



Renaissance Schools

Family Handbook

For Chester Creek Montessori
Duluth, MN

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COVID Daily Arrival Protocols:

Temperature of the child may be taken in the entry-way. At the request of any staff member, you may be asked to provide the names of the people who have been in your household within the past 14 days: as well as respond to the following **screening questions for COVID-19 prior to drop off for the day:**

Does your child have any of these symptoms that are not caused by another condition? • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Recent loss of taste or smell • Sore throat • Congestion • Nausea or vomiting • Diarrhea

Within the past 5 days, have you had contact with anyone in your immediate who had COVID-19 or COVID-like symptoms? Contact is being 6 feet or closer for more than 15 minutes with a person, or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on)?

Have you had a positive COVID-19 test for an active virus in the past 10 days?

Illness policy:

At center: If a child is well enough to be in school, the child should be able to go outdoors for recess and participate in all activities. Please send a request from the physician if this is not advised. If at any time the school suspects a child is too ill to be at school, the child will be isolated from the other children under staff supervision. Your child will be monitored and comfort measures will be provided. An **authorized person** must be available to pick up an ill child as soon as is reasonable (within 30 minutes) of the school's verbal notification of illness or other emerging/urgent need. Attempts to notify emergency contacts in the order listed on the Admissions and Arrangements form will begin at the onset, exposure, and/or recognition of an illness. Families will be notified the same day the information is received if there is a contagious illness verified within the program. Masking may be required at the discretion of CDC mandates and/or by request of Renaissance Schools' administration.

At home: If you notice a change in your child's behavior, such as feeling tired or out-of-sorts, consider this a sign of the onset of illness, which is the most contagious time. Please keep your child home for some extra rest if they are overtired or irritable. If your child has a contagious disease, you are required by Minnesota law to inform the school of any infectious communicable disease within twenty-four hours, exclusive of holidays or weekends.

Our Program and Philosophy

Renaissance Schools' purpose is to enrich the quality of life in our communities through accessible world-class education for children ages six-weeks to six-years. At the time of enrollment, families are provided with this Family Handbook on our website and in our Family Portal and a copy of our Emergency Locations (also found on our Family Portal). Our enrollment packet includes all required forms, some of which must be updated annually, or as a family or child's conditions change. It is your responsibility to ensure that we have the most accurate, updated information on file for your child. You will also receive: a yearly calendar, a tuition agreement, late payment and termination policies. Families are offered the opportunity to participate in an annual review of our Family Handbook. At that time, you may offer any suggestion or recommendations for our consideration to further enhance the quality of the program.

Chester Creek Montessori uses the North American Montessori Center (NAMC), a Parent Aware aligned curriculum for Montessori education and is not affiliated with any religious or political entities. The program plan is available at any time for review upon request.

The Montessori method is an educational approach developed by Dr. Montessori, based on her work with children with disabilities and in the Casa dei Bambini. Combining theory and practice, the method encompasses the ideas, principles, techniques, and materials that inspire, inform, and guide all Montessori programs. Some key ideas include treating children with respect, acting as a guide and facilitator, preparing the environment to suit the children's needs, providing materials and presentations appropriate to the child's sensitive periods, using hands-on learning materials, incorporating movement in all activities, giving children the opportunity to work repeatedly on tasks, encouraging them to correct mistakes independently, allowing them to work at their own pace, and observing them to determine when they are ready to learn a new skill. (Montessori Classroom Guide, p.32)

Equal Opportunity Provider:

Chester Creek Montessori is an equal opportunity provider. Applications for enrollment are accepted without regard to race, color, creed, religion, national origin, sex, marital status, disability, age, sexual orientation, and status with regard to public assistance or any other protected category under state or federal law.

PROGRAM GENERAL INFORMATION:

Parents/guardians may review the program plan at any time upon request via email, phone, or verbally. They will then be emailed a copy of the plan. A plan is kept on site at all times and is available to review as well.

Licensing

Our program is licensed by the Minnesota Department of Human Services. If you have any questions regarding our licenses or any other licensing questions or concerns, you may contact the Department at 651-431-6500.

