

Mount Hope Preschool and Childcare
Mount Hope Lutheran Church - Bloomington, MN
www.mthopelutheran.org
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Parent Handbook - Policies - Health, Safety and Injury Prevention Policies

“Building a foundation of faith and learning”
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Program Philosophy

We believe children are a blessing and gift from God. Children are in a constant state of growth: maturing spiritually, physically, socially, emotionally and intellectually through social interactions and experiences in their environment. Along with the many avenues of growth at home, our program offers children experiences that develop the mind, body and spirit in a safe and loving atmosphere.

Mission Statement

Our mission is to provide enriching opportunities for children and families to grow in their relationship with Jesus by sharing God’s word in a Christ-centered educational environment.

Purpose Statement

Mount Hope Preschool and Childcare (MHPC) is a ministry of Mount Hope Lutheran Church. We strive to provide a supportive and loving Christian environment for the children. The Center is governed by the Governing Board of Mount Hope Lutheran Church.

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Standards

MHPC is licensed by the MN Department of Human Services and complies with the standards and guidelines outlined in Rule 3 of the MN Statutes.

Class Ratio

The staff-to-child ratio follows the requirements listed in Rule 3 of MN Statutes. Preschool 1:10 School Age 1:15. Children are not left unsupervised.

Eligibility/Age groups

Mount Hope Preschool and Childcare (MHPC) serves children who are 33 months through twelve years of age. Children must be toilet-trained to start. To be considered toilet-trained, a child must be able to recognize when they need to use the restroom, communicate that need and care for themselves while using the toilet. Class placements are made based on a child’s age and teacher recommendations. Preschool classes are categorized as follows:

3/4 year old Preschool program: Children are 33 months on or before their first day of school and toilet-trained

4/5 year old Pre-kindergarten program: Children are four years old on or before Sept 1.

The Center offers full and part-time care year-round. Limited summer care is available for school-aged students.

Licensed Capacity

MHPC is licensed by the State of MN to serve 20 (purple and orange), and 19 (blue) children per classroom with a maximum attendance of 59 children. The number of school age children is not to exceed 20.

Program Plan

A copy of the Child Care Program Plan may be reviewed by obtaining a copy from the Director. It is also posted on the MHPC bulletin board.

Program Goals, Curriculum and Assessment

Program Goals and Curriculum

The framework for learning is provided in the Early Childhood Indicators of Progress: Minnesota's Early Learning Standards. The primary purpose of the standards is to provide a framework for understanding and communicating a common set of developmentally appropriate expectations for young children within a context of shared responsibility and accountability for helping children meet these expectations. The framework provided by the Early Childhood Indicators of Progress is enhanced by the use of The Creative Curriculum.

Goals for children include: To...

- Develop a healthy self-concept
- Develop social and emotional maturity
- Develop an enjoyment of the creative experience
- Develop trust in adults
- Develop their growing faith and understanding of God's love
- Develop independence and responsibility for self
- Develop a sense of security and feeling of success
- Develop skills in the physical, cognitive and language areas

Assemblies/Field trips

The children will have an opportunity to expand their learning through onsite assemblies. At times the children may take a walking field trip within the neighborhood. A parental written permission slip is required for participation. Emergency forms and first aid kits are brought off-site.

Programs

The Center hosts two programs/performance opportunities during the school year: a Christmas Program and Spring Musical. Music class is offered three times weekly and chapel is led once weekly.

Conferences

Parent-teacher conferences are held twice yearly, once in the fall and again in the spring. Participation in conferences is encouraged as a way to establish goals and review documentation of progress. Conference dates are posted on the calendar. Sign-ups for time slots are made available one month prior to conferences. Meetings can be scheduled with teachers to discuss specific concerns at any time.

Communication

A yearly calendar is provided to each family. Teachers communicate through weekly newsletters. A weekly newsletter from the administrator is also sent electronically.

General Policies

Scan Card Policy

The building is secure and locked during most Center hours for the safety of staff and children. Scan cards are provided by MHPC to each family. Lost cards can be replaced for \$5.

