



ST. PETER'S Edina

St. Peter's Early Childhood Education Center Parent Handbook

St. Peter's Mission & Vision:
Meeting families at the intersection between faith
and real life

*We will actively live out our faith so that our local
community is connected to God's transforming power*

Contact Information

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By enrolling in St. Peter's Early Childhood Education Center (ECEC) programs, the parent or legal guardian (hereafter referred to as parent) agrees to abide by all ECEC policies and procedures.

Hours of Operation

Our center opens at 8:00 am and closes at 5:00 pm, Monday through Friday, year round. Children may be in attendance for a maximum of 9 hours daily. Closed (paid) holidays include Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve Day through New Year's Day, and up to three days annually for DHS required faculty in-service. Please see p. 6 for holiday week credit information. Closed days are evidenced in our school calendar which is posted on our website (stpetersedina.org).

Ages Served

Infants (6 weeks – approx. 18 months)

Toddlers (16/18 months – approx. 33 months)

Preschool (approx. 33 months – 48+ months)

PreKindergarten (48+ months; the year immediately preceding enrollment in Kindergarten)

School Age (eligible to enter kindergarten within 4 months through 12 years old) – special programming

Class Size

The total capacity of our Early Childhood Center is 99. Our total licensed capacity for preschoolers, prekindergarteners (ages 3-5) and school-agers is 55, not to exceed 15 school-agers. Our infant and toddler capacity is 44, not to exceed 30 infants or 28 toddlers. The infant classes are maintained at a 1:4 ratio, our toddler classes have a 1:7 ratio, and our infant classes have a 1:4 ratio.

Minnesota State License

St. Peter’s Early Childhood Education Center is licensed by the Department of Human Services, Division of Licensing (651-431-6015)

Program Summary & Philosophy

Our Christian Early Childhood Education Center (ECEC) is child-centered, inviting, and stimulating. The atmosphere is lovingly supportive and accepting. We encourage independence, self-control and skill development. Each day is viewed as an opportunity for ongoing learning and discovery. Activities are designed to promote the progress of children in a manner consistent with their unique abilities: physically, cognitively, socially, emotionally, creatively and spiritually. St. Peter’s mission and vision is to meet families at the intersection between faith and real life, as we actively live out our faith so that our local community is connected to God’s transforming power.

Our Christian ECEC is a unique and effective means of fulfilling God’s direction, according to Proverbs 22:6 – “Train up a child in the way he should go.” The Childcare Program Plan is available to parents for review upon request, is accessible on our website, and is updated annually.

Educational Methods

St. Peters Early Childhood Education Center views play as a vessel for learning. Age difference and ability level enhance the richness and depth of the Christian child-centered curriculum that is designed to move each child to their next level of mastery. Our teachers carry out a developmentally appropriate curriculum that includes teacher and child directed activities. Interest areas are provided to encourage hands-on learning and include music, reading, science, math, dramatic play, sensory stimulation, building, art, and language.

IDEA Special Education Law

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

Non-Discrimination Policy

St. Peter's admits students of any race, color, religion, sex, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sex, or national origin in administration of its educational policies, admissions policies, and other school administered programs.

Insurance Coverage

The parent is responsible for complete health insurance coverage of the child. St. Peter's Lutheran Church carries liability insurance.

Attendance

The parent is to notify, in writing, when the child will be absent, arrive late, or be picked up early from the center. In the case of illness or an unforeseen event the parent is to contact the school office staff so that the teachers may be informed. While in attendance each child will be expected to participate fully in his or her designated classroom's planned activities, to ensure appropriate ratio and inclusion is met. This includes scheduled field trips both on and off campus that are part of the class programming.

Daily Reports

St. Peter's ECEC uses a web-based communication tool called Tadpoles for daily communications with parents. All children in attendance will receive a daily update about their center activities.

Dress Code

Please note that your child will get “dirty” at school, with our hands-on activities and outdoor play time. We recommend sending your child in play clothes that are comfortable and easy to wash. Please also have extra changes of clothing available for your child, in the case of spills and/or toileting accidents. Winter wear including snowpants, boots, hat and mittens will be necessary for outdoor play.

Other guidelines: Shoes are to be worn at all times, including nap times. Sandals may be worn provided that they have a secure heel and covered toe. Crocs and “flip-flops” are discouraged at the center as they pose a hazard for physical play in the gym and playground. We want our students to be as safe and mobile as possible!

Closings

In the interest of your family’s safety and the safety of St. Peter’s faculty and staff, St. Peter’s ECEC may be closed due to inclement weather or a facility emergency. If our facility closes, you will receive communication via email and Tadpoles text, and the announcement will also be made on our website: stpetersedina.org.

