Toddler Community & Children’s House
Parent Handbook
2019-2020

Handbook content provided to all SJB families .................................................................
Page 2

Handbook licensing information provided to only Toddler Community &
Children’s House families pursuant to Minnesota Administrative Rules
for Child Care Licensing (Chapter 9503) ........................................................................
Page 11
OUR GIFTS IN THE SERVICE OF THE CHURCH

A Message from the Principal

Dear Families:

It is an honor for us to serve St. John the Baptist Catholic Montessori School. St. John the Baptist is a rich and vibrant community, guided by the Holy Spirit and with Christ at its heart. Our children continue to grow into the people they are called to be, because we abide by what the Lord asks of us and because we follow effective policies and procedures. In this document you will find the guidelines that help make St. John the Baptist Catholic Montessori School a community of excellence.

Sincerely in Christ,

Angela Wroblewski
Principal
Mission Statement

St. John the Baptist Catholic Montessori School Mission Statement & Philosophy

Mission Statement

Guided by our Roman Catholic faith, St. John the Baptist Catholic Montessori School prepares students to live out the Gospel message, achieve academic excellence, and joyfully lead by faith, virtue and reason.

Catholic Identity

- We believe the foundation of a Catholic school is its Catholic identity.
- St. John the Baptist Catholic Montessori School loyally adheres to the teachings of the Magisterium of the Roman Catholic Church.
- The teachers, administration, and parish leadership are faithful Catholics centered in Eucharistic devotion, through the intercession of Our Blessed Mother. Members of the St. John the Baptist Catholic Montessori School community strive for growth in their relationship with Jesus Christ.
- The children are immersed and formed in the Catholic faith through the Eucharist, daily prayer, moral formation, and the teachings and practices of The Catechesis of the Good Shepherd.

Montessori

- St. John the Baptist Catholic Montessori School follows the educational method developed by Dr. Maria Montessori.
- We believe it is the role of the school and parents to assist children in discovering their God-given gifts and talents.
- We believe it is the role of the school to foster and nurture the children’s natural desire to learn by providing the proper learning environment, materials, guidance, and encouragement which helps them recognize and nurture their talents.
- We believe it is the role of the school to guide children through their developmental stages by encouraging independence and responsible engagement in their work, while providing regular, prayerful assessment of their progress.

Parent

- We believe that parents are the primary educators of their children.
- We believe that the home environment and the role of the parents as teachers and models throughout a child’s life are fundamentally important.

Child

- We believe that all children are called to holiness and are created by God in His image and likeness with a unique combination of abilities, interests, and learning styles.
● We believe that all children are inquisitive and creative and that they possess a natural desire to learn.
● We believe that all children move through successive developmental stages, and at each stage, the children must be committed and actively involved in the learning process.

Community

We believe the school needs to form a covenant of mutual service among the children, parents, staff, and parish leadership, in order to be unified in the education of the children.

Responsibilities

Of the School
● To provide a warm, loving environment that is attractive, clean and safe.
● To follow the teachings, doctrines and disciplines of the Catholic Church.
● To maintain high educational Montessori standards.
● To provide a stimulating program consistent with Montessori philosophy.
● To provide an excellent, caring and fully engaged staff.
● To maintain written records on each child.
● To provide parent education and conferences.

Of Parents
● To understand and accept the Church’s teaching that parents are the primary educators of their children.
● To deliver and pick up their children on time.
● To read the school handbook.
● To attend conferences and parent meetings.
● To maintain realistic expectations about their children.
● To keep informed about school policies and goals.
● To become aware of the Montessori Method in order to assist the child.
● To fulfill financial and legal obligations to the school in a prompt and timely manner.
● To volunteer and become active in their child’s education.

Of the Child
● To “construct” the person God is calling him/her to be.

ACKNOWLEDGMENT

St. John the Baptist Catholic Montessori School intends to manage its school and policies in a manner that is consistent with applicable federal, state, and local laws. In those cases in which our policies conflict with applicable law, the conflict is unintentional and the law will take precedence.

St. John the Baptist Catholic Montessori School retains the right to change, modify, suspend, or interpret any policies, whether written or not, without notice, at its discretion. Nothing in this
Child-Parent Handbook should be construed as a contract between you and St. John the Baptist Catholic Montessori School.

NONDISCRIMINATION POLICY

St. John the Baptist Catholic Montessori School complies with applicable federal, state, and local laws prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in the administration of its educational programs.