Classification of Age Groups

We are licensed to serve a total of 20 children

Preschool: Age 3 to age 5 (not in Kindergarten), licensed for up to 20 preschoolers

Hours of operation

Monday-Friday 8:00am-4:00pm

Orientation Week: 8 am to 11:30 am (with pick up between 11:15 am and 11:30 am)

Children may be dropped off at the front door between 8:00 and 8:15. A staff member will greet your child at the door. We ask that your child carry their belongings with them from the parking lot. A quick, confident good-bye helps your child feel ready to start the day. Children will be dismissed between 3:45-4:00 either from the playground or the front door. Each child must be checked in and out each day. During winter months, drop off and pick up will be extended five to ten minutes to accommodate the additional clothing and time it takes for travel.

Please inform us if you are running late. Late pickup fees of \$10.00 per each additional 15 minutes will apply, including children on half-day schedules. Excessive absences and late arrivals without prior arrangements with staff may result in termination of enrollment. Emergencies, sick days, and vacations are inevitable. Please call at your earliest convenience if you anticipate an absence. You can typically expect a call from our staff if we haven't heard from you by 9:30 a.m. Emergency contacts will be called after 30 minutes without notification by the school at the close of the day. Non-life threatening emergency services will be called after failure to reach a designated party.

- LATE PICK-UP FEE - \$10.00 per 15 minutes will be added to your bill.
- NSF CHECK FEE - \$25.00 return fee as well as any and all fees incurred due to the returned check. Upon a second occurrence of an NSF check, all payments must be made by cash or money order.

Authorized adults of enrolled children may visit the center any time during the hours of operation: (MN Statute section 245A.14, subdivision 15 states that an enrolled child's parent or legal guardian must be allowed access to the parent's or legal guardian's child at any time while the child is in care).

Use of Cell Phones: Cell phones may not be in use during drop off and pick up. To ensure the safety of your child and the community, we will need your full attention during these times.

Social Connectedness: Our neighborhood schools carry with them the intent to build community. Please feel free to enjoy coffee and pastries with other families the last Friday of every month after drop off during September and October. This will be hosted by a staff member.

Annual apple pressing event. Each fall we set up an apple pressing machine. Please bring jugs and apples to take home some fresh cider. This event also includes face-painting and games.

Meals

Mid-morning snack (Children ages 3 and up serve themselves)

Lunch is at 12:00 pm

Mid-afternoon snack (Children ages 3 and up serve themselves)

*If your child arrives after these times, please make sure they have had their meals as we need to move on with activities. You must let us know by 10 am if your child will be here or not so we can plan for lunch.

*All food provided by Renaissance Schools comply with the nutritional requirements of the United States Department of Agriculture, Food and Nutrition Service, Code of Federal Regulations, title 7, section 226.20. Staff have lunch with the children. Eating together is a social experience and an

opportunity to refine manners. We encourage your child to participate in the process of preparing and packing their lunch. Please observe the following guidelines:

- Please send your child with a suitable protein each day, such as sandwiches, tortilla roll-ups, hard boiled eggs, etc. 1% milk and water are provided at lunch, along with a fruit and vegetable option. Please do not send additional drinks or pre-packaged foods.
- Keep in mind, we are not able to heat any foods.
- Please label your child's lunchbox with their first and last name.
- We typically serve popcorn during birthday celebrations. Please let us know if you would like to provide an additional fruit or veggie for the celebration.

Tuition

Preschool: \$8,190 for the school year (39 weeks)

- Full-time: \$210/week; 8 am - 4 pm
- Part-time: \$175/week; 8 am - 1 pm

*Payments are due bi-weekly or weekly on Friday. You are responsible for your child's full tuition even in the event of illness or other time away from the program. Tuition is charged for all holidays, work days, and weather days we are closed. Payments are made through ACH. If you are unable to make your weekly or bi-weekly payment, you must talk with the Administrator. If you are behind more than 2 weeks on your payments a catch up plan will need to be discussed with the Administrator. or result in termination of services.

Registration fee: \$25

Program fee academic year: \$100

Program fee per summer session: \$50

*These fees are charged for consumables and snack foods as well as a school t-shirt to be worn during outings.

Program Calendar

The program calendar is set for each academic year on or before July 31st . When we are not in session, **tuition will still be charged on holidays, vacation days, and sick days.** The summer calendar is set on or before March 31st of each year.

Closures

Chester Creek Montessori will close for all weather related closures when the Duluth and or Hermantown Public and Private schools close. During the summer when schools are not in session we will close for anything that inhibits our ability to operate. Examples of this (but not limited to) power outages, floods, and water being shut off by the city. All families will be notified via text/email when this occurs.

