

SACRED HEART SCHOOL

PRE-K PROGRAM

2017-2018



SACRED HEART CATHOLIC SCHOOL

<http://sacredheartschoolrobbinsdale.org>

**4050 HUBBARD AVENUE NORTH
ROBBINSDALE, MN 55422
763/537-1329**

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I. Information for Parents

Days and Hours of Operation

Three year Pre-K, ten pupils per teacher, one session:

9:00 -11:30a.m. Tuesday, Thursday

Four year Pre-K , ten pupils per teacher, two sessions:

8:00 – 11:00a.m. Monday, Wednesday, Friday

Pre-Kindergarten, ten pupils per teacher, all day program

8:00-2:10pm with morning drop off from 7:15-8:00 a.m.
and Kids Club availability after school until 5:45 pm.

****Maximum children per session: 16 students with two staff

Payment options: Pay full tuition in September or set up a payment plan using FACTS tuition.

Educational Methods

Sacred Heart Pre K 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 Sacred Heart Pre K are supervised at all times!

Statement of Philosophy

Sacred Heart Pre K provides a Christian environment in which the spiritual, educational and social needs of toddler age 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.

Our goals for the children are 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.

Standards

Our Sacred Heart Pre-K Program is licensed by the Department of Human Services in the State of Minnesota. Department of Human Services is located at the Human Services Building, 444 Lafayette Road, St. Paul, Minnesota, 55155. The phone number is 651-431-6600.

The teachers are well trained and qualified, meeting all state requirements. Sacred Heart's Pre-K accepts children between the ages of 3 – 5. Children must turn 3 by September 1st and be toilet trained. Children in the three year old program will not be allowed to advance into the 4/5 year old class during the year. Children must be four years old by September 1st to be admitted in four/five year old program.

Disabilities and special needs of children with reasonable accommodations will be accepted, if we believe we can accommodate the students through existing services at Sacred Heart Catholic School.

Sacred Heart may refuse entrance or dismiss any child if there is evidence that the child's participation in the program could cause physical or psychological harm to the child or the other children.

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.

Parents may request to review the childcare program plan at the school office.

Communication

1 Communicating with teachers

Teachers may be reached through phone or email. Each teacher also has a teacher web site page with class information. A weekly newsletter will be emailed to the parent(s) each week.

2. Open Door Policy

Our Pre K program maintains an open door policy with all parent/guardians of enrolled children. Parent/guardians are not only welcomed, but also highly encouraged to volunteer and visit the classroom. Parent/guardians and visitors are required to check in at the school office. Parent/guardians are encouraged to help with certain tasks such as cutting out items for the classroom, sharing information about their job or hobby, or to read to a group of children. The teacher will always remain responsible for the student's health and safety. Parent/guardians will have immediate access without prior notice to the Pre K classroom. In situations where there is custody or domestic issues the center's Code of Conduct will apply at all times.

3. Child Information

It is the parent(s) responsibility to contact the school office or teachers with any change in health or personal information from the paper work submitted in August.

Entrance into Kindergarten

Four year old students who will transition to our kindergarten program will have many opportunities to feel comfortable making the big step to our all day kindergarten program

1. December-Story time with the kindergarten teacher
2. Tours during Catholic Schools Week in January
3. Kindergarten round-up in spring
4. New family dinner in August
5. Back to School night-Wednesday before school starts.

Parent Conferences

1. There will be an open house to orient you to our Pre-K program and to answer any questions you may have. Individual parent conferences are planned and offered to all parents in 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.

If a parent needs translation during the conference, a translator will be provided.

2. Report cards will be distributed to parents mid year and end of year. A written assessment will give feedback on your child's intellectual, physical, social, and emotional development.

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.

Program Confidentiality

All child academic and health records, along with family information will be kept in a locked file cabinet to be accessed by program administration, classroom teacher(s) or school nurse.

Information about your child will not be shared with any outside agency without written permission from the legal parent/guardian.

