



# PRESCHOOL FAMILY HANDBOOK 2024/2025

This handbook provides policies, processes, and guidelines about  
*joining our preschool, learning and growing through our preschool, and*  
*conducting ourselves* as students, parents, and teachers of  
St. John's Lutheran School & Preschool.

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## OVERVIEW

### Our Philosophy

All who have been brought to faith in Jesus Christ are commissioned by Him to preserve and extend the Kingdom of God. This is done by proclaiming to all the life, death, and resurrection of Jesus Christ.

Christian education is a vital component of every Lutheran congregation's ministry, applying Law and Gospel to all aspects of life and learning. We believe that the church can equip children and youth for ministry through full-time Lutheran schools. We purely teach God's Word, properly administer the sacraments, and carefully instruct our members according to the Confessional Standard of the Evangelical Lutheran Church (Article III).

As an important ministry of this congregation, our Lutheran school helps fulfill each of our congregation's five functions as follows:

EDUCATION in Lutheran Christian doctrine is carefully taught to all students so those who come to faith may choose to become members of a congregation of The Lutheran Church – Missouri Synod at an appropriate time. Children are taught the demands of God's Law and are comforted by the saving Gospel of Jesus Christ. They receive encouragement and instruction to live in service to Christ and others. To prepare for this service, they are taught how to develop and use their abilities in life. Subjects are taught by Lutheran Christians who are academically prepared to teach from the Christian viewpoint.

Using their God-given abilities, students and teacher strive for excellence in their use of current materials and methodology. Students are encouraged to become responsible stewards of their talents in a joy-filled Christian life.

*These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Deuteronomy 6:6-7*

WORSHIP in a Lutheran school is not confined to the daily classroom devotion or to whole-school worship experiences but also occurs throughout the day. Children are helped to grow in their prayer lives, learning to pray privately and corporately whenever needs or opportunities arise. Students and families are encouraged to regularly attend worship services at their home congregations.

Teachers provide a Christian model by faithfully attending congregational worship and by participating in other aspects of the church. Students lead and participate in worship in their classrooms and participate in weekly chapel services. They praise God through hymns and liturgy common to us as Lutheran Christians.

*Ascribe to the Lord the glory due His name; worship the Lord in the splendor of His holiness. Psalms 29:2*

EVANGELISM is a mission of the church through its school. As students observe their teachers' confession, they learn to confess their faith. By leading a godly life, students bear testimony to each other and to their community.

*Whoever acknowledges me before men, I will also acknowledge him before my Father in heaven. Matthew 10:32*

FELLOWSHIP is enjoyed by all members of St. John's Lutheran Church and School. The congregation, teachers, staff, and students accept one another as fellow members of the body of Christ. They support, encourage, and witness to one another. The school is valued as an important part of the congregation.

*They devoted themselves to the apostles' teaching and to fellowship, to the breaking of bread and to prayer. Acts 2:42*

SERVICE is part of Lutheran school life. Teachers, staff members, and parents serve the students and others by encouraging Christ-like compassion and love, and by volunteering in the community. In turn, students are led to serve others in these ways as well.

*Whatever you do, work at it with all your heart, as working for the Lord, not for men. Colossians 3:23.*

## Our Mission

*Learning and living as God's baptized children.*

The mission of St. John's Lutheran School is to nurture young people through God's Word, sound Lutheran doctrine and worship, and a strong academic foundation. Our goal is to equip students to lead their lives as God's baptized children in this world and to carry out Christ's command to "make disciples of all nations." *Matthew 28:19*

## Our Vision

The purpose of St. John's Lutheran Preschool is to nurture young people's faith in Jesus Christ as their Savior using God's Word and Luther's Small Catechism. At the same time, students are given a strong academic foundation that prepares them for life.

## Our Values

**Sound Lutheran Doctrine** – As a Lutheran Church-Missouri Synod preschool, our primary job is to teach our students God's truth. We base our teachings on the LCMS doctrine, and it is carefully taught to all children so they are sure of what they believe and can defend their faith. Children are taught the

demands of God's law and are comforted by the saving Gospel of Jesus. We teach our children that "We don't change the message; the message changes us."

**Individual Attention** – Our teachers strive to show Christ's love and forgiveness to each child, and to create a personal bond with all of them, ensuring that each individual child recognizes how special and loved he/she is.

**Loving Classroom Environment** – Love & Logic® principles: 1) With Christ as our leader, we will learn and live as Christ's baptized children with the Law and Gospel as our guide. 2) Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher. 3) Children will be guided and expected to solve problems without creating additional issues. They will be given opportunities to make decisions and expected to live with the consequences.

**High Level of Instruction** – Using their God-given abilities and gifts, students and teachers strive for excellence as they use effective, up-to-date learning and teaching materials.

**Friendship and Acceptance** – Children and staff accept one another as fellow members of the body of Christ. They play together, support each other, encourage each other, and witness to one another. Each person's uniqueness is recognized, and individuals are helped to achieve their full potential. Each child knows that he or she is valued, accepted, and a respected part of the school community.

## Board of Education

The Board of Education (BOE) is comprised of St. John's Lutheran Church members and school parents, with the principal and preschool director as ex-officio members. The group is responsible for the operation and administration of the school. BOE meetings are typically held on the 3<sup>rd</sup> Tuesday of the month at 7:00pm and include the opportunity for public comments at the start of the meeting. BOE agendas and approved meeting minutes are available via the FACTS family portal.

## Parent/Teacher/Child Partnership



Success at St. John's Lutheran Preschool requires a partnership between parents, teachers, and children. With God central to this relationship, we have before us a master example of love and grace.

Parents, the success of our ministry ultimately rests with you. Your active participation in the academic, social, and spiritual education of your child, and the examples and expectations you provide, impact your child's life more than anyone or anything else. Your children are God's gift to you, and you choose to share them with us each day.

Teachers and staff are blessed by the gift of your children. Their duty is to model Christ by loving and respecting children, keeping them safe, teaching them His Word, maintaining high standards for academics and character, and instilling a passion for learning.