Watch-Me-Work and Family Conferences

A written assessment of intellectual, physical, social, and emotional development will be presented during conferences offered twice per year, or upon request. Prior to each round of conferences, families are invited to watch their children work during a designated event called Watch-Me-Work. *See Focused Portfolios: A Complete Assessment for the Young Child by Gayle Gronlund and Bev Engel. This is the Parent Aware aligned curriculum used throughout RSH programs.

Enrollment

All children enrolling in Chester Creek Montessori must complete all Chester Creek Application paperwork, a registration fee of \$25, and immunization record before your child starts in the program. A Health Care Summary is due within 30 days of enrollment. You are also required to have a “Child Questionnaire” sheet for your child at each grade level describing the child’s physical and emotional development, the child’s standard routine. The form requests your input on your child’s verbal development, toilet habits, socialization skills, coordination skills, health care and concentration development. We do not accept children who are not up to date on their immunizations without an exemption form. All application paperwork is conducted through our online enrollment system, Hubbli. If you have any questions, please contact Marc Wallace at 218-724-4243 or via email at: marc.wallace@renaissanceschools.org

14 days notice is required prior to the voluntary withdrawal of a child by his/her parent(s) and/or guardian(s) or two weeks tuition will be charged. However, in extreme circumstances Chester Creek Montessori reserves the right to terminate enrollment of any child for any reason, or no reason, at any time and without any prior notice.

Individual Child Care Program Plan (ICCPP) –Allergies:

Minnesota Statute requires that, before admitting a child for care, Chester Creek Montessori must obtain documentation of any known child allergy from the child's parent or legal guardian or the child's source of medical care.

Chester Creek Montessori will provide parents/ guardians an individual child care program plan questionnaire – to be completed by the child's physician and submitted to center staff prior to the first day of care.

If a child has a known allergy, Chester Creek Montessori will maintain current information about the allergy in the child's record and develop an individual child care program plan.

The individual child care program plan will include, but not be limited to a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

At least annually or following any changes made to allergy-related information in the child's record, the Chester Creek Montessori personnel will update the child's individual child care program plan and inform each staff person who is responsible for carrying out the individual child care program plan of the change. Chester Creek Montessori will keep on site documentation that a staff person was informed of a change.

The child's allergy information will be available at all times including on site, when on field trips, or during transportation. A child's food allergy information will be readily available to a staff person in the area where food is prepared and served to the child.

Chester Creek Montessori will contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. [The license holder will call emergency medical services when epinephrine is administered to a child in the license holder's care.](#)

Exceptional Learning Styles

Please discuss considerations with the center director during the enrollment process. Depending on the child's additional physical or cognitive needs or accommodations, Chester Creek Montessori may request a personal care assistant, provided by the parent or guardian. We will make every effort to reasonably accommodate exceptional learners, including working with outside professionals. Universal accommodations are actively sought and implemented.

Nap/Rest Policy

Full time preschool children are offered an opportunity to nap. However, there are children who do not wish to nap, and who appear to not need a nap. Please sign the "Nap Preference" permission slip after discussing your child's needs and preferences with the teacher. Preschool nap time will be limited to 1 ½ hours unless parents request otherwise.

All naps/rest periods will be provided in a quiet area which is physically separated from children who are engaged in activity which would disrupt a napping or resting child. Cribs and cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cribs and cots must be placed directly on the floor and must not be stacked when in use.

During naps and rest periods, children will rest on an assigned cot and can use a labeled blanket or cover brought from home. These supplies will be kept at the center and sent home weekly (or as needed) for washing.

A child who has completed a nap or rested quietly (meaning not playing around on their cot or talking) for 30 minutes will not be required to remain on their cot or in a crib.

Keeping A Child Home When Sick

For the protection of all children and in accordance with MN Statute 9503.0080, you must keep your child home, or the child will be sent home, if any of the following exist:

- * Contagious illness or condition
- * Chicken pox until the child is no longer infectious or until all lesions are crusted over
- * Your child has vomited two or more times since admission that day
- * Your child has had 3 episodes of diarrhea
- * Your child has contagious conjunctivitis or pus draining from the eye
- * Your child has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy
- * Your child has unexplained lethargy or significant respiratory distress
- * Your child has nits, lice, ringworm or scabies that is untreated and/or contagious to others
- * Your child's temperature is 100 degrees Fahrenheit or higher axillary before fever-reducing medication is given, and fever is of undiagnosed origin
- * Your child has an undiagnosed rash or a rash attributable to a contagious illness/condition
- * Your child is unable to participate in child care program activities with reasonable comfort
- * Your child requires more care than the program staff can provide without changing the nature of the program or compromising the health and safety of the other children.
- * has been exposed to Covid - 6 feet or closer for more than 15 minutes.
- ** Parents must notify the center within 24 hours of the onset of a contagious disease.

