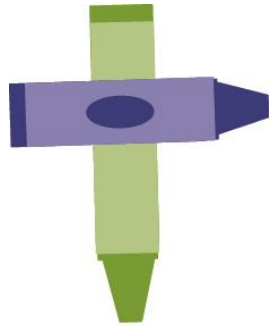


# PARENT HANDBOOK



## PEACE <sup>IN</sup> CHRIST CHRISTIAN PRESCHOOL

managed by  PEACE <sup>IN</sup> CHRIST  
LUTHERAN CHURCH - MISSOURI SYNOD



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*Our mission at Peace in Christ Christian Preschool is to provide preschool age children with a Christ-centered school readiness education. We help children grow in their love for Jesus as they serve and follow Him.*

## **OUR MISSION:**

Our mission is to provide preschool age children with a Christ-centered school readiness education. We help children grow in their love for Jesus as they serve and follow Him.

## **OUR PHILOSOPHY:**

We believe that...

- Students are unique individuals created by God.
- Students have individual needs and varying abilities that are not solely based on age.
- A Christ-centered curriculum is beneficial to the overall development of every child.
- Children need positive Christ-centered relationships with caring adults.
- Parents are integral part of the education process.

***Jesus said, "Let the little children come to me, and do not hinder them,  
For the kingdom of heaven belongs to such as these."***

Matthew 19:14

## **OUR GOALS:**

- We strive to provide a well-rounded school readiness program that promotes fine and large motor skills, encourages language and cognitive development, enhances social and emotional abilities, and inspires creativity.
- As a Christian preschool our curriculum includes Bible stories and the life-changing truth of Scripture throughout each day.
- We strive to offer a stable and consistent environment in which every child can succeed based on individual needs and abilities.
- The staff work together to ensure quality care and instruction for all students. Our teachers are knowledgeable, positive, respectful, and nurturing to each student regardless of religious preference, cultural background, or socio-economic status.
- We strive to have an open relationship with parents that is supportive and strengthens their family life. Parent conferences are scheduled once each semester with the teacher.
- We want parents to be involved with their child's education as much as possible. A variety of volunteer opportunities are available including positions on the Education Team.
- We aim to be a premier preschool recognized for empowering students to be academic leaders and faithful disciples.

***Train a child in the way he should go, and when he is old he will not turn from it.***

Proverbs 22:6

## Policy Information for Parents

- Our license allows us to have 20 children in each class session, but we strive to maintain small class sizes (about 14 per session). Children will be supervised at all times. There will be one teacher and one teacher assistant or aide in each class session.
- We serve children who range in age from 33 months to kindergarten entry. All children are welcome regardless of race, color, creed, national and ethnic origin, religion or disability.
- The days of operation are Monday through Friday, September through June. Each year we will generally follow the Hermantown Public School calendar for holiday closures and snow days.
- Children will attend class for three hours for a two, three, or five day session/week:
  - 5 days: Monday, Tuesday, Wednesday, Thursday & Friday afternoons: 12:45-3:45
  - 3 days: Monday, Wednesday & Friday mornings: 8:45-11:45
  - 2 days: Tuesday & Thursday mornings: 8:45-11:45
- The following information must be turned in to secure your child's enrollment:
  1. Enrollment Packet filled out completely:
    - a. Enrollment Form
    - b. Health Care Summary (within 30 days of attendance)
    - c. Immunization Form (on the first day of attendance)
    - d. Permission Form
  2. \$50 Non-refundable Registration Fee
- Tuition for the school year may increase yearly with the cost of living and includes a snack and supply fee proportional to the number of days the student attends:  
(Monthly payments are due the 5th of each month September-June)
  - 5 days/week.....\$2,850/year (may be paid in 10 monthly payments \$285/month)
  - 3 days/week..... \$1,710/year (may be paid in 10 monthly payments \$171/month)
  - 2 days/week..... \$1,140/year (may be paid in 10 monthly payments \$114/month)
- This year, we are able to offer a tuition discount for families with multiple children enrolled in the preschool program during the same school year. The first child is enrolled at full price; the second child will receive a 10% discount; the third will receive a 20% discount.

- Children with special needs may be enrolled provided that the program is capable of meeting the child's needs following the Department of Human Services standards. An individual education plan will be in place in the child's file and steps will be listed to assist the child.
- Children attending Peace in Christ Christian Preschool are expected to be potty trained. We understand toilet training is a learning experience for preschoolers in which they develop skills with practice and over a period of time and accidents may happen. *Parents must send an extra change of clothing in their child's backpack daily.*
- *Shoes must be worn at preschool at all times.* In the winter months please remember to send shoes along to school if your child is wearing boots. The children's feet get quite hot in boots and they are a safety issue when we are working on large motor development.
- The preschool will follow the Hermantown school closures due to weather. If Hermantown schools are delayed in the morning due to poor weather conditions, there will be no morning preschool. If Hermantown schools are having an early release due to poor weather conditions, there will be no afternoon preschool.
- Our complete Program Plan is evaluated and developed annually and is available for review upon request.
- Parent-Teacher Conferences are offered each semester during the course of the year, parents are given the opportunity to meet with the teacher and review the documented progress and development of their child in the areas of intellectual, physical, social, emotional, creative and spiritual development. Conferences provide an excellent time to review the child's growth and to plan for the future.
- We believe that good communication with parents is a benefit to the children in our care. The educating and nurturing of your child is a joint venture of school and home. It is our hope that, as you learn what and how we teach, you will see ways to follow up and incorporate these concepts at home so that your child will be prepared to face a bright future. When you have any questions or concerns, please feel free to speak with the teacher or any of the staff.
- Snack will be served during each class session in compliance with the USDA nutritional guidelines. A safe supply of drinking water is always available to children, staff will proactively offer water at frequent intervals, and is provided in single service cups or at an accessible drinking fountain.
- Parents or legal guardians of a child will be allowed access to their child at any time while their child is in care.

This is a tentative schedule.  
 We move through the day according to what each class is experiencing.

