



HIGHLAND CATHOLIC SCHOOL
welcoming everyone in an experience that's more than an education

Welcome to Faithful Beginnings at Highland Catholic School,

Faithful Beginnings at Highland Catholic School began in September of 2011 as an extension of Highland Catholic School. Our program is licensed by the Minnesota Department of Health and Human Services, accredited by the Minnesota Nonpublic School Accrediting Association (MNSAA), and received 4 out of 4 stars through Parent Aware, the highest rating possible. Our staff of licensed teachers is trained in Science, Technology, Engineering and Math (STEM), and our partners include the Catholic Schools Center of Excellence (CSCOE) to provide excellent Early Childhood Programming for your child.

Included in this handbook are policies and procedures that keep our school running safely. Thank you for choosing Faithful Beginnings at Highland Catholic School. The Preschool Staff and I are excited to partner with you to provide the best early childhood experience for your child. Communication is a key to a successful positive school experience for your child. Please contact me with any questions. My door is always open. We love having Preschoolers at HiC.

With Gratitude,

Kassy Kenney

Highland Catholic Preschool Director

k.kenney@highlandcatholic.org

651-690-2477

Faithful Beginnings at Highland Catholic School Parent Handbook

Program License and Preschool Class Structure

Faithful Beginnings at Highland Catholic School is a half-day preschool with extended options serving children 33 months to prekindergarten. The preschool is licensed to serve 40 children in the Highland Catholic School building through license number 1074419. The space in the adjacent church building is licensed to serve 70 children through license number 1082309. The children will be supervised at all times by qualified staff. The class ratio is one adult to every 10 children. The telephone number for the Department of Human Services is 651-431-6500.

Eligibility and Schedule

Highland Catholic Preschool serves children from 33 months to prekindergarten.

Preschool classes are categorized as follows:

Half-Day 2-Day Program: Tuesday and Thursday 9:00 - 11:30 a.m.

Half-Day 3-Day Program: Monday, Wednesday and Friday 9:00 - 11:30 a.m.

Half-Day 5-Day Pre-K Program: Monday through Friday 9:00 - 11:30 a.m.

Extended Options:

Breakfast Buddies is offered from 8:00 a.m. to 9:00 a.m.

Lunch Pals is offered from 11:30 a.m. to 12:30 p.m.

Stay, Play and Learn is offered from 12:30 p.m. to 2:50 p.m.

Highland Catholic Preschool Mission

Highland Catholic Preschool provides a nurturing environment in a Christ-centered classroom where each child is a gift from God. Child initiated and adult guided experiences are incorporated within the preschool environment as children learn through play and discovery. Through this hands-on integrated learning environment, we support the child's growth in:

- o Spiritual Development
- o Social Development
- o Emotional Development
- o Language Development
- o Literacy Development
- o Science Exploration
- o Math Exploration
- o Healthy Physical Development
- o Spanish Enrichment
- o Music Enrichment
- o Arts Enrichment
- o Technology Exploration
- o Engineering Exploration

Curriculum

The framework for the curriculum is based on the Early Childhood Indicators of Progress: Minnesota's Early Learning Standards. The primary purpose of these Indicators is to provide a framework for understanding and communicating a common set of developmentally appropriate expectations for young children within a context of shared responsibility and accountability for helping children meet these expectations. The goals for the children will be:

- o Develop their growing faith and understanding of God's love.
- o Develop both socially and emotionally.
- o Develop a healthy self-concept.
- o Develop trust in adults and peers.
- o Develop cognitive skills in areas such as language, literacy, mathematics, science, and social studies.

The Creative Curriculum® for Preschool is a comprehensive, research-based curriculum designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels.

Handwriting Without Tears™ is used to help children prepare for Kindergarten. This award-winning handwriting curriculum uses fun, child-friendly activities to prepare children for writing. It expands their exposure to language, colors, shapes, movement, letters, numbers, counting and how each relates to writing using music, writing and handwriting activities.