This policy does not prohibit giving Catholic children priority for admission. St. John the Baptist Catholic Montessori School has the right and duty to conduct its programs and activities in a manner that it is consistent with its Catholic identity. Accordingly, nothing in this handbook precludes the ability of the school to act in conformance with its Catholic beliefs and identity, including undertaking appropriate actions with respect to children who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

Admissions Policies

Policy and Procedure

While embracing the Catholic and Montessori philosophy that each child develops in a unique way and welcoming applications from a wide variety of children, we also recognize our limitations in meeting some highly complex or specialized learning needs. Our admissions procedure will therefore take into account our ability to accommodate a particular child's special needs without disruption to our program as one factor when evaluating applicants. Children who have special needs that fall within our ability to address may be accepted on a provisional basis, with additional stipulations (such as cooperation in having the child assessed or requirement for tutor or therapist assistance.)

An Admissions Committee, consisting of the Principal, the child’s prospective Guide and any other relevant professionals or specialists who may be appointed by the Principal, will make all admission decisions. Admissions decision will be based on the following general criteria:

**Toddler Children**
- Stable walker
- Consistently demonstrates behavior that maintains a safe learning environment

**Primary Children**
- Able to cooperate in a social group
- Shows respect for authority
● Shows respect for other children
● Demonstrates independence in toileting skills
● Able to understand and follow school and classroom rules and guidelines
● Demonstrates an eagerness to learn
● Developmentally functional in all aspects of daily school routines

Requirements for Admission
Families must complete an application and an interview with the Principal and the relevant Guide

Attendance Policies

Arrival Policy

Arrival time is between 8:35 a.m. and 8:45 a.m. and parents must drop their children off at the classroom door and electronically sign their children in. Families that arrive after 8:45 a.m. must report to the Main Office directly to check in. From 8:35 a.m. to 8:45 a.m., there will be a guide, assistant, or administrator in the reception area to greet arriving families.

Before Care
If you arrive between 7:00 a.m. and 8:35 a.m., please drop your child off at the age-specific Before Care location. A staff person will greet you at the door to welcome your child. Remember, anytime you drop your child off at Before Care without a contract, you will be billed at the drop-in rate. If you wish to avoid this fee, please do not arrive before 8:35 a.m.

Late Arrivals

We understand that even in the most well planned mornings, “life happens” and when it does, please accompany your child to the main office.

Out of respect for the teachers, the children, and your child/children, please make every effort to arrive at school in enough time for your child to be IN the classroom by 8:45 a.m. It is more than just being respectful; it is a life lesson on punctuality.

Dismissal Policy

11:45 a.m. Departure
Toddler Community and Children’s House children that leave at 11:45 a.m. will be picked up by a parent outside their respective classroom doors. Parents will sign out their child(ren) electronically. We request that parents allow their children to independently prepare to leave school for the day.

3:30 p.m. Departure
Toddlers & Children’s House children must be signed out at the classroom door by the adult picking up the child.

After Care
Parents may pick up their children from After Care (3:45 – 6:00 p.m.). Please ring the doorbell at the school’s main entrance for Children’s House and the Toddler Community doorbell for toddlers. A staff member will assist you while you electronically sign out your child.

If a child is picked up consistently after 6:00 p.m., the child will lose the privilege of being enrolled in the After Care program and/or late fees will be charged, unless extreme circumstances apply to each infraction.

Alternative Person to Pick Up
Occasionally, you may need someone other than yourself to pick up your child from school. To ensure your child’s safety and a smooth dismissal of your child, please:
- Make sure the person is on your signed “Student Release” Form OR call/send a note to the main office.
- Prepare your child ahead of time by letting him or her know who will be picking up
- Have the authorized person be prepared to show picture I.D.
- No child will be released alone or with anyone under the age of 16, and no child will be released to anyone who is under the influence of alcohol or drugs.

Financial Policies

Tuition Policy

Please go to http://www.stjohns-excelsior.org/school/Preschool/Tuition to view the tuition rates for the Toddler Community and the Children’s House.

Each family’s account must be kept current according to the contractual arrangements between the parent/guardian and St. John the Baptist Catholic Montessori School as established at the time of executing each child’s tuition agreement. It is the policy of the school not to allow any child to attend school if his or her tuition account is not current. A child whose tuition account is not current may be un-enrolled from the school.

Tuition Reimbursements

Children’s House
One month’s tuition for any child withdrawn from enrollment in the school after April 1 and before the first day of school is the responsibility of the parent or guardian entering into the agreement. A semester’s tuition for any child withdrawn from enrollment in the school after the first full day of school is the responsibility of the parent or guardian entering into the agreement. Hardship cases will be considered on an individual basis. There is no distinction among various causes of withdrawal, unless it is requested by the school. In case withdrawal is requested by the school, the tuition obligation and normal
refund policy does not apply, i.e., payment of the full semester tuition will be waived and a pro-rated refund will be made.

*Toddler Community*

One month’s tuition for any child withdrawn from enrollment in the school after April 1 and before the first day of school is the responsibility of the parent or guardian entering into the agreement.