<b>DAILY SCHEDULE</b>		
<b>8:45-9:00</b>	<b>Arrival/Greetings</b>	<b>12:45-1:00</b>
<b>9:00-9:45</b>	<b>Free Choice of Center Exploration</b> Block play, dramatic play, shelf toys, science table, writing center Sensory Table: water, sand, rice, beans, etc. Easel: painting, chalk, drawing Table Activities: play dough, cutting, gluing, coloring, etc. Art	<b>1:00-1:45</b>
<b>9:50-10:15</b>	<b>Circle Time</b> Calendar, weather, review weekly theme Finger plays music, books, etc.	<b>1:50-2:15</b>
<b>10:15-10:30</b>	<b>Snack</b> <i>-water is served and available throughout the day-</i>	<b>2:15-2:30</b>
<b>10:30-11:20</b>  Chapel Time 10:30am Wed/Thur	<b>Free Choice of Intellectual Activities</b> Puzzles, beads, fine motor manipulative toys Sequencing, memory skills, math concepts, etc. Art Project: theme based or developmental  <i>10:55/2:55 Switch</i>  <b>Small Group Lessons</b> Bible story Science experiments Math, reading, writing activities	<b>2:30-3:20</b>  Chapel Time 2:30pm Thursday
<b>11:20-11:40</b>	<b>Large Motor Activity/Outside Playground</b> Running, jumping, climbing, hopping, etc. Balls, jump ropes, tunnels, parachute etc. <i>-water is offered and available throughout the day-</i>	<b>3:20-3:40</b>
<b>11:40-11:45</b>	<b>Closing in the Classroom</b> Backpacks and Good-bye	<b>3:40-3:45</b>
<b>11:45</b>	<b>Dismissal</b>	<b>3:45</b>

## **EDUCATIONAL METHODS**

The role of the staff is to provide an appropriate learning environment that promotes a safe and healthy development for each child. Children will be provided with activities that are both quiet and active, teacher directed and child initiated. The program is developed and evaluated annually by the teacher to help the children understand the world around them, other children and adults, and themselves.

The curriculum is divided up into themes that will be meaningful for children. Monthly/weekly themes will be listed on the calendar that is given to parents at the beginning of the school year. Activities and curriculum are flexible to allow for addressing individual children's needs and interests and emphasizes "learning by doing." It is a unique preschool curriculum that integrates faith teaching into all areas of the curriculum.

- **The following developmental areas include activities designed to promote learning:**
- **PHYSICAL DEVELOPMENT**  
To improve gross-motor skills (large-body movements such as; running, jumping, climbing, skipping, hopping, throwing and catching, lifting and moving, pushing and pulling), your child will build speed, balance, endurance and more sophisticated coordination to master new physical activities.
- **INTELLECTUAL DEVELOPMENT**  
We provide opportunities for children to practice and learn the skills needed to succeed in Kindergarten and life.
  - Speech/language development; expressing self verbally, listening, developing clear speech, recognize written language (letters, numbers, names), develop appreciation of stories and books, use wide range of sounds and vocalizations.
  - Fine motor development; assembling puzzles and small toys, pouring, using scissors, pencils, crayons, and manipulating art supplies.
  - Cognitive development; matching, classification, grouping, sequencing, cause and effect, problem solving, following directions, memory skills, perceptual skills, simple concepts, math and science concepts.

- **SOCIAL DEVELOPMENT**

Through all of our activities, your child will make important friendships through the year. They will experience the ability to play with others, participate appropriately in group situations, follow directions and guidance of adults, sharing, taking care of things, waiting, cooperating, understanding empathy and feelings of others, non-stereotyping thought and behavior, mutual respect of others, social graces and manners. When appropriate, our experienced teachers help and guide your child to make these choices.

- **EMOTIONAL DEVELOPMENT**

Children will gain the sense of identity and feelings of worth as an individual, self-confidence through development of skills and competence, recognize own feelings and express them in appropriate ways, gain responsibility and self management appropriate for age, sense of motivation and achievement, take initiative and persist with tasks.

- **CREATIVE EXPRESSION**

All children participate daily in art activities through which they express feelings, ideas and personality, develop fine motor skills and acquire skills in independence through the use of art, music, dramatic play, books, flannel stories, block play and sensory materials such as play dough, water, sand.

- **FAITH DEVELOPMENT**

We honor your child as a unique, precious gift from God and will draw your child closer to Him in all areas of our curriculum, birthday celebrations; snack-time prayers; worship time activities; special activities celebrating Thanksgiving, Christmas and Easter. We talk about God's love and the many blessings He has given us. We include pictures, books, flannel boards, dramatic play that show God's love.

## **HEALTH INFORMATION AND IMMUNIZATION POLICY**

Children attending school must arrive well. The school must obtain a current health care summary signed by the child's health care provider within 30 days of enrollment and documentation of current immunization at the time of enrollment. If applicable, please submit a signed notarized statement of parental objection to immunization or a medical exemption.

### **Notice about sick child**

- All children will be given a visual health check upon arrival at school. If the child shows symptoms of illness he/she will be sent home. Do not send your child to school if he/she exhibits the following symptoms of illness...
  1. is in the first three days of a cold.
  2. there has been an elevation in temperature within the last 24 hours or when temperature is measured to be 100 degrees or more.
  3. an unidentified rash is present.
  4. has vomited within the last 24 hours.
  5. has a sore throat or discharges from the eyes or ears.
  6. is known to be within the incubation period of a contagious disease.
  7. shows deviation from his usual behavior or appetite.
  8. has lice, ringworm or scabies that is untreated.
  9. has chicken pox until a licensed healthcare provider determines the child is no longer contagious.
  10. has significant respiratory distress.
  11. has had three or more abnormally loose stools in one day.
- If a child comes to school with any of the above health problems, they may be excluded from the classroom. If a child becomes ill during the school session, the parent or responsible person will be contacted and asked to pick up the child. Until the child is picked up, he/she will stay in a supervised isolation area equipped with a mat to rest. If treatment of a more serious nature is required, we will call 911 and continue our efforts to contact the parents.
- In the event of a contagious reportable disease, such as strep throat, pink eye, 5<sup>th</sup> disease, including but not limited to lice, scabies, impetigo, ringworm or chicken pox, the parents are required to inform the school within 24 hours of when the child was diagnosed, exclusive of weekends or holidays.
- All parents will be notified by a posted sign or via email of any confirmed diagnoses of a contagious reportable disease at school.
- The school must ensure that the health authority is notified of any reportable disease within 24 hours of receiving the parent's report.