Our parents will be notified as soon as possible so that alternate arrangements may be made (our morning goal is 6:00 am). The parent is encouraged to have a plan for emergency back-up care in the event of a school closing. Parents may pick up their child any time when concerned for safe travel. There is no tuition discount for these closures.

Arrival

The parent **must accompany** all children to their child’s classroom door. Infants or young children may not be left unattended in any vehicle. Your child will be signed in at arrival and checked out at departure by the classroom teacher using our Tadpoles electronic system. Please check in with your child’s teacher to assure they know your child is arriving or departing, and so they can give you any important messages. Upon arrival, children will place belongings in his/her cubby/locker, use the restroom and wash hands, and integrate into the classroom group.

Departure

Parents should park in the south parking lot and enter through the main doors. A picture ID will be required before releasing the child to someone listed as an authorized pick up who are unfamiliar to the staff. In the event that someone comes to pick up a child that is not authorized by the parent, the staff will call the parent to confirm this person to pick up their child. If someone is not listed as an authorized person, and we cannot reach a parent, we cannot release the child to the individual.

Withdrawal from the Program

If you desire to withdraw your child from St. Peter's ECEC, please note:

- You must notify the office and your child's teacher (in writing) of your decision at least two weeks prior to withdrawal. If you do not provide notice, you will still be expected to pay for 2 additional weeks.
- All tuition and fees must be current (including the tuition for the two weeks' notice).
- The parent is requested to provide a forwarding address to the school office.

Termination of Care

The Director will give a written notice to the parent if St. Peter's ECEC must discontinue care of a child.

Items from Home

The following items are to be brought daily and **labeled with the child's first and last name:**

- Backpack or tote bag
- Appropriate play clothing and shoes (sneaker type shoes recommended) for active/messy indoor and outdoor activities
- Snow pants, hat, and mittens when needed
- Boots AND shoes on snowy days

Parents of infants and toddlers must provide disposable diapers (if applicable). St. Peter's can accommodate cloth diapers. Parents must provide a foot operated garbage can with a lid and liners if using cloth diapers. Parents will provide all items needed for cloth diapering. Diaper pins are not allowed. Cloth diapers are sent home daily as is. All children should have at least two changes of clothing in case of accidents or spills.

Any child (toddler age and older) may also bring a small furry friend and a small lightweight blanket for naptime. These will be sent home at least weekly, or as needed for washing.

Payment Policy

St. Peter's Lutheran collects tuition through automated bank drafts. All families are required to use this system. Tuition is billed on a weekly basis for the current week of care. Please note that weekly payments remain the same despite scheduled closings, holidays, or absences due to illness. Credits are not given for illness or closings. If your account comes back with insufficient funds, we do require a payment by check within the current week; a \$10.00 service fee will be charged for all NSF transactions. An annual supply fee of \$50.00 per child will be withdrawn in the first week of January. Milk charge of \$2.50 weekly is charged for our food program.

Discounts

St. Peter's offers a 10% discount on the oldest child enrolled when families have more than one child enrolled at St. Peter's. Both children must be fully enrolled in the program. Only one 10% weekly discount per family is be granted.

Christmas Holiday Week Tuition Credit

All families receive a week of "vacation credit" for the week we are closed between Christmas and New Year's Day. Your account will not be charged for that one week of tuition.

Summer Attendance or Extended Leave Policy

As we are a full time year-round program, Families who wish to hold their child's spot during an extended absence are required to continue paying the full tuition to ensure the spot will not be given to the next family on the waiting list. Please note that if you choose to withdraw your child, you are required to complete the normal registration process upon returning; this may include being put on the center waitlist.

Late Departure Fees

The teachers at St. Peter's are professional educators and have commitments outside of working hours. We must also abide by our legally approved hours of operation designated by our DHS license. When children are picked up after our closing time of 5:00 pm it makes it difficult for teachers to keep those commitments and we are then operating non-compliantly outside of our DHS license. Therefore, there will be late fees assessed for families who do not pick up their child on time. The late pick-up charge following 5:00 pm closing time will be \$1.00 per minute. A family may be terminated from care if there are more than three late pick-ups.

Required Forms and Fees

The following items are necessary for enrollment:

- Completed Registration Form
- Non-Refundable Registration Fee (does not apply toward tuition)
- First week's tuition

The following documents must be on file prior to the child attending:

- Child Contact and Health Form
- Tuition Withdrawal Authorization (with a voided check)
- Child Information Sheet
- Immunization Record
- Health Care Summary (provided by the child's physician)
- Parental Consent Form

Parents are to inform the staff of any changes to the information provided. The Health Care Summary is required annually for children under age 2, and with each move to a new class group (into toddler and into preschool age groups). Please provide a copy of immunization records to the office every time your child is given a vaccination.

