

OUR LADY OF THE LAKE PRESCHOOL

9503.0055 Behavior Guidance Policy

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## BEHAVIOR GUIDANCE POLICY

Our center has developmentally appropriate rules and expectations that are clearly communicated to children, parents and staff. The staff, through positive, nonthreatening teaching techniques and by modeling appropriate behavior and problem solving techniques will work toward increasing the children's self respect and respect for others. Children will be taught how to use acceptable alternatives to problem behavior in order to reduce conflict.

### GUIDELINES FOR INAPPROPRIATE BEHAVIOR

In order to have a good classroom and some rules are necessary. The staff is consistent in seeing that they are followed so children realize their importance. If inappropriate behavior occurs, we will provide immediate and directly related consequences for that child's behavior. The following guidelines are tailored to the developmental level of each child and followed:

1. **Instruction:** At the start of each school year and periodically thereafter, rules are explained as to what they are and why they are important. (For example: We always walk in our school so that we do not run into each other and get hurt and so that other classes are not disturbed by the noise of running feet in the hallways.)

If inappropriate behavior then occurs, the child is redirected from problems toward constructive activity, or acceptable alternatives are discussed.

2. **Warning:** With the second occurrence of the unacceptable behavior, a staff member will talk to the child about the behavior, will give a warning and will redirect the child toward constructive activity.

3. **Follow through:** If inappropriate behavior occurs again, the child is moved away from the scene of the problem and talks with staff to understand how and why the behavior is unacceptable. The child will be reassured that the activity may be tried again later or the next day.

No child may be separated from the group unless less intrusive methods of guiding the child's behavior have been ineffective and the child's behavior threatens the well being of the child or other children in the center. A child who requires separation from the group will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff person. When separation from the group is used as a behavior guidance technique, 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, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

All separations from the group must be noted on a daily log. The log will include the child's name, staff person's name, time, date and information indicating what less intrusive methods

were used to guide the child's behavior and how the child's behavior continued to threaten the wellbeing of the child or other children present.

If a child is separated from the group three times or more in one day, the child's parent will be notified. If a child is separated five or more times in one week, or eight or more times in two weeks, the procedures for Persistent Unacceptable Behavior will be followed.

### PERSISTENT UNACCEPTABLE BEHAVIOR

When a child exhibits persistent unacceptable behavior patterns, a staff member will record observations of that child's behavior and the staff response to it. In consultation with the child's parent(s), a plan will be developed to address the documented behavior. The preschool director will be informed of the situation and other staff members and professionals may be consulted when appropriate.

### PROHIBITED ACTIONS

No staff member shall subject any child to corporal punishment or emotional abuse. These include, but are not limited to: rough handling, shoving, hair and ear pulling, shaking, slapping, kicking, biting, pinching, hitting, spanking, name calling, ostracism, shaming, making derogatory remarks about the child or his/her family, and using language that threatens, humiliates, or frightens the child.

There will be no punishment of children for lapses in toilet habits.

There will be no withholding of food, light, warmth, clothing or medical care as a punishment for unacceptable behavior.

The use of physical restraint, other than to physically hold a child when containment is necessary to protect a child or others from harm, will not be used. No mechanical restraints will be used.

For children with developmental disabilities or a related condition, physical and mechanical restraints may be permitted if implemented in accordance with the aversive and deprivation procedures set forth by the State of Minnesota.

Revised 8/2017

OUR LADY OF THE LAKE PRESCHOOL

9503.0045 Child Care Program Plan

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## CHILD CARE PROGRAM PLAN

Our Lady of the Lake Preschool Center is dedicated to the total development of preschool age children. Our primary purpose is to help the children prepare personally (physically, socially, emotionally), spiritually, and intellectually to live in our ever changing world. The Preschool Program Plan is developed and evaluated in writing annually by the Center's teacher. It is available for review by parents on request.

Our Lady of the Lake Preschool is licensed to serve 18 children per class, ages 36 months through five years old.

The preschool offers the following sessions:

- 8:40 - 11:30 a.m. Tuesday and Thursday
- 8:40 - 11:30 a.m. Monday, Wednesday and Friday
- 8:40 - 3:15 p.m. Monday, Wednesday and Friday
- 8:40 - 3:15 Monday through Friday

Preschool drop off and pick up will be in your child's classroom.

OLL+ available for preschool age children and is open Monday through Friday from 7am to 6 p.m. during the school year. For information, please contact Debbie Antoskiewicz 952-472-8244.

Our Lady of the Lake Preschool Center is comprised of a licensed preschool and a licensed day care program.

### PHILOSOPHY

The purpose of Our Lady of the Lake Preschool Center is to provide a Christian environment in which the spiritual, educational and social needs of preschool children can be met.

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

At Our Lady of the Lake Preschool, learning is an exciting experience.

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

### EDUCATIONAL METHODS

Our Lady of the Lake Preschool Center has a child-centered, activity-based program geared specifically to the children's ages and developmental levels. Children are offered a variety of activities that provide opportunities for discovery, exploration, manipulation, creativity, experimentation and socialization. Children at Our Lady of the Lake Preschool Center are supervised at all times!

### PROGRAM GOALS

Our program goals are twofold:

1. To provide a safe, secure, stable environment that encourages adventure, creativity, building relationships with peers and adults, developing healthy self concepts, respect for others, responsible behavior, and a positive attitude.
  
2. To provide stimulating programs geared to the child's age and development; including a variety of experiences related to large and small motor skills, creative art, drama, music, science, math, language development (listening, speaking, prewriting), books and literature, dramatic/imaginative play, arts and crafts, sharing, games, quiet time, and recreational activities, both passive and active.

### SPECIFIC DEVELOPMENTAL GOALS

1. Social Growth - Children will begin to operate as members of a group, and learn group cooperation. Children will develop peer relationships and relationships with adults, and will learn to appreciate the viewpoints of others and to value their own opinions. Specific goals for social development are:
  - a) To demonstrate cooperative, pro-social behavior.
  - b) To respect the rights of others.
  - c) To share with others and be able to take turns.
  - d) To seek out adults and children.
  - e) To accept some responsibility for maintaining the classroom environment.
  - f) To help others in need.
  
2. Emotional Growth - The center will establish a supportive emotional climate in which learning can occur. Children are encouraged to develop a sense of trust and security that will promote self-esteem. The confidence they gain encourages them to be more curious, more active, and more creative learners. Specific goals for emotional development are:
  - a) To experience a sense of self-esteem.

- b) To demonstrate increasing independence.
  - c) To demonstrate confidence in growing abilities.
  - d) To express feelings in appropriate ways.
  - e) To exhibit a positive attitude toward life.
  - f) To demonstrate interest and enthusiasm in classroom activities.
  - g) To be able to separate from parents.
  - h) To try new activities.
3. Physical Growth - Children need to feel comfortable with their bodies and with what they are physically able to do if they are to succeed fully. Specific goals for physical development are:
- a) To enhance large muscle skills.
  - b) To enhance and refine small muscle skills.
  - c) To develop muscle coordination.
  - d) To enhance clarity of speech articulation, to use all senses to increase physical capabilities, such as refining eye hand coordination, using directionality, to balance with increasing skill, identifying similarities and differences in sound, taste, smell, etc.
4. Intellectual Growth - Children will be encouraged to ask questions and explore. This, in turn, enhances their ability to solve problems, recognize cause and effect relationships, and plan. Children are encouraged to try out their ideas, experiment and use materials creatively. Specific goals for intellectual (cognitive) development are:
- a) To develop a positive attitude toward learning.
  - b) To enhance learning skills such as questioning, memory, perceptual motor skills, listening skills, etc.
  - c) To expand logical thinking skills.
  - d) To acquire concepts and information leading to a better understanding of the immediate world.
  - e) To expand verbal communication skills.

f) To acquire prewriting skills.