Children, you are students here at St. John's, and you are here to grow in God's Word, develop your minds, exhibit strong character, and pursue the things that excite you. Make memories and friends here and have fun too! With the help of your parents and teachers, you are preparing for a life of learning. Both your parents and teachers expect you to do your best and to treat others with respect and kindness.

## Parent Teacher League

The Parent Teacher League (PTL) is made up of all school parents and teachers to support the mission of the school. The goal is to improve the experience for our students, teachers, and parents by raising funds, purchasing items, planning family and student activities, and supporting faculty and staff. The PTL Executive Board and Volunteer Committee are elected each year and meet monthly to plan and evaluate activities. Everyone is urged to take an active part in PTL by attending the meetings and/or volunteering for tasks as requested.

## Volunteering

The quality of the educational program offered to students at St. John's Lutheran School and Preschool is greatly enhanced with the volunteer assistance provided by many people. To you and to every person who assumes the role of volunteer, we say thank you!

Families of students and church members have a variety of opportunities to volunteer and support administration, faculty, and students in the following areas:

- Participation in volunteer opportunities on behalf of the school
- Assistance to the administration and/or teachers
- Helping during and with sporting events
- And other opportunities

These opportunities will be made available to the St. John's community as they arise, and task-specific details will be given to volunteers as they sign up.

Volunteers are expected to 1) communicate with the faculty/staff/board member they will be working with, 2) be reliable, 3) follow school rules, and 4) be familiar with the Parent/Student Handbook for the safety and protection of students, staff, and fellow volunteers. Additionally, they are to adhere to the St. John's volunteer policy, which is as follows:



- Volunteers, as a general rule, do not have direct supervision of students and do not interact with students without the presence of a school employee.
- Volunteers who have direct interaction with or supervision of students without the presence of a school employee on a regular or semi-regular basis must agree to a background check (to be renewed every three years).
- Volunteers in the school building during the day (i.e., librarians) are expected to participate in safety drills when enacted.

## Accreditation

St. John's Lutheran School & Preschool is accredited by the National Lutheran School Accreditations (NLSA) organization. The accreditation process involves an in-depth self-study and yields a scheduled improvement plan. To be accredited, a school must meet high standards of excellence and maintain accredited status by working on the identified areas for improvement. Our school is committed to this ongoing improvement process.

## Licensure

St. John's Lutheran Preschool is licensed through the State of Minnesota's Department of Human Services. We are licensed to care for a maximum of 40 total children at one time (maximum capacity of 20 children per class), ranging in age from 33 months to entrance to kindergarten. The Department of Human Services, Division of Licensing may be reached by calling 651-431-6500.

St. John's Lutheran Preschool is owned, operated, and maintained by St. John's Lutheran Church and School.

## ENROLLMENT

### Eligibility

Children must be 3 years of age by September 1<sup>st</sup> and fully potty trained, including being fully independent in the bathroom, to be eligible for our preschool program.

### Enrollment

New families will work with the preschool director to enroll their children in our program by following the enrollment process. Enrollment is official and students may attend only when all steps are complete. The enrollment process is as follows:

1. Learn about St. John's Lutheran Preschool with information in this handbook and on the school website.
2. Visit and tour our facility and meet with the preschool director.
3. Complete the online application.
4. Acceptance
5. Enroll:
  - a. Complete the online enrollment packet via FACTS.
  - b. Pay the non-refundable enrollment fee and the non-refundable tuition deposit.
  - c. Sign up for a tuition payment plan in FACTS.
  - d. Complete the admissions and arrangements form, provide a copy of your child's birth certificate, immunization records, and have your pediatrician complete and fax to us a health care summary form.
  - e. Read the Preschool Family Handbook.

Enrollment is not considered complete until all the above steps are completed. Failure to complete one or more steps may result in your child's dis-enrollment at St. John's.

## New Student Acceptance

New students will be accepted only at the beginning of a school year, at the start of a new term, or when a family moves into the area. Parents who are members of St. John's Lutheran Church have the right to enroll their child at any time of the school year and do not require Board of Education approval.

## Waiting List

In the event that our preschool program reaches capacity, interested families will be placed on a waiting list and notified if a spot becomes available. Members of St. John's Lutheran Church have priority on this list.

## Children with Special Needs

St. John's Lutheran Preschool is not fully equipped to handle children with moderate to severe special needs. Enrollment of students with special needs is dependent upon the student needs and resources available. Special needs testing is done through School District #279. If a child qualifies for an Individual Education Plan (IEP), District #279 and St. John's Lutheran Preschool will implement the service required under this legal document. Children who qualify for special services may spend part of the school day at St. John's and be transferred to/from a District #279 school for part of the day.

## Nondiscrimination Policy

St. John's Lutheran Preschool admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children in the program. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other preschool administered programs.

## Re-Enrollment

*Existing* families will work with the preschool director to re-enroll their child in our preschool by following the re-enrollment process. Continuous enrollment does NOT apply to preschool/pre-kindergarten students. Any family with a child returning for an additional year to preschool/pre-kindergarten MUST complete an enrollment form in January to secure their child's spot. Re-enrollment is official, and students may attend when all steps are complete. The re-enrollment process for preschool is as follows:

1. Complete a re-enrollment form.
2. Pay the non-refundable enrollment fee and non-refundable tuition deposit.
3. Sign up for a tuition payment plan in FACTS.
4. Provide an updated immunization record and updated admissions and arrangements form.
5. Ensure any outstanding balances from the previous year are paid in full, including, but not limited to, ESP, hot lunch, library, etc.
6. Read the Preschool Family Handbook.

Enrollment is not considered complete until all the above steps are completed. Failure to complete one or more steps may result in your child's dis-enrollment at St. John's.

## Back-to-School Night

Each August, St. John's Lutheran School & Preschool will host a Back-to-School Night. This event is for all new and returning children and families and offers a one-stop opportunity to meet teachers and staff, view your child's classroom, drop off school supplies and required forms, pay fees, and purchase school T-shirts and other spirit gear.

## Changes in Personal/Emergency Contact Information

It is the full responsibility of parents to keep St. John's Lutheran Preschool informed of any changes in personal information, including, but not limited to custody agreements, address/phone numbers, emergency contact persons and information, medical conditions including new or worsening allergies,

and updated immunizations. St. John's Lutheran Preschool is not responsible for any situations resulting from lack of pertinent information on the part of parents/guardians.