Confidentiality/Photo and Video Use

All information obtained regarding any family/child is considered confidential. Information collected by our program will be shared with staff on a need-to-know basis. Teachers may use the information during in-service trainings to identify children's interests and needs. MHPC requires families to sign a form agreeing NOT to publish photos or video on the internet of a MHPC child other than their own. Teachers use digital photos and video to capture classroom activities. Parental permission is required before Mount Hope can use a child's image outside of the Center.

Non-Discrimination Policy

MHPC admits students of any race, color, nationality or ethnic origins to the rights, privileges, programs and activities generally accorded or made available to students in the Center. We do not discriminate on the basis of race, sex, color or national or ethnic origin in the administration of our educational plans, admissions policies or any other school-administer programs.

Arrival and Departure Procedures/Policies

Parents and guardians park in the parking lot, lock their cars and bring their child to their classroom. A hook is designated for each child's jacket and backpack. An authorized adult is required to both sign the child in and then out again at pick-up. Staff may ask for a picture ID of anyone picking up to ensure our students' safety. Parents will be called if arriving after 12:00/4:30. At 12:10 and 4:40 emergency contacts will be called. No one under age 16 is allowed to pick-up. Children will only be released to adults listed on that

child's Emergency Form. Written notice needs to be provided to make additions/changes to the list of those authorized to pick-up. If there has been no contact by 5:00, the police will be called. A note will be left with a phone number to call regarding the situation.

Attendance Notification Policy

Please notify the administrator or call the office if your child will be absent. State the reason for the absence and the expected duration of the absence. 952 888 5059

Technology Usage - Children

MHPC is pleased to have iPads as learning tools. Educational apps, short videos and music may be used to enhance classroom activities. Teachers will select content that is age-appropriate and supports the educational objectives of the program.

Participation in Research, Experimental Procedures or Public Relations

Written parental permission will be obtained any time a child participates in research, experimental procedures or public relations.

Pets

Rearranged, appropriately chaperoned pet visitations are allowed. All visits must be cleared with the administrator. Parents will be told of the visit ahead of time. Any animal bites will be reported to the police department.

Weapons

MHPC prohibits the possession of firearms or any other dangerous materials while on the premises. Children may not play "violent acts" (swords, guns, etc.).

Grievance Procedures

If problems or concerns arise, please follow the following procedure.

Address the issue with the person involved first.

If no resolution can be found, the matter is to be brought to the administrator's attention and if needed the Pastor's attention.

If no resolution can be found the matter should be brought to the Governing Board of Mount Hope Lutheran Church.

Abusive behavior and/or threats by parents toward staff, children, or other parents will be cause for immediate termination of care.

Special Needs

Parents have a responsibility to inform the administrator when their child has any medical conditions, needs or allergies so appropriate care and support can be provided. If your child has a special need and is (one or more of the following), the family is obligated to share the ISP or IEP with the Center.

*Eligible for case management through the state and has an Individual Service Plan (ISP)

*Receiving services through the local school district and has an Individual Educational Plan (IEP)

*Determined by a licensed physician, psychiatrist, or consulting psychologist to have a condition related to physical, social or emotional development

In addition, state licensing regulations require us to develop an Individualized Child Care Program Plan (ICCPP) with the family to assist in meeting the child's needs. This plan must be signed by the administrator, shared with staff and reviewed annually to assure necessary modifications. If the special need requires our staff be trained to perform a new skill, the family will assist in arranging the training. It is possible there may be a special need that cannot be met by MHPC. The Center is not equipped to handle all special needs while staffed to the ratio set by Rule 3. If the special need necessitates additional staffing, Mount Hope may not be able to provide care for that family. MHPC staff are a primary referral source for children under age three under IDEA Part C (Individuals with Disabilities Act). 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 identification.

Parent Visitation Policy

Parents are encouraged to visit our program. To allow your child to develop a sense of independence, we suggest not making visits during the first month of attendance. Non-enrolled siblings are not able to attend programming in accordance with Rule 3 MN Statutes. Parents (Legal Guardians) will be allowed access to their child at any time while the child is in care.