Volunteers in the Pre K Program

Our Pre K program has many opportunities that parents, grandparents, friends, may come in to volunteer in our Pre K program. Opportunities will be posted in the teacher weekly newsletter, email, or teacher web page. Volunteer opportunities are open for all. Such opportunities may include classroom parties, helping with a center activity or art project, special guest reader, sharing an occupation or hobby with the class, etc.

In 2008, the Minnesota legislature made changes to the laws related to criminal background checks used in schools. Among the changes made is a requirement that all Minnesota schools notify parents and guardians each year about the school's criminal background check policy. In accordance with Minnesota law and Archdiocesan policy, this serves as notification to parents that SHCS requires background checks for all employees (which include coaches and advisors) and for all volunteers who chaperone, supervise or work with students.

The Archdiocese of St. Paul and Minneapolis requires the Essential 3 for volunteers who work with students in Catholic schools or parishes. In compliance, SHCS requires these three things of our volunteers who work with or chaperone students:

1. Attend an initial Virtus awareness session. Sessions are offered at various times, days and locations (see www.virtusonline.org for a list of sessions).
2. Successfully complete a background check and sign a Code of Conduct form online on the Virtus website. Each parent/volunteer will set up an account on Virtus and renew every three years.

These three things are part of the Protection of Youth and Children Initiative which has been mandated by the Archdiocese. The reason for this mandate is connected

to the Charter for the Protection of Children and Young People (the full text of this document can be found at (www.usccb.org/ocyp/charter.shtml) which was written by our United States Catholic bishops. Essentially the Bishops want to do everything they can to create the safest possible environment for our children and youth. Your help in this endeavor is greatly appreciated. Please visit the Archdiocesan Web site at (www.archspm.org/pcyi) for more information.

IDEA(Individuals with Disabilities Education Act)

As a child care provider, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Child care providers are considered a primary referral source for early intervention under federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concerns we have before a referral is made. We can assist the parent with the referral or partner with them in the referral process.

Health Policies/Procedures

Health/Immunizations/Safety

Your child's health is a matter of major importance to us. Upon enrollment you must file with us a health care summary signed by the child's source of medical care. The health care summary must be on file at school within 30 days of enrollment.

Your child's immunization record must be submitted to Sacred Heart school office at the time of enrollment. If a child is overdue for any routine health service, parents have 30 days to be in compliance or child will be dismissed from the program.

Illness/Injury

If a child becomes ill or is injured at pre-k, parents will be notified immediately. If parents cannot be reached, the person(s) designated with emergency numbers on the registrations form will be contacted. Health care information of your child may be shared with emergency contacts listed on the emergency form that parents complete. The child will be isolated with a staff person while waiting for parents or caregivers 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 daycare when he/she is not feeling well.

Furthermore, the pre-k 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 the child has symptoms of a possible communicable disease, please notify the school at once. Parents must report within 24 hours to the school when their child is diagnosed by the child's doctor as having a contagious disease or a communicable disease including chicken pox, cough, head lice, impetigo, measles, three day measles, mumps, pink eye (conjunctivitis) or strep infection. The school will notify parents the same day it is notified with this information.

If there are any communicable diseases in the class, we will notify parents the same day the school is notified.

Medical Emergencies

If a medical emergency arises, we will first contact the parents, then the emergency numbers provided by the parents. A trained staff person will administer first aid as indicated. 911 will be called. Parent permission is not needed for staff to call 911.

A staff member will transport in the ambulance with the child and medical staff for any medical or dental emergencies.

Medication

Medications will be administered by the school staff or school nurse if necessary. All parents must sign the permission statement in the registration materials to authorize this.

Medications will not be *routinely* administered by the daycare staff. However, exceptions will be made for emergency purposes (food allergies, asthma) in consultation with licensed school nurse and physician. **If medications are given, a doctor note and original medicine bottle is required.**

Clothing

Children are encouraged to wear comfortable clothing appropriate for the classroom. Children may wear sandals but they must have a back-strap for safety reasons. No croc shoes or flip flops are allowed. Socks must be worn with all shoes.

Rest Time

Our 4/5 all day Pre K program will have a 30 minute "rest" time after lunch. Students have rest mats for this quiet time. Children may bring a blanket to school, however, they must go home to be washed on a weekly basis.