## Withdrawal

Parents have the right to withdraw their child from preschool at any time. A child may be withdrawn at any time at the discretion of the preschool director, principal, or the Board of Education if it is determined that it is in the best interest of the child and/or the child's class.

## TUITION

St. John's Lutheran School & Preschool is owned, operated, and maintained by St. John's Lutheran Church.

The cost of education per student is in excess of \$7,000 per year. To cover the cost of education, parents pay tuition and an enrollment fee, and St. John's Lutheran Church members make generous financial contributions. Tuition and church contributions are recommended by the Board of Education and voted on at the St. John's Lutheran Church congregational assembly each year.

## Enrollment Fee

An enrollment fee is set by the Board of Education and charged every year for every student. It is due at the time of enrollment or re-enrollment and is non-refundable.

## Tuition Payment Policy Agreement

Tuition may be paid in full prior to the beginning of the school year or an available payment plan may be selected via our electronic online payment program in FACTS (see your tuition agreement in FACTS for all options).

## Delinquent Payment Policy

1. On the first business day after a missed invoice, FACTS sends an email to the family indicating the delinquency and urging payment. After a 5-day grace period, a \$35 late fee is added to the invoice and FACTS calls the family.
2. Step 1 continues each month an invoice is missed, including the addition of the \$35 late fee. At this point, the family should communicate with the school's business manager if payment cannot be made current.

3. At 90 days past due, the family will be considered to have a delinquent payment history. The account will be individually reviewed by the Board of Administration to determine appropriate actions necessary to resolve the delinquency.

**All families must be current in their payment of tuition.**

- **For returning students** – any student with an unpaid balance from the previous school year may not be eligible for the succeeding school year until any overdue balance is paid in full.
- **For students transferring out** – any transcripts/student records may be withheld until any overdue balance is paid in full.

## Voluntary or Non-Hardship Withdrawals

Voluntary or non-hardship withdrawals of any children from St. John's Lutheran School and Preschool are not eligible for tuition refunds or credits. Any and all tuition paid prior to a student's withdrawal is non-refundable. However, tuition refunds or credits may be granted in special or extenuating circumstances through a formal request to the business manager. The Board of Administration will, at its next regularly scheduled board meeting, consider and act on a refund or credit request on a case-by-case basis.

## Tuition Assistance

Tuition assistance is limited only to students in grades K-8 of St. John's Lutheran School. Children enrolled in St. John's Lutheran Preschool are not eligible for tuition assistance.

## Class Collections

Class collection of funds shall take place only under direct authorization of the preschool director, principal, or the Board of Education.

## Fines

Normal wear and tear, broken toys, and damaged books are expected in preschool. However, fines will be assessed by the teachers and the preschool director or principal for damage and misuse of school property on a case-by-case situation, especially if a child purposely breaks or damages an item. Damage may include, but is not limited to:

- Property/Furniture
  - Damaged property such as tables, chairs, bathrooms, or other items that belong to the school will be evaluated for fee assessment.
- Toys/Classroom Books

- Children are responsible for good care of classroom books and toys. If a child purposely damages or destroys a book or toy, the cost will be assessed based upon the value of the item.
- Library Books
  - Overdue fines are not assessed for preschool students; however, students will not be able to check out new books until the overdue books are returned. At the end of the term, any missing books are declared lost, and a replacement value of the book is charged. The replacement value is \$8.00 for paperback books, \$15.00 for hardcover books, and \$2.00 for magazines.
  - Charges for damaged books will be assessed based on the damage in an amount up to the replacement cost of the book.

## ACADEMICS

### Educational Methods

To best equip your child with the necessary skills to succeed in Kindergarten, St. John's Lutheran Preschool has created a Child Care Program and Academic Plan to aid in our goal of providing a safe and effective learning environment. This plan, which is reviewed annually by both the preschool director and our licensed lead preschool teachers, includes a variety of educational methods and activities to address all areas of child development. For example, indoor and outdoor spaces, small and large groups, quiet and loud activities, and teacher-led and child-initiated exercises allow for the following:

- **Faith Development:** As a Lutheran preschool, we have the honor and responsibility of teaching children the Word of God. Our teachings are based on the sound doctrine of The Lutheran Church-Missouri Synod and are taught by means of daily Bible stories, discussions, prayers, weekly visits with one of our pastors, and culminates with participation in a weekly chapel service. Led by one of our pastors, chapel is divided into two services: 2<sup>nd</sup>-8<sup>th</sup> grade and PS-1<sup>st</sup>. An all-school chapel is held each month to allow all students and faculty to worship together. Immersing these young believers in the rich liturgy, hymns, and prayers of the Church is the perfect way to support a life-long love of worship and the Word of God. St. John's Preschool also celebrates Christmas and Easter as the joyous Christian holidays they are, and other Church festivals and celebrations are recognized as well, such as Epiphany and Pentecost.
- **Intellectual Development:** The purpose of preschool is to prepare children with the skills needed to succeed in Kindergarten and thus begin their educational career with a solid foundation. Subjects such as language arts, math, science, and social studies are taught using a

variety of engaging and participatory methods. Basics such as learning the alphabet, counting, writing one's name, sorting objects, recognizing patterns, understanding days of the week and months of the year, watching plants sprout from seeds, and noticing different kinds of weather are just a few examples of the activities and lessons covered in our preschool program.