Basic Skills - Below is a short list of basic skills and concepts that we will work on throughout the preschool year:

Large and Small Motor Development  
Language Development  
Color Concepts  
Understanding Relationships  
Sorting and Classifying  
Counting and Measuring  
Exploring/Free Play  
Creativity  
Problem Solving  
Self Esteem  
Independence (managing clothing, care of materials, etc.)

### PROGRESS REPORTS

The intellectual, physical, social and emotional progress of each child will be observed and documented in the child's record, and shared with parents during conference times in October and February.

### DAILY SCHEDULE

Each school day a variety of activities are provided for the children that include teacher directed and child initiated activities, and that include both quiet and active activities.

The children will be provided with large muscle activities daily and at least five of the following interest areas: creative arts and crafts, construction, dramatic or practical life activities, science, music, fine motor activities, and sensory stimulation activities.

All activities will promote the child's development in a manner consistent with the children's culture background.

Your child's classroom teacher will provide you with a class schedule at the beginning of the school year.

## The Schedule -

Language Arts (Group Time) - Through discussion, conversation, songs, games, show and tell, fingerplays, stories (books, flannel board, chalkboard), we encourage both expressive and receptive language skills through a wide variety of cognitive subject areas (i.e. science, social studies, etc.)

Snack Time - Nutritious food is a vital link to all children's growth and development. A nutritious snack will be served daily. It will include a milk, and a cracker, cookie, fruit or vegetable. Some snacks will be prepared by the children as part of a specific subject unit. Water is also provided.

Discovery Centers - The children will choose their own area of interest. Their choices will include a dramatic play area, blocks center, quiet area (books, tapes, records), sensory table, board games, manipulative and cognitive toys, easel, etc. From time to time, this may include the outdoor play equipment.

Creative Arts - Creative thinking, problem solving, small motor development and coordination, self expression and discovery are experienced in a daily art project. The experiences may include use of clay, paint, paper, scissors, glue, collage materials, etc.

Table Activities - Developing small motor skills and problem solving are the foci of this time period. Children will work with others or individually with manipulative materials such as puzzles, games, building systems, linking toys, pegs, lacing, etc.

Large Motor Activities - These activities will be indoors or outdoors, depending on weather, and will include exercises, parachute play, movement to music, ball games, balancing, running, skipping, throwing, climbing, sliding, etc.

Dismissal - Children will learn to get themselves ready to go home (dressing skills, finding own belongings, etc.) and enjoy a musical end of class time through songs.

Each classroom is furnished and equipped with materials for preschoolers according to Minnesota "Rule 3", part 9503.0060, subpart 5. All sets of dramatic play equipment, all large motor equipment, all sets of blocks (including Duplo sets, hollow blocks, corrugated blocks and unit blocks), all puzzles, many books and all manipulative and cognitive sets of materials are rotated between both classrooms during the school year so that all children have access to a maximum of developmental activities and experiences.

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OUR LADY OF THE LAKE PRESCHOOL

9503.0110 Emergency and Accident Policies and Records

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## EMERGENCY AND ACCIDENT POLICIES AND RECORDS

### FIRST AID

All teachers will have First Aid Certification and will be able to administer first aid. A school first aid kit and current manual will be located in the center. The first aid kit will be taken on all field trips and walks.

### EMERGENCY PHONE NUMBERS

A list of emergency phone numbers will be posted by the telephone in the center:

|                          |                |                                  |              |
|--------------------------|----------------|----------------------------------|--------------|
| Police                   | 911            | Emergency Dental                 | 952-472-2600 |
| Fire                     | 911            | Hennepin County Child Protection | 612-348-3552 |
| Mound Wayzata Children's | 952-495-8910   | Community Health                 | 763-569-2690 |
| Poison Control           | 1-800-222-1222 | Dept. of Human Services          | 651-296-3971 |
| EMS                      | 911            |                                  |              |

### ACCIDENT PREVENTION

Injuries - Sharp scissors, knives, matches, and other potential hazards are stored out of the reach of children. The use of potentially hazardous materials and tools by children will be supervised.

Burns - Radiators, hot pipes, and other hot surfaces are protected by guards. All electrical outlets will be covered when not in use. Water temperatures will not exceed 120 degrees.

Poisoning - All hazardous or toxic substances will be stored out of sight and out of reach of children.

Choking and Suffocation - No food or equipment will be made available to children which will cause choking, aspiration or suffocation. Every teacher will be first aid certified and able to administer aid.

Pedestrian Accidents - To avoid the occurrence of pedestrian accidents, stairways, exits, and corridors shall remain clear. All spills shall be promptly cleaned up. (Staff shall be responsible for the area under their supervision.) Maintenance staff will be alerted when repairs are necessary. Snow removal and condition of flooring, and lighting will be the responsibility of the maintenance department. The children will be instructed to walk at all times within the center, and to keep hands, feet, and other objects to themselves.

Parents or drivers will walk with their children from their vehicle into the classroom upon arrival each day, and from the main or west entry to their vehicle upon dismissal.

Traffic Accidents - Cars arriving and departing will park only in the parking lot on the west side of the school, or in the short term parking area to the south. All persons will walk to and from their vehicles. We do not want our children to be in danger of running in front of another car, moving or parked.

Hazard Inspection - Each teacher will be responsible for the daily inspection of their room for potential hazards. The maintenance staff will be notified when repairs or corrections are needed.

Semi-annual inspections of the entire center will be made in the fall and spring by the chief maintenance engineer, the school principal, and the center director.

### FIRE DRILL AND FIRE PREVENTION

Fire drills are held monthly. The following rules will be strictly adhered to for all fire drills and fire emergencies:

1. When the fire bell is sounded, all preschool students follow a teacher and immediately walk out of the room and follow the route indicated below. The teacher who leaves the classroom last will close all windows and the classroom door. A teacher may use the portable fire extinguisher if it is safe to stay in the area while doing so.

2. A monitor appointed by the school closes all other open windows and hallway doors.

3. Strict silence is to be observed leaving and entering the building.

4. The teacher takes a class list so he/she can account for each child. Director takes the emergency files, and first aid kit.

5. Director checks with each teacher to be sure all children and adults are accounted for.

6. Students and teachers are to remain outside the building until the all-clear signal sounds.

The following fire routes are to be followed: Room 102, 103 and exit to the north (ramp room) door, proceed to the grass area by the lake and stand on the west edge of the playground.

The Fire Drill Policy for the entire school is included in the appendix.