Outdoor Play

Weather permitting, all children will play outside a minimum of once a week when weather, air quality, and environmental safety conditions do not pose a health risk. Please have your child dressed appropriately for playing outside. During the winter, the outdoor temperature must "feel like" 20 degrees or higher. At times, it will result in a shortened outside play time. We will also track the daily air quality index, and when air quality is poor, steps may be taken to limit

outdoor activities. Our gym or classroom is an optional area for children to use large motor skills. If a child is well enough to come to school, then they can play outside.

For outdoor play, Sacred Heart will not apply sunscreen or insect repellent on the children. Please apply sunscreen or sunblock on your child before coming to school, and insect repellent if you feel it is needed.

Picture Approval

All parents of daycare children will be given a Picture Approval Form to sign when their child is enrolled in Sacred Heart's Pre K Program. Should we be asked to participate in any research study, experimental procedure or public relations activity involving a child, a separate permission slip will be obtained for each occasion.

Nutrition

Nutrition is basic to health. Eating habits and attitudes toward food are formed in the early years. Snack is served daily, and will meet USDA requirements. A student will receive crackers and 100% fruit juice. The center will follow all special diet restrictions as prescribed by a health care source. Food for special diets must be brought from home.

If a student wishes to bring a birthday treat, we mandate that he/she refrain from bringing a food/drink on his/her birthday. Other options could include pencils, stickers or a book donated to the classroom or the library in the child's name commemorating their special day.

BEHAVIOR GUIDANCE AND POLICIES

Our Pre-K 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 behaviors 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.

For a child not cooperating in a group listening situation, the child is seated by a teacher and is reminded of acceptable behavior.

Removal from the group for a period of time-out is the next tactic used for a child who continually demonstrates unacceptable behavior. This time-out is in the classroom and not punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for himself/herself when he/she is ready to rejoin the group with appropriate behavior. A log will be kept on file when this occurs.

In order to have a good Pre K 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. If persistent behavior continues, teacher and parents will write a behavior plan to improve behavior.

The following are methods of behavior guidance used by staff.

- a.) Positive role modeling of expected behavior by the staff.
- b.) Talking to the child on a one-to-one basis.
- c.) Redirection – assisting the child to play with an activity in a different area of the room.
- d.) Assisting children to find words to express their wants and feelings about a situation.
- e.) Helping children to cooperatively solve a problem by asking them how they think it should be handled.
- f.) Protection of all children and staff is a must. If a child's behavior threatens the well being of the child, other children and/or staff in the class, the child will be removed from the group temporarily.
- g.) Immediate and direct consequences will be given.

Separation from the group will ONLY occur if the above has taken place.

Guidelines for Separation:

- a.) The child will remain in an unenclosed area of the room and within the sight and sound of the staff.
- b.) The child will return to the group as soon as the behavior that precipitated the separation abates or stops.
- c.) All separations from the group will be noted on a daily log with 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 well-being of the child, other children and/or staff in the class.
- d.) If a child is separated from the group three times or more in one day, the child's parent shall be notified and notation of the parent notification shall be indicated in the daily log.
- e.) If a child is separated five times or more in one week, or eight times or more in two weeks, the staff will document the behavior of the child and staff response to the behavior. The staff will then develop a plan to address the behavior documented in consultation with the child's parent and with other staff persons and professionals when appropriate.

Unacceptable/Challenging Behavior:

The staff will document the behavior of the child and staff response to the behavior. The staff will then develop a plan to address the behavior documented in consultation with the child's parent and with other staff persons and professionals when appropriate.

Challenging behavior is any behavior that:

- 1. interferes with children's learning, development and success of play
 - 2. is harmful to the child, other children, or adults
 - 3. puts a child at high risk for later social problems or school failure
- Ex. Hitting, shoving, biting, relational aggression, tantrums, whining, Testing limits, refusal to follow directions/observe classroom Rules, etc.

Expectations of the children will be developmentally appropriate for the age of the children. The staff shall set consistent rules and limits within the classroom.