- **Physical Development:** God created our bodies for movement! St. John's Lutheran Preschool promotes physical development and improvement of gross-motor skills through activities such as running, jumping, and skipping; using scooters, hula hoops, and parachutes; playing group games like *Duck, Duck, Goose!* and *Red Light, Green Light*; and encouraging activities such as digging in the sand box and climbing on the playground equipment.
- **Social Development:** Opportunities abound in preschool for children to learn social skills! Introducing oneself to others, making new friends, waiting patiently for one's turn to speak or while in line, saying please and thank you, and taking turns with toys all aid in a child's journey to becoming a respectful and helpful member of not only St. John's Lutheran Preschool but society as well.
- **Emotional Development:** As a Christian preschool, it is a privilege to make sure your child understands that he or she is a unique, precious gift from God. As such a gift, children will be taught to love not only others, but themselves as well. Other skills, including recognizing and naming various emotions, how to appropriately express oneself, and understanding and practicing empathy will be taught and applied by using everyday situations as educational opportunities.
- **Creative Expression:** Whether by playing dress-up and visiting the pretend grocery store or post office; crafting a collage out of construction paper, pipe cleaners, glitter, and stickers; or dancing and singing along to a fun song, ample opportunities will be provided each day for children to express themselves creatively. Teachers and aides will encourage this creativity by routinely offering new materials and experiences including sensory tables, dramatic play areas, and musical instruments, just to name a few.

Weekly themes, in addition to special days, such as Dr. Seuss Day or Penguin Day, will also be part of our curriculum to allow children the opportunity for focused learning as they participate in the activities listed above. Weekly newsletters to parents will explain these themes and the lessons being provided at school, as well as other pertinent information.

Because not all children learn the same way or at the same speed, we happily adjust our plan and curriculum to meet the specific ages and needs of all children in our care.

To learn more about the preschool curriculum and educational methods of St. John's Lutheran Preschool, our Child Care Program and Academic Plan is available in its entirety to all parents and families. If you would like a copy, simply speak with your child's teacher or the front office staff.

## Technology

Technology may be used in the preschool classroom at the discretion of the teacher. This could include, but is not limited to, showing appropriate and pre-screened clips from YouTube or other websites and/or integrating the use of tablets or Chromebooks.

## Field Trips

During each academic year, all preschool classes will participate in field trips as both an enjoyable, special activity and as an educational opportunity. A field trip is defined as any preschool-related and preschool-sponsored activity conducted away from the school grounds.

Field trips are a privilege rather than a right. The preschool director and teachers have the right to exclude any child from a field trip for behavioral reasons. All preschool expectations for behavior still apply on field trips.

Families will be notified in advance of all field trips, and a permission slip will be sent home. This permission slip must be signed and returned to your child's teacher prior to the field trip and is required for participation. Children without a signed permission slip by a parent/guardian will not be allowed to attend the field trip and will not be allowed to attend preschool on the day of the field trip until the class has returned. Permission given via phone is not acceptable.

Children are required to wear a red St. John's T-shirt on all field trips. If your child does not have a St. John's T-shirt, one will be provided to him or her for the day.

## Parent/Teacher Conferences

Parent/teacher conferences will be held in the fall/winter and in the spring. The intellectual, physical, social, and emotional progress of each child will be documented in the child's record, and a written assessment will be provided to the parent(s) during these conferences.

## CONDUCT & BEHAVIOR GUIDANCE

### Dress Code

At St. John's Lutheran Preschool, the dress of the children shall reflect the modest and good taste becoming a Christian person.

The following dress code applies both in preschool and at all preschool/school functions:



- Shorts, skirts, and dresses must be mid-length or longer.
- Shorts can be worn from April 15<sup>th</sup> to October 15<sup>th</sup>.
- It is inappropriate to wear clothing advertising alcohol, cigarettes, or gambling, or clothing that depicts sexual innuendos, bands/music groups, offensive language, put-downs, or inappropriate pictures (including demonic symbols or violence, skulls, crossbones, or skeletons, etc.)
- Clothing that at any time exposes undergarments, the midriff, or back is not acceptable.
- No spandex, tube tops, form fitting tops, spaghetti straps, or low necklines are allowed.
- Clothing should not have holes in them nor be cut off with frayed ends.
- Boots and warm outerwear are to be worn when weather dictates, so that students may participate in outside classes and activities.
- Footwear must have a back strap and be worn with socks. Students must have one pair of footwear for indoors and one for outdoors. The pair for indoors will remain at school for children to change into upon arrival.
- Tennis shoes are required for PE. Slip-on shoes are not acceptable for PE activities. Non-marking shoes are needed for indoor use.
- Hats, hoods, and bandanas may not be worn inside the building.
- Pajamas are not proper school attire.
- No unnatural hair color will be permitted.

The first violation of the dress code will result in a warning. Subsequent violations will result in a consequence as determined by the teacher or preschool director.

## Housekeeping

Everyone at St. John's Lutheran School & Preschool will work together to keep the church and school clean and presentable and to increase the lifespan of the facility.

- Shoes, Jackets, Backpacks, & Lunch Containers
  - Shoes, jackets, backpacks, and lunch containers should be stored neatly in each class's designated area. Children will use the hooks, bins, cubbies, and carpeted mats provided.
  - Shoes should be kept clean to avoid tracking dirt, mud, and debris into the building.
- Eating & Drinking
  - No colored drinks are allowed in the building, except in the cafeteria and gym.
  - Eating is not allowed in the classrooms except during designated breakfast time, snack time, and special occasions such as birthdays, holidays, and class parties.
- Common Sense
  - If you drop it, pick it up.
  - If you see trash on the floor, pick it up and dispose of it appropriately.

- If you spill it, wipe it up or notify someone.
- Keep classrooms, hallways, walls, ceilings, and bathrooms clean.
- If you see vandalism, report it.
- Lost & Found
  - A lost and found box will be available for parents and children to check regularly. Items will be periodically cleaned out and given to charity.

## Behavior Guidance

St. John's Lutheran Preschool adheres to the principles of Love and Logic®. According to this popular and effective philosophy, "Love allows children to grow through their mistakes" and "Logic allows children to learn from the consequences of their choices". From this mindset, St. John's Lutheran Preschool commits to the following:

1. With Christ as our leader, we will learn and live as Christ's baptized children with the Law and Gospel as our guide.
2. Every attempt will be made to maintain the dignity and self-respect of both the child and the teacher.
3. Children will be guided and expected to solve problems without creating additional issues. They will be given opportunities to make decisions and expected to live with the consequences.

Rules in the classroom are few. Effective discipline involves a few overriding tenets rather than a long list of specific rules. Situations are dealt with as they arise, with a focus on enabling the child to grow and learn from his or her own actions.