A current school year log of fire drill dates and times will be kept in each classroom. Past logs will be kept in administrative files. A sample log appears in the appendix.

Director and teachers will evaluate strengths and weaknesses of all drills.

All small appliances shall be unplugged when not in use. Draperies and other flammable materials will not be in direct contact with heat sources. Matches will be kept out of reach and out of sight of children. All electrical cords and connections will be inspected periodically for fraying and exposed wires, and repaired immediately by the maintenance staff. All electrical outlets will be covered when not in use.

Staff will be trained annually in fire procedures, and will have a copy of fire procedures and policies at all times in their rooms. Evacuation routes will be posted in each room.

Use of Fire Extinguisher - A teacher may use the portable fire extinguisher in the room if it is safe to stay in the area while doing so. To use the fire extinguisher:

1. Pull red pin near top of unit. Hold unit upright.
2. Free hose from side holder. Stand 8 feet back from flames. Aim at base of fire.
3. Squeeze black lever and sweep at fire from side to side.

Unit will be recharged after each use by the maintenance staff.

Unit will be inspected and pressure gauge will be checked monthly.

### LOCK DOWN DRILLS

Lock down procedures may be issued in situations involving dangerous intruders or other incidents. There are to be a specified number of lock down drills a year. The following rules must be strictly adhered to for all lock down drills:

- a. Building administrator will issue lock down procedures by announcing a warning over the PA system:

**Drill announcement:** Teachers, please initiate lockdown drill now.

**Lockdown announcement:** Teachers, please initiate lockdown now.

- b. Direct any recognizable students to classrooms; staff to appropriate rooms.
- c. Lock your classroom door.
- d. Do not open door for anyone.
- e. Move students out of sight line of windows or doors.
- f. Allow no one outside of classroom until all clear signal is given by building principal/designee.

### NATURAL DISASTER DRILLS AND PROCEDURES

Tornado Drills - A minimum of one tornado drill is held monthly from April through September (when school is in session). The following rules will be followed for the emergency drill and for actual tornado situations:

1. An announcement of the drill will be made to all teachers via the faculty bulletin.

2. Students will silently line up and follow the classroom teacher out into the cafeteria where they will silently line up along the cafeteria. Teachers will take their class list and the Director will take the battery operated radio and flashlight and follow the children to the shelter area.
3. A teacher will close the classroom door upon leaving.
4. All classes will sit down on the floor, facing the wall.
5. Students and teachers are to assume the safety position (sitting on knees on the floor facing the wall, head down, with hands and arms covering head).
6. The drill will end with an all-clear announcement directly from the principal.

A current school year log of tornado drill dates and times will be kept in the classroom. Past logs will be kept in administration files. A sample log appears in the appendix, as well as a map locating the shelter area.

Blizzard - Normally there are warnings far enough in advance so that preschool and extended day can be closed early and children can be picked up by their parents well before the storm hits. School closures are broadcast on WCCO radio, 830 AM. Closing of Our Lady of the Lake Preschool Center will coincide with whatever decision is made for kindergarten in the Westonka School District, or for Our Lady of the Lake School in Mound. Parents will be informed to listen for both names when listening to the radio for school closings.

In the case of all disasters, fire, flood, bomb threat, power outage, tornado or blizzard:

The school will retain responsibility of all children on premises until they are released to a parent or responsible adult, or until they have been transported to an official evacuation center, in which case selected staff will remain with the children until all have been reunited with their families.

All employees will remain on the premises as service workers, as designated by law. Such employees will be subject to whatever tasks are assigned by the person or persons in charge, and may not leave the premises until the same person or persons give them official permission to do so.

Parents should not telephone the school. They should listen to the radio for progress reports on whatever disaster is taking place. Follow official instructions as relayed by officials via the radio. If parents are able to reach the school without danger to themselves or without interference with disaster workers, they should come to pick up their children. Children will be released only to parents, guardians, or other designated persons known to them.

## MISSING CHILD

The following notification procedure will be used when a child is missing from the center:

1. Notify the center director and the school principal.
2. Teacher and other available persons will conduct a thorough search of the facility and grounds. The aide or director will stay with class.
3. The child's parents will be notified.
4. The police and other proper emergency authorities will be notified.

## INCAPACITATED PERSONS

If a staff member believes an individual to be incapacitated (incapable of normal activity) when attempting to pick up a child, the staff member will:

1. Ask if there are any other individuals that could possibly pick up the child.
2. Offer to call for alternative transportation.

If the individual is other than a parent:

1. Follow 1 and 2 above.
2. Inform individual that the child's parent will have to be contacted before the child can be released.

If the child cannot be detained, obtain the license plate number of the vehicle and alert the proper authorities.

## UNAUTHORIZED PERSONS

Children enrolled in Our Lady of the Lake Preschool and the extended day program will be released **ONLY** to the persons listed on the Admission Form as authorized to take the child(ren) from the center, and to other persons when notified by parents (such as when going to a friend's house after class to play). All other persons are unauthorized and will not be allowed to remove children from the center.

## MISSING PARENTS

If a parent fails to pick up a child or contact the center about being late, the following steps will be taken:

1. Staff will attempt to contact parent at home or work.
2. Staff will notify director.
3. Staff or director will attempt to telephone child's home phone number and/or emergency phone numbers listed on the registration form every 15 minutes or until parent or responsible adult is notified.

4. If contact cannot be made with either parent or responsible adult (emergency contact numbers) within 2 hours, the proper authorities (police, child protective services) will be notified of an abandoned child.

#### SOURCE OF EMERGENCY MEDICAL CARE

Wayzata Children's Clinic is our center's source of emergency medical care. (Phone number is 952-495-8910.) If a medical emergency arises, we will first try to contact the parents, then the emergency numbers. A staff person will administer first aid as indicated. The child will be taken to the Wayzata Children's Clinic located in Spring Park by car, or an ambulance will be requested if the situation warrants.

Procedures for emergencies and accidents are posted next to the classroom doors and are available from the teacher's files.

#### RECORDING ACCIDENTS, INJURIES AND INCIDENTS

Staff person should record all common school accidents in the Incident Journal kept in each classroom file. (Sample of Incident Journal is in the appendix.) All accidents, injuries and incidents should be reported to the director as soon as possible.

For accidents requiring a doctor or ambulance, staff will complete an Accident Report in triplicate, sending one copy home to parent, or to injured party, putting one copy in the student or staff file, and saving one copy for insurance if needed. (Sample of Accident Report is in the appendix.)

An Evaluation of Accident Form should be filled out by the staff in attendance, and given to the director. (Sample of Evaluation of Accident Form is in appendix.)

Twice a year the director will review the Incident Journal and Accident Evaluation forms and determine if any center policies need to be revised in response.

These same procedures are used for accidents, injuries and incidents involving children enrolled at the center, a staff member, or a visitor.

All staff will be trained on filling out these emergency and accident policies and records annually.