Monthly tuition for any toddler withdrawn from enrollment in the Toddler Community after the date the tuition agreement has been signed is the responsibility of the parent or guardian entering into the agreement until a new child is enrolled in the Toddler Community. Hardship cases will be considered on an individual basis. There is no distinction among various causes of withdrawal, unless it is requested by the school. In case withdrawal is requested by the school, the tuition obligation and normal refund policy does not apply, i.e., payment of the full semester tuition will be waived and a pro-rated refund will be made.

*Lunch Accounts*

Families will be billed monthly through TADS for the lunches purchased.

**PARENT PARTICIPATION**

The staff at St. John the Baptist Catholic Montessori School firmly believes that the parents, child and teachers all interact to form the environment from which your child ultimately constructs himself/herself. We recognize that the Montessori method is most effective when the environments of both home and school are working together to provide a consistency in which your child can grow and develop.

Volunteering is vital to the success of St. John the Baptist Catholic Montessori School and we welcome and encourage your ideas and efforts. There are many opportunities to volunteer and as each family’s time constraints/availability vary, we look forward to finding the type of volunteerism that works for you.

**Parent Volunteer Requirement**

Every family volunteers a minimum of 30 hours. Any way in which parents supports the school with their time, from chaperoning field trips to attending Parent Education Nights, along with many other opportunities, is considering volunteering. Opportunities to serve will be regularly shared with families.

**Inclement Weather/School Closings**

The decision to close St. John the Baptist Catholic Montessori School due to inclement weather will be made by the school principal, in consultation with the parish.
administrator and pastor. As a general rule, St. John the Baptist Catholic Montessori School will close when Minnetonka schools are closed for SNOW/ICE conditions. If and when Minnetonka schools close for COLD WEATHER conditions, and this closure is announced in advance (the day before), St. John the Baptist Catholic Montessori School will remain open.

School closings will be communicated to families via email and phone preferences. If the principal, in consultation with the parish administrator and/or pastor, decides to close St. John the Baptist Catholic Montessori School early on a particular day, families will be notified via phone and email preferences.

Picking Up Your Child Early

In the event that you must pick up your child early, please send a note or call the office informing the staff of your arrival time. Check in at the office and sign out your child. The child will come to the office to meet the adult when leaving. Please do not go directly to the classroom.

Invitations

In an effort to be sensitive to all the children, please be discreet when distributing party invitations. We ask that the distributing not be done during school hours. Staff may not pass out invitations nor should the Family Folders be used for this purpose. Most often, it seems that when there have been invitations, they include all of one grade level so no one is left out. However, there have been instances when select children were invited and they began to talk. While no malice was intended, the hurt was still very real. We appreciate your partnering with us in teaching the children to be not only kind but also sensitive.

Volunteer Policies

Application Process

St. John the Baptist Catholic Montessori School is grateful for the assistance of its volunteers. Anyone wishing to volunteer at St. John’s should contact the Principal.

VIRTUS Training and Background Checks

In accordance with Archdiocesan policies, VIRTUS training and background checks are required for all school volunteers who work directly with children.

Code of Conduct and Volunteer Agreement

All volunteers must sign and abide by the volunteer code of conduct and volunteer agreement for St. John the Baptist Catholic Montessori School.
Sign-in Procedures

Volunteers must sign in and out each time they visit the school. For security reasons, and in case of an emergency, it is important for the school to have a record of who is in the building, for what reason, and for how long. ALL visitors are required to sign in.

Identification

Volunteers must wear a volunteer name tag while in the building. These name tags must be visible to staff and children and must be obtained when at sign in and returned at sign out.

Important Limits on Volunteer's Responsibilities

Volunteers are not permitted to provide curriculum, evaluate achievement, counsel, discipline children, discuss child progress with parents, or reveal any information obtained from student records. The professional staff is responsible for decisions regarding the instruction of children and school management.

Fire Drills, Severe Weather and Emergency Procedures

From time to time, a volunteer might participate in fire drills, lock down drills, and tornado drills. Volunteers are required to follow the instructions of staff members during such drills and other emergency procedures.

Pursuant to Minnesota Administrative Rules for Child Care Licensing (Chapter 9503), St. John the Baptist Catholic Montessori School must provide the
following sections of our Child Care Program Plan to parents upon the enrollment of their children.

The entirety of SJB’s Child Care Program Plans for the Toddler Community and Children’s House are available upon request.