All following actions by or at the direction of a staff person are prohibited:

- a.) 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 and spanking.
- b.) Subjection of a child to emotional abuse, which include, but is not limited to name calling, ostracism, shaming, making derogatory remarks about the child, or humiliating or frightening the child.
- c.) Separation of a child from the group except as stated in this policy.
- d.) Punishment for lapses in toilet habits.
- e.) Withholding food, light, warmth, clothing or medical care as punishment for unacceptable behavior.
- f.) The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.
- g.) The use of mechanical restraints.

Acceptable forms of touch by staff members:

- a.) Nurturing Touches (spontaneous), hugging, holding on lap, rubbing and patting backs, rocking.
- b.) Comforting Touches: All of the touches listed above and holding or carrying in arms, kissing (i.e. kissing and injured finger, head, etc.)
- c.) Touching for restraint: To protect the child and others from injury, to facilitate separation from the parent at arrival, holding tightly in arms, carrying in arms, rubbing backs.

Unacceptable touches as stated by the State of Minnesota:

- a.) Intentional touch of intimate parts which refers to the genital area or groin.
- b.) Corporal punishment, including but not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.

The daycare will have no class pets. Parents must ask permission in advance to bring pets to school for show and tell, and parents must remain with the pet the entire time it is at the center.

VISITATION IS ALWAYS PERMITTED! We enjoy meeting grandparents, too. Parents may visit the program at any time during the hours of operation.

Sacred Heart Catholic School strives to build the Christian community. Special party invitations that do not include all the children are discouraged at childcare. Invitations that are not inclusive should be mailed by the parent and not given out at school. Invitations that include all children of a class (boys and girls) may be given out at childcare.

II. Emergency, Health Policies and Records

If a medical emergency arises, we will first contact the parents, then the emergency numbers. All Pre K teachers are certified in CPR and First Aid and will be available during all hours of operation to administer in case of emergencies. 911 will be called if needed. If a child needs to be transported for medical or dental emergencies from our program, the administrator or classroom teacher will escort the child in the ambulance and remain with the child until a parent/guardian arrives.

Safety rules in avoiding incidences of:

1. Injuries: Staff will conduct daily inspections to ensure safety of students. Staff will check electrical cords/outlets are safe, toys are safely put away, and other obstacles, such as furniture, are put in their proper places. In the case of an accidental injury we will make an immediate attempt to contact a parent. In the case of an emergency and the parent or authorized persons listed by the parent cannot be reached, the preschool will call the child's family physician or the emergency 911 number. The daycare staff will be trained in CPR and First Aid procedures. Children will be supervised at all times by a teacher. Parents will be informed and an accident log will be kept on all accidents, except minor scratches and abrasions. Minor scratches and abrasions are washed with soap and water only and bandaged. No first aid creams may be administered. Ice packs are used on bumps. All injuries will be reported to the preschool lead teacher. The teacher will administer any needed first aid, inform the parents, and maintain the accident log. The daily accident log will be analyzed semi-annually for needed safety correction in the preschool.

2. Burns: Children shall be protected from burns and electrical shock by:

- All furnishings shall not exceed 120 degrees.
- Equipment and materials shall be suitable for the class.
- Children shall be closely observed during indoor and outdoor play.

3. Poisoning: All hazardous or toxic substances (lead paint, cleaning chemicals, medications, questionable food, etc.) shall be kept out of children's reach.

4. Choking: Children shall be observed carefully while eating at snack time and shall be encouraged to eat slowly and chew foods carefully.

5. Suffocation: All plastic bags will be inaccessible to children.

6. Traffic Accidents:

- Children will be taught traffic safety.
- No child will cross the street without a teacher/parent present. Children will not cross until the teacher tells them it is safe and crosses with them.
- Cross with lights or in crosswalks whenever possible.

7. Pedestrian Accidents:

- No child will cross the street without a teacher/parent present. Children will not cross until the teacher tells them it is safe and crosses with them.
- Cross with lights or in crosswalks whenever possible.

Daily Inspection: Staff will conduct a daily inspection of any possible potential hazards in the classroom and outdoor activity area.