## “APPENDIX”

### EMERGENCY PROCEDURES

#### 1. FIRE DRILLS

A. Several fire drills are held per year. The following rules must be strictly adhered to for all fire drills:

- 1) When the fire bell is sounded, all students immediately WALK out of the room and follow the route indicated below.
- 2) The appointed monitor closes all open classroom windows and hallway doors.
- 3) Strict silence is to be observed leaving and entering the building.
- 4) The teacher leaves the classroom last and closes the classroom door.
- 5) The teacher takes a class list so he/she can account for each child.
- 6) Students and teachers are to remain outside the building until the outside bell (the all-clear signal) sounds.
- 7) The 7th grade homeroom teacher will appoint students to check 1st and 2nd floor lavatories and close 1st and 2nd floor hallway windows and doors.
- 8) The first class to leave the building by north, west, and main doors should appoint a monitor to hold the doors open.

B. The following fire routes are to be followed:

First floor - Rooms 201, 202, 203, 204 and 205 exit by the east door (main front door), proceed down the front sidewalk and around to the playground and stand on the grass area near the lake.

- Rooms 206, 207 and 208 exit by the north door, proceed to the playground and stand on the grass area near the lake.

Second floor - Room 301, 302, 303 and Library exit by the west (back) stairway. Proceed across the playground to the grass area near the lake.

- Rooms 304, 305, 306, 307 and 308 exit by the north door. Proceed down the alley and across the parking lot to the grass area near the lake.

Basement - Room 102, 103, 104 and cafeteria exit either by north or west door. Proceed across the playground to the grass area near the lake.

## 2. SCHOOL CLOSINGS

School closings due to inclement weather will be announced on WCCO (830 AM) Radio. Teachers will be notified by phone of any school closings.

## 3. TORNADO DRILLS

A. A minimum of one tornado drill is held annually. The following rules will be followed for the emergency drill:

- 1) An announcement of the drill will be made to all teachers via faculty bulletin.
- 2) Students from each grade will silently line up and follow their teacher to the nearest interior hallway of the school building.
- 3) The teacher or the classroom monitor will close all doors leading to the hallway.
- 4) Students and teachers are to assume the protective safety position (crouched on knees or sitting flat on bottom, head down, with hands and arms covering head).
- 5) The drill will end with an all-clear announcement directly from the principal.
- 6) Students using the gym or new parish center should use the interior walls or move entire class into one of the locker room areas.
- 7) Students using the annex are to proceed to the basement near the food shelf area.

## 4. BOMB THREAT PROCEDURE

In the event that a bomb threat is given to the school by phone call, note, or any other means, the following steps should be taken:

1. Person receiving the threat will immediately contact local officials by dialing "9-1-1".
2. Person receiving the threat will report to the office.

- you
3. A message will go out on the intercom system using the following code: "John Jones, have a phone call".
  4. Upon hearing this phrase, teachers will immediately direct their students out of the school building using evacuation routes the same as in a fire drill.
  5. Teachers will assemble students on the grass area of the playground and wait for further instructions from the school principal and/or government official investigating the threat.

OUR LADY OF THE LAKE PRESCHOOL

9503.005 Naps and Rest Policy

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## NAPS AND REST POLICY

Since Our Lady of the Lake Preschool is a two and one-half or two hour per day program, the students enrolled will not have a specified time set aside each day for rest and naps. Quiet activities and learning centers, however, are offered throughout the day (for example, story time and listening center).

The Our Lady of the Lake Preschool Program does have a time set aside each day after lunch for naps and rest.

All children in full day Preschool will rest after lunch quietly on cots placed directly on the floor. Cots will be placed so there are clear aisles and unimpeded access for adults and children on at least one side of each cot.

A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot. Quiet activities will be offered in a separate part of the room for these children so as not to disturb other children who are still napping or resting.

If blankets and other bedding are used, parents are requested to have them washed weekly and when wet or soiled.

The parent of each child will be informed of the naps and rest policy prior to the time of enrollment in the center. Any deviation in this policy will be made in consultation with a child's parents and will be noted in the child's record.

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OUR LADY OF THE LAKE PRESCHOOL

9503.0140 Health Policy

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## HEALTH POLICY

### HEALTH CONSULTATION

The center will have a health consultant (M.D., R.N., PHN) review the health policies annually and certify that they are adequate to protect the health of children in the center. A copy of the consultant's findings will be placed in the center's administrative file.

### FIRST AID

All teachers will have current first aid training and certification and will be able to administer first aid. At least one staff person trained in CPR and in treatment of obstructed airways will be present in the center at all times when children are in care.

A list of emergency phone numbers will be posted by the telephone:

|                                   |                |
|-----------------------------------|----------------|
| Police                            | 911            |
| Fire                              | 911            |
| EMS                               | 911            |
| Wayzata Children's in Spring Park | 952-495-8910   |
| Poison Control Center             | 1-800-222-1222 |

A ten unit first aid kit and current first aid manual will be located in the center. The first aid kit will be taken on all field trips. The first aid kit will contain sterile bandages, bandaides, sterile compresses, the poison control center number 1-800-222-1222, scissors, an ice bag or cold pack, an oral or surface thermometer, and adhesive tape.

### ACCIDENT PREVENTION

Injures - Sharp scissors, knives, matches and other potential hazards are stored out of the reach of children. The use of potentially hazardous materials and tools by children will be supervised. Broken equipment will not be used until repaired.

Burns - Radiators, hot pipes, and other hot surfaces are protected by guards. All electrical outlets will be covered when not in use. Water temperatures will not exceed 120 degrees.

Poisoning - All hazardous or toxic substances, including household supplies, will be stored out of reach of children.

Choking and Suffocation - No food or equipment will be made available to children which will cause choking, aspiration or suffocation. Every teacher will be first aid certified and able to administer aid.

Pedestrian Accidents - To avoid the occurrence of pedestrian accidents, driveways, stairways, exits, and corridors shall remain clear. All spills shall be promptly cleaned up. (Staff shall be responsible for the area under their supervision.) Maintenance staff will be alerted when repairs

are necessary. Snow removal and condition of flooring and lighting will be the responsibility of the maintenance department. The children will be instructed to walk at all times within the center, to keep hands, feet and other objects to themselves, and to use handrails on stairways.

Upon arrival each day, parents or drivers will walk with their child(ren) from their vehicle into the classroom, and from the main or west entry to their vehicle upon dismissal.

Traffic Accidents - Cars arriving and departing will park only in the lot on the west side of school. All persons will walk both to and from their vehicles. We do not want our children to be in danger of running in front of another car.

Hazard Inspection - Each teacher will be responsible for the daily inspection of their room for potential hazards. The maintenance staff will be notified when repairs or corrections are needed.

Semi-annual inspections of the entire center will be made in the fall and spring by the chief maintenance engineer, the school principal and the center director.

#### DIAPERING POLICY

All children attending Our Lady of the Lake Preschool Center must be out of diapers.

#### FOOD AND WATER

Nutrition is basic to health. Eating habits and attitudes toward food are formed in the early years. A mid morning snack is served daily. The snack will be a fruit, vegetable, bread product, cracker or cookie, and fruit juice or milk. Staff may be seated with children during snack time.

The center will follow all special diet restrictions as prescribed by the child's health care source. Food for special diets will be brought from home. The diet order and duration specified will be kept in the child's record and posted in the preschool room and in the extended day room if applicable. All staff in contact with the child will be informed of the diet order.