I. POLICY INFORMATION FOR PARENTS
(Minnesota Rules, part 9503.0090, subpart 1)

SJB Catholic Montessori School is licensed to serve:
*Toddler Community*: 14 children
*Children’s House*: 30 children

**Hours of Operation and the Class Sizes**
A. The school is open Monday through Friday from late August to early June.
B. *Toddler Community*
   a. The Toddler Community provides half-day and full-day sessions for children ages 16 months to 33 months.
   b. A maximum of 12 children will be enrolled in both half-day and full-day sessions combined.
   c. Children may attend four days/week or five days/week.
   d. The half-day session begins at 8:45 a.m. and ends at 11:45 a.m.
   e. The full-day session begins at 8:45 a.m. and concludes at 3:30 p.m.
C. *Children’s House*
   a. The Children’s House provides half-day and full-day sessions for children ages 33 months to 6 years.
   b. Kindergarten-age children must attend full-day.
   c. All children must attend five days/week.
   d. A maximum of 30 children will be enrolled in both half-day and full-day sessions combined. Children will be divided into one to two classes, depending on enrollment.
   e. The half-day session begins at 8:45 a.m. and ends at 11:45 a.m.
   f. The full-day session begins at 8:45 a.m. and concludes at 3:30 p.m.
D. *Extended Care*
   a. Extended care is available for all children.
   b. Before Care begins at 7:00 a.m. and concludes with the beginning of the school day at 8:45 a.m.
   c. After Care begins with the end of the school day at 3:30 p.m. and closes at 6:00 p.m.
E. *Summer Program*
   a. A summer program is offered for the Children’s House and not the Toddler Community.
Philosophy of Early Childhood Education

The heart of the curriculum at St. John the Baptist Catholic Montessori School is the spiritual formation the children will receive. All Toddler Community (when available) and Children’s House children participate in The Catechesis of the Good Shepherd. This is a unique religious experience designed for children by Sofia Cavaletti & Gianna Gobi in Rome beginning in 1954. It is based upon Maria Montessori’s spiritual vision for children, combined with the teachings and the traditions of the Roman Catholic Church regarding Holy Scripture and Liturgy, using Dr. Montessori’s educational principles.

The purpose of the Catechesis is to proclaim the message of Jesus to children using the “Parable Method” for meditation on Scripture, while using Montessori methods to provide a learning environment conducive to the spiritual development of the young child. Children are especially attracted and are sensitive to the Good Shepherd’s abiding love for His sheep. They in turn develop a special love for Jesus, who is the Good Shepherd even before they realize that they are the sheep. Materials usually accompany each presentation and are then left for the children to manipulate and meditate upon.

Each child is viewed as an individual learner, with unique learning style and capabilities. The children are allowed to move through their developmental curriculum at their own pace. This is why the multi-age grouping works so well. Something that may have held little interest for a first-year student, may become fascinating in the second or third year. In this way children experience the freedom to make choices in their work, and develop a sense of control over their education.

The mixing of ages also helps to strengthen the social development of the child. The relationships formed between the younger and older children are invaluable. The younger children look to the older children as inspiration in both behavior and work. The older children take pride in guiding the young ones through the ways of the classroom.

The teacher, known as a guide, is responsible for helping guide the children to find their own motivation for learning. By preparing the environment and observing each child carefully, the teacher “follows the child.” Children expand their knowledge by being guided toward materials that reflect their interests.

The Montessori teacher has what Maria Montessori calls a “Cosmic Task.” This task is to work with the children’s imagination to help them realize the interconnectedness of the universe. One of the foundations of Montessori education is to present the concrete, which leads to the abstract. By first striking the child’s imagination with a wonderful story or lesson, the teacher taps into the child’s self-motivation to begin a search for more information.

In short, the Toddler Community and Children’s House classrooms provide the children with the freedom to learn at their own pace in a varied age group, with a teacher to help guide them through the curriculum.
Parental Access to Childcare Program Plan

Parents may receive a copy of SJB Catholic Montessori School’s program plan at any time upon request. Questions and feedback from parents are always welcome and may be shared directly with the principal.

Parent Conferences and Assessment of Children

Parents will be provided the opportunity to meet with their child’s teacher two times during the school year. At this time, parents will be able to discuss their joys and concerns with the teacher. This will also be a time when their child’s teacher can provide assessment information obtained through authentic assessment methods such as observations, documented progress of individualized lesson plans, photographs, anecdotal records, checklists, and the child’s work samples. All developmental areas of the child will be included on the child’s assessment record and will be coordinated with the Minnesota Early Learning Standards. All assessment information will be provided through a printout from Transparent Classroom, a Montessori, web-based record keeping service that has sections designed for each age level: 16 – 33 months and 33 months to 6 years.

The Health and Safety of Children

Health Care Summary:

Before a child is admitted to SJB or within 30 days of admission, the program will obtain a report on a current physical examination (health care summary) of the child signed by the child’s source of medical care and must be submitted to the director. An updated health care summary signed by the child’s source of medical care is required annually for children under 24 months of age, and whenever a child 24 months or older advances to an older age category.

Immunization records:

A. Must be on file upon enrollment. Children will not be allowed to attend the program until the immunization record or a completed conscientious exemption form is received.
B. Minnesota law requires children enrolled in a school to be immunized against certain diseases or file a legal medical or conscientious exemption.