Components of *S.T.E.M.* are integrated into the daily curriculum to provide experiences for students to apply and develop *Science, Technology, Engineering and Mathematics* concepts and processes. In early childhood, these concepts are taught through telling and re-telling stories with hands-on activities. Young children benefit from the exposure to vocabulary/language, social studies and problem solving that are an inherent part of these studies.

Allelu Catholic Faith Formation

Allelu is a faith formation curriculum by Our Sunday Visitor that focuses on:

- *God and His relationship to us
- *The life and teaching of Jesus Christ, and how it applies to us
- *Parish activities and traditions
- *Making good choices
- *Seasonal celebrations of the Church and their meaning to us

As teachers we will help our students:

- *Learn about God and the Church
- *Celebrate with the Church
- *Follow God's Plan
- *Talk to God through Prayer

- *Celebrate our Community
- *Share the Faith

Highland Catholic Preschool Prayer

God, you are love.
We love you.
Jesus, be our light.
We shine for you.
Holy Spirit, guide us.
We follow you.
Amen.

Drop-Off and Pick-Up Procedures

The Preschool Doors are staffed by a teacher from 7:50-8:10 a.m. and 8:50-9:10 a.m. each morning. Teachers open the door for parents and children. Parents are responsible for walking their children from the car to the preschool door. Children are dismissed by teachers at the preschool door at 11:30 a.m., 12:30 p.m. and 2:50 p.m. Parents wait at the preschool entrance for their children to be dismissed by the teacher.

Late Pick Up

Preschool is over at 11:30 a.m., 12:30 p.m. or 2:50 p.m. each day. Children should be picked up at dismissal time. If a family has an emergency and will be late, they should contact the school office immediately. The telephone number for the school office is 651-690-2477.

School Closing (Emergency or Inclement Weather)

In case of emergency or severe weather, please listen to WCCO radio (830 AM), or Channel 4 television for school closings. The listing will be Highland Catholic School St. Paul. No announcement means school is in session. Highland Catholic School also sends out an email and text notification regarding school closings using the school emergency notification system. School voicemail and the school website will reflect any closings and whenever possible, a sign will be posted on the doors of the school indicating any late start, early dismissal or closing.

Class Ratio

The teacher to child ratio follows the requirements listed in Rule 3 of the Minnesota statutes. There is one teacher for every 10 children. Children are never left unsupervised.

Program Plan

A copy of Highland Catholic Preschool's Program Plan may be reviewed by obtaining a copy from the Preschool Director.

Confidentiality

All information obtained regarding preschool families is considered confidential. Information obtained and collected by our program will be shared with other teachers on

a “need to know” basis. The lead teachers may use the information during in-service trainings to identify children’s interests and needs.

Parent Orientation

Meet the Teacher appointments are scheduled to welcome you to our preschool program and to answer any questions you may have. Parents will receive a Parent Handbook or access to an electronic version to acquaint them with the policies of the preschool.

Conferences

Individual parent conferences are planned and offered to all parents in the fall and spring. During these times, a written assessment will be shared with parents. Parents will be informed of the child’s spiritual, intellectual, physical, social and emotional development and progress related to Early Childhood Indicators of Progress: Minnesota’s Early Learning Standards and Creative Curriculum Standards. Teachers or parents may request a conference at any time during the year to discuss a particular concern.

Field Trips

The children have opportunities to expand their learning through on site and/or off site field trips during the school year. Parents will receive a written permission form to sign before we attend off site field trips. The permission slip will also include a summary of the educational purpose of the trip. Teachers will have emergency phone numbers and a first aid kit at all times. We welcome parents/guardians to join us as chaperones dependent upon space limitations given by the individual site. When field trips require transportation, the methods used will be in accordance with the Department of Human Services regulation and Minnesota law.

Participation in Research, Experimental Procedure or Public Relations

Anytime a child participates in research, experimental procedures, or public relations, written parental permission must be obtained.