### **SAFETY RULES in Preschool Classroom**

*To ensure safety in the classroom:*

- 1) Children will be supervised at all times and attendance taken to ensure all children are counted for.
- 2) Children will be shown the correct way to use each piece of equipment to avoid injuries.
- 3) Staff will remain with children while they are eating, and children will be seated during snack time to avoid choking.
- 4) Children will be watched closely when they are using play equipment that may present choking or suffocation dangers.
- 5) All staff and children will walk in the classroom except during appropriate activities.
- 6) Shoes must be worn at all times in the classroom.
- 7) Plastic bags will be kept out of reach of children to avoid accidental suffocation.
- 8) Chemicals, housekeeping supplies, medications, and hot liquids that could cause burns or poisoning and dangerous objects will be stored out of reach of children, when not being used.
- 9) Tap water accessible to children will be maintained at or below 120 degrees F and will be checked regularly with a thermometer as well as at any time a water heater is installed or repaired.

### **SAFETY RULES outside on playground**

*To ensure safety on the playground:*

- 1) Children will be supervised at all times.
- 2) Playground is age appropriate for 3-6-year-old children.
- 3) Staff will watch the weather and use precautions regarding clothing, sunscreen, and beverages.
- 4) Staff will inspect playground area for potential hazards, such as sharp edges and broken equipment.
- 5) Staff will ensure that equipment surfaces are not hot enough to cause thermal burns to a child.
- 6) Playground surfaces are covered with a sufficient amount of wood chips and extend at least six feet in all directions from play equipment.
- 7) Staff will closely monitor children around swings.
- 8) Do not stand too close to swing and walk around swing radius.
- 9) One child on the slide at a time, slide in a forward sitting position only, and do not walk up the slide.
- 10) Do not wear clothing with draw strings.
- 11) Children will be counted before returning inside to ensure all children are present.

### **SAFETY RULES for Traffic and Pedestrians**

*To ensure safety in the parking area:*

- 1) At all times a child must be in the company of his/her parent or guardian or a staff person.
- 2) Keep children safely in hand in driveway or parking lot.
- 3) Do not leave infants or small children unattended in vehicles.
- 4) Always secure children in approved car child safety restraints.
- 5) Drive slowly in parking lot.

### **SAFETY RULES in Peace in Christ Church**

*To ensure safety in all places at Peace in Christ:*

- 1) Parents or staff will accompany children to and from the classroom during drop off and pick up times.
- 2) At all times a child must be in the company of his/her parent or guardian or a staff person.
- 3) All individuals will walk in the halls.
- 4) Children will be supervised by parents to prevent accidents, lost children, and inappropriate behavior.

### **DAILY INSPECTION FOR ACCIDENT PREVENTION PROCEDURES**

The school is inspected daily for safety hazards inside and on the playground. Repairs are made, or defective equipment is removed. The staff is trained to follow safety rules to avoid injuries, burns, poisoning, choking, suffocation and traffic and pedestrian accidents. It is our primary concern that we provide a safe environment for both child and staff.

- 1) The classroom and playground will be inspected daily for potential hazards.
- 2) Broken toys, equipment, and furniture will be removed until they can be repaired.
- 3) The environment will have adequate lighting.
- 4) All electrical outlets will be protected.
- 5) Chemicals, housekeeping supplies, medications, plastic bags, hot liquid, and dangerous objects will be stored out of reach of children when not being used.
- 6) The room will be arranged in such a manner to allow for traffic flow and accessible exits.
- 7) The area will be kept clean and maintained in an orderly fashion.

### **FIRE PREVENTION AND PROCEDURES:**

Staff will be trained in fire prevention, the use of fire extinguishers, and other procedures to follow in the event of a fire. The objective is to safely remove all children and adults from the building as quickly as possible in the event of a fire. This information will also be posted in the classroom.

- 1) The staff and children will participate in monthly fire drills to practice evacuation procedures. Staff will log the dates and times showing that the fire drills were held.
- 2) In the event of a fire and the need for an evacuation:
  - The primary exits are to turn to the right out the classroom doors then follow the hall to the closest exit, and secondary exists are out the windows of the classroom.
  - Our safe zone outside is to meet at the fire pit outside the church.
  - The building evacuation route: if the children need to evacuate from the building and are not able to return, they will walk to the Hermantown Governmental Services Building 5105 Maple Grove Road Hermantown, MN 55811. Located ½ mile west of the church on Maple Grove Road.
  - The emergency number for the fire department is **911**
  - Hermantown Fire Department phone number 218-729-3661
  - In the event of an evacuation the teacher will direct the process by having the aide/ assistant round up the children by the exit, while the teacher takes a head count of children, and retrieves a personal cell phone and the emergency backpack which contains the Child Care Emergency Plan, children's emergency information cards, first aid kit, flashlight, and a battery-operated radio.
- 3) Use of fire extinguishers located in the hall outside the classroom are as follows and are demonstrated annually. Staff will close doors to close off the fire area.
  - Remove from wall
  - Hold upright, and pull out pin
  - Stand back eight feet
  - Aim at base of fire, and squeeze lever
  - Sweep side to side

## **BLIZZARD, TORNADO AND OTHER NATURAL DISASTER PROCEDURES:**

The objective of these procedures and plans are to ensure the safety of the children and staff:

- **Blizzard procedure:**
  - 1) Turn on radio to keep posted for weather conditions favorable for a blizzard.
  - 2) The preschool will follow the Hermantown school closures due to weather. If Hermantown schools are delayed in the morning due to poor weather conditions, there will be no morning preschool. If Hermantown schools are having an early release due to poor weather conditions, there will be no afternoon preschool.
  - 3) Staff will remain with children until their parents can come for them.
- **Tornado procedure:**
  - 1) Staff will turn on radio to keep posted for weather conditions favorable for a tornado.
  - 2) In the event of a tornado the staff will take all children into the bathrooms in the main hall across from the preschool room, closing the doors and moving away from exterior door and glass.
  - 3) The teacher will direct the process by having the aide/ assistant round up the children by the exit, while the teacher takes a head count of children, and retrieves a personal cell phone and the emergency backpack which contains the Child Care Emergency Plan, children's emergency information cards, first aid kit, flashlight, and a battery-operated radio.
  - 4) All children and adults will stay in bathroom until the tornado watch/warning has been cancelled.
  - 5) Monthly Tornado drills will be practiced during the months of April to September. These drills will be recorded in a tornado drill log showing the dates and times they were held.
- **Natural Disaster Procedure:**
  - 1) If children or adults are injured as a result of the disaster, the first aid and emergency procedures will be followed.
  - 2) If necessary, emergency services will be called. 911
  - 3) If it is necessary to evacuate the building, the following procedure will be followed:
    - The primary exits are through each of the classroom doors, and secondary exists are out the windows of the classroom.
    - The building evacuation route is down the hall to the right and another right to the nearest exit.
    - Our safe zone outside is to meet at the fire pit outside the church.
    - If the children need to evacuate from the building for any length of time, they will be walked to the Hermantown Governmental Services Building 5105 Maple Grove Road Hermantown MN 55811. Located ½ mile west of the church on Maple Grove Road.
    - In the event of an evacuation the teacher will direct the process by having the aide/ assistant round up the children by the exit, while the teacher takes a head count of children, and retrieves a personal cell phone and the emergency backpack which contains the Child Care Emergency Plan, children's emergency information cards, first aid kit, flashlight, and a battery-operated radio.
  - 4) Staff will remain with the children until parents have come to pick them up.

### **MISSING CHILD PROCEDURE:**

When a child is missing from the group, the following steps will be followed:

- 1) Ask other staff and present children if they know where the child is.
- 2) Remain calm and look around the immediate area.
- 3) Have one staff member stay with other children while you look for the child. Be sure to check in regularly to report findings and receive further information.
- 4) Backtrack where you have been with the children.
- 5) Alert the rest of the church staff about the missing child
- 6) Utilize all available staff to search the entire area inside and out.
- 7) Parents and police will be contacted after ten minutes of thoroughly searching the area.

### **PROCEDURES TO FOLLOW IF AN UNAUTHORIZED PERSON ATTEMPTS TO PICK UP A CHILD**

*Children will be released only to those individuals authorized by the parent. Any changes in such authorization should be promptly reported to the center in written instructions.*

If an unauthorized person attempts to pick up a child, the following steps will be taken as needed:

- 1) If there is no written authorization from the parent, the teacher will refuse to release the child.  
(Staff will not allow any unauthorized person to come in contact with any child)
- 2) Staff will contact parents immediately to inform of person attempting to pick up child.
- 3) If the unauthorized person uses force or attempts to remove child, staff will seek assistance by dialing 911.
- 4) Staff will observe the direction taken by the departing unauthorized person.

### **PROCEDURES TO FOLLOW IF A PERSON WHO IS INCAPACITATED ATTEMPTS TO PICK UP A CHILD**

If a person who is incapacitated attempts to pick up a child, the following steps will be taken:

- 1) The teacher will refuse to release the child and will send the other teacher for assistance.
- 2) The staff will make attempts to contact another authorized adult to pick up the child.
- 3) If there is no response, legal authorities/911 will be called.
- 4) Staff will observe the direction taken by the departing person.

### **PROCEDURES TO FOLLOW IF A PERSON WHO IS SUSPECTED OF ABUSE ATTEMPTS TO PICK UP A CHILD**

If a person who is suspected of abuse attempts to pick up a child, the following steps will be taken:

- 1) The teacher will refuse to release the child and will send the other teacher for assistance.
- 2) The staff will make attempts to contact another authorized adult to pick up the child.
- 3) If there is no response, legal authorities/911 will be called.
- 4) Staff will observe the direction taken by the departing person.

### **FORGOTTEN CHILD PROCEDURE**

If no one comes to pick up a child, the staff will:

- 1) Staff will try contacting the child's parent at all available phone contacts.
- 2) Staff will try contacting all the emergency back-up persons.
- 3) After two hours of trying to reach all available persons, staff will contact legal authorities.

**SOURCES OF EMERGENCY MEDICAL CARE:**

- **Emergency.....911**
- **Hermantown Fire Department.....(218) 729-3661**
- **St. Louis County (Health Authority) .....(218) 725-5210**
- **St. Louis County (Reporting Child Abuse) .....(218) 726-2012**
- **DHS Licensing Division.....(651) 431-6500**
- **DHS-(to report maltreatment of a child) .....(651) 431-6600**
- **Health Consultant (Heather Brown) .....(218) 590-0436**
  
- **Poison control (800) 222-1222**  
Our school has taken every precaution to ensure that potential poisons are out of the reach of children we care for. In the event that an accidental ingestion should occur, our staff will consult with the Poison Control Center immediately.
  
- **Children will be transported to a Duluth area Hospital by local EMS for treatment if the emergency resource deems it necessary.**  
The child will be transported at the parent's expense. In nonlife threatening emergencies, parents may select a preferred hospital. In some medical situations, the staff will need to contact the emergency resources before the parent, child's physician, and/or other adult, acting on the parent's behalf.

**IN CASE OF INJURY, REQUIRING MEDICAL TREATMENT, EMS, FIRE DEPARTMENT, OR DEATH.**

Staff will electronically submit the Department of Human Services Child Care Center Serious Injury & Death Reporting Form within 24 hours of being notified of the incident. A printed copy of the report will be filed at the center and a second copy will be given to the family.

**ANNUAL ANALYSIS OF ACCIDENT, INJURY, AND INCIDENT RECORDS PROCEDURE**

The accident, injury and incident records will be reviewed annually, and modifications will be made to the policies if needed.

## **CHILD CARE EMERGENCY PLAN**

MN DHS requires child care providers to create an emergency preparedness plan to ensure the safety of our children during emergencies or needing to be relocated to another location. Please take time to review our Child Care Emergency Plan on our website to help us in Keeping Kids Safe. [www.piclutheran.org/pic-preschool](http://www.piclutheran.org/pic-preschool)

### **First Aid Procedures**

Children's emergency information is readily available in the classroom by the phone and in child's file. Occasionally a child becomes ill or meets with an accident at school. When parents cannot be reached it is necessary to have the name(s) of a relative or friend to be called. Be sure any work numbers you leave us allow us to reach a person and not a dead-end answering service. **It is important to keep this information updated.**

- **First aid of a minor nature will be administered by the staff:**
  - 1) Minor accidents will be recorded in the accident/injury log.
  - 2) Staff will report accident/injury to the pick-up person.
  
