proper sanitation procedures and supervise all interactions between children and animals instructing children on safe behavior when near animals. Immediately after contact with pets, children and adults should wash their hands.

Pets from home are not allowed at preschool unless arrangements have been made with the classroom teacher and/or the Director. All pets are required to be leashed or caged and inoculated and licensed in accordance with local health ordinances.

Research and Public Relations Permission

Written permission is required from a parent/guardian before a child is involved in a research or public relations activity. A separate form will be obtained before each occasion and maintained in the child's record.

Snacks* & Bag Lunches**

Snack and lunch time at Preschool provides the opportunity for not only an energy boost but also learning in several areas. Socialization, manners, sharing, math skills, and patience are among the skills developed at snack time.

Children provide snacks for their classmates on a rotating basis. Each teacher will post a Snack Schedule in their classroom and on our website. Please supply the same snack for 12 children.

A healthy snack contains at least two of the following four components: a serving of fluid milk, a protein, a vegetable or fruit, and/or a whole grain or enriched bread. All fresh fruits and vegetables will be thoroughly washed prior to eating. Examples of nutritious choices include: yogurt, cheese, fruits, vegetables, crackers, & bagels. We will serve water with every snack and ask that if you choose to send a beverage that it be milk, not juice.

All food and beverages are served using compostable paper products. No food or beverage will be microwaved.

Please alert your child's teacher to any food allergies or special dietary needs. With permission, the teacher will share this information with other families in the class to assist everyone in making their snack choices. Please see page 17 for our policy on food allergies.

****ALL SNACKS NEED TO BE COMMERCIALY PREPARED, WITH CURRENT USED BY DATE AND IN AN UNOPENED PACKAGE THAT INCLUDES THE INGREDIENT LIST***

*****IF YOUR CHILD IS YOUNGER THAN FOUR, THE FOLLOWING FOODS ARE NOT PERMITTED IN THEIR LUNCHES; HOT DOGS, WHOLE GRAPES, NUTS, POPCORN, RAW PEAS AND HARD PRETZELS; SPOONFULS OF PEANUT BUTTER; OR CHUNKS OF RAW CARROTS OR MEAT LARGER THAN CAN BE SWALLOWED WHOLE.***

Special Needs

Parents/guardians have the responsibility to inform the Preschool when their child has any special medical condition, needs or allergies so that we can provide appropriate care and support.

If your child has a special need and is (one or more of the following):

- Eligible for case management through the state and has an Individual Service Plan (ISP)
- Receiving services through the local school district and has an Individual Educational Plan (IEP)
- Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development,

you will be asked to share the ISP and/or IEP with us. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us in meeting your child's needs.

This plan must be signed by you and your child's source of licensed health care as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care.

For children with persistent, serious, challenging behavior our staff will work with the family and other professionals as a team to develop and implement an individual plan to support the child's inclusion and success focusing on making modifications in the classroom.

If the special need requires that our staff be trained to perform a new skill, we will ask that you arrange for this training.

Termination of Care

By the Parent/Guardian:

When the parents/guardians decide to terminate enrollment in the preschool, one month written notice to the Director is required. We recognize that Lake Harriet UM Preschool may not be appropriate for

every child. If, for any reason, this program is found to be unsatisfactory for any particular child, we will discuss this with the parents/guardians to determine the cause. Sometimes we are able to make adjustments. If this is not possible or satisfactory, the parents/guardians and/or the program may choose to terminate enrollment on a timeline that is in the child's best interest.

By the Program:

As stated previously, the child's adjustment to the program and the appropriateness of the particular arrangement for an individual child may cause concern for the child's well-being. If the program staff does not feel that it is meeting the child's needs, we reserve the right to terminate enrollment on a timeline that is in the best interest of the child. The program also reserves the right to terminate enrollment if a parent's/guardian's actions and behaviors are inappropriate.

Transportation

Transportation to and from school is the responsibility of the child's parents/guardians. Under no circumstances will staff transport a child. Field trip transportation is arranged in accordance with the Department of Human Services licensing regulations.