It is permissible for children to bring a snack from home to celebrate birthdays, but the snack must be purchased, not homemade. Teachers must be notified ahead of time when this is planning to be done.

All tables used for snack time will be washed with soap and water, then disinfected before and after food is served to the children.

All staff and children will wash hands with soap and water before handling food and eating a snack. Teacher or aide will monitor hand washing and assist any child who needs help.

Procedures for preparing, handling and serving food and washing food, utensils and equipment, will comply with requirements for food and beverage establishments, parts 4625.2400 to 4625.5000.

All dairy products and other perishable foods will be refrigerated. The refrigeration will have a temperature of 40 degrees Fahrenheit or less.

Snack menus are planned monthly and posted on the parent bulletin board. A sample menu will be given to parents at the orientation conference. Families will provide snacks, centers will provide beverages. Menus will meet the nutritional requirements of USDA, Food and Nutrition Service Code of Federal Regulations, title 7, section 226.20.

Information about food allergies of the children in the center will be posted in the food storage area or the sink area where food is prepared for snacks. All staff will be informed of this allergy.

Drinking water will be available to the children throughout the day, and offered at frequent intervals. It will be provided from single service cups.

#### HEALTH INFORMATION AT ADMISSION

Before a child is admitted to the preschool or within 30 days of admission, the parents must submit to OLL Preschool a report on a current Health Care Summary of the child signed by the child's source of medical care. (Sample form follows.)

REEXAMINATION - Not applicable to Our Lady of the Lake Preschool.

#### IMMUNIZATIONS

The immunization record (included in the registration packet) must be completed and returned to the center on or before the first day of preschool and/or extended day attendance. Children must be immunized according to Minnesota Statutes, section 123.70, have a signed, notarized statement of parental objection to the immunization, or a medical exemption. (Sample of immunization form follows.)

#### NOTICE ABOUT A SICK CHILD

When a child becomes ill or is injured while at preschool, parents will be notified immediately. If parents cannot be reached, the person(s) designated with emergency phone numbers on the registration form will be contacted. The child will be isolated with a staff person while waiting for parent or responsible person to come.

A parent must inform the center within 24 hours, exclusive of weekends and holidays, when a child is diagnosed as having a contagious reportable disease, lice, scabies, impetigo, ringworm, or chicken pox. (A listing of reportable diseases follows in the appendix.)

If there are any communicable diseases in the center, that information will be posted on the parent bulletin boards and/or sent home in a notice the same day the center is notified.

The preschool will notify the appropriate health authority within 24 hours of notification of any suspected case of reportable disease.

### ADMINISTRATION OF MEDICINE

The preschool center prefers not to administer medications unless absolutely necessary and then, only if prescribed by a physician or dentist.

The preschool center will get written permission from the child's parent before administering any medicine. (See copy of request form included at the end of this policy statement.)

The center will get and follow written instructions from a licensed physician or dentist before administering each prescription medicine. 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 will not be given after an expiration date on the label and any unused portion will be returned to the child's parent or destroyed.

Center staff will record administration of the medication and give the name of the child, name of the medication or prescription number, date, time, dosage, and the name and signature of the person who dispensed the medicine. (See copy of medication record included at the end of the policy statement.) The record will be available to the parent and maintained in the child's record.

The center must have signed written permission from the child's parent before administering nonprescription sunscreen or insect repellent as well. Sunscreen and insect repellent will be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist.

Medicines, sunscreens and insect repellents will be stored according to directions on the original container and so they are inaccessible to children.

### NONSMOKING

The center complies with the Minnesota Clean Indoor Air Act at all times! This is a smoke free center!

### CLEANLINESS

Upon arrival into the classroom, each student will be required to wash their hands with soap and water to help decrease the amount of germs brought into the program.

The indoor and outdoor space and equipment of the center will be kept clean.

Toys and equipment that have been mouthed by children will be cleaned and disinfected when mouthed. All toys and equipment will be cleaned and disinfected when soiled.

Maintenance and custodial staff will be responsible for cleaning floors, windows, walls, etc., and for keeping the outdoor spaces maintained.

Bathrooms will be cleaned daily. Toilets and seats will be washed with soap and water and disinfected when soiled, or at least daily.

All staff and children must wash their hands with soap and water after use of a toilet. Toilet paper, liquid hand soap, facial tissues and single use paper towels will be accessible to all children. Staff will monitor hand washing and assist when necessary.

The use of a common basin or a hand sink filled with standing water is prohibited.

### EMERGENCY EQUIPMENT

In case of emergencies, a battery operated flashlight and portable radio are located in the center.

### CONDITION OF EQUIPMENT AND FURNITURE

Equipment and furniture must be durable, in good repair, structurally sound and stable following assembly and installation. Equipment must be free of sharp edges, dangerous protrusions, points where a child's extremities could be pinched or crushed, and openings or angles that could trap part of a child's body. Tables, chairs and other furniture must be appropriate to the age and size of children who use them.

All toys and other articles intended for use by children under three years of age that present choking, aspiration, or ingestion hazards because of small parts will meet the size standards according to federal law.

### MAINTENANCE OF AREAS USED BY CHILDREN

The areas used by children will be free from debris, loose flaking, peeling or chipped paint, loose wallpaper, or crumbling plaster, litter and holes in the walls, floors and ceilings. Rugs must have a nonskid backing or be firmly fastened to the floor and be free from tears, curled or frayed edges, and hazardous wrinkles.

### PETS

The preschool and extended day program will have no classroom pets.

Parents must ask permission in advance to bring pets to school for show and tell, and must remain with the pet the entire time it is at school.

### EMERGENCIES

Please refer to Emergency and Accident Policy (a separate policy).

### Minnesota Rules part 4605.7040 DISEASE AND REPORTS.

Cases, suspected cases, carriers, and deaths due to the following diseases and disease agents shall be reported to the Department of Health. The disease followed by an asterisk shall be reported immediately by telephone to the Commissioner of Health:

- A. Acquired immune deficiency syndrome (AIDS)
- B. Amoebiasis (*Entamoeba histolytica*)
- C. Anthrax\* (*Bacillus anthracis*)
- D. Babesiosis (*Babesia* sp.)
- E. Blastomycosis (*Blastomyces dermatitidis*)
- F. Botulism\* (*Clostridium botulinum*)
- G. Brucellosis (*Brucella* sp.)
- H. Campylobacteriosis (*Campylobacter* sp.)
- I. Chancroid (*Haemophilus ducreyi*)
- J. Chlamydia trachomatis infections (nonspecific urethritis, cervicitis, salpingitis, neonatal conjunctivitis, pneumonia, and lymphogranuloma venereum)
- K. Cholera\* (*Vibrio cholerae*)
- L. Diphtheria (*Corynebacterium diphtheriae*)
- M. Diphyllbothrium latum infection
- N. Encephalitis (caused by infectious agents)
- O. Echinococcosis (*Echinococcus* sp.)
- P. Giardiasis (*Giardia Lamblia*)
- Q. Gonorrhea infections (including: Gonococcal salpingitis, ophthalmia neonatorum, Penicillin resistant *Neisseria gonorrhoea* infections)
- R. *Haemophilus influenzae* disease (only invasive disease including epiglottitis, cellulitis, bacteremia, and meningitis)