A child may engage in any behavior which does not create a problem for anyone else. If a child finds himself or herself in a problematic situation, staff will adhere to the guidelines above, operating with the following principles as a guide:

- We will react without anger or haste in problematic situations.
- We will guide students toward personal responsibility for his or her actions.
- We will provide consequences that are not punitive but that allow the student to experience the results of his or her poor choices, enabling him or her to make better choices in the future.
- We will deliver consequences for problem situations in such a way that the child will not be humiliated or demeaned. This does not imply that all consequences are private.
- We will design consequences to fit the problem of individual children, and these may be different even when situations appear to be similar. Equal is not always fair.
- We will make every effort to ensure that children understand why they are involved or affected by the consequences.

- We will listen when a child respectfully explains that he or she feels the consequences are unjust. This conversation may or may not change the course of action.

*Adapted from Jim Fay and Dr. Charles Fay, Ph.D.*

In addition to the above, St. John's Lutheran Preschool:

- Ensures that each child is provided with a positive model of acceptable behavior.
- Tailors instruction to the developmental level of the children our program is licensed to serve.
- Redirects children and groups away from problems toward constructive activity to reduce conflict.
- Teaches children how to use acceptable alternatives to problem behavior to reduce conflict.
- Protects the safety of children and staff persons.
- Provides immediate and directly related consequences for a child's unacceptable behavior.
- Designs classrooms to be developmentally appropriate.
- Provides enough toys and activities to stimulate all children of all groups that we serve.
- Models, encourages, and praises positive behavior by using clear and positive statements of behavior expectations.
- Designs and provides curriculum that is stimulating and age appropriate.
- Appropriately supervises children at all times and interacts with them throughout the entire day.

## Separation from the Group

No child may be separated from his or her group or class unless the following has occurred:

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.

A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person.

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.

The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

## Separation Report

When there is need to separate a child from his or her group or class, a Separation Report will be completed by the child's teacher or aide.

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

If a child is separated five or more times in one week or eight times or more in two weeks, the procedures for Persistent Unacceptable Behavior will be followed.

## Persistent Unacceptable Behavior

If a child displays persistent unacceptable behavior, defined as persistently conducting oneself in a manner that is either physically or emotionally harmful to oneself or others, or is persistently disruptive to the class as a whole, and the above methods of encouragement, redirection, and consequences do not work to curb the behavior, further action will be required. These actions include:

1. The persistent unacceptable behavior will be documented by the teacher or aide as soon after its occurrence as possible by completing a Behavior Incident Report. This report will not only document the behavior but will provide context for the behavior.
2. Parents will be notified via email of the unacceptable behavior, as well as what actions were taken by the teacher/aide to correct and stop the behavior.
3. If the child persists in the unacceptable behavior, a meeting will be scheduled with the lead teacher, preschool director and/or principal, and the parents, with the purpose being to develop a written behavior plan for the child, parents, and preschool staff to follow.
4. If, despite implementation of a behavior plan, the unacceptable behavior continues beyond the limits imposed, parents will be notified via phone that they must pick up their child from preschool. (Standard attendance rates apply for any absences due to behavioral issues.)
5. If the child is unable to modify his or her behavior to meet the behavioral standards in the classroom, St. John's Lutheran Preschool reserves the right to dis-enroll him or her. This dis-enrollment may take place after utilizing the previous steps, or it may be immediate if a child's behavior creates a health and/or safety risk to himself or herself or to other children or staff members.

## Prohibited Actions

St. John's Lutheran Preschool PROHIBITS the use of the following as a means of discipline:

1. Subjugation of a child to corporal punishment, which includes but is not limited to:
  - Rough handling
  - Shaking
  - Pinching
  - Shoving
  - Slapping
  - Hitting
  - Hair pulling
  - Kicking
  - Spanking
  - Ear pulling
  - Biting
2. Subjection of a child to emotional stress, which includes but is not limited to:
  - Name calling
  - Ostracism
  - Shaming
  - Making derogatory remarks about a child or the child's family
  - Using language that threatens, humiliates, or frightens the child
3. Separation of a child from the group except within rule requirements
4. Punishments for lapses in toileting
5. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
6. The use of physical restraints other than to physically hold a child where containment is necessary to protect a child or others from harm
7. The use of mechanical restraints, such as tying

## HEALTH & SAFETY

### Children's Medical Information

It is the sole responsibility of the parent to notify St. John's Lutheran Preschool of any medical conditions, allergies (including food allergies), or needs for their child. Parents are required to keep this information up-to-date and notify the front office of any changes, including when any new immunizations are received.

## Administration of Medicine

A medication form is required for all prescription medication and over-the-counter medication to be administered at preschool. This form may be obtained through the front office and includes both a physician's written order and parent signature. All medication must be current, meaning that it cannot be expired, and must be in the original pharmacy-labeled container. Whenever possible, medications should be given at home to avoid interruptions during the preschool day.

## Use of EpiPens

Stock epinephrine auto-injectors will be available during the regular and extended school day in a secure box in the kitchen and in the health office. Each location will be stocked with one (1) EpiPen Auto-Injector pack (each pack contains 2 pens). EpiPens come in a junior dose for those between 33 and 66 pounds and a regular dose for those over 66 pounds. The EpiPens will be available for individuals with unidentified allergies who experience an unexpected anaphylactic reaction during the regular or extended school day. These are not intended for children who have identified severe allergies and a health plan requiring them to have an EpiPen available at all times but may be used for anyone experiencing a severe anaphylactic reaction. A large reference guide will be posted for anaphylaxis symptoms and treatment near the stock EpiPen locations. The stock EpiPens will remain at the facility and will NOT be taken on fieldtrips.

## Sick Children

Children should be kept home if they are ill or exhibit any of the following symptoms: a temperature over 100 degrees, vomiting, or diarrhea.

Any student who is feeling ill or displays any of the above symptoms while at school will be isolated from his or her classroom and a parent will be notified to pick up the child. Parents are expected to pick up a sick child from preschool within 1 hour of notification.

Students must be symptom-free without the aid of medication for a period of 24-hours before returning to preschool.

All students will be expected to participate in recess and PE unless they have a written excuse from a parent or doctor.