Nap/Rest Procedures

Preschool children enrolled in the full day program have nap/rest time daily. Teachers provide a calm and comfortable environment. This includes placing the cots in the same basic area each day and the use of calming music. A child who has completed a nap or rested quietly for 30 minutes is not required to stay on their cot. Clear aisles between cots are maintained. Cots are not stacked when in use. Separate bedding is used for each child. It is sent home weekly for laundering. Shoes are worn in case an emergency evacuation is needed. Children in the morning preschool program are provided with time to play/read quietly. Napping rooms are kept light enough to allow for direct supervision.

Clothing and School Bag

Children should come to school in comfortable clothing appropriate for the season. Athletic-soled, closed-toe shoes are to be worn daily. A backpack/bag containing a full change of clothing is needed daily. Appropriate outdoor clothing should be provided and labeled with the child's name.

Suspected Child Abuse / Neglect Procedures

All staff members at MHPC are required by MN State Law to report any suspected incidents of child abuse or neglect to the authorities. The following policy is mandated by the State of MN for all childcare facilities.

What to report

Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to Minnesota Statutes, section 260E.03. Maltreatment must be reported if you have witnesses or have reason to believe that a child is being or has been maltreated within the last three years.

Who must report

**If you work in a licensed facility, you are a "mandated reporter" and are legally required (mandated) to report maltreatment. You cannot shift the responsibility to your supervisor or to anyone else at your licensed facility.*

**In addition, people who are not mandated may voluntarily report maltreatment.*

Where to report

**If you know or suspect that a child is in immediate danger, call 9-1-1.*

**Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the Licensing Division's Central Intake line at 651 431 6600.*

**Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, or in a child foster care home, should be reported to the local county services agency at 612 348 3552 or local law enforcement at 911.*

When to report

Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible, but no longer than 24 hours).

Information to report

A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

Failure to report

**A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.*

**In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in Minnesota Statutes, section 245C.03.*

Retaliation prohibited

*An employer of any mandated reporter is prohibited from retaliating against (getting back at):
an employee for making a report in good faith; or
a child who is the subject of the report.*

If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

Staff training

The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Provide policy to parents

For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definition section is optional to provide to parents.

Internal review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.

The internal review must include an evaluation of whether:
related policies and procedures were followed;
the policies and procedures were adequate;
there is a need for additional staff training;
the reported event is similar to past events with the children or the services involved; and
there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary person or position to ensure reviews completed

The internal review will be completed by the Director. If this individual is involved in the alleged or suspected maltreatment, the Pastor will be responsible for completing the internal review.

Documentation of internal review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective action plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan to correct any current lapses and prevent future lapses in performance by individuals or the license holder.

Registration/Tuition

Registration Procedures

A registration form communicating tuition costs and general information about the child is required for enrollment. Registration is complete when the form and registration fee are returned to MHPC and available space is confirmed by the administrator. Registration for the coming school year begins in mid-January and forms are available online or from the office. Church members and currently enrolled families receive priority registration. Registration opens to the public the first Monday in February. The following forms must be returned before the first day of attendance.

- | | |
|----------------------------|---|
| Registration form and fee | Immunization record |
| Emergency Information form | Health Care Summary (due within 30 days of start) |

Contract Change Policy

When a change in a child's contracted hours is needed, a two week notice of the change is required. A contract change form can be requested from the administrator. Once the form is received, the parents will receive written notice of an effective date the new schedule can begin, or if the request is unable to be met, the administrator will contact the parent in a timely manner to discuss alternate options. If a family wants to hold their child's enrollment over an extended leave (more than two weeks), half tuition can be paid to hold the enrollment until the child's return. Enrollments do not carry over from one school year to the next.