Snacks and Meals

Highland Catholic Preschool and its families will provide nutritious snacks and milk or water. Snacks will meet USDA and MN Dept. of Human Services requirements. **All food served at Highland Catholic Preschool must be commercially prepared.**

Behavior Guidance Policies

Highland Catholic Preschool’s daily schedule, curriculum plans, classroom arrangements, and staffing patterns are designed to promote safe, positive, and enjoyable learning experiences, including respectful and trusting relationships among adults and children. The teachers at Highland Catholic Preschool will model appropriate behavior and communication to help children learn what is expected of them. When guiding children’s behavior, Highland Catholic Preschool helps children learn acceptable actions and develop inner controls. A child’s age, intellectual development, emotional make-up, and past experiences will be considered in guidance, and consistency will be maintained in setting rules and limits for children.

The following is a list of some child guiding techniques teachers use:

- o Tell the child what she/he CAN do.
- o Establish eye contact when speaking with the child.
- o Give choices when possible.
- o Encourage children to solve problems and work out conflicts.
- o Redirect a child to another activity.
- o Help children learn how to join play.

Children at Highland Catholic Preschool are also taught:

Be Safe, Be Kind, Be a Listener

Some examples:

- o Be Safe . . .
 - use materials appropriately
 - follow school rules
 - display self-control that is age-appropriate
 - seek an adult when help is needed
- o Be Kind . . .
 - show respect to everyone
 - follow directions
- o Be a Listener . . .
 - include others in play and group work
 - be attentive and respond appropriately when spoken to or greeted

Separation

A child will never be separated from the group unless a child's behavior threatens his or her own well-being or that of the other children or teacher. Other methods of guiding behavior are tried, and only if they prove unsuccessful, will the child be separated from the group. When separation is required, the child will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a teacher. The child will be welcomed back to the group when the inappropriate behavior has been stopped or brought under control. Any separation will be communicated to parents and documented.

Persistent Unacceptable Behavior

Persistent unacceptable behavior is a behavior that requires an increase of teacher assistance and does not change after the initial consultation and behavior plan made by the teacher, director, and family. The teacher will record the behavior and document the response to the behavior. A plan to address the documented behavior will be developed. Consultations with other teachers or professionals may be needed to ensure a positive outcome for everyone. The Removal from Program Policy may be followed.

Removal from Program Policy

When a situation presents itself that may cause harm to a classmate or teacher, threatens the integrity of the program and the curriculum is not able to be carried out with modifications, the following actions will be taken:

1. The parent/guardian will meet with the teacher and/or director to create a plan of action. The plan will be reviewed and amended as needed on a weekly basis.
2. If physical harm has occurred to a classmate or teacher, the parent will be asked to remove the child from the classroom that day. During a consultation between the teachers involved and parents, a plan will be created to prevent further incidents.
3. After three documented incidents, a professional expert will be consulted. The teachers, consultant and child's family will work to create a positive learning experience for the child. If this is not possible, expulsion from the program could result. The Highland Catholic Preschool Director will assist the family in locating a program that will best meet the needs of the child.
4. We reserve the right to take immediate action of suspension if the safety of anyone at Highland Catholic Preschool is being severely compromised.
5. A student may be removed from the program if lapses in toilet training create a situation where the teacher's attention is continually diverted. The child will be welcomed back when fully toilet trained.

Prohibited Actions

Teaching staff will never use physical punishment such as shaking or hitting and will not engage in psychological abuse or coercion. Teaching staff will never use threats or derogatory remarks and will not withhold nor threaten to withhold physical needs such as food, light, or warm clothing as a form of discipline. Children will never be punished for lapses in toilet training.

Pets

Due to the allergies of some children, there will be no pets in Highland Catholic Preschool.

Naps and Rest

Highland Catholic Preschool is a half-day preschool with extended day options. We offer families the flexible option of extending the day when it fits their scheduling needs and the developmental level of their child. The National Sleep Foundation recommends 10 to 13 hours of sleep for preschoolers (3-5 years). The option to extend the day is intended to provide additional socialization and learning opportunities for children who no longer take daytime naps because their sleep needs are being met during nighttime sleep. However, in compliance with DHS licensing rules, we provide the option for a nap to any child in our care for five or more hours. If a family elects this option, we will provide a sleep mat or cot in a quiet, supervised area that is physically separated from children who are engaged in activity that will disrupt a napping or resting child. Families who elect to have their child nap will provide bedding and be responsible for weekly laundering of bedding.