In the event of a contagious reportable disease, including but not limited to, strep throat, pink eye, lice, scabies, ringworm, chicken pox, and COVID-19, parents are required to inform the front office within 24 hours of the diagnosis.

Parents will be notified by email of any confirmed diagnosis of a contagious reportable disease at St. John's.

As a licensed program under the Department of Human Services (DHS), the preschool will follow all requirements of DHS. Therefore, preschool requirements may differ from those of K-8. For illnesses and diseases, the school will follow requirements of local and state health departments and report to them as required.

## Injured Children

In the event that a child is injured while at school, the following will occur:

- Minor injury:
  - Injuries requiring minor treatment (such as for bloody noses, minor cuts/scrapes, etc.) will be cared for using appropriate first aid measures by trained staff.
  - The injury and treatment will be recorded in the accident/injury log.
  - If warranted by the severity of the injury, parents will be notified.
- Injury requiring medical care:
  - Immediate action will be taken to ensure the safety of the injured child and others in the area.
  - The front office staff will be notified to assist.
  - First aid will be administered as necessary by trained staff. Safety precautions will be taken by those administering aid, including wearing gloves if blood or other bodily fluids are present.
  - 911 will be contacted if needed. If so, one staff person will remain with the injured child while another one places the call.
  - Parents will be notified immediately.
  - Emergency medical services will transport the child, if needed and at the parents' expense, to the appropriate hospital of their choice. A staff member will accompany the injured child if a parent is not present.
  - An Injury/Incident Report will be completed by staff.

All accident, injury, and incidents, along with their subsequent reports, will be reviewed annually by the preschool director in conjunction with the preschool health consultant. An analysis of the information will be performed to determine if any modifications to policies and procedures are needed.

If a serious injury or death occurs, St. John's Lutheran Preschool is required to report the incident within 24 hours of being notified of the incident on the Serious Injury/Death Report. This report will be submitted electronically to DHS on the Child Care Center Serious Injury & Death Reporting Form.

## Sources of Medical Care for Students

The following sources of medical care are available for all children and will be utilized as necessary:

- First aid for minor injuries will be administered by St. John's staff trained in first aid.
- Emergency medical professionals, including EMT's and paramedics, notified through 911.
  - St. John's will allow the medical professionals to determine which area hospital is best equipped to help the sick/injured child.

## Safety Drills

Preschool children will participate in fire, severe weather, and intruder drills throughout the academic year.

## DAILY ACTIVITIES

### Attendance

Regular attendance is encouraged for preschool children. Not only does this provide continuity for children and teachers, it also benefits your child's academic and social progress. Additionally, to best provide a successful start to your child's day and to prevent disruption to the class as a whole, tardiness should be avoided.

If you know that your child will be out for the day or will be arriving late or leaving early, please notify your child's teacher and the front office via email.

### Arrival & Dismissal

The preschool day officially begins at 8:00am and ends at 3:00pm. All preschool children are expected to be in their classroom and ready for the day at 8:00am.

For arrival:

- Preschool classroom doors open at 7:30am. Preschool children are not allowed at school prior to this time.
- Preschool children are to be escorted by a parent/guardian to their classroom each day from the parking lot by way of the crosswalk and the main doors (door #1). Older siblings are not allowed to escort children.



- Please maintain constant supervision of your child while crossing the parking lot and crosswalk. Children are not allowed to cross the parking lot or the crosswalk by themselves.
- **All cell phone use by both parents and children during arrival is prohibited.**

For dismissal:

- Children will only be allowed to leave with authorized individuals, as indicated in their student records.
- Children must leave preschool by 3:20pm, unless participating in the extended school program. Children not picked up by 3:20pm will be admitted to ESP; all applicable fees will apply, including a drop-in fee.
  - If a child is not able to attend ESP because of services being suspended or terminated, a penalty fee of \$1.00 per minute beginning at 3:21pm will be applied for every minute the child remains at school.
- Staff will escort children outside through the main entrance on the north side of the building (door #1).
  - Parents picking up children in carline should line up in the back of the parking lot until a school official waves the first car forward to the curb in front of the building. Please have your family carline sign visible so that communication for your child(ren) to meet you is clear and efficient. Pull all the way forward to allow more cars to stop along the curb. Children should quickly enter the car and parents drive away from the curb, then pull out of the way in the parking lot to help with child safety restraints as needed.
  - Parents parking in the lots *must escort their children* from the building to the car using the crosswalk.
  - Parents may not use the alternate lot or CR 101 entrance (door #3) to pick up children.
  - **All cell phone use by both parents and children during dismissal is prohibited.**

## Meals & Snacks

Both breakfast and lunch are provided daily all students. Preschool students eat breakfast in their classroom, and it is served from 7:30-7:50am. The cost for a preschool breakfast is \$0.50 per child.

Children may bring their own lunch each day or purchase a lunch prepared and served by our food service staff. For those who bring their lunches, refrigeration and microwaves are not available, and soda is not allowed. Milk, however, may be purchased for a small fee. Monthly hot lunch and breakfast menus are available on the school website and each preschool classroom.

Payment for meals are made via your FACTS account.

Any child who forgets his or her lunch will be provided a hot lunch, and the family will be billed through FACTS. Non-students, such as visiting parents, who wish to eat a hot lunch should contact the front office staff by 8:30am on the day that lunch is desired.

One light snack is served in preschool each day at 3:15pm for those students remaining in the extended school program.

## Special Treats

Treats for special occasions, such as a child's birthday, are welcome. However, any treats brought with the intention of sharing **MUST** be store-bought; homemade treats are not allowed. Please make sure there are enough available for all children to enjoy and that a different treat is available, if needed, for any children with allergies. The time of day the special treat is shared is left to the teacher's discretion.

## Nap/Rest Time

Children need quiet time in their day to rest and recharge. This allows them to rest their minds and their bodies, and to process all the sensory information they have received throughout the day. Children at St. John's Lutheran Preschool will be provided with a daily 30-minute nap/rest time that will allow children to sleep and/or rest. Each child will be assigned an individual cot on which to rest. They will receive the same cot each day, and it will be cleaned and disinfected weekly.