Medical exemption:

No child is required to receive any immunization if they have a medical contraindication, history of disease, or laboratory evidence of immunity. For a child to receive a medical exemption, a physician, nurse practitioner, or physician assistant must sign the statement on the back side of the Child Care immunization Form.

Conscientious exemption:

No child is required to have an immunization that is contrary to the conscientiously held beliefs of his/her parent. To receive an exemption to vaccination, a parent or legal guardian must complete and sign the statement and have it notarized on the back side of the Child Care Immunization Form.

Exclusion of sick children:
A child with any of the following conditions or behaviors is a sick child and must be excluded from SJB Catholic Montessori School. We must exclude a child:

A. With a reportable illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce health risk to others.
B. With chicken pox until the child is no longer infectious or until the lesions are crusted over.
C. Who has vomited two or more times since admission that day or in the previous 24 hours.
D. Who has had three or more abnormally loose stools since admission that day or in the previous 24 hours.
E. Who has conjunctivitis or pus draining from the eye.
F. Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy.
G. Who has unexplained lethargy.
H. Who has lice, ringworm, or scabies that is untreated and contagious to others.
I. Who has a 100 degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given. This means the thermometer reads 100 degrees Fahrenheit or higher when taken under the arm (axillary).
J. Who has an undiagnosed rash or rash attributable to a contagious illness or condition.
K. Who has significant respiratory distress.
L. Who is not able to participate in activities with reasonable comfort.
M. Who requires more care than SJB staff can provide without compromising the health and safety of other children in care.

**Children who become sick while at school:**
If a child becomes sick while at SJB, the child will be isolated from other children. A staff member will remain with the child so that the child is supervised. The parent will be contacted to pick up the child.

Parents are advised to notify the school within 24 hours, except for weekends and holidays, when their child is diagnosed as having a communicable disease. Communicable diseases will be reported to parents the same day the information is received. A fact sheet will be emailed to parents from [www.hennepin.us/childcaremanual](http://www.hennepin.us/childcaremanual). Each new case of the illness will be relayed to parents in the same manner as indicated above.

**Emergencies:**

A. Emergency phone numbers including the phone numbers and sources of emergency medical and dental care, poison control center, fire department, health authority, and licensing division of the Department of Human Services are posted in visible places near all phones at SJB.
B. In the event of a minor injury or accident, First Aid will be administered by trained staff using current First Aid techniques. The injury will be documented on the accident and injury report form. Parents will review the completed form, sign it, and be offered a copy. The form will be kept on file.
C. For more serious accidents and injuries requiring medical attention, First Aid is administered and parents are contacted to pick up the child to be seen by a physician. If the parent is unable to be reached, emergency contacts are called. The injury will be documented on the accident and injury report form. Parents will review the completed form, sign it, and be offered a copy. DHS will be informed within 24 hours of an injury requiring medical attention.

D. If the accident/injury requires immediate attention, 911 will be called. Parents are called after calling 911. Staff will not transport a child. The child would be transported by emergency services as deemed necessary by emergency services. Upon enrollment, parents will sign permission authorizing use of emergency medical care. DHS will be notified within 24 hours of emergency services.

Medications:
Medications can be crucial to the health and wellness of children. When possible, a child’s parents and physician should try to minimize the need for medications while in child care. However, some children will inevitably require medication while in the child care setting. Administering medication requires skill, knowledge, and careful attention to detail. Our staff will be diligent in our adherence to the medication administration policy and procedures to safely administer medications to children at SJB.

A. All staff who have the responsibility to administer medication will be trained in medication administration and a record of their training will be kept on file.

B. The first dose of any new medication should always be given at home to observe for possible adverse effects.

C. The program will follow proper procedures in handling and storage of medications, including:
   a. Medicines, insect repellents, sunscreen lotions, and diaper rash control products must be stored according to directions on the original container and so that they are inaccessible to children.
   b. Emergency medications are stored totally inaccessible to children but readily available to teachers trained to give them.
   c. Controlled substances, i.e., Ritalin, will be stored in a locked container with a system in place to keep an accurate account.
   d. All medications are stored, at all times, inaccessible to children.
   e. Medications will be stored in the nurse’s office in a covered, labeled container.
   f. Appropriate medication devices will be provided by the parents with the medication.
   g. Medications will be prepared and administered in a quiet area out of access to other children.
   h. Staff will ensure the child’s confidentiality.