Visitors

Parents of enrolled children are allowed access to their child at any time when the child is in the preschool's care. In order to minimize exposure to illness, parent visitors are not currently permitted in the preschool during the hours of operation.

Volunteers

As a part of the Church's commitment to the safety of our children, the Archdiocese has put certain requirements in place for volunteers in our school. These requirements are neither a reflection upon a parent/guardian's character nor a statement about the level of trust parish or school leadership places in the parent/guardian as a volunteer. Instead, these requirements are a common-sense means of helping to ensure children's safety. We all want to have reasonable assurance that adults who volunteer with children have an acceptable background, understand appropriate boundaries and know what to do should they suspect a child is in danger. For this reason, there are three requirements all volunteers in our school must meet:

1. Undergo a criminal background check.
2. Read and sign the Volunteer's Code of Conduct (Required every year).
3. Attend a Virtus safe environment training.

In order to minimize exposure to illness, we are not currently allowing parent volunteers in our program.

Non-Discrimination Policy

It is the policy of Highland Catholic Preschool to comply with state and federal laws prohibiting discrimination, and all requirements imposed by or pursuant to regulations issues thereto, to the end that no persons shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school, on the grounds of race, color, national or ethnic origin, gender, status with regard to public assistance, or disability.

Tobacco-Free Policy:

It is important that we provide a safe, healthy and comfortable environment for our teachers and children. Because Highland Catholic Preschool is tobacco-free, employees may not smoke or chew tobacco on school property. Any problems should be brought to the coordinator and any employees who violate this policy will be subject to disciplinary action.

Grievance Procedures

If problems or concerns arise, we will follow the procedure listed below:

1. All questions/concerns must be addressed first with the person involved.
2. If the issue cannot be resolved, the matter is to be brought to the attention of the Preschool Director and then the Principal of Highland Catholic School.
3. If there is still no resolution of the issue, the matter will be brought to the Pastor and/or Business Administrator of Lumen Christi Catholic Church.

Important Phone Numbers

The following phone numbers are posted in each classroom.

Police and Fire	911
Poison Control	1-800-222-1222
Local Health Department	651-266-4444
Child Protection Services	651-266-4500
Division of Human Services, State Licensing	651-431-6500

Safety and Injury Prevention Policies

Highland Catholic Preschool takes great care to keep each child in our care safe. Teachers will inspect the classroom and outside play area for hazards daily.

Emergency Information

Emergency information is collected from the parent/guardian at the time of enrollment. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

Immunizations

Highland Catholic Preschool follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 123.70).

All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. The parent/guardian is responsible for providing this information in writing to the school office and to include additional immunizations each year as they are administered to the student by the family's physician.

Health Consultation Services

Highland Catholic Preschool receives health consultation services from the St. Paul Public School Nurse and Highland Catholic School Wellness Director. The contact number for the school nurse is 651-690-2477 ext. 109.

Health Records

Two health record forms need to be completed and in the child's file.

1. Immunization Record: The date and type of immunization must be recorded and on file by the first day of attendance. The record needs to be updated as your child receives additional immunizations.
2. Health Record/Summary: The information must include the date of the child's most recent physical exam and be signed by the child's health care provider. This form is due within 30 days from the first day of attendance.

Allergies

Before admitting a child for care, the preschool must obtain documentation of any known allergy from the child's parent or guardian or the child's source of medical care. If a child has a known allergy, the preschool will maintain current information about the allergy in

the child's record and will develop an individual child care program plan. The individual child care program plan must include but not be limited to a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medications, dosages, and a doctor's contact information. Each staff person responsible for carrying out the plan must review and follow the plan. Documentation of staff review must be kept on site. The plan must be updated annually or following any changes. Staff must be informed of any changes. Allergy information is posted in areas where food is prepared and served. In the event of exposure or an allergic reaction that requires medication or medical intervention, staff will contact the child's family as soon as possible. Staff must call emergency medical services when epinephrine is administered to a child.