Sending a Child Home If they Becomes ILL At the Center

If a child develops any symptoms of illness consistent with the guidelines set forth above, while at the center, the child will be isolated from the other children in a supervised location and the parent/guardian will be contacted to pick up the child. Parents must make any arrangements necessary to pick up the child within one hour of notification of the child's illness. Transportation is not the responsibility of the center. It is required that a child be kept home for 24 hours after a fever is reduced without the help of medicine.

- If a child is exposed to any contagious disease while at the center, an exposure notice will be posted on the main door. An email will also be sent out to parents/guardians of currently enrolled students.

First Aid Policies and Procedures

Appropriate first aid is always the first step in the event of any accident. All accidents involving your child will be promptly reported to you. An emergency form is on file for each child registered at Chester Creek Montessori. Emergency contacts will be notified in the order listed.

Any accident involving minor bruises or scrapes will be reported to the authorized pick-up at the end of the day and recorded on an "Accident/Incident Report" form filed in the center office. This form will include the name and age of person(s) involved, the date of injury, the place of the incident, the type of injury, action taken by staff person or persons, and to whom the accident, injury, or incident was reported. If other children were involved in the accident/incident staff are not required to share names and/or details of their involvement. This form will be filed in the child's file. Minor scrapes requiring bandages will be listed on a daily log. Parents will be notified that first aid measures were carried out.

If it appears that the accident may lead to future complications or in any way is serious enough to warrant medical attention, the following procedures will be used:

- 1) A member of the center's staff will carry out immediate first aid. All teachers and teacher's assistants have been trained in first aid and CPR and a first aid handbook and kit are readily available in the center.
- 2) A member of the center's staff will contact the parents in order for them to take the child for necessary medical care.
- 3) If the parents cannot be reached or the listed alternative emergency number, the center Director will have the authority to call a previously designated physician and/or transportation to the hospital. A staff person may accompany the injured child to the hospital and stay until a parent arrives.
- 4) In life-threatening situations, staff will contact the local emergency unit before calling the parent. In this case, the following procedures will be followed:
 - a. Staff will take whatever life saving measures necessary. At least one staff person trained in CPR and First Aid will be in the building and each classroom during all hours of operation. Within 90 days of employment all Teachers and Assistant Teachers will have received First Aid and CPR training.
 - b. We will call 911
 - c. The center Director may accompany the child to the emergency room, and
 - d. The teacher or assistant teacher will call parents or other contact person as soon as is reasonable.

Handling and Disposal of Bodily Fluids

Chester Creek Montessori will comply with the following procedures for safely handling and disposing of bodily fluids:

- * Surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit, will be cleaned and disinfected /treated to reduce microorganism contamination, after an object has been cleaned with 1 part bleach: 4 parts water solution/ Minnesota rules.
- * Blood-contaminated material will be disposed of in a plastic bag with a secure tie.
- * Sharp items used for a child with special care needs will be disposed of in a "sharps container." The sharps container will be stored out of reach of a child.
- * Chester Creek Montessori will have the following bodily fluid disposal supplies in the center: disposable gloves, disposal bags, and eye protection.
- * Chester Creek Montessori will ensure that each staff person is trained on universal precautions to reduce the risk of spreading infectious disease. A staff person's completion of the training will be documented in the staff person's personnel record.

Administering Medication

*Prescription:

Before administering any prescription medication, written parent permission, along with written instructions from a licensed physician or dentist (other than the parent or guardian) is required. Prescription information on the label with the child's first and last name constitutes instructions from the health care provider. All medicines must be kept in their original container with a legible label. Medicine will not be given after the expiration date on the label and any unused portion will be returned to the parent or destroyed.

The teacher will ensure that administration of medication is recorded on a "Medication Log" form. The log will be maintained in the child's file and is available to the parent upon request.

Medicines, insect repellents, sunscreens and diapering medications will be stored according to the directions on the original container, and will be inaccessible to children.

*Non-Prescription:

Written permission from the parent must be obtained before we can administer any non-prescription medication, diapering product, sunscreen or insect repellent. These items will be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist. All medications, ointments, sunscreens, and insect repellent must be marked with your child's first and last name. Only medication prescribed by a physician will be dispensed to children less than two years of age.