Tuition Policies - General

Tuition rates can be viewed at www.mthopelutheran.org. No adjustments are made for illness, holidays, weather closures, vacations or natural disasters sometimes described legally as "acts of God," such as tornadoes, hurricanes, or earthquakes; major biological events, such as epidemics or pandemics; and other disruptions, such as wars, riots, labor disputes, terrorist activities, or interruption or failure of electricity or communications systems. In the case of a financial emergency, a payment plan must be developed with the administrator. Checks should be made payable to Mount Hope and put in the drop box. If a check is returned, the amount of the check is due in cash within one week of the notification. A \$25 service charge will be assessed for all returned checks.

Fee Policy specific to Preschool + Extended Care

Payments are due on the first scheduled day of the week. A late fee of \$5 per child may be assessed for each day the payment is late. If the payment falls more than a week behind, the child may be suspended from the program until the account is made current. A late fee of \$1/minute will be charged to your account for time spent in care after the Center has closed for the day.

Fee Policy specific to 9:00-12:00 Preschool

Tuition is due the first attendance day of the month. If tuition is not received by the 5th of the month, a \$10 late fee may be charged to the account. If the monthly fee falls two weeks behind, the child may be suspended from the program until the account is made current. A late fee of \$1/minute/child will be assessed beginning at 12:05.

Scholarship Policy

MHPC offers a limited number of scholarships. Applications are taken at the beginning of each school year. Families needing a scholarship may contact the administrator to fill out an application for assistance. MHPC reserves the right to suspend the scholarship program based on the availability of funds. The maximum scholarship awarded is 50% of the tuition rate.

Waiting List Policy

A wait list is developed when student capacity is reached. A completed registration form is needed to reserve a spot on the list. Written confirmation of the class status will be provided.

Withdrawal

A written notice of withdrawal from MHPC should be submitted to the administrator two weeks prior to the child's last day of attendance.

Calendars/Schedules**Hours of Operation**

The Extended Day child care program is open weekdays from 8:00 am-4:30 pm. Preschool classes are held from 9:00 am-12:00 pm.

Calendar Year

A new calendar year begins the day after Labor Day and continues through the following Labor Day. A published yearly calendar is distributed.

Calendar Year/Schedule - Preschool Program

The School year begins the day after Labor Day and ends the Friday before Memorial Day. The Bloomington Public School's district calendar is used when planning other important dates throughout the year. Important dates for the year are posted on the yearly calendar. A summer 9:00-12:00 preschool program is also offered.

Holidays

The Center is closed eleven scheduled days per program year. The Center is closed Thanksgiving (Thursday and Friday), Christmas Eve and Christmas Day, New Year's Day, Good Friday, Memorial Day, Fourth of July, one professional conference day, the Friday before Labor Day and Labor Day. If a holiday falls on a Saturday, it will be observed the Friday prior. If a holiday falls on a Sunday, it will be observed the following Monday. The contracted fee, whether paid weekly or monthly, is to be paid regardless of closed holidays.

Daily Schedule (sample) – Childcare

8:00	Center opens - Drop offs begin, free play
9:00	All children attend preschool (SA extended care during summer break)
12:00	Dismissal of morning preschool
12:10	Large motor
12:30	Lunch
1:00	Rest
1:30	Continuation of nap / enrichment activities / play
2:50	Clean-up and snack
3:00	Learning centers /Large motor time
4:30	Center closes

Daily Schedule – Preschool 3 hour class

Listed below is a sample daily schedule. Individual classes adjust the order of activities.

15 min	Class Arrival - Wash hands and sign-in
20min	Morning Meeting – greeting, sharing, activity, weather, calendar and story
10min	Journal Writing
60min	Centers – art, sensory, imaginative, science, literacy, math, fine motor and small groups
10min	Clean-Up
20min	Bathroom, Snack, and Story
30min	Large Motor - Indoor or Outdoor
10min	Jesus Time
5min	Dismissal

Behavior Guidance**Behavior Guidance Policy / Positive Guidance Strategies**

The daily schedule, curriculum plans, classroom assignments and staffing patterns are designed to promote positive and enjoyable learning experiences, including respectful and trusting relationships among adults and children. MHPC staff use positive behavior guidance strategies which ensure each child is provided with a positive model of acceptable behavior tailored to the developmental level of the children the center is licensed to serve. Staff redirect children and groups away from problems toward constructive activity to reduce conflict. The goal is to protect the safety of children and staff and provide immediate and directly-related consequences for a child's unacceptable behavior.