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 a Individual Educational Plan (IEP),
- Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologists 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.

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

Medications

Highland Catholic Preschool must get written permission from a child's parent before administering any medications. Nonprescription medicines will be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist. Prescription medicine will only be administered following written instructions from a licensed physician or dentist. Medicine with the child's name and current prescription information on the label constitutes instructions.

All medicine must be kept in its original container and have a legible label stating the child's name. The medicine will be given only to the child whose name is on the label. The medicine must not be given after an expiration date on the label, and any unused portion will be returned to the child's parent or destroyed. Staff will ensure that the administration of medicine is recorded.

Because of the length of our program and conditions of our outdoor space (shade structure, not wooded, grassy or near water), Highland Catholic Preschool does not provide sunscreen lotion or insect repellent. Sunscreen lotions and insect repellents supplied by a family may be administered by staff according to the directions on the original container, labeled for an individual child, stored according to directions on the original container and inaccessible to children.

Hand-washing Policy

The most important thing our teachers and children can do to prevent the spread of illness is to wash their hands thoroughly and often. The program follows these practices regarding hand washing:

- Teachers and children are taught hand-washing procedures and are periodically monitored.
- All teachers, volunteers, and children require hand washing when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others.
- Staff assists children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance.
- Children and adults wash their hands on arrival for the day, after using the toilet, after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit); before meals and snacks, before preparing or serving food, or after playing in water that is shared by two or more people.

When soap and water are not readily available, we will use hand sanitizer with at least 60% alcohol. Staff will distribute and monitor use of hand sanitizer and it will be stored out of the reach of children.

Exclusion of Ill Child

The Department of Human Services requires that we exclude a child with an illness that the Commissioner of Health determines to be contagious and when a physician determines a child has not had sufficient treatment to reduce the health risks for others. We must exclude a child with any of the following conditions:

1. **Chicken Pox**: Until all blisters have dried into scabs; approximately six days after the rash onset.
2. **Conjunctivitis** (Pink-eye): until the child has been treated with antibiotics for 24 hours.
3. **Diarrhea** (uncontrolled): Until uncontrolled diarrhea stops or a medical exam indicates the child does not have a communicable disease.
4. **Diarrhea** (Infectious): Until the diarrhea has stopped or the child has been on antibiotics for 24 hours if medical treatment was needed.
5. **Fever**: Until the child's fever has been below 99 degrees for 24 hours.
6. **Impetigo**: Until the child has been treated with antibiotics for 24 hours.
7. **Head Lice**: Until the first treatment is complete and no live lice are visible.

8. **Rash with or without fever or behavior change:** Until a medical exam has indicated that these symptoms are not a communicable disease such as chickenpox, fifth disease, measles, roseola, rubella, shingles, or strep throat.
9. **Respiratory Infections (viral):** Until the child is without a fever for 24 hours and is well enough to participate in daily activities. Excessive nasal discharge along with persistent coughing are contagious, therefore parents are encouraged to keep children at home until these symptoms are gone.
10. **Ringworm (skin and scalp):** until 24 hours after treatment has started.
11. **Scabies:** until 24 hours after treatment has started.
12. **Signs or Symptoms of Illness (tired, uncontrolled coughing, irritability, persistent crying, wheezing or difficulty breathing.):** Until a medical exam indicates that a child may return.
13. **Streptococcal Sore Throat:** Until at least a full 24 hours after treatment begins and the child is without a fever for 24 hours.
14. **Vomiting:** For 24 hours after the last episode (vomiting is defined as two or more episodes in the previous 24 hours.)
15. **COVID-19:** We will follow the guidance of the Minnesota Department of Health to determine when a child exposed to or diagnosed with COVID-19 must be excluded from attending preschool.
16. **Teacher Determined:** If the classroom teacher or director determines that a child is unable to participate in the daily preschool activities, the parent will be called to pick up the child from the classroom in order to promote health and safety for the other children and teachers.

Communicable Diseases

When a child is in our care and has been medically diagnosed with a reportable communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The school will notify parents of exposed children on the same day or within 24 hours of confirmed diagnosis.