Children in diapers need to have their own individual labeled container of pre-moistened commercial wipes. Each child's designated wipes will be used on that child only.

Medication should be administered at home whenever possible.

The "Parental Permission form" must be returned to the center upon enrollment. This gives our program permission to seek medical attention for your child in case of an emergency. If you would like your child to be transported to a specific medical center, please write a letter specifying the facility. Please remember to update the center regarding any changes in home, work or medical phone numbers.

Research, Public Relations and Field Trip Permission

Written permission will be obtained from a parent/guardian before a child is involved in educational research, public relations activities, and field trips while the child is at the center. However, the staff may take pictures of your child to capture special moment or accomplishments, or at a time of new discoveries and field trips, and for parent involvement and education classes. Some pictures may be used on the website for viewing and permission must be given by the parent/guardian for each posting.

For all off-site excursions including transportation, you will be notified at least 24 hours before the day of the trip. The children will only be transported by staff who have taken a class from Minnesota's Department of Human Services approved course list or licensed transport agency. You may opt-out if you choose, however, you are responsible for alternative transportation or care arrangements if you opt out. Neighborhood walking trips may occur without prior notification. Upon departure from the site, a notification will be posted and will include location, time of departure, and expected time of return.

Meals and Snacks

Chester Creek Montessori will provide breakfast and snack that we purchase. We do not prepare a hot lunch on site. All food will be in accordance with USDA guidelines and the food program. This institution is an equal opportunity provider.

All food provided by Renaissance Schools comply with the nutritional requirements of the United States Department of Agriculture, Food and Nutrition Service, Code of Federal Regulations, title 7, section 226.20. Staff have lunch with the children. Eating together is a social experience and an opportunity to refine manners. We encourage your child to participate in the process of preparing and packing their lunch. Please observe the following guidelines:

- a. Please send your child with a suitable protein and grain each day, such as sandwiches, tortilla roll-ups, hard boiled eggs, etc. 1% milk and water are provided at lunch, along with a fruit and vegetable option. Please do not send additional drinks or pre-packaged foods.
- b. Keep in mind, we are not able to heat any foods.
- c. Please label your each child's lunchbox with their name.
- d. We typically serve popcorn during birthday celebrations. Please let us know if you would like to provide an additional fruit or veggie for the celebration

Due to guidelines set forth by the state, we must follow the Child Care Food Program Child Meal Pattern. This is posted in all our rooms as well as the food prep areas. A copy can be provided per request. Should you choose not to follow this meal pattern for your child, we must have a Special Dietary form filled out and signed by your child's doctor.

We will provide whole milk for children ages 12-32 months of age and 1% for children 32 months of age and up. If your child takes any milk other than whole or 1% (ex: soy milk, Rice Dream, goat's milk, etc.) please provide it on a weekly basis and we will be happy to serve it to your child. If you provide your own milk you must bring it in unopened and we will open it and put your child's name and the date opened on it. For any parent/guardian who chooses to bring in their own food for their child, it must be labeled with the child's first and last name and cut ready to serve.

USDA: CACFP Meal Patterns

USDA recently revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. Under the updated child and adult meal patterns, meals served will include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat. The changes made to the meal patterns are based on the Dietary Guidelines for Americans, scientific recommendations from the National Academy of Medicine, and stakeholder input. CACFP centers and day care homes must comply with the updated meal patterns by October 1, 2017. These guidelines are posted in the kitchen and available upon request.

Policies and Procedures for Guiding Social Emotional Development

Our actions and words are observed by all children in our care. Staff is expected to model positive behavior towards other staff, parents and children at all times. More importantly we must endeavor to build relationships of trust: we mean what we say and say what we mean. We must show the children positive, acceptable behavior. Children should be encouraged to make choices in their behavior and teachers will promote positive ways of dealing with unacceptable behaviors. Behaviors are understood as a method of communication and it is our role as the adults to help them to organize their feelings. We follow the Circle of Security Parenting reflective practice to enable us to resolve conflicts through supportive relationships rather than punitive measures.

Subpart 1: Methods of Guiding Development

- * Build a foundation of trust through relationships
- * Implementation of an appropriate physical and emotional environment
- * Modeling of expected positive behavior
- * Hold reasonable expectations according to their developmental ability
- * Provide a large variety of materials and activities to help with decision making
- * Reinforcing positive behavior
- * Redirecting the child to a constructive behavior
- * Teachers will coach children through peaceful conflict resolution
- * Any child or staff whose behavior is out of control and is hurting other individuals, will be removed to an area of safety for themselves and other individuals.