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 and will not be stacked when in use.

A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot past that time.

Parents are required to provide a *small* blanket for their child to use during nap/rest time. A clean blanket should be sent to school with your child on the first day of each week or as needed. Blankets will be returned home on the last day of each week to be washed, or as needed when wet or soiled. It is the responsibility of the parents to wash their child's blanket. Blankets will be folded and stored in the child's cubby or backpack when not in use and will only be available to children during nap/rest time.

## Recess

Children are provided indoor/outdoor recess twice daily for 30 minutes each. Indoor recess takes place in the gym; outdoor recess takes place on the preschool playground. Recess is not to be confused with free time in the classroom.

During recess, children must obey the following rules:

#### Outdoor:

- Stay inside the designated fenced preschool playground.
- Keep rocks, sticks, etc. on the ground, but creative (non-weapon) play with these items is allowed and encouraged.
- Do not exit the preschool playground without the permission of a teacher or aide.
- Be kind to your friends and to any wildlife you find, such as frogs and caterpillars.

#### Indoor:

- Do not play on or under the bleachers.
- Do not leave the gym without a teacher or aide to accompany you.
- Be respectful of school property and play equipment.
- Be kind to your friends.

Note: Children have indoor recess, if, at the time they'd otherwise go outside, the temperature is zero degrees or below OR if the windchill is -10 degrees or below.

## Preschool Supplies

Parents are responsible for their child's materials and supplies. Each classroom list is found on the school website and contains the items needed prior to the start of preschool.

## COMMUNICATION

Open, on-going communication is critical to a child's success at St. John's. In addition to phone calls and emails, St. John's uses the following ways to facilitate and maintain good teacher/parent communication:

- FACTS
  - FACTS is a fully integrated online student information system used at St. John's Lutheran School to record student information and documentation, grades, attendance, report cards, etc. Parents are granted access to the FACTS Parent Portal in order to access this information.
- Text Messages
  - Text messages will be used to send important information such as school closures and emergency alerts. All messages will come from the number 317-06 and will begin with "SJL-MN."
- Progress reports

- Preschool children do not receive report cards that are part of academic records. Instead, teachers send home a progress report three times each academic year to keep you updated on your child's progress.
- Parent/Teacher Conferences
  - Preschool parent/teacher conferences are held twice annually and at the discretion of the teacher and/or parent. Conferences will be held in the fall/winter and again in the spring. Each conference will include a written assessment of the child's intellectual, physical, social, and emotional development.
- In-Person Meetings
  - "Tell the Teacher More Days" are scheduled in August to initiate positive parent/teacher communication about each student.
  - Occasionally during the school year, in-person meetings will need to be scheduled to address concerns or bring new ideas. Parents, teachers, or staff members may schedule these meetings at agreed-upon times.
- Email & Phone
  - Most communication will take place via email and occasionally via phone.
  - Teachers and staff commit to responding to parent emails and phone calls within 48 hours and request that same courtesy from parents.
  - When teachers email parents, they may include the preschool director and/or the principal in the "cc" line of the email message.
  - All-school emails will be sent sparingly to help filter key communication.
  - Text messaging between parents and teachers/staff for school purposes is discouraged to help maintain professionalism. We encourage email as the primary form of written communication.
- Classroom Newsletters
  - Teachers send home a printed daily or weekly classroom newsletter.
- All-School Newsletter
  - Every Thursday, the school publishes "The Eagle Connection" all-school newsletter. The newsletter will be sent to parents via email and posted on the school website.
- Social Media
  - The following are the official social media accounts for St. John's:
    - [www.facebook.com/STJLeagles](http://www.facebook.com/STJLeagles)
    - [www.instagram.com/STJLeagles](http://www.instagram.com/STJLeagles)
- Website
  - The school website is maintained at [www.stjlutherschool.org](http://www.stjlutherschool.org)
- Yearbook

- A yearbook is created and distributed each year and includes individual and group pictures of each student from preschool-8<sup>th</sup> grade.

## PROGRAM OPERATIONS & POLICIES

### Hours of Operation

St. John's Lutheran Preschool is open each academic year (September-May) from 8:00am to 3:00pm Monday through Friday. Parents needing before school care may drop off their child as early as 7:30am; drop off prior to 7:30am is prohibited for preschool children. After-school care through our extended school program (ESP) is also available each day from 3:00-5:30pm for an additional fee.

### Class Programs

St. John's has two preschool classrooms; both classrooms offer three attendance options: 5-day, 3-day and 2-day. Children in both classes may range in age from 36 months to 5 years.

Our class options are as follows:

- 5-day class: This class meets Monday-Friday from 8:00am-3:00pm.
- 3-day class: This class meets each Monday, Wednesday, & Friday from 8:00am-3:00pm.
- 2-day class: This class attends with the 3-day students on Monday and Wednesday.

### Staff

All preschool teachers, assistants, aides, and the preschool director

- Meet or exceed the educational backgrounds and experiences as required by the Minnesota Department of Human Services.
- Have successfully passed a background study.
- Participate in ongoing training and education.
- Are certified in pediatric first aid and CPR.

### Facility

Our preschool program is located within St. John's Lutheran Church and School. Two spacious and child-friendly rooms, each with their own bathroom and sink, are home to our youngest learners. A fully equipped kitchen and cafeteria, spacious music room and gym, health office, and private, fenced-in playground created specifically for our preschoolers are also part of our building and grounds.

## Inclement Weather

In case of inclement weather, refer to local TV stations, email, the school website, and school social media. When District #279 schools close, St. John's Lutheran School & Preschool, as well as all afterschool programs, such as ESP, will also close. ESP will also be closed if St. John's closes early during the day.

In case of an all-school emergency, refer to your email as that is the fastest way for the school to communicate to all parents. Parents may also contact Corcoran Police, as they will be the school's first contact in the event of an all-school emergency.

Individual health or other individual emergencies will be communicated via phone.

## Visitation Policy

All visitors to the school are required to 1) sign in at the school office when first entering the building, 2) wear a name badge while on school property, and 3) check out upon leaving.