Prohibited Actions

Teaching staff are never to use corporal punishment. Corporal punishment includes, but is not limited to, rough handling, shoving, hair or ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking. Staff are prohibited from subjecting children to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates or frightens the child. Children are not to be separated from the group except as noted below. Children will not be punished for lapses in toilet habits. Staff are prohibited from withholding light, warmth, clothing, or medical care as a punishment for unacceptable behavior. They are prohibited from the use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm. Use of mechanical restraints is prohibited.

Separation/Separation Report

A child will not be separated from the group unless his or her behavior threatens their own well-being or that of the other children or staff. Other methods of less intrusive behavior guidance will be utilized, and only if they prove ineffective will the child be separated from the group. When separation is necessary, the child will remain within an unenclosed part of the classroom where the child can be seen and heard by a staff person. The child will be welcomed back to the group as soon as the unacceptable behavior has stopped.

All separations from the group are noted in a daily log and include the following: the child's name, staff person's name, the date and time, information indicating the other behavior guidance methods used to guide the child's behavior, and how the behavior continued to threaten the well-being of the child or the other children. If a child is separated from the group three or more times in one day, their parents will be contacted and that notification will be noted on the log. If a child is separated five or more times in one week, or eight times or more in two weeks, the procedures described in the Persistent Unacceptable Behavior section are followed.

Persistent Unacceptable Behavior/Behavior Plan

Persistent unacceptable behavior requires an increased amount of staff guidance and time. If the staff determines a child's continued unacceptable behavior to meet the definition of persistent, the staff will continue to observe and record the behavior of the child. They will document each incident of unacceptable behavior along with the staff response. A plan will be developed to address the documented behaviors(s) in consultation with the child's parents, and with other staff and professionals when appropriate. The plan will include the use of positive behavior guidance strategies and will not include prohibited actions. A time frame for review and assessment of the plan's effectiveness will be included in the plan.

Removal from Program Policy

If following the development and implementation of a Behavior Plan to reduce/eliminate a persistent unacceptable behavior, the need for additional staff and time continues, removal from the program could result. The Director will assist the family in locating a program that best meets the needs of the child when possible.

If physical harm has occurred to a classmate or staff person, parents may be directed to and must remove the child from the Center for the day. MHPC reserves the right to take immediate action of a suspension if the safety of anyone at the Center is severely compromised.

A student may be removed from the program if lapses in toilet training create a situation where the teacher's attention is frequently diverted. The child will be welcomed back when fully toilet trained.

Parental/family representative hostility, the use of profane language, and/or verbal or physical threats or abuse toward staff or other adults or children in the Center may result in immediate removal of that parent/family representative's child(ren) from the program.

Food

Please advise the school at the time of enrollment of any food allergies or dietary modification requests.

Lunch

Lunch provides children with one third of their daily nutritional needs as specified by the US Dept. of Agriculture, Food and Nutrition Service. A catered hot lunch is delivered to the Center daily.

Snacks

MHPC will prepare two nutritious snacks throughout the day. (am preschool and afternoon) snacks will include two of the following components:

Fluid milk 1/2 C	Juice, fruit or vegetable 1/2 C
Meat or meat alternative (protein) 1/2 C	Bread, bread alternative or cereal 1/2 C

Food Service - General

Procedures laid out by the Department of Health will be followed. Hands are washed and gloved. Safe food holding and serving temperatures are maintained. All food service trays and utensils are washed and sanitized. All health and safety logs are maintained.

Water

Drinking water served in single service cups is available to the children throughout the day.

Food from Home

Lunches brought from home must meet the USDA food standards - requirements available from the office. Milk substitutes must meet dairy milk nutritional values unless doctor ordered.

Birthday treats

A store-bought treat may be brought to school to celebrate birthdays.