- S. Hepatitis (viral types A, B, and non-A., non-B)
- T. Herpes simplex infections (neonatal, less than 30 days of age, disease only)
- U. Histoplasmosis (*Histoplasma capsulatum*)
- V. Influenza (unusual case incidence or laboratory confirmed cases)
- W. Lead (poisoning and undue absorption)
- X. Legionellosis (*Legionella* sp.)
- Y. Leprosy (*Mycobacterium leprae*)
- Z. Leptospirosis (*Leptospira interrogans*)
- AA. Lyme Disease (*Norellia burgdorferi*)
- BB. Malaria (*Plasmodium vivax*, *P. malariae*, or *P. falciparum*)
- CC. Measles (Rubeola)\*
- DD. Meningitis (caused by all types of bacterial, viral or fungal agents)
- EE. Meningococemia (*Neissaria meningiditis*)
- FF. Mumps \*
- GG. Mycobacteriosis (symptomatic cases only; exclusive of tuberculosis and leprosy)
- HH. Pertussis (*Bordetella pertussis*)
- II. Plaque (*Yersinia pestis*)
- JJ. Poliomyelitis\*
- KK. Psittacosis (*Chlamydia psittaci*)
- LL. Q Fever (*Coxiella burnetii*)
- MM. Rabies (animal and human cases and suspects)\*
- OO. Rheumatic Fever (cases meeting the Jones Criteria only)
- PP. Rubella and Congenital Rubella Syndrome
- QQ. Rocky Mountain Spotted Fever (*Rickettsia rickettsii*, *R. canada*)
- RR. Salmonellosis, including typhoid (*Salmonella* sp.)
- SS. Shingellosis (*Shingella* sp.)
- TT. Staphylococcal disease (*Staphylococcus aureus* outbreaks only)
- UU. Streptococcal disease (only *Streptococcus agalactiae* [Group B] neonatal, less than 30 days of age, disease)
- VV. Syphilis\* (*Treponema pallidum*)
- WW. Tetanus (*Clostridium tetanai*)
- XX. Toxic Shock Syndrome
- YY. Trichinosis (*Trichinella spiralis*)
- ZZ. Tuberculosis (*Mycobacterium tuberculosis*)
- AAA. Tularemia (*Francisella tularensis*)
- BBB. Typhus (*Rickettsia prowazeki* and *R. Typhus*)
- CCC. Yellow Fever
- DDD. Yersiniosis (*Yersinia* sp.)

Statutory Authority: MS s 144.05; 144.0742; 144.12

History: 9 SR 2584

Revised 08/2017

OUR LADY OF THE LAKE PRESCHOOL

9503.0090 Information for Parents

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## PARENT INFORMATION

The learning environment at Our Lady of the Lake Preschool Center is dedicated to the total development of preschool age children. Our primary purpose is to help the children prepare personally (physical, social, and emotional skills), spiritually and intellectually to live in our ever changing world.

## LICENSURE

The Our Lady of the Lake Preschool Center is comprised of a licensed preschool and a licensed extended day care program.

Our Lady of the Lake Preschool is licensed by the Department of Human Services of the State of Minnesota (Division of Licensing Phone Number is 651-296-3971). It is licensed to serve up to 55 children at a time, ages 36 months through five years old with no more than 18 children per class.

## DAYS AND HOURS OF OPERATION

The preschool offers the following sessions:

8:40 - 11:30 a.m. Tuesday and Thursday  
8:40 - 11:30 a.m. Monday, Wednesday and Friday  
8:40 - 3:15 p.m. Monday, Wednesday and Friday  
8:40 - 3:15 Monday through Friday

Please bring your child no earlier than five minutes before class begins and pick him/her up promptly at 11:30 or 3:15.

OLL+ is offered from 7:00 to 8:40 a.m. and 3:30 a.m. to 6:00 p.m. Monday through Friday. The hot lunch program is available on days school is in session.

## STATEMENT OF PHILOSOPHY

Our Lady of the Lake Preschool Center provides a Christian environment in which the spiritual, educational and social needs of preschool children can be met.

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

At Our Lady of the Lake, learning is an exciting experience.

Our goals for the children are to develop a strong sense of self-esteem, to develop small and large muscle skills, to encourage creativity and decision making skills, to enjoy group

interaction, to foster social development with peers and adults, and to develop language, pre-math and pre-reading skills.

## EDUCATIONAL METHODS

Our Lady of the Lake Preschool Center offers a child centered, activity based program. It provides a stimulating, structured program geared to the children's ages and development, and offers the children opportunities to explore, manipulate, experiment with things and interact with people. Children at Our Lady of the Lake Preschool Center are supervised at all times!

The Our Lady of the Lake Preschool program plan is available for review upon request.

## CONFERENCES

Prior to enrollment there will be an open house to orient you to our preschool and extended day program and to answer any questions you may have. Individual parent conferences are planned and offered to all parents in the fall and spring. During these times, parents will be informed of the child's intellectual, physical, social and emotional development and progress within the context of normal growth stages, in positive ways.

Conferences may be requested at any time there is a need by either staff or parents, and an appointment will be made.

We want to be able to work successfully with your child and any help you can provide will help us better understand him or her.

## INSURANCE

Our Lady of the Lake Preschool Center participates in a joint Archdiocesan insurance program. This program provides us with \$500,000 general liability and fire insurance, \$3,000,000 umbrella access liability, and \$1,000,000 property damage coverage. The current insurance program is through Catholic Mutual Relief Society of America. More information regarding this program may be obtained by contacting the business administrator of the parish.

## REPORTING POLICY FOR CHILD ABUSE

### **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 651-297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community, should be made to the local county social services agency at 612-348-3552 (Child Protection) or local law enforcement at 952-472-0621.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at 651-296-3971.

### **What to report**

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

### **Retaliation prohibited**

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

### **Failure to report**

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

### **BACKGROUND CHECKS**

Our preschool license requires that all volunteer parents must have a criminal background check (paid by the program) in order to help with classroom parties and chaperoning field trips. Information provided at open house.

## VIRTUS TRAINING

The Archdiocese is requiring parents to partake in a VIRTUS training “Protecting God’s Children” at no cost to parents. Parents may go on line at [www.virtus.org/virtus/](http://www.virtus.org/virtus/) for training dates and locations. More information will be provided at open house.

## HEALTH POLICIES

Your child's health is a matter of major importance to us. Upon enrollment you must file with us a health care summary (included in registration materials) signed by the child's source of medical care, and a current immunization record (also included in registration materials). The immunization record must be on file at school before your child's first day of class. The health care summary must be on file by the end of the first month of school.

If a child becomes ill or is injured at preschool, parents will be notified immediately. If parents cannot be reached, the person(s) designated with emergency numbers on the registration form will be contacted. The child will be isolated with a staff person while waiting for parents or care givers to arrive.

For the safety and well being of your child, as well as the other children and staff members, please do NOT send your child to preschool when he/she is not feeling well. Furthermore, the preschool will not knowingly accept a child: a) with a temperature of or exceeding 100 degrees, b) who is displaying symptoms of physical illness (vomiting, diarrhea, etc.), c) with a rash of unknown origin, d) who has contagious conjunctivitis, e) who has unexplained lethargy, f) who has significant respiratory distress (excessive coughing, excessive nasal discharge, etc.), g) who cannot participate in all program activities, including outdoor play, with reasonable comfort.