Tuition and Fees

Tuition is \$3530.00 (two-and-a-half-hour day) & \$5650.00 (four-hour day) for the year, and may be paid in 10 equal installments. A statement is emailed to you or sent home with your child monthly reflecting both the tuition and other fees due. Payment is due on or before the 25th of each month. The first payment is due by June 25th or upon enrollment (for children enrolled after June 25th). Payments 2 – 10 are due in September – May, respectively. Any remaining balance is due prior to the last day of school in June.

Checks should be written in dark ink and made payable to: *Lake Harriet UM Preschool*.

Please place payments in the payment box located in the hallway between Rooms 101 & 102.

An annual registration fee is due with each application and is non-refundable.

Electronic payments are accepted. Please make arrangements with your bank. We do not accept credit cards.

Unauthorized Child Pick Up

A child will not be released to an unauthorized person or a person who is incapacitated or suspected of abuse. Staff is not expected to jeopardize their own safety or the safety of the children in their care. If a staff member is threatened and/or forced to give up the child, the parent/guardian or emergency contact person and the Police will be called. If the person who is incapacitated or suspected of abuse is the parent/guardian, Child Protection or the Police will be called.

Volunteer Opportunities

LHUM Preschool welcomes family members as volunteers in our program regardless of family structure; socio-economic, racial, religious, and cultural backgrounds; gender; abilities or preferred language. Parents/guardians may provide us with areas of interest or specific skills that they would be willing to share. Opportunities are available both in and out of the classroom, with children and behind the scenes.

Appendix A

Maltreatment Reporting Policy

Minnesota State law requires us to report all cases of suspected child abuse and neglect to Hennepin County Child Protection Services. A complete copy of the statute is available from the Director.

Who Should Report Child Abuse & 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 responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake 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 Hennepin County social services agency at 612.348.3552.
- 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 Maltreatment of Minors Act (Minnesota Statutes, section 626.556).
- 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 the reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by 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

Any 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 Minor 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 Providers Organization.

Internal Review

When we have reason to know that an internal or external report of alleged or suspected maltreatment has been made we will conduct an internal review within 30 days to protect the health and safety of the children. This review will 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 us to protect the health and safety of children in care.

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

Our policies have identified the primary and secondary person or position who will ensure that, when required, internal reviews are completed. The secondary person shall be involved when there is reason to believe that the primary person was involved in the alleged or suspected maltreatment.

We will document that the internal review has been completed and provide documentation showing the review was completed to the commissioner upon the commissioner's request.

Appendix B

Use of Hand Sanitizers

Minnesota child care facility regulations require hand washing as follows:

(see Minnesota Rules, part 9503.0140, subparts 13 and 14).

- A child's hands must be washed with soap and water after a diaper change, after use of a toilet or toilet training chair, and before eating a meal or snack. Staff must monitor hand washing and assist a child who needs help. The use of a common basin or a hand sink filled with standing water is prohibited.
- A staff person must wash his or her hands with soap and water after changing a child's diaper, after using toilet facilities, and before handling food or eating.

The regulations do not specifically address the use of hand sanitizers. The use of a hand sanitizer is not a substitute for hand washing in meeting the regulation. Many hand sanitizers are alcohol based. This poses a potential risk to a child who may ingest the hand sanitizer. For this reason, we have established these policies:

1. When visible soil is present on the hands, hand washing is required. Use of a hand sanitizer is not an effective way to remove visible soil from the hands.
2. Staff members and children may not use a hand sanitizer as a substitute for hand washing as required by regulation.
3. We will obtain written parent/guardian permission for a child to use a hand sanitizer.
4. Hand sanitizers will be inaccessible to children when not in immediate use and will be stored according to manufacturer's instructions.
5. A staff person will be physically present with and supervising a child who is using a hand sanitizer. The staff person must remain with the child until the hand sanitizer has dried on the child's hands.

Appendix C

References to Regulations

HIPAA, FERPA and Chapter 13

A. FERPA

Section 99.30 Under what conditions is prior consent required to disclose information?