- **First aid for an accident/injury that requires medical attention:**
  - 1) Action will be taken to ensure the safety of the person injured and others in the area.
  - 2) Child is assessed and appropriate supplies are obtained.
  - 3) First aid is administered. Non-porous gloves are used if blood is present.
  - 4) If injury/medical emergency is life-threatening, one staff person stays with the injured/ill child and administers appropriate first aid, while another staff person calls 911.
  - 5) Staff will inform the parent of the injury and what first aid is being done.
  - 6) Depending on the severity of the accident/injury, EMS will transport the child or the parent can request to transport their own child.
  - 7) Staff will fill out an Injury/Incident Report Form.
  - 8) Annually the accident, injury and incident records will be reviewed and modifications will be made to the policies if needed.
  
- **Children will be transported to a Duluth area Hospital by local emergency units for treatment if a local emergency resource deems it necessary.**

The child will be transported at the parent's expense. In nonlife threatening emergencies, parents may select a preferred hospital. In some medical situations, the staff will need to contact the emergency resources before the parent, child's physician, and/or other adult acting on the parent's behalf.
  
- **First aid and emergency procedures are posted in each room including evacuation routes, emergency phone numbers and the child care emergency plan.**
  
- **First aid kits and manuals will be available in each classroom also in the emergency backpack containing first aid supplies, flashlight and a battery operated radio.**
  
- **All Peace in Christ Christian Preschool staff members are trained in CPR and First Aid.**

## HANDLING AND DISPOSAL OF BODILY FLUIDS

License holder will train all staff on the Handling and Disposing of Bodily Fluids Policy and universal precautions to reduce the risk of spreading infectious disease.

The following bodily fluid disposal supplies are available in the center and emergency backpack: disposable gloves, disposal bags that can be tied or sealed closed, and eye protections. These items are always used when blood/bodily fluids or wound drainage is present. A sharps container will be available when sharp items are used for a child with special needs.

Healthy people can spread infection through direct contact with body fluids. Body fluids include blood, urine, stool (feces), drool (saliva), vomit, drainage from sores/rashes (pus), etc. All body fluids may be potentially infected with contagious disease.

To limit risk associated with potentially infectious blood/body fluids, the following precautions are taken:

- 1) Put on gloves and use bodily fluid disposal supplies prior to clean-up.
- 2) Any open cuts or sores on children or staff are kept covered.
- 3) Sharp items used for a child with special needs must be disposed of in a "sharps container". The sharps container must be stored out of reach of children.
- 4) Whenever a child or staff comes into contact with any body fluids, the exposed area is washed immediately with soap and warm water, rinsed, and dried with paper towels.
- 5) All surfaces that come in contact with potentially infectious body fluids, including blood and vomit, must be immediately cleaned with soap and water, rinsed and disinfected with chlorine bleach solution.
- 6) Blood/bodily fluid contaminated material, gloves, paper towels and other material used to wipe up body fluids are put in a plastic bag, tied closed, and placed in a plastic lined waste container, then removed to janitors or an outside trash container. Any brushes, brooms, dustpans, mops, etc. used to clean-up body fluids are washed with detergent, rinsed, and soaked in a disinfecting solution and air dried. Machine washable items, such as mop heads, are washed with hot water and detergent in the washing machine
- 7) Equipment used for cleaning is stored safely out of children's reach.
- 8) A child's clothes soiled with body fluids are put into a sealed plastic bag and sent home with the child's parent/guardian. A change of clothing is available for children in care, as well as for staff.
- 9) Hands are always washed with soap and water after handling soiled laundry or equipment, and after removing gloves.

"Disinfected" means treated to reduce microorganism contamination after an object has been cleaned. Disinfection must be done by rinsing or wiping with a solution of one-fourth cup chlorine bleach plus water to equal one gallon.

## **ADMINISTRATION OF MEDICATION & ALLERGIC REACTION PROCEDURES**

*Medications are recommended to be administered at home by a parent.* The staff at Peace in Christ Christian Preschool will administer medication to children with a life-threatening allergic reaction as instructed on the Individual Child Care Program Plan or Allergy Information Form.

- When a student with a known life-threatening allergy is enrolled in the program, the staff will communicate the risk with all currently enrolled families in the form of posted signs and/or written notes.
- Children and staff will follow healthy handwashing procedures to reduce the risk of exposure to allergic triggers.
- Staff will be trained annually to carry out individual child care plans for children with allergies.
- Staff must have written instructions from a licensed healthcare provider in order to administer a prescription medicine.
- Parents will be notified immediately if a medication is administered for an allergic reaction.
- Emergency medical services will be called if epinephrine is administered.
- Staff must record the following information: child's name, date, time, dosage, name of medication, teacher's name and signature in the daily log book.
- The record must be available to the parent and kept in the child's records.
- Medicine, diapering products, sunscreen lotions, and insect repellents will only be administered when a parent submits a written order.
- All medications must be in their original containers with the child's name on the label.
- All medications will be stored according to the directions on the container and will be inaccessible to children.

## **ALLERGY PREVENTION AND RESPONSE PROCEDURE**

- Before admitting a child with a known allergy, the license holder must obtain documentation of any known allergy from a child's parent or legal guardian or the source of medical care.
- For each child with a known allergy, staff will maintain current allergy information in the child's record and develop an Individual Child Care Program Plan.
- The Individual Child Care Program Plan must include but not be limited to a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. **Parents must fill out an ICCPP Allergy Information Form**
- License holder will ensure that each staff person who is responsible for carrying out an Individual Child Care Program Plan for a child with a known allergy reviews and follows the plan.
- Individual Child Care Program Plan for a child with a known allergy will be updated annually or following any changes made to allergy-related information in the child's record. Each staff person who is responsible for carrying out the plan will be informed of any change.
- Staff will ensure that a child's allergy information be available at all times including on site, when on field trips, or during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child. Allergies will be posted in the snack cupboard and written on individual snack name card.
- The license holder must call emergency medical services when epinephrine is administered to a child in the license holder's care. Staff will contact the child's parent or legal guardian as soon as possible after any instance of exposure or allergic reaction that require medication or medical intervention.