D. The program will adhere to the practice of checking the “Six Rights” of safe medication administration, including the:
   a. Right child
   b. Right medication
   c. Right time and date
   d. Right dose
e. Right route
f. Right documentation
E. Staff will double check medication with another staff person before giving it to the child.
F. Staff will wash their hands before and after administering medications.
G. Medications will not be added to a child’s bottle or food.
H. SJB will not administer home remedies or home-made concoctions as all medications must be in their original packaging with original product label including the product’s ingredient list and manufacturer’s directions.
I. SJB will not administer homeopathic medications as they are not regulated by the FDA and not recommended in a school setting.
J. SJB will not administer medications prescribed by another family member.
K. Parents must sign the appropriate medication release form provided by SJB before SJB will administer any medication.

Non-prescription medications:
Non-prescription medications (such as Tylenol) must be administered according to the manufacturer’s instructions unless there are written instructions for their use provided by a licensed physician or dentist. If the manufacturer’s instructions state to consult a physician, then directions from a physician must be obtained before administering. Non-prescription medicines must be labeled with the child’s first and last name.

Parents must complete the appropriate medication release form provided by SJB before non-prescription diapering products, sunscreen lotions, and insect repellents will be administered. These will be administered according to the manufacturer’s instructions unless there are written instructions for their use provided by a licensed physician or dentist. They must be labeled with the child’s first and last name and used only for the individual child whose name is written on the label. Aerosols will not be permitted at SJB due to inhalation risks.

Prescribed long-term medications/Emergency medications:
Medications that are to be given routinely or available routinely for chronic conditions such as asthma, allergies, diabetes, and seizures are stored inaccessible to children by readily available, at all times, to supervising staff that are trained to give them.

Prescription Medications:
A. Written instructions from a licensed physician or dentist are required before administering each prescription medicine. Medicine with the child’s name and current prescription information on the label constitutes instructions.
B. Parents must fill out a medication release form provided by SJB before any medication will be administered.
C. All medicines are kept in their original container and have a legible label stating the child’s first and last name. The medicine is given only to the child whose name is on the label.
D. The medicine will not be given after an expiration date on the label.
E. Any unused portion of medicine is returned to the child’s parent or destroyed. This will be documented.
**Documentation of medications:**

A. The staff will document on the child’s Medication Administration Record the following:
   a. Name of child
   b. Name of the medication or prescription number
   c. Date
   d. Time
   e. Dosage
   f. Name and signature of the person who dispensed the medication.

B. The record will be available to the parent and maintained in the child’s file record.

C. A record of medication incidents will be kept as such:
   a. Medications not given at the prescribed time and report to parent.
   b. Medications vomited or spit out and report to parent.
   c. Medication errors will be documented. Also, Poison Control will be contacted immediately at 1-800-222-1222 and parents will be notified immediately.
   d. Side effects or reaction to medication and report to parent.

**Returning medications:**

A. Medications will not be used beyond the date of expiration on the container or beyond any expiration instructions provided by the health care provider.

B. Medications no longer being used will promptly be returned to parents/guardians or discarded and documented.

C. The amount of a controlled substance being returned to the family will be counted, verified with a second staff member and documented by both staff members.

**Photographs and Publicity**

Photographs of the children participating at SJB Catholic Montessori School may occasionally appear on the St. John’s web page, in newspapers, magazines, brochures or other public materials. However, written permission from each child’s parent will be obtained prior to a child’s involvement in experimental research or public relations activities. This information will be kept on file in the school office.

**Snacks and Meals**

*Toddler Community*: One morning snack will be provided to children who attend the half-day session, and one morning and one afternoon snack will be provided for children who attend the full-day session. Snacks are provided by SJB Catholic Montessori School. Children attending the full-day session will have lunch, which is either provided by parents or made by SJB Catholic Montessori School.

*Children’s House*: One morning snack will be provided to children who attend the half-day session and one morning and one afternoon snack will be provided for children who attend the full-day session. Snacks are provided by SJB Catholic Montessori School. Children attending a full-day session will have lunch, which is either provided by parents or made by SJB Catholic Montessori School.

*After Care*: A snack is provided for children.
Allergy Prevention and Response
Staff will be trained in this allergy policy during orientation training and at least once per calendar year. The training will be documented in each staff person’s file. Before admitting a child to SJB, SJB will obtain documentation of any known allergy from the child’s parents or the child’s source of medical care. If a child has a known allergy, the program will maintain current information about the allergy in the child’s record and develop an individual child care program plan (ICCP). The ICCP will include but not 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. SJB will ensure that each staff person who is responsible for carrying out the ICCP review and follow the plan. Documentation of a staff person’s review will be kept on site. At least annually or following any changes made to allergy-related information in the child’s record, the program will update the child’s ICCP and inform each staff person who is responsible for carrying out the ICCP of the change. A child’s allergy information will be available at all times including on site, when on field trips, and during transportation. A child’s food allergy information will be available to staff in the area where food is prepared and served to the child. SJB will contact the child’s parent as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. SJB will provide for a child’s dietary needs prescribed by the child’s source of medical care or require the parent to provide the prescribed diet items that are not part of the menu plan. When serving a child who has a prescribed diet, SJB will keep the diet order and its duration specified in the child’s record. All staff designated to provide care to the child will be informed and trained on the diet order.