- a) The parent or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records, except as provided in § 99.31.
- b) The written consent must:
 - (1) Specify the records that may be disclosed;
 - (2) State the purpose of the disclosure; and
 - (3) Identify the party or class of parties to whom the disclosure may be made.
- c) When a disclosure is made under paragraph (a) of this section:
 - (1) If a parent or eligible student so requests, the educational agency or institution shall provide him or her with a copy of the records disclosed; and
 - (2) If the parent of a student who is not an eligible student so requests, the agency or institution shall provide the student with a copy of the records disclosed.

B. Chapter 13

13.05 Duties of responsible authority. Subdivision 4.

- d) Private data may be used by and disseminated to any person or entity if the individual subject or subjects of the data have

given their informed consent. Whether a data subject has given informed consent shall be determined by rules of the commissioner. The format for informed consent is as follows, unless otherwise prescribed by the HIPAA, Standards for Privacy of Individually Identifiable Health Information, 65 Fed. Reg. 82, 461 (2000) (to be codified as Code of Federal Regulations, title 45, section 164): informed consent shall not be deemed to have been given by an individual subject of the data by the signing of any statement authorizing any person or entity to disclose information about the individual to an insurer or its authorized representative, unless the statement is:

- (1) in plain language;
- (2) dated;
- (3) specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
- (4) specific as to the nature of the information the subject is authorizing to be disclosed;
- (5) specific as to the persons or entities to whom the subject is authorizing information to be disclosed;
- (6) specific as to the purpose or purposes for which the information may be used by any of the parties named in clause (5), both at the time of the disclosure and at any time in the future;
- (7) specific as to its expiration date which should be within a reasonable period of time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy or (ii) medical assistance under chapter 256B or Minnesota Care under chapter 256L, which shall be ongoing during all terms of eligibility, for individual education plan health-related

services provided by a school district under section 125A.21, subdivision 2.

The responsible authority may require a person requesting copies of data under this paragraph to pay the actual costs of making, certifying, and compiling the copies.

C. HIPAA

Section 164.508 Uses and disclosures for which an authorization is required.

- c) Implementation specifications: Core elements and requirements.
 - (1) Core elements. A valid authorization under this section must contain at least the following elements:
 - (i) A description of the information to be used or disclosed that identifies the information in a specific and meaningful fashion.
 - (ii) The name or other specific identification of the person(s), or class of persons, authorized to make the requested use or disclosure.
 - (iii) The name or other specific identification of the person(s), or class of persons, to whom the covered entity may make the requested use or disclosure.
 - (iv) A description of each purpose of the requested use or disclosure. The statement “at the request of the individual” is a sufficient description of the purpose when an individual initiates the authorization and does not, or elects not to, provide a statement of the purpose.
 - (v) An expiration date or an expiration event that relates to the individual or the purpose of the use or disclosure. The statement “end of the research study,” “none,” or similar language is sufficient if the authorization is for a use or disclosure of protected health information for

research, including for the creation and maintenance of a research database or research repository.

(vi) Signature of the individual and date. If the authorization is signed by a personal representative of the individual, a description of such representative's authority to act for the individual must also be provided.

(2) Required statements. In addition to the core elements, the authorization must contain statements adequate to place the individual on notice of all of the following:

(i) The individual's right to revoke the authorization in writing, and either:

A. The exceptions to the right to revoke and a description of how the individual may revoke the authorization; or

B. To the extent that the information in paragraph (c)(2)(i)(A) of this section is included in the notice required by §164.520, a reference to the covered entity's notice.

(ii) The ability or inability to condition treatment, payment, enrollment or eligibility for benefits on the authorization, by stating either:

A. The covered entity may not condition treatment, payment, enrollment or eligibility for benefits on whether the individual signs the authorization when the prohibition on conditioning of authorizations in paragraph (b)(4) of this section applies; or

B. The consequences to the individual of a refusal to sign the authorization when, in accordance with paragraph (b)(4) of this section, the covered entity can condition treatment, enrollment in the health plan, or eligibility for benefits on failure to obtain such authorization.

- (iii) The potential for information disclosed pursuant to the authorization to be subject to redisclosure by the recipient and no longer be protected by this subpart.
- (3) Plain language requirement. The authorization must be written in plain language.
- (4) Copy to the individual. If a covered entity seeks an authorization from an individual for a use or disclosure of protected health information, the covered entity must provide the individual with a copy of the signed authorization.