Fire Procedures: Children will be taken out of the environment by means of the nearest fire exits. All parents will be contacted. The staff is given annual instruction in fire drill procedures and use of extinguishers. A log of dates and times of fire drills will be kept on file.

1. Monthly fire drills and a log of dates and times showing that the fire drills were held will be maintained at the center.

2. The following information is posted in the Pre K center:

- a. Primary fire exit Room 107: Hubbard exit (South doors)
Secondary fire exit: West Broadway doors (Back school door)
Primary fire exit Room 100: West Broadway Ave. exit
Secondary fire exit: Hubbard Ave. N.
- b. Building evacuation route: directions to Elim Luthern Church
- c. The phone number of the fire department: 911
- d. The Pre K teacher is responsible for the evacuation of children in all areas of the daycare.
- e. Staff are given instructions on how to use a fire extinguisher annually.
- f. Pre K teachers and/or principal will be responsible for closing off the fire area.

3. A statement of how staff are trained to carry out fire procedures will be posted in the childcare center.

Procedures will be posted regarding the location of emergency shelter in the event of the following disasters:

1. **Blizzard:** In case blizzard conditions arise during school hours, parents are expected to arrange for children to be picked up as soon as possible and to notify the school of the arrangements as soon as they have been made. Calls may be made to the parents if necessary by the teacher.

In the event of a school closing due to severe weather or emergency, there will be no services available at the school. **If WCCO radio/TV announces that Robbinsdale School District #281 is closed, the Pre K program will be closed.** No refunds are made that day.

2. **Tornado:** In the case of a tornado the staff will calmly and quickly escort children downstairs to the school lunchroom away from doors/windows. Doors to the classroom room will be closed. Children will sit with their head on their laps and their hands folded over their necks. The staff will keep the children as calm and quiet as possible. Drills will be conducted monthly during tornado season (April – September) and be logged.

3. **Other Natural Disasters:** Evacuation to Sacred Heart Activity Building or school building.

If a child is missing from the school, the teacher should be notified and the facility, facility grounds, and close surrounding area searched. Should the child not be found, the parents and Robbinsdale Police Department or 911 shall be called.

Procedures regarding child pick up:

1. Parents must sign out their child at the end of the Pre K session to identify the adult that came at pick up time. Parents must submit the names and telephone numbers of any persons authorized to take their child from the Pre K program. A child will not be released to anyone not authorized to take your child. If there is anyone to whom your child is NOT to be released to, parents must provide a court order with this information.

2. If an incapacitated person, parent, or person suspected of abuse attempts to pick up a child; the child will not be released and attempts will be made to call the parent. Police will be notified immediately. A staff member will remove the child from the scene while the problem is being resolved. Child protection will also be notified by the staff involved. The incident will be documented and kept in the center file.

3. This childcare complies with the State of Minnesota Statute 626.556 regarding mandatory reporting of suspected child abuse. The statute states under Subdivision 2: “A professional or his delegate who is engaged in the practice of...child care, education...who knows or has reason to believe a child is being neglected or physically or sexually abused shall immediately report the information to the local welfare agency.”

Subdivision 6 states that if a person is mandated to report abuse and fails to do so, that person is guilty of a misdemeanor. If the staff of this Pre K reports a suspected case of child abuse or neglect to the child protection agency, the Pre K teacher will inform the child protection agency.

4. If the authorized person does not pick up a child within 15 minutes of pick up time, attempts will be made to contact other persons authorized to pick up the child from the center. The child will remain with a staff member until contact is made and the child picked up. If no one can be contacted, 911 will be called.

The immediate source of emergency medical care is 911.

The procedure for recording accidents, injuries, and incidents involving a child enrolled in the program will be recorded as follows:

1. The name and age of the person(s) involved;
2. The date of the accident, injury, or incident;
3. Place of the accident, injury, or incident;
4. Type of injury;
5. Action taken by staff person(s); and
6. To whom the accident, injury, or incident was reported.

An analysis of accident, injury, and incident records and modification of the program's policies based on the analysis will be reviewed annually.