## **FIELD TRIPS**

Parents will be informed in advance of destination and purpose of any field trip taken at Peace in Christ Christian Preschool and a written permission slip from parents must be obtained prior to any trips. Staff will take any ICCPP, emergency phone numbers for children and a first aid kit.

## **PARENTAL PERMISSIONS**

Written parental permission will be obtained before each occasion of research, experimental procedure, or public relations activity involving a child. The permission forms will be maintained in the child's records.

## **PHOTOGRAPHY**

Peace in Christ Christian Preschool uses photography in a variety of ways. Photos may be used in craft projects, enhancing emotional development and displayed in the classroom. All photographs taken at preschool will be used for internal purposes only.

## **SNACKS**

Serving healthy snacks to our children is important to providing good nutrition for growth and development and supporting lifelong healthy eating habits. All children attending Peace in Christ Christian Preschool will be provided a nutritional snack including a beverage. Snacks will include two of the four food components identified by USDA but cannot be two fruits or two vegetables. Grain based desserts do not count as a food component but can be served as an extra item. A beverage will also be served with every snack.

A snack and supply fee are included in the yearly tuition, proportional to the number of days the student is enrolled. If your child has any dietary allergies, please notify the teachers so accommodations can be made. Food allergy or special diet information is available to staff where food is prepared and served.

## **BEHAVIOR GUIDANCE**

The goal of discipline and guidance techniques at Peace in Christ Christian Preschool is to help children develop safe and appropriate ways of interacting with others and with the environment. Young children are working towards independence and self-control. They learn by experimenting, testing limits and experiencing the consequences of their behavior. In the process of setting and enforcing limits, early childhood teachers assist young children in developing self-control, self-discipline and respect for the rights and property of others.

Guidance begins with respect for each child and adult and the establishment of a warm relationship between individuals. It is based on the consideration of each child's developmental level, interests, needs, abilities & physical status. Guidance provides limits, which are few but clearly explained and consistently followed. It relies on a conducive environment, which includes:

- Comfortable, attractive and interesting furnishings;
- A variety of age appropriate materials;
- A well-paced curriculum;
- Adequate adult availability to children.

In every preschool area, teaching staff need to focus on safety and supervision issues. Children need to learn the rules for individual rights and self-expression within the needs of the group to participate in an activity. Rules and limits at preschool are likely to differ from those in a child's home because of this need to protect the rights and safety of other children.

## **BEHAVIOR GUIDANCE POLICIES AND PROCEDURES INCLUDE...**

- Positive modeling of acceptable behavior
- Planning enough activities tailored to the developmental level of the children
- Redirect children away from problems and toward constructive activity
- Giving choices for acceptable alternatives in order to reduce conflict
- Anticipate and eliminate potential problems to protect the safety of children and staff
- Immediate teacher intervention and use of natural and logical consequences for unacceptable behavior
- Praising and encouraging positive behavior
- Setting clear, reasonable, consistent rules and explaining these to the children
- Recognizing children's efforts and ignoring minor behavior problems
- Working with parents to build strong home/school relations
- Separating a child from the conflict

## **PERSISTENT UNACCEPTABLE BEHAVIOR GUIDELINES**

Persistent unacceptable behavior that requires an increased amount of staff guidance and time will be recorded along with the staff response to the behavior. If a child's behavior is very disruptive, staff will contact the parents and arrange a meeting to discuss the child's behavior and develop a plan to address the unacceptable behavior – see attached sample. If the staff requests it and the parents approve, the school may request consultation with appropriate community resources. If the child is unable to modify his or her behavior to comply with the needs of a group setting despite staff efforts and use of the above strategies, then the school reserves the right to dis-enroll the child.

## **PROHIBITED ACTIONS**

Corporal punishment will never be used as a disciplinary technique. Physical punishment such as; (rough handling, shoving, hair or ear pulling, shaking, slapping, kicking or biting, pinching, hitting and spanking) is not acceptable and will never be used. School staff will also not subject a child to emotional stress by using verbal and emotional abuse such as; (name-calling, ostracism, shaming, making derogatory remarks about a child or the child's family or use any other language which might threaten, humiliate or frighten a child). Separating the child from the group is prohibited except within rule requirements when less intrusive methods were ineffective. Also prohibited are: punishment for lapses in toilet habits; withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior; or the use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm. The use of mechanical restraints, such as tying is prohibited.

## **SEPARATION FROM THE GROUP**

A child may be separated from the group temporarily if other less intrusive methods of guiding the child's behavior have been ineffective and the child's behavior threatens the well-being of the child or other children. Occasionally children may also be temporarily separated from the group if they need time to regain their self-control and composure. If separated, the child will remain in an unenclosed area where he or she can be seen and heard by a staff person and the length of the time out will be related to the child's age and maturity level. The child's return to the group will be contingent on the child's stopping or bringing under control the behavior that precipitated the separation. Staff must return the child to the group as soon as the unacceptable behavior stops.

**SEPARATION REPORT**

*Separations from the group must be noted on a daily separation log* which states the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well-being of the child or other children in care. If a child is separated from the group three times or more in one day, the child's parent shall be notified, and notation of the parent notification shall be indicated on the daily log. If a child is separated five times or more in one week or eight or more in two weeks, Persistent Unacceptable Behavior Guidelines must be followed as described above.

**CHILDREN WITH DEVELOPMENTAL DISABILITIES OR RELATED CONDITIONS**

For children with developmental disabilities or related conditions or children under the age of five as specified in Minnesota Rules, parts 9525.0004 to 9529.0036, the standards governing the use of aversive and deprivation procedures in Minnesota Rules, parts 9525.2700 to 9525.2810 apply.

**PETS**

Parents will be notified if any pets are brought to the classroom for "Show and Tell" or science time. Parents need to notify the teacher of any allergy concerns.

**PARENTAL VISITS**

Parents/legal guardians of enrolled children at Peace in Christ Christian Preschool will have access and may visit their child any time during the hours of operation.

**DHS DIVISION OF LICENSING PHONE NUMBER**

Our program is licensed through the Minnesota Department of Human Services, Division of Licensing. They can be reached at (651) 431-6500.