If your child appears ill upon arrival, a teacher may refuse to accept the child for the day.

If a medical emergency arises, we will first contact the parents, then the emergency numbers. A trained staff person will administer first aid as indicated. The child will be taken to the Ridgeview Medical Clinic in Mound by car, or an ambulance will be requested if the situation warrants.

Procedures for emergencies and accidents are posted next to the classroom door and on the first aid cupboard. Emergency telephone numbers are posted next to the classroom telephone.

A parent or guardian must inform the center within 24 hours, exclusive of weekends and holidays, when a child is diagnosed as having a contagious disease (chicken pox, lice, scabies, impetigo, etc.). If there are any communicable diseases in the center, we will post that information on the parent bulletin board and/or send home a notice the same day the center is notified.

The preschool center prefers not to administer medications unless absolutely necessary, and then only if prescribed by a physician and with the signed request by the parent. All parents must

sign the permission statement in the registration materials to authorize the administration of syrup of ipecac if instructed by the poison control center.

### FIELD TRIPS

Field trips will be held periodically during the year. A signed consent form will be required before a child can participate. Neighborhood walks will periodically be taken. Parents must sign the permission statement in the registration materials to authorize these walks.

Emergency phone numbers, phone numbers of each child's physician and a first aid kit will be taken on all trips. Field trips and walks are an integral part of the educational program, and parent participation is encouraged.

### PUBLIC RELATIONS

Written parental permission is needed for all public relations activities (such as child's name or picture in local paper) involving a child. A permission statement is included on the registration form.

### SNACKS

Nutrition is basic to health. Eating habits and attitudes toward food are formed in the early years. A mid-morning snack is served daily which may be a cracker, cookie, fruit or vegetable, and fruit juice or milk. A snack menu will be provided and posted in the classroom. The preschool center will provide a beverage. The center will follow all special diet restrictions as prescribed by a health care source. Food for special diets must be brought from home.

It is permissible to bring a snack for your child's birthday or other special party, but due to health regulations, it must be a purchased treat and not homemade. Please let teachers know when you are planning to do this. (We will celebrate summer birthdays at an end of the year "summer birthday's" class party.)

### BIRTHDAY PARTIES

Please mail or distribute birthday party invitations outside of school. If invitations are given out in school, and not all classmates are invited, hurt feelings result. Also, if a child is given the invitation at school, there is a risk that it may be lost in the transition home.

### PARTIES

Preschool parents plan simple parties for Halloween, Christmas and Valentine's Day. Volunteer sign-ups will be available on the parent table close to the party dates.

## NAPS AND REST

Children in preschool will not have a specified time each day set aside for naps or resting. There is a quiet area set aside in the classroom where children can sit and rest with quiet activities (books, music, etc.), and quiet activities are offered throughout the class time as well (for example, story time).

Children in the extended day program will have time set aside each day after lunch for naps and rest (a minimum of 30 minutes.) Cots are provided.

## BEHAVIOR GUIDANCE

Our center has developmentally appropriate rules and expectations that are clearly communicated to the children, staff and parents. The staff, through positive, non threatening teaching techniques and by modeling appropriate behavior and problem solving techniques will work toward increasing the children's self respect and respect for others. Children will be taught how to use acceptable alternatives to problem behavior in order to reduce conflict.

In order to have a good classroom environment, some rules are necessary. The staff is consistent in seeing that they are followed so children realize their importance. If inappropriate behavior occurs, we will provide immediate and directly related consequences for that child's behavior. The following guidelines are tailored to the developmental level of each child and followed:

1. Instruction: At the start of each school year and periodically thereafter, rules are explained as to what they are and why they are important. (For example: We always walk in our school so that we do not run into each other and get hurt and so that other classes are not disturbed by the noise of running feet in the hallways.)

If inappropriate behavior then occurs, the child is redirected from problems toward constructive activity, or acceptable alternatives are discussed.

2. Warning: With the second occurrence of the unacceptable behavior, a staff member will talk to the child about the behavior, will give a warning (for example, If you climb on blocks again, then you will need to leave the blocks area for the rest of the morning), and will redirect the child toward constructive activity.

3. Follow through: If inappropriate behavior occurs again, the child is moved away from the scene of the problem and talks with staff to understand how and why the behavior is unacceptable. The child will be reassured that the activity may be tried again later or the next day.

If a child is separated in this manner, a separation report will be written. When appropriate, parents will be notified of the separation and alternative plans may be prepared.

## PETS

The preschool and extended day program will have no classroom pets. Parents must ask permission in advance to bring pets to school for show and tell, and must remain with the pet the entire time it is at school.

### VISITATION

VISITATION IS ALWAYS PERMITTED! We enjoy meeting grandparents, too. Please call ahead to arrange for a visit.

### NONDISCRIMINATION POLICY

The preschool does not discriminate in admissions or dismissals of students, parents or staff on the basis of race, color, age, religion, sex, nation origin or handicap.

### REGISTRATION AND TUITION FEES

There is a \$150.00 nonrefundable registration fee per child.

Preschool tuition is paid through the TADS Management Program

### FINANCIAL ASSISTANCE

Financial assistance may be applied for through Hennepin County Children and Family Services Department. To apply, you will need to call Child Care Assistance at 612-348-5937.

### TRANSPORTATION

Transportation to and from the center is the responsibility of the parents. If someone else is to pick up your child, we must be notified by you, the parent.

### PERSONAL BELONGINGS

The center does not encourage bringing toys or personal belongings from home except on show and tell days. In many cases, toys and other objects from home become a distraction to students. Under no circumstances should toy weapons ever be brought to school! We cannot be responsible for lost or broken items.

### CLOTHING

Please clearly mark all of your child's outer clothing.

Children in preschool play a lot on the floor and do many activities with large indoor and outdoor play equipment. To be able to participate comfortably in preschool activities, children should wear washable play clothes and tennis shoes! White soled, or non scuff soled, tennis shoes are required of all children for use in the gym. Also, please dress your child appropriately for the weather.

A backpack with your child's name written clearly on the outside should be sent to school each day. It is needed to carry papers, projects, shoes, etc., home safely!

### ARRIVAL AND DEPARTURE

Arrivals and Departures will be on the west side of the building, using the glass door entry between the church and school and through the school entry door. Drivers are asked to bring their child(ren) into the classroom each day. (Parents of OLL+ day children will go directly to the OLL+ room to sign them in and out.)

Afternoon class will be dismissed at 3:15 p.m.

### FIRE DRILL, LOCK DOWN AND TORNADO OR EMERGENCY EVACUATION PLANS

In order to teach proper procedure for evacuating the building, the school conducts an average of one announced drill a month. No pupil is allowed to reenter the building before the proper signal is given. Tornado and Lock Down drills will be instituted into these scheduled drills.

### EMERGENCY SCHOOL CLOSINGS

Our school closures will coincide with whatever decision is made for Kindergarten in the Westonka School District, or specifically, for Our Lady of the Lake School in Mound. This information is broadcast on W.C.C.O. Radio, 830 AM.