Field Trips
Toddler Community: The toddler community does not take field trips.
Children’s House: If a field trip is planned, parents will receive a permission slip at least one week in advance of the scheduled excursion. The permission slip must be signed by a parent and returned to the main office prior to the field trip. Permission slips will be taken on the field trip and held by the staff member in charge. If for any reason SJB Catholic Montessori School does not have a permission slip from a parent before the field trip, that parent’s child may not attend the field trip. This child may not be present at SJB Catholic Montessori during the time of the field trip unless proper supervision is available in the Children’s House.

At least two staff members will supervise field trips, and all other chaperones will meet Safe Environment requirements from the Archdiocese of St. Paul and Minneapolis and the requirements of the State of Minnesota. All adults will supervise children at all times. Except for the staff member in charge, each child will be assigned to an adult for head counting, and an adult will be assigned no more than five children for which they are primarily responsible.

Pets
Pets will be allowed in the school only with the advance permission of the principal and if no allergies exist among the children in the classroom. Parents will be informed upon admission if pets are present in the school.

Parent Visits
Parents are encouraged to become involved in their child’s class through volunteer opportunities that are available. Parents are also welcome to schedule formal observations of their child’s class during regular classroom hours. In addition to these structured visits, a parent of an enrolled child may visit SJB Catholic Montessori School any time during the hours of operation.

II. BEHAVIOR GUIDANCE POLICIES AND PROCEDURES

General Requirements
(Minnesota Rules, part 9503.0055, subpart 1).
A. Staff members model respectful behavior for children and bear the responsibility of setting the tone for the class. Staff must always address disrespectful behavior by children; it may never be ignored. In being positive models of acceptable behavior and fully engaged with children, staff will provide a warm, loving environment that is attractive, clean, and safe. Staff will honor and respect children in accord with the teachings of the Catholic Church and the principals of grace and courtesy in the Montessori philosophy.
B. The Toddler Community classroom is designed according to the developmental needs of children ages 16 – 33 months. The Children’s House classroom is designed according to the developmental needs of children ages 33 months – 6 years. Proper design removes obstacles that lead to deviant behavior. Montessori trained adults will use their training to provide age-appropriate guidance in behavior.
C. Staff will redirect children to constructive activities as a means of resolving conflicts between children and ending children’s inappropriate behavior.
D. Staff regularly teach children using modeling, classroom materials, and words to choose acceptable alternatives to problem behavior in order to reduce conflict.
E. Staff members conduct daily safety inspections of the environments to ensure that children cannot hurt themselves and others if problematic behavior arises. When a child begins to demonstrate problematic behavior that can injure himself/herself or others, staff members will immediately remain by the side of a child until the imminent danger has passed. If the behavior happens on more than one occasion by the same child, an adult will then shadow the child to prevent the behavior from hurting others if it arises again.
F. Staff members always provide immediate, Montessorian consequences that directly relate to a child’s unacceptable behavior.

Persistent Unacceptable Behavior
(Minnesota Rules, part 9503.0055, subpart 2).
A. If a child has repeatedly failed to demonstrate acceptable classroom behavior, staff members will observe and record the behavior and all staff responses to the behavior.
B. The teacher will consult with the child’s parent, with other staff persons, and professionals when appropriate, to develop a plan to address the behavior. However, if the child continues to demonstrate unacceptable behavior, the child will be separated from the group until the behavior is under control. All such separations will be recorded in a log noting the child’s name, teacher’s name, time, date, and information regarding the methods used to guide the child’s behavior as well as documentation of the child’s consistent unacceptable behavior.

Prohibited Actions
(Minnesota Rules, part 9503.0055, subpart 3).
The following actions are prohibited by or at the direction of all staff members.
   A. Subjection of a child to corporal punishment, which includes but is not limited to:
      a. Rough handling
      b. Shoving
      c. Hair pulling
      d. Ear pulling
      e. Shaking
      f. Slapping
      g. Kicking
      h. Biting
      i. Pinching
      j. Hitting
      k. Spanking
   B. Subjection of a child to emotional stress, which includes but is not limited to:
      a. Name calling
      b. Ostracism
      c. Shaming
      d. Making derogatory remarks about a child or the child’s family
      e. Using language that threatens, humiliates, or frightens the child
   C. Separation of a child from the group except as noted in the Separation from the Group
      policy provided below.
   D. Punishments for lapses in toileting
   E. Withholding food, light, warmth, clothing, or medical care as a punishment for
      unacceptable behavior.
   F. The use of physical restraint other than to physically hold a child where containment is
      necessary to protect a child or others from harm.
   G. The use of mechanical restraints, such as tying.