**NON-DISCRIMINATION POLICY**

Peace in Christ Christian Preschool does not discriminate against any student on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of services.

It is the policy of Peace in Christ Christian Preschool to maintain an environment free of all forms of discriminatory behavior, including all forms of harassment directed toward individuals with disabilities, or the race, ethnic origin, gender or age of an individual. Therefore, the use of disparaging terms, derogatory remarks, the displays of insensitive treatment, directly or indirectly related to individuals with disabilities or the race, ethnic origin, gender, or age of an individual will not be tolerated. Our school is also multicultural, anti-biased, gender fair; special needs aware, ecology sensitive, anti-extreme commercialism, and peace promoting.

**ENROLLMENT**

Each child is considered for admission on an individual basis. A child is admitted if the school's program is capable of meeting the child's needs. A meeting with the teacher may be requested to assure a successful experience for children enrolling. The teacher on an individual basis will handle all provisions for special needs children. Each child will be placed in a specific classroom based on age, parent preference, and the director's approval and judgment in order to provide a nourishing and balanced classroom.

## **DISENROLLMENT**

Children identified by the teacher as atypical or having on-going, inappropriate behaviors will be observed and evaluated. An Individual Learning Plan will be developed with parental and perhaps expert consultants. Evaluation will be continual, and lines of communication will be kept open between staff and parents. If, in the opinion of the teacher, a child jeopardizes the goals of our program, that child may be dismissed or barred until further evaluation. Also, lack of parental cooperation, non-payment of fees, inability of the child to adjust to school, or continual late pick up may be reasons for disenrollment. If in the opinion of teachers and consultants, a child's needs can be better served in a different or more specialized program, parents will be encouraged to disenroll their child from our program.

## **SEPARATION/DIVORCE**

In the case of parental separation or divorce, parents are obligated to notify the School if a subsequent court order is issued, and a copy of information about custody arrangements must be supplied.

- a. Name(s) of persons with legal custody of child.
- b. Name(s) of persons with physical custody of child.
- c. Name(s) of persons with joint legal and/or physical custody.
- d. Name(s) of persons with right to make child care and/or educational decisions concerning the child.
- e. Name(s) of persons with right to make decisions concerning medical treatment.

The director or teacher may want to discuss the situation with the enrolling person. In some cases, it may be useful to ask the parent to submit a copy of the custody order. Of course, the privacy of this material, like other records, will be respected.

## **GRIEVANCE PROCEDURE FOR PARENTS**

Peace in Christ Christian Preschool believes that good communication with parents is a benefit to the children in our care. The educating and nurturing of your child is a joint venture of school and home. If you have any questions or concerns, please feel free to speak with the teacher.

If there is a concern, please follow this procedure:

- Parents are first to talk to their child's teacher.
- Teachers will set up a conference at any time it is requested.
- They are pleased to visit on the phone or in person with any parent.
- Teachers will respond to a parent's concern within one week.
- If, after talking with the teacher, the parent needs additional information, or their concerns are not resolved satisfactorily, they are to speak to the Director, who will respond within three additional days.
- If necessary, the director of Peace in Christ Church Youth Ministry, the Senior Pastor and/or the Preschool Education Team may be involved to peaceably resolve concerns.
- All of Peace in Christ Christian Preschool's complete policies and procedures, licensing regulations and insurance and legal documents are available in the office.

## **MALTREATMENT OF MINORS MANDATED REPORTING POLICY**

### **Who Should Report Child Abuse and Neglect**

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

### **Where to Report**

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services.
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at St. Louis County 218-726-2012 or local law enforcement at Hermantown Police Department 218-729-1200.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes 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 person(s) 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 or certified 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:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) 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 Director of Peace in Christ Preschool. If this individual is involved in the alleged or suspected maltreatment the Pastor of Peace in Christ Lutheran Church will be responsible for completing the internal review.

### **Documentation of the Internal Review**

The facility must document completion of the internal review and provide documentation of the review to the commissioner 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 certification 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 certification 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.

## 626.556 REPORTING OF MALTREATMENT OF MINORS

### Subd. 2. Definitions.

As used in this section, the following terms have the meanings given them unless the specific content indicates otherwise:

(a) "Family assessment" means a comprehensive assessment of child safety, risk of subsequent child maltreatment, and family strengths and needs that is applied to a child maltreatment report that does not allege substantial child endangerment. Family assessment does not include a determination as to whether child maltreatment occurred but does determine the need for services to address the safety of family members and the risk of subsequent maltreatment.

(b) "Investigation" means fact gathering related to the current safety of a child and the risk of subsequent maltreatment that determines whether child maltreatment occurred and whether child protective services are needed. An investigation must be used when reports involve substantial child endangerment, and for reports of maltreatment in facilities required to be licensed under chapter 245A or 245B; under sections [144.50](#) to [144.58](#) and [241.021](#); in a school as defined in sections [120A.05](#), [subdivisions 9](#), 11, and 13, and [124D.10](#); or in a nonlicensed personal care provider association as defined in sections [256B.04](#), [subdivision 16](#), and [256B.0625, subdivision 19a](#).

(c) "Substantial child endangerment" means a person responsible for a child's care, and in the case of sexual abuse includes a person who has a significant relationship to the child as defined in section [609.341](#), or a person in a position of authority as defined in section [609.341](#), who by act or omission commits or attempts to commit an act against a child under their care that constitutes any of the following:

- (1) egregious harm as defined in section [260C.007, subdivision 14](#);
- (2) sexual abuse as defined in paragraph (d);
- (3) abandonment under section [260C.301, subdivision 2](#);
- (4) neglect as defined in paragraph (f), clause (2), that substantially endangers the child's physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
- (5) murder in the first, second, or third degree under section [609.185](#), [609.19](#), or [609.195](#);
- (6) manslaughter in the first or second degree under section [609.20](#) or [609.205](#);
- (7) assault in the first, second, or third degree under section [609.221](#), [609.222](#), or [609.223](#);
- (8) solicitation, inducement, and promotion of prostitution under section [609.322](#);
- (9) criminal sexual conduct under sections [609.342](#) to [609.3451](#);
- (10) solicitation of children to engage in sexual conduct under section [609.352](#);
- (11) malicious punishment or neglect or endangerment of a child under section [609.377](#) or [609.378](#);
- (12) use of a minor in sexual performance under section [617.246](#); or
- (13) parental behavior, status, or condition which mandates that the county attorney file a termination of parental rights petition under section [260C.301, subdivision 3](#), paragraph (a).