Care of Ill or Injured Children

If your child becomes ill or injured while at preschool, they will be isolated from other children under the supervision of a teacher or the school nurse. You or your designated emergency contact will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and provided comfort according to program procedures. If the Director thinks it is necessary, the child's health care provider will be contacted. Highland Catholic Preschool does not care for sick children; therefore, parents must make other arrangements when children are sick.

First Aid & Care of Injured Child

All teachers are required while employed at Highland Catholic Preschool to maintain current certifications in Pediatric First Aid and Infant/Child CPR which will include managing a blocked airway and rescue breathing. In addition, all staff will receive training on abusive head trauma each school year. In the event of an injury or illness at

the school, trained staff will administer appropriate first aid. 911 will be called if necessary and the emergency medical service will transport your child to a medical facility. The child will be transported to St. Paul Children's Hospital, unless the parent/guardian has a different hospital listed on the emergency form. A parent/guardian will be notified as soon as possible and will be given accurate information regarding their child. All classrooms have a complete first aid kit available stocked with items mandated by Department of Human Services Childcare Center Rule 3 Guidelines.

Parental Notification

When a child becomes ill at the school, or has a serious accident, parents/guardians are notified immediately. The teacher or director will call the parent/guardian to notify them of the situation immediately. Parents/guardians will be notified verbally and by note of infectious diseases as they occur in the school. In case of an accident, the procedure for emergency medical care will be to call 911.

Safety of Children

All teachers have undergone criminal background checks. Each teacher has systems in place so they know which children are in their care at all times. Children are counted after every transition and frequently throughout the day. Highland Catholic Preschool has policies about who is authorized to pick up each child. Adults who are not known to the teachers and are authorized to pick up the child will be required to show a picture ID. Each classroom will follow the appropriate teacher to child ratio at all times. All children will be able to be seen and heard by a teacher at all times.

Child Care Emergency Plan

Highland Catholic Preschool has a Child Care Emergency Plan to ensure that staff members are trained in best practices for emergency preparedness. A copy of the plan is posted in each classroom and may be reviewed by obtaining a copy from the Preschool Director. In the event of an emergency that requires us to evacuate our buildings and relocate, our relocation site is the Hillcrest Recreation Center. Our second relocation site is Horace Mann Elementary School. Our emergency kit includes emergency contact information for each child enrolled in the program.

Suspected Child Abuse/Neglect

All teachers at Highland Catholic Preschool are required by Minnesota State Law to report any suspected incidents of child abuse or neglect to the authorities. Highland Catholic Preschool provides training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The policy, which is mandated by the state of Minnesota for all childcare facilities, is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at Ramsey County Child Protection at 651-266-4500 or local law enforcement at 911.
- 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 651-4316500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and are available upon request.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- A verbal report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Retaliation Prohibited

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

Failure to Report:

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

*If the director believes that a child is being neglected or believes that possible abuse has occurred at the preschool by a staff member, the director will contact the Division of Licensing at 651-431-6500. Dept. of Human Services, Division of Licensing Maltreatment Intake Line will also be contacted at 651-431-6600. All possible alleged abuse would be documented and placed within the employee's file. A review will be made available to the commissioner upon request.

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 review will include an evaluation of whether:

- Related policies and procedures were followed and if they 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.

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

- When internal reviews are required, Highland Catholic School Principal (presently Jane Schmidt) will be the primary person to ensure that internal reviews are completed. The secondary person will be Highland Catholic Preschool Director (presently Kassy Kenney). The secondary person shall be involved when there is reason to believe that the primary person was involved in the alleged or suspected maltreatment.
- The license holder shall document that the internal review has been completed and provide documentation showing the review was completed to the commissioner upon the commissioner's request.

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

Highland Catholic Preschool Director, and/or Highland Catholic School Principal, reserves the right to amend this handbook. The School Ministry Council may advise on topics related to the handbook. The director will review the accident, injury, and incident records and make any changes to policies that are necessary. Parents and guardians will be notified in writing of any changes made to this handbook.

Revised August 2021