Health Related Policies

Outdoor Play

MHPC staff will use the following criteria when determining whether to play outdoors: The temperature is above 10 degrees F (wind chill considered). The children are able to move through the snow with ease. No ice hazards are present. All students have weather appropriate clothing. Excessive heat advisories and warnings are heeded.

Accident/Injury Reports

If a child receives an injury that requires first aid, a staff member will complete an Accident/Injury report form, which includes a description of the event/injury and what action was taken. The parent will receive a copy of the report form, and a signed copy will be kept in the child's file. Serious injuries requiring a doctor's treatment or the death of a child will be reported to the DHS within 24 hours.

Attendance

If your child will not be in attendance, contact Mount Hope and state the reason for the absence. The Center is required to document illnesses and report communicable diseases.

Contagious/Communicable Diseases

Parents will be notified by either email or posting of a reporting of a contagious illness at the Center. When a child attending the Center has been medically diagnosed with a reportable communicable disease, the Director will notify the DHS, our visiting nurse and all appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The Center will notify parents of exposed children on the same day or within 24 hours of confirmed diagnosis. MHPC will contact our health consultant at Health Consultants for Child Care 952 472 3915 regarding all reportable diseases.

Hand-washing Policy

Staff members and children are taught hand-washing procedures and are periodically monitored. Hand washing is required by all staff, volunteers, and children when it would reduce the risk of transmission of infectious diseases to themselves and others. Children will wash independently or with staff assistance. Children and adults will wash their hands on arrival for the day, after using the toilet, after handling bodily fluids, before preparing, serving or eating food, and after playing in water/moist substances shared by two or more people.

Health Consultant Service

MHPC receives health consultation services from Health Consultants for Child Care. 952 472 3915

Health Records

Two health record forms are required for enrollment.

Immunization record - A record of the dates and vaccinations given must be recorded and on file by the first day of attendance. The record is to be updated as the child receives additional immunizations.

Health Summary - The information must include the date of the child's most recent physical exam and be signed by the child's licensed health care provider. This form is due within 30 days of the first day of attendance.

A new Health Summary is required when a child moves from the preschool age group to school age (at the start of Kindergarten).

Illnesses - Exclusion of Ill Children

The Department of Human Services requires the exclusion of a child with an illness that the Commissioner of Health determines to be contagious and a physician determines a child has not had sufficient treatment to reduce the health risks to others. A child with any of the following conditions must be excluded:

- 1) with chicken pox until the child is no longer infectious or until the lesions are crusted over
- 2) who has vomited one or more times since admission that day or in the 24 hours prior to attendance
- 3) who has had two or more abnormally loose stools since admission that day or within the 24 hours prior to attendance
- 4) who has contagious conjunctivitis or pus draining from the eye
- 5) who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy
- 6) who has unexplained lethargy
- 7) who has lice, ringworm, or scabies that is untreated and contagious to others
- 8) who has a 100 degree Fahrenheit or higher axillary temperature of undiagnosed origin before fever reducing medication is given, or has had a 100 degree Fahrenheit or higher axillary temperature within the 24 hours prior to attendance
- 9) who has an undiagnosed rash or a rash attributable to a contagious illness or condition
- 10) who has significant respiratory distress
- 11) who is not able to participate in child care program activities with reasonable comfort
- 12) who requires more care than the program staff can provide without compromising the health and safety of other children in care

Medication - Over-the-Counter (including sunscreen/insect repellent)

The Center can dispense over-the-counter medication with written permission from the parent or guardian along with written directions from a licensed health care provider. A log will be maintained of each dose of an over-the-counter medication given, including the date, time and dosage, and kept in the child's file. Products such as sunscreen require only a parent's permission. These products must be used according to the manufacturer's instructions. Specific written instructions from a licensed physician are needed to deviate from the manufacturer's instructions or if a medication or medication product is to be used with a child whose age is listed as needing to consult a physician. Outdated medications/medication products will not be dispensed. All medications must have a legible label. All medication products/medications must be in non-aerosol form. Containers must be labeled with the child's first and last name and date. Empty containers will be returned to the parents. Children are to arrive for the day with sunscreen/insect repellent already applied if desired. During the summer months, sunscreen will be reapplied as directed on children in the extended care program. At this time the Center does not use insect repellent. Staff will wear new gloves for each child when applying sunscreen.