As a parent, you do have access to your child throughout his or her entire day, and parents may visit the program at any time during the hours of operation. However, St. John's Lutheran Preschool strongly discourages making such visits a habit, as they can easily interfere with established routines and the academic nature of our preschool. Visiting during nap/rest time is also discouraged.

If a parent does choose to visit his or her child on a regular basis, the preschool director and lead teacher will evaluate the situation to determine if the habitual visitation is disruptive to the class as a whole. If deemed so, the child may be dis-enrolled in the program.

## Potty Accidents

Even when children are fully potty-trained, accidents do sometimes happen. For this reason, each child should have an extra set of weather appropriate clothing in their backpack at all times (socks, underwear, pants, shirt). If a child has repeated accidents, dis-enrollment may be necessary.

## Drug & Alcohol Policy

Smoking/vaping, and the use of tobacco products, alcohol, and drugs are prohibited on the school property and grounds, including parking lots.

## Parental Permission Policy

A permission form must be completed by each family annually on or before Back-to-School Night in mid-August granting permission or denial to use a child's image and/or name for marketing purposes. In addition, no child will be involved in any occasion of research, experimental procedure, or public relations activity without parent permission. Permission forms are maintained within the child's records.

## Pet Policy

Fur-bearing and warm-blooded animals, especially cats and dogs, are triggers for many students with asthma and allergies. Therefore, cats or dogs are not allowed in the school building(s) with the exception of service animals and administration-approved registered therapy animals.

Requests to bring animals to school must be brought to the preschool director for approval. If approved, any animal, other than service animals and administration-approved registered therapy animals, brought to school by a student, parent, or teacher, should be brought in a cage or muzzled and on a leash.

Anyone bringing any animal to school is strictly liable personally for the injury of the person bitten/scratched by it. Proof of insurance may be required.

## EXTENDED SCHOOL PROGRAM

St. John's Extended School Program (ESP) is for families who need childcare beyond the normal school hours. The program provides a safe environment for children to socialize, play, eat a snack, and do homework.

## Availability & Registration

ESP is available for all students in grades Preschool-8<sup>th</sup> grade from 3:00-5:30pm each academic day. Spots are based on the number of staff available, with priority given to those families who schedule their ESP usage in advance using Sign-Up Genius.

Because children are automatically enrolled for ESP when registering for school, there is no additional need to register your child for ESP.

## Scheduling Your Child

Each week a Sign-Up Genius link will be included in the Eagle Connection All-School Newsletter, which is emailed to parents every Thursday. This link offers families the ability to schedule their children for ESP either one week at a time or for an extended period.

Schedules for the upcoming week must be submitted no later than each Thursday at 11:59pm. At that time, scheduling for that coming Monday through Friday is closed, and the ESP director must be contacted to make any changes or additions to the schedule. If availability remains, your child will be scheduled to attend; a drop-in fee may apply, and this fee is in addition to the regular daily rate.

In the event that a particular day is full, ESP will not be available for drop-ins, and alternate plans will need to be made by the parents for the child. **ESP is not guaranteed for children who are not scheduled.**

Any child who has not been picked up by 3:20pm and is not involved in afterschool activities will be sent to ESP. A \$5.00 drop-in fee per child, in addition to the daily rate, will be charged.

## Rates & Billing

ESP charges a flat daily rate of \$10.00 per child, regardless of the amount of time spent in attendance each day (this rate does not apply to Summer ESP).

Parents are billed for ESP use through their FACTS account.

## Picking Up Your Child from ESP

Parents picking up their child from ESP must park in the back lot between the school and the parsonage. Upon arrival, use the buzzer located by door #7 and be prepared to show ID, as all ESP staff are trained to ask for identification from any unknown individuals. Once inside, please go directly to the ESP room to sign your child out using your assigned personal identification number. Upon signing him/her out, parents may then head to the preschool room to collect their child. Children will only be released to persons who are listed as authorized.

ESP closes daily at 5:30pm. Late pick-up fees will be automatically charged for any child remaining at ESP after 5:30pm. Families will be charged a total of \$1.00 per child per minute for every minute late beginning at 5:31pm. These charges will be automatically applied to the family's account. Parents should either call the ESP room at 763-420-2426 ext. 37 during ESP hours or contact the ESP director to notify staff of any extenuating circumstances.



## Penalty Fees

The following penalty fees will be applied when applicable. These fees are in addition to the standard daily rate.

- **Drop-in fee:** \$5.00 for every child who attends unscheduled or with 24-hours or less notice
- **Late pick-up fee:** \$1.00 per child for every minute late beginning at 5:31 pm.
- **No-show fee:** \$3.00 for every child who does not attend when scheduled for the day; this excludes absences due to illness IF the ESP director is notified.
- **Late payment fee:** Please refer to your FACTS account for information on late payments.

## Termination of ESP Services

ESP is a privilege. Services may be suspended or terminated by the ESP director or the principal as needed for reasons including but not limited to:

- Continuous behavior that poses problems and/or risks to self, other students, or staff
- Repeatedly arriving after 5:30pm to pick up your child
- Repeated failure to schedule ESP ahead of time
- Repeated failure to submit timely ESP payments

## Financial/Tax Statements

Please refer to your FACTS account for information regarding financial and tax statements.

## Summer ESP

Full-day Summer ESP will be offered for most of the summer months when adequate interest and staffing are available. The summer program is available **only to those students entering Kindergarten-6<sup>th</sup> grade**. Information regarding Summer ESP is released in late-winter to early-spring.

Families must be up to date with all ESP payments to attend Summer ESP.

# MALTREATMENT OF MINORS MANDATED REPORTING POLICY



OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION

DHS-7634A-ENG

2-21

## Maltreatment of Minors Mandated Reporting

This form may be used by any provider licensed by the Minnesota Department of Human Services, except family child care. The form for family child care 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 child care program, or in a child foster care home, should be reported to the local county social services agency at 612-348-3552 or local law enforcement at [Cocoran PD 952-258-5321](#).

### When to report

- Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but 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 child care 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 [Tori Kuehne](#). If this individual is involved in the alleged or suspected maltreatment, [Kristen Skura](#) 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 which may be demonstrated by a substantial and observable effect in the child's behavior, emotional 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.