(d) "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child, as defined in section [609.341](#), or by a person in a position of authority, as defined in section [609.341](#), subdivision 10, to any act which constitutes a violation of section [609.342](#) (criminal sexual conduct in the first degree),

[609.343](#) (criminal sexual conduct in the second degree), [609.344](#) (criminal sexual conduct in the third degree), [609.345](#) (criminal sexual conduct in the fourth degree), or [609.3451](#) (criminal sexual conduct in the fifth degree). Sexual abuse also includes any act which involves a minor which constitutes a violation of prostitution offenses under sections [609.321](#) to [609.324](#) or [617.246](#). Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration as an offender under section 243.166, subdivision 1b, paragraph (a) or (b), or required registration under section 243.166, subdivision 1b, paragraph (a) or (b).

(e) "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

(f) "Neglect" means the commission or omission of any of the acts specified under clauses (1) to (9), other than by accidental means:

(1) failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so;

(2) failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;

(3) failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in their care;

(4) failure to ensure that the child is educated as defined in sections [120A.22](#) and [260C.163, subdivision 11](#), which does not include a parent's refusal to provide the parent's child with sympathomimetic medications, consistent with section [125A.091, subdivision 5](#);

(5) nothing in this section shall be construed to mean that a child is neglected solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care; except that a parent, guardian, or caretaker, or a person mandated to report pursuant to subdivision 3, has a duty to report if a lack of medical care may cause serious danger to the child's health. This section does not impose upon persons, not otherwise legally responsible for providing a child with necessary food, clothing, shelter, education, or medical care, a duty to provide that care;

(6) prenatal exposure to a controlled substance, as defined in section [253B.02](#), subdivision 2, used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child at birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;

(7) "medical neglect" as defined in section [260C.007, subdivision 6](#), clause (5);

(8) chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or

(9) emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.



(g) "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care on a child other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized under section [121A.67](#) or [245.825](#).

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by section [121A.582](#). Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child:

- (1) throwing, kicking, burning, biting, or cutting a child;
- (2) striking a child with a closed fist;
- (3) shaking a child under age three;
- (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age;
- (5) unreasonable interference with a child's breathing;
- (6) threatening a child with a weapon, as defined in section [609.02, subdivision 6](#);
- (7) striking a child under age one on the face or head;

(8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child; or other substances that substantially affect the child's behavior, motor coordination, or judgment or that results in sickness or internal injury, or subjects the child to medical procedures that would be unnecessary if the child were not exposed to the substances;

(9) unreasonable physical confinement or restraint not permitted under section [609.379](#), including but not limited to tying, caging, or chaining; or

(10) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under section [121A.58](#).

(h) "Report" means any report received by the local welfare agency, police department, county sheriff, or agency responsible for assessing or investigating maltreatment pursuant to this section.

(i) "Facility" means:

(1) a licensed or unlicensed day care facility, residential facility, agency, hospital, sanitarium, or other facility or institution required to be licensed under sections [144.50](#) to [144.58](#), [241.021](#), or [245A.01](#) to [245A.16](#), or chapter 245B;

(2) a school as defined in sections [120A.05, subdivisions 9, 11, and 13](#); and [124D.10](#); or

(3) a nonlicensed personal care provider organization as defined in sections [256B.04](#), subdivision 16, and [256B.0625, subdivision 19a](#).

(j) "Operator" means an operator or agency as defined in section [245A.02](#).

(k) "Commissioner" means the commissioner of human services.

(l) "Practice of social services," for the purposes of subdivision 3, includes but is not limited to employee assistance counseling and the provision of guardian ad litem and parenting time expeditor services.

(m) "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

(n) "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care, as defined in paragraph (e), clause (1), who has:

(1) subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm, as defined in section [260C.007, subdivision 14](#), or a similar law of another jurisdiction;

(2) been found to be palpably unfit under section [260C.301](#), paragraph (b), clause (4), or a similar law of another jurisdiction;

(3) committed an act that has resulted in an involuntary termination of parental rights under section [260C.301](#), or a similar law of another jurisdiction; or

(4) committed an act that has resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative under Minnesota Statutes 2010, section [260C.201, subdivision 11](#), paragraph (d), clause (1), section [260C.515, subdivision 4](#), or a similar law of another jurisdiction.

A child is the subject of a report of threatened injury when the responsible social services agency receives birth match data under paragraph (o) from the Department of Human Services.

(o) Upon receiving data under section [144.225, subdivision 2b](#), contained in a birth record or recognition of parentage identifying a child who is subject to threatened injury under paragraph (n), the Department of Human Services shall send the data to the responsible social services agency. The data is known as "birth match" data. Unless the responsible social services agency has already begun an investigation or assessment of the report due to the birth of the child or execution of the recognition of parentage and the parent's previous history with child protection, the agency shall accept the birth match data as a report under this section. The agency may use either a family assessment or investigation to determine whether the child is safe. All of the provisions of this section apply. If the child is determined to be safe, the agency shall consult with the county attorney to determine the appropriateness of filing a petition alleging the child is in need of protection or services under section [260C.007, subdivision 6](#), clause (16), in order to deliver needed services. If the child is determined not to be safe, the agency and the county attorney shall take appropriate action as required under section [260C.301, subdivision 3](#).

(p) Persons who conduct assessments or investigations under this section shall take into account accepted child-rearing practices of the culture in which a child participates and accepted teacher discipline practices, which are not injurious to the child's health, welfare, and safety.

(q) "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:

(1) is not likely to occur and could not have been prevented by exercise of due care; and

(2) if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence or event.

(r) "Nonmaltreatment mistake" means:

(1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules, part 9503.0045;

(2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years;

(3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years;

(4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and

(5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident.

This definition only applies to child care centers licensed under Minnesota Rules, chapter 9503. If clauses (1) to (5) apply, rather than making a determination of substantiated maltreatment by the individual, the commissioner of human services shall determine that a nonmaltreatment mistake was made by the individual.