Medication - Prescription and Long-term Over-the-counter

Prescription medication can be administered with written parental permission (Administration of Medication form) and written physician instructions (prescription label). A log will be maintained of each dose given, including the date, time and dosage, and kept in the child's file. For medications to be given long-term, an Individual Child Care Program Plan signed by the administrator and shared with the staff will be needed along with the prescription label from a licensed health professional. This includes "as needed" over-the-counter medication such as acetaminophen and ibuprofen used for febrile seizures. See Special Needs.

Allergy Information/Dietary Restrictions

Information regarding food allergies is posted in each classroom and the kitchen. Children with allergies need an Individual Child Care Program Plan form on file along with documentation/direction from their licensed health care provider prior to the first day of school. Forms are available from the administrator and many physicians provide their own. All staff caring for the child are informed of the allergy. Dietary modifications require only written parent/guardian permission if nutrition guidelines are met.

Care of Ill or Injured Children (including emergency situations)

If a child becomes ill or injured while at the Center, they will be separated from the other children under the supervision of a staff member. Parents will be contacted via phone to pick up the child immediately. If delays occur when trying to contact parents, emergency contacts will be called. The child will be monitored and provided comfort according to the program procedures. If the staff deem necessary, the child's health care provider or 911 may be contacted. MHPC does not care for ill children, therefore, each family must make other arrangements for their child when they are ill. Children will be allowed to return to school after 24 hours have passed without fever, vomiting, or diarrhea (not assisted by medication).

Emergencies Policies and Procedures

Emergency Forms

Teachers carry a binder containing each child's emergency form with them at all times. Emergency forms are also located in a binder in the office and each child's can be found in their file.

School Closings

In the event that Bloomington Public Schools close due to severe/winter weather, MHPC's 9:00-12:00 Preschool program will be closed. The extended day program will be closed at the administrators' discretion based on the availability of staff. Mount Hope may also need to close due to a force of nature event. Emails, posting on KSTP, and potentially phone calls will be used to notify families of closures. If the Center needs to close early, an email and phone call will be used to notify parents.

Missing Child

If a child is missing, all onsite staff will be notified. Immediate attempts will be made to locate the child. If the child is not found within five minutes, the police and parents will be notified in that order.

First Aid and Care of Injured Child/First Aid/CPR classes/Abusive Head Trauma training

All staff working directly with children are required to maintain current certifications in Pediatric First Aid and Infant, Child and Adult CPR which will include managing a blocked airway and rescue breathing. In addition, all staff receive the required training on prevention of Abusive Head Trauma each year. In the event of an emergency at the Center, trained staff will administer appropriate first aid. 911 will be contacted if necessary, and emergency medical service will transport the child to a medical facility if needed. A parent will be notified as soon as possible. All classrooms have a complete first aid kit.

Winter Weather Emergency

In the event of a major winter weather event, parents will be notified of the Center closing on Channel 5 news and via email. If closing during the day becomes necessary, parents will be emailed and called. Emergency contacts be used if needed. Food and bedding are available in the case of an emergency overnight stay. At least one staff member will remain until all children are picked up. The 9:00-12:00 program will be closed if Bloomington Public Schools are closed. The Center will close at the discretion of the administrator based on the safety and ability the staff to travel.

Tornado/Severe Weather Emergency

When weather conditions indicate the possibility of a tornado or severe storm, the staff will monitor for watches and warnings. In the case of sirens/warnings, staff will take children to shelter areas. All required items will be taken with to the shelter and remain there until an "all clear" is given. Tornado/severe weather drills are held monthly from April to September and logged.

Emergency Management Policies

MHPC will follow the guidelines in the Emergency Planning and Procedures Guide for Schools, provided by the MN Department of Public Safety for procedures regarding lockdowns, intruders, bomb threats and weapons.