Separation from the Group
(Minnesota Rules, part 9503.0055, subpart 4).
No child may be separated from the group unless the following has occurred:
   A. Less intrusive methods of guiding the child’s behavior have been tried and were
      ineffective.
   B. The child’s behavior threatens the well-being of the child or other children in the
      program.
   C. When a child is separated from the group, the following must occur:
      a. The child must remain in an unenclosed part of the classroom where he/she can be
         heard and seen continuously by a 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.

Separation Report
All separations from the group must be noted in a log, which must include the following:

A. Child’s name
B. Staff member’s name
C. Time
D. Date
E. Information indicating what less intrusive methods were used to guide the child’s behavior
F. How the child’s behavior continued to threaten the well-being of the child or other children in care
G. 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 in the log.
   If a child is separated five or more times in one week, eight times or more in two weeks, the procedures in subpart 2 must be followed.

III. NAP AND REST POLICY
(Minnesota Rules, section 9503.0050)

Children who attend full-day sessions will be provided with time within each class session to rest in a quiet and comfortable place.

A. Confinement Limitation: A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot.

B. Placement of Cots
皎
Toddler Community: Naps and rest are provided in the Nap Room, which is separate from the main community area. Cots are all placed adjacent and against the back wall, sufficiently separated from each other with clear aisles and unimpeded access for children and adults. A staff member can walk and kneel beside a cot. Cots must be placed directly on the floor and must not be stacked when in use.

Children’s House: Naps and rest are provided in one quarter of the room with the lights turned off, clearly separated from the other half of the room where there may be active children. Cots are placed throughout the napping area, and adults and children always have unimpeded access to the cots from at least one side. Aisles remain clear. Cots must be placed directly on the floor and must not be stacked when in use.

C. Bedding: Separate bedding is provided for each child in care by parents or SJB Catholic Montessori School, if necessary.
   a. Toddler Community: Bedding is washed weekly by the school and whenever it is soiled or wet. Blankets are washed weekly and when soiled or wet.
   b. Children’s House: A child’s bedding is sent home every weekend to be washed by parents and whenever they are soiled or wet. The school’s bedding is washed weekly by the school and whenever it is soiled or wet. Blankets are washed weekly and when soiled or wet.

IV. PROGRAM GRIEVANCE PROCEDURE FOR PARENTS
(Minnesota Rules, section 245A.04, subdivision 1, (c)
Informal Conflict Resolution:
- 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 St. John the Baptist Catholic Montessori School welcome contact with parents.
- In the vast majority of instances when 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 cannot 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.
     - A. Parents are also invited to discuss any administrative concerns directly with the Principal whenever needed.

Formal Conflict Resolution:
If the informal conflict resolution process does not resolve the issue to the parent’s satisfaction, we ask you address your concerns formally to the following individuals in the sequence below:
- A. First: Staff member
- B. Second: Principal
- C. Third: Pastor

The following is the process we ask you to observe when raising parent/child 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 the 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, email, 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/child issues (i.e. requiring meetings with parents, action plans related to students, etc.).
Step 2. Principal
The principal will verify resolution of significant parent/child 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 and parent is not satisfied, the 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. The 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, the 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 these FIRST TWO STEPS and should have a working agreement in place within two school weeks.)

Step 3. Pastor
If a parent is not satisfied after meeting with the teacher and principal as described in the steps above, then they may express their concerns to the pastor.
A. The 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.

Local Conciliation
1. The request to begin the next stage of the local conciliation procedure must be made in writing to the school administrator by the person seeking relief within 10 business days after conferring with the last level of administration (pastor or canonical administrator).
2. The local conciliation committee will be made up of three persons: one designated by the pastor; one designated by the respondent; and one designated by the person seeking resolution.
3. The local conciliation committee will meet in a time period not to exceed 15 business days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration (discussion, thought, and prayer), the committee will write a summary of the meeting and present its recommendations in writing to the administrator. The recommendations will then be forwarded to all concerned parties.
5. The local conciliation procedure should be completed within 25 business days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.

V. MALTREATMENT OF MINORS MANDATED REPORTING POLICY
(Minnesota Rules, section 245A.145, subdivision 1)
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 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 612-348-3552 or local law enforcement at 952-474-3261.

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:

A. related policies and procedures were followed;
B. the policies and procedures were adequate;
C. there is a need for additional staff training;
D. the reported event is similar to past events with the children or the services involved; and
E. 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 the Principal and the Pastor of St. John the Baptist Catholic Parish. If the Pastor is involved in the alleged or suspected maltreatment, the Archdiocese of St. Paul & Minneapolis will be responsible for completing the internal review.

Documentation of the Internal Review
The facility must document the 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.