III. Child Care Program Plan

A daily schedule for both indoor and outdoor activities is posted in the Pre K classroom and hallway bulletin board outside the classroom.

The daily schedule will provide active and quiet teacher directed and child initiated activities. A variety of group activities and individual centers will be used to encourage creativity.

The staff will utilize a variety of activities on a weekly basis such as manipulatives, play centers, books, music, art materials, etc.

IV. Policies/Procedures for reporting suspected child maltreatment

Reporting Abuse and Neglect:

1. Any person may voluntarily report abuse or neglect.
2. Staff are legally required or mandated to report and cannot shift the responsibility of reporting to supervisor(s) or to anyone else at the childcare. If staff know of or has reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years staff must immediately (within 24 hours) make a report to an outside agency.

Agencies Reported to:

1. If staff suspects a child is in immediate danger they will call 911.
2. Parents can report suspected abuse or neglect of children occurring at Sacred Heart Daycare to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
3. Staff will report incidents of suspected abuse or neglect of children occurring within a family or in the community to Hennepin County Protection services (651) 431-6500 or the Robbinsdale Police Department. (763) 531-1220.

What is Reported:

1. 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.
2. Reports 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.
3. 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.

V. Program Drug and Alcohol Policy

Staff and volunteers that directly work with persons served by the program are prohibited from abusing prescription medication and/or from being under the

influence of a chemical that impairs the individual's ability to provide care. If a person is suspected of the above, the adult will be removed from the classroom until the situation is remedied or treatment fulfilled. The parish recognizes chemical dependency as a treatable illness. Employees who are so diagnosed will receive the same consideration and opportunity for treatment that is extended to employees with other medically certified illnesses with established employee plans and programs.

For purposes of this policy, chemical dependency is defined as an illness in which an employee's consumption of mood altering chemicals repeatedly interferes with his or her performance.

No employee with chemical dependency will have his or her job security affected either by the diagnosis itself or by request for treatment.

If the employee refuses to accept diagnosis and treatment, or fails to respond to treatment, and the result of such refusal or failure is such that his or her job performance continues to be affected, it will be handled in the same way as other similar performance problems.

**VI. Program Grievance Procedure For Parents:
COMPLAINT POLICY**

The purpose is to provide communication between parents and child so children receive consistent, nurturing care. Sacred Heart wants to be sure that concerns and questions may be openly shared as they arise. (MN Statutes Section 245A,145, Subd.1).

Policy: We welcome questions, feedback, or discussion of any kind positive outcome for the child. If you have a concern about our Pre K Program, please follow this procedure:

- a.) Let the Pre K teacher know, in person or by phone, when you have a concern and a time will be arranged to meet.
- b.) If concerns cannot be satisfactorily resolved with the teacher, the principal will be notified and will set up a meeting.
- c.) After this, parents may contact Hennepin County Child Care Licensing coverage line at 612-348-3552, or report suspected maltreatment to Hennepin County Child Protection at 651-431-6600

GRIEVANCE POLICY

The grievance process must occur within the given school year that the grievance occurred. If a grievance between parent/guardian or a student and a teacher or school administrator should arise the following grievance procedure shall apply:

- A. The parent/guardian or student (grievant) will meet with the teacher (respondent) to discuss resolution of the grievance.
- B. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a

person designated by the pastor or parish administrator (if the grievance involves the school administrator).

- C. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
- D. The Grievance Committee will be made up of three persons: one designated grievant by the pastor, one designated by the respondent, and one designated by the grievant.
- E. The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
- F. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
- G. The pastor or his designate will then decide the grievance.
- H. The grievance procedure should be completed within 30 days.
- I. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due process procedures.

Program Administration Records

The following records will be maintained by the program and be available for inspection at the request of the Commissioner:

- A. Record of information given to parents.
- B. Personnel records
- C. Children's records
- D. Child Care Program Plan
- E. Accident/Injury, emergency and incident records
- F. The staff distribution schedule
- G. Separation Reports
- H. The report by the Health Consultant
- I. Record of medicine administration
- J. Risk Reduction Plan