Fire Emergencies

Fire safety procedures are posted in each classroom and evacuations are practiced once a month. Attendance sheets, Emergency Forms and the first aid kits will be taken with during any evacuation. Staff are trained in the use of fire extinguishers. In the case of an evacuation, no one will return to the building until given the "all-clear" from law enforcement/fire department. A report must be made to the DHS within 48 hours of a fire at the Center.

Evacuation (Off-site)

Applewood Pointe (10650 Beard Ave.) will be used as our primary evacuation site.

Pandemic Planning

Upon request, the license holder will cooperate with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak.

Safety and injury Prevention Policies

Accident Prevention and Site Safety

The environment is arranged to be safe. Hazardous and potentially toxic substances are kept out children's reach. Surfaces are covered with non-toxic substances and all room furnishings are appropriate for children. Traffic areas are a high priority for snow removal. The facility is checked daily for hazards. When appropriate, proper accident prevention and safety procedures are taught to children.

Burns and Electrical Injury Prevention

Staff are able to shut down the power in the building in case of electrocution. (fuse box located in Center hallway)

Hot water from hand-washing sinks is set no higher than 120 degrees Fahrenheit.

Children are not allowed in the kitchen.

Food temperatures are monitored prior to service.

Microwaves are not accessible to children.

Hot liquids are not be brought into areas with children.

Protective covers are used in electrical outlets, unless they are self-blocking.

Electrical cords are kept out of children's reach.

Smoking is not allowed onsite.

Pedestrian Injuries

Children are closely supervised when walking near any traffic. Traffic signs are followed.

Play Space Safety - Outdoors

Play area surfaces are maintained.

Children are educated on the safe use of equipment.

Staff position themselves so they can supervise the children in all areas of the play space.

Poison Prevention

Separate storage areas, inaccessible to children, are provided for each of the following: Art in loft and upper classroom cabinets, Cleaning products in janitor's closet and upper classroom cabinets, Medicine in upper cabinet of the Purple room and refrigerator when needed. All cleaning fluids are kept in their original containers with labels intact. Aerosol sprays are not be used. Plants are non-toxic and labeled. Spilled cleaning liquids are promptly cleaned up. Non-toxic, lead-free paint is used. The number for Poison Control is posted in each classroom.

Prevention of Choking, Aspiration, Suffocation and Drowning

Children are not be given food items that are obvious choking threats, i.e. gummy bears, hard candy, gum, tootsie rolls. All staff providing direct supervision are trained in First Aid/Choking/CPR for infants and children. Toy sizes are age appropriate. Children are supervised near water (sensory tables, toilets). Plastic bags are stored out of children's reach. Children are taught to keep toys out of their mouths.

Prevention of Other Injuries

Tables have rounded corners or be cushioned. Toys/equipment are repaired when needed. Overexposure to the sun/heat is prevented through the use of hats, clothing, sunscreen, and shade. Children are protected from biting insects through the use of screens, insect repellent (parent provided and permission documented), keeping shoes on unless in water play. Aerosol sprays are not used. Cabinets

are teacher-only spaces. Shoes are worn at all times. Children are not allowed to climb on furniture. Napping rooms are kept light enough to allow for direct supervision.

Background Checks

All staff members, including church staff who may have contact with the children, have undergone DHS directed background checks.

Building Security

When at all possible, the exterior doors to the building are locked during Center hours.

Unauthorized Child Pick-Up

No child will be released to an unauthorized person, anyone under the age of 16 or a person who is incapacitated or suspected of abuse. Staff members are not expected to jeopardize their own safety or the safety of the children. If staff is threatened or forced to release a child, 911 will be called along with the parents/emergency contact. If the authorized person picking up is incapacitated or suspected of abuse, Child Protection Services and the Police Department will be contacted.

Emergency Care Provider

Mount Hope will utilize Fairview Southdale Hospital in cases of serious emergencies requiring transportation by paramedics, unless emergency responders indicate another facility is needed.

Emergency Evacuation Site

Applewood Point
10650 Beard Avenue South
Bloomington MN 55431