In cases of persistent unacceptable behavior, the following consequences will be applied:

- Child is redirected to a new activity or area
- Child is asked by the teacher to sit and discuss the behavior
- Child is restricted from activity or area
- Child's parents are informed of persistent unacceptable behavior
- Plan is agreed upon by staff and child's parents to connect with the unmet need the child is experiencing and/or expressing.

Subpart 2 Persistent Unacceptable Behaviors

In cases of repeated and persistent unacceptable behavior, the lead teacher in a room is required to develop a behavior modification plan. This should be done once the lead teacher has recorded all observations of the child's unacceptable behavior along with the staff's response to the behavior. The behavior modification plan to address the documented behavior must be done with the child's

parents/guardians, lead teacher and director. If other professionals need to be involved, this must be agreed upon by the parents, lead teacher and director.

Subpart 3 Prohibited Actions

Chester Creek Montessori prohibits the following actions by or under the directions of a staff person:

Subjection of a child to corporal punishment, which includes but is not limited to:

- Rough handling
- Shoving
- Hair pulling
- Ear pulling
- Shaking
- Slapping
- Kicking
- Biting
- Pinching
- Hitting
- Spanking

Subjection of a child to emotional stress, which includes but is not limited to:

- Name calling
- Ostracism or exclusion
- Shaming/put downs such as: “You naughty boy/spoiled brat/cry-baby,” or attempting to embarrass. This makes the child wrong for feeling, wanting, or needing something.
- Making derogatory remarks about a child or the child’s family
- Using language that threatens, humiliates, or frightens the child
- Separation of a child from the group except within rule requirements
- Punishments for lapses in toileting
- Withholding 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 where containment is necessary to protect a child or others from harm
- The use of mechanical restraints, such as tying

Subpart 4 Separation from the group

No child may be separated from the group 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
3. A child who requires separation from the group must:
 - a. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person
 - b. The child’s return to the group must be contingent on the child’s stopping or bringing under control the behavior that precipitated the separation
 - c. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops

****Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.**

Subpart 5 Separation Report

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

- The child's name
- The staff person's name
- Time
- Date
- Information indicating what less intrusive methods was used to guide the child's behavior
- How the child's behavior continued to threaten the well-being of the child or other children in care
- If a child is separated from the group three or more times in one day; the child's parent shall be notified and the parent notification shall be indicated on the daily log
- If a child is separated five or more times in one week, eight or more times in two weeks, the procedures in subpart 2 must be followed
- *The separation report will not include names of other children who may have been involved and staff are not allowed to verbally share the names of children involved in the incident(s).

Pets

Periodically there are small animals present in the science areas. It is our policy to purchase these animals from reputable pet dealers who ensure that their animals have been properly cared for and inoculated. These pet dealers have been licensed in accordance with local health rules and regulations. In addition, it is our practice to follow all health and safety regulations regarding care and maintenance of the pet while in our care. If a parent or staff bring a pet to show the children, that pet must be caught up on all shots and be friendly around adults and children. You will be informed when a pet is present.

Grievance Procedures for Parents

The success of each child can only be achieved through the cooperation created when all the adults in the child's life work together. Consistent and strong communication between families and staff is essential in order to provide the most consistent and supportive environment for each child. The more accurately informed we are about your child, the better care we can offer. We desire to do the very best for your child. If there is a grievance, we ask that you first speak directly to the person with whom you have a concern within seven (7) days of the incident. If the grievance is unresolved after the initial meeting, please direct in writing an explanation of your grievance to the program director. The program will attempt to resolve the grievance informally, If the matter is not resolved, all information will be turned over to administration for further consideration.

Maltreatment of Minors Mandated Reporting Policy:

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**.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at **(651) 431-6600**.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at Initial Intervention Unit (IIU) in Duluth: **218-726-2012** or local law enforcement at **218-726-2340 (Sheriff's Office)**.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division at **(651) 431-6500**.

What to Report

- Definitions of maltreatment are contained in the Reporting 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.

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.

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.

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 Internal Reviews are Completed

The internal review will be completed by Rebecca Brown (or Program Director) (name or position). If this individual is involved in the alleged or suspected maltreatment, Marc Wallace (COO) or Miles Ringsred (CEO) (name or position) will be responsible for completing the internal review.

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

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The 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.

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