Revised 08/2017

OUR LADY OF THE LAKE PRESCHOOL

Part 9543.1020, subpart 2 - Grievance Procedure

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## OUR LADY OF THE LAKE SCHOOL COMMUNICATION POLICY

### A. Effective Communication

#### **1. Vision:** Our Lady of the Lake School Communication Policy

- Provides a framework for effective communication.
- Promotes understanding and co-operative teamwork between the school, parents/guardians and students.
- Promotes active participation of the whole school community in effective communication
- Contributes to the best learning outcomes for students
- Ensures principles of effective communication are displayed by staff and parents.
- Is based on the collective understanding that parents/guardians, students and staff have a common goal.
- Is evidence that the school community values the enhancement of effective home/school partnerships through good communication.
- Our Lady of the Lake School believes in *The Principle of Subsidiarity*, which is rooted in Catholic Social Teaching. The spirit of this principle states individuals have the right to participate in decisions and discussions that directly affect them in accord with their dignity and with their responsibility to the common good. Communication should be at the level of those who are affected.

#### **2. Key Understandings about Effective Communication:**

- Effective communication encompasses the exchange of ideas, where people feel they have been heard and their opinions valued, and where information is clear and accurate
- All communication needs to be timely, relevant, accurate, well targeted, well delivered, clear and concise, open, honest and frank, reciprocal and interactive.
- As stated in *The Principle of Subsidiarity*, communication must begin with those who are involved first.

#### **3. Communication Procedure:**

- OLL will make every effort to provide information regarding school policies, procedures, rules, regulations, schedules, events, curriculum, special programs, health issues, safety procedures, calendar changes, meetings, etc., parents need to be aware of. Means of communication include newsletters, letters, phone calls, e-mails, handbook and meeting minutes.
- School staff will inform parents of any out of the ordinary occurrences during the school day in the classroom, on the playground, in the lunchroom, etc. in a timely manner.
- Parents are expected to communicate any information about their children that is vital for the school to be aware of (absences, family emergency, doctor appointments or other information that would give insight into the child's day).
- Parents are encouraged to contact teachers or administration with questions or concerns. Please be mindful of teacher's schedules. We will make every effort to return calls or e-mails in a timely manner.

### **B. Conflict Resolution (Informal):**

- We know that parents love their children and will be concerned at times.
- Contacting your child's school when you have a concern can be an intimidating experience. Parents need to know that teachers at Our Lady of the Lake School welcome contact with parents.
- In the vast majority of instances where parents call with a concern, the teacher and parent are able to resolve the situation to the benefit of the student and relief of the parent.
- We also know that despite our best efforts, there are times when we need to talk together to communicate, report and solve problems. Therefore, we are suggesting the following protocol:

**1. Talk directly to your child's teacher.**

- We can't emphasize strongly enough that we know parents care about their children as do we.
- Most concerns can be resolved or explained at this level to the satisfaction of parent and teacher.

**2. If, after meeting with the teacher, some concerns still exist parents are invited to contact the school administration.**

- Parents are also invited to discuss any administrative concerns directly with the Principal whenever needed.

**C. Conflict Resolution (Formal):**

In the event the informal conflict resolution process did not resolve the issue to the parent's satisfaction, we ask you address your concerns formally to the following individuals in the sequence below:

- FIRST:       TEACHER/ STAFF MEMBER**
- SECOND:     PRINCIPAL**
- THIRD:       SCHOOL ADVISORY COMMITTEE**
- FOURTH:     PASTOR**

**The following is the process we ask you to observe when raising Parent-Student issues or concerns:**

**Step 1.       TEACHER**

- A. Parent contacts the teacher to communicate concern/issue\*.
- B. If necessary, parent and teacher schedule and hold a meeting.
- C. Teacher and parent agree on an action plan to address the issue.
- D. Action plan is carried out. Progress is monitored.
- E. Teacher and Parent determine if actions taken have adequately resolved issue. If issue is resolved, no further action is necessary. If issue is not resolved, teacher and parent may modify action plan as needed.

\*To set up the proper time and place, we recommend that you contact the teacher by phone, in writing, or in person, to alert the teacher of your concern and schedule a meeting as needed. Please avoid unscheduled contact during instruction time to respect the learning environment in the classroom. The teacher is expected to notify the principal and appropriately document any significant Parent-Student issues (i.e. requiring meetings with parents, action plans related to students, etc.).

**Step 2. PRINCIPAL**

The principal will verify resolution of significant Parent- Student issues.

- A. Principal contacts the parent to determine if parent is satisfied with the action plan and outcome of Step 1. If issue is resolved and parent is satisfied, no further action is necessary.
- B. If issue is not resolved / parent is not satisfied, principal will gather additional information individually from parent and teacher.
- C. The principal will then schedule a joint meeting with the parent and the teacher to review actions to date and agree on future action plan.
- D. Action plan is carried out. Progress is monitored.
- E. Principal, parent and teacher determine if actions taken have adequately resolved issue. If issue is resolved, no further action is necessary. If issue is not resolved, principal, parent and teacher may modify action plan as needed

Note: Principal and/or teacher are responsible for notes/summaries adequately documenting issues, action plans and results.

(MOST ISSUES SHOULD BE RESOLVED WITHIN THE FIRST TWO STEPS. MOST ISSUES SHOULD HAVE A WORKING AGREEMENT IN PLACE WITHIN TWO SCHOOL WEEKS.)

**Step 3. SCHOOL ADVISORY COMMITTEE**

**If a parent is not satisfied after meeting with the teacher and principal as described in steps 1 and 2, then they may express their concerns to the School Advisory Committee.**

- A. Send a request to the SAC Chairperson that you wish to express your issue/concern at the next available meeting. It is helpful to the committee if you can include a summary of the issue and any alternate solutions you are proposing.
- B. The SAC chairperson will respond with information regarding your attendance at an upcoming SAC meeting. You will be notified of the time and location.
- C. Attend meeting and voice your opinion. Length of time allotted for discussion with parent will depend on the issue and other SAC business to be covered during the meeting. Issues brought to the committee usually cannot be answered immediately. Further discussion and investigation are often required.
- D. You will be informed of the committee's recommended course of action promptly and in writing. If further actions are pending, you will be advised who will be responsible for carrying out related actions along with a timeline for completion.

**Step 4. PASTOR**

**If a parent is not satisfied after meeting with the teacher, principal and SAC as described in steps 1-3, then they may express their concerns to Pastor.**

- A. Parent contacts the Pastor regarding the situation.

B. The Pastor will consult with the school principal and other appropriate persons (committee members, etc.) to reach a decision.

Approved: June 21, 2005

OUR LADY OF THE LAKE PRESCHOOL

Part 9543.1020, subpart 14 - Drug and Alcohol Use Policy

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## DRUG AND ALCOHOL USE POLICY

All individuals, employees, subcontractors and volunteers are prohibited while directly responsible for individuals served by the program, from abusing prescription medication or from being under the influence of alcohol or a controlled substance under Minnesota Statutes, Chapter 152, in any manner that impairs or could impair the person's ability to provide care or services.