Conferences

Parent/Teacher conferences will be offered twice yearly (fall and spring). Parents will receive a written assessment of their child's intellectual, physical, social, emotional, and spiritual development. Parents may request a conference with their child's teacher at any time.

Field Trips

Parents will review the Field Trip Information and Permission Form for any scheduled field trips. The form must be signed by the parent in order for the child to attend. Field trip fees will be billed on the child's tuition account. Children will be transported by school bus for off-campus field trips. All children will participate in their class' designated field trip to ensure children have fair opportunity in all programming and are counted in the appropriate ratio. If you choose to have your child not attend a particular field trip, please note that there will be no programming on-campus for your child that day so alternate care may be necessary.

Meals

Infants

Parents of infants will provide all milk (formula or breast milk) and food until the child is able to eat table food and whole milk (usually around 12 months). For families choosing formula, an adequate supply of premixed bottles should be brought to school daily in a soft-sided cooler. For families choosing breast milk, an adequate supply of labeled bottles should be brought in each day in a soft-sided cooler. **The bottles and bottle caps must be labeled with the date and the child's first and last name** and placed in the child's marked basket in the refrigerator. All used bottles will be placed back in the child's insulated bag, as is, and need to be taken home for washing. Bottles may not be left in the refrigerator over-night all bottles must be taken home to be washed. St. Peter's will not freeze any bottles for future use. St. Peter's will not feed an infant a bottle that knowingly contains medication or supplements.

When developmentally appropriate, the parents, in consultation with the teachers, will determine that the child is ready for table food. In the infant rooms, the parents will provide an adequate amount of food for each day with instructions regarding the feeding schedule. Food must be cut up into adult thumbnail size chunks. Due to our extreme safety precautions in our group infant care setting, we are not able to accommodate the baby led weaning program in our infant classrooms as we must avoid choke-able hazards.

Lunch/Snacks

Children bring their own lunch from home, in a lunch bag/box; please include an ice pack. St. Peter's will provide morning and afternoon snacks for the toddler and preschool aged classrooms. Milk and water are made available with meals.

Toddlers, Preschoolers, PreKindergarteners, and School-age

USDA compliant meal patterns are followed. A lunch from home must provide one third of the child's daily nutritional needs as specified by the USDA and not contain choke-able foods (including popcorn and whole grapes); milk will be available. St. Peter's does not offer breakfast. A child must have a doctor complete a dietary revision form to alternate from the center's meal plan.

Allergies/Diet Restrictions/Modifications

Parents are to notify the staff in writing of any known food allergies; an individual child allergy action care program plan will be created and implemented. Licensing requirements mandate that before enrollment, we obtain information regarding children with known allergies, special eating or nutritional needs. An individual child care program plan (ICCPP) will be developed for "any noted allergy" with the parents and/or physician and maintained in the child's file. The plan is required to be updated at least annually or following any changes made to allergy-related information in the child's record. Staff will be informed of any of the children having food allergies; this information will be posted where children eat and in the food preparation area. If there is a nut or egg allergy in a specific classroom, the entire room will need to be nut or egg free. The program will contact the child's parent or legal guardian as soon as possible of any instance of exposure or allergic response that required medication or medical intervention. Emergency medical services are always called when epinephrine is administered to a child in the center's care.

PLEASE NOTE: All food preferences, choices, likes, dislikes, intolerances, etc. should be noted in the diet modification of your child's health care summary and NOT in the allergy section. This will prevent unnecessary paperwork in obtaining allergy care plans.

Birthdays

The child's birthday will be celebrated on or near the day. The parent may discuss, with the teacher, plans for an optional donation of a book or other appropriate item to celebrate the child. We refrain from bringing in "birthday treats" in accordance to our meal plan.

Gun Play

Guns, weapons, "shooting", and "violent play" are discouraged as it can cause fear or confusion for young children.

Required Parental Consent

Children may only participate in research, experimental procedures, or a public relations activity with the express written consent of the parent. Parents also have the opportunity to give St. Peter's authorization to use the child's work in school related activities, displays, and publications. Permission

must be granted in writing (electronically or paper) by the parent before the child's photo is published outside of our campus.

Your child's information will be kept in full confidentiality; the child's record will not be disclosed to any person other than the child, the child's parent or guardian, the child's legal representative, center staff, and the commissioner unless the parent or guardian has given written consent for another purpose.

Grievance Procedure

When a concern arises, the following steps, according to Matthew 18, are to be taken:

1. Person to person. (Example: parents to staff member)
2. Person to person with mediator. (Example: parent to staff member with Administrator)
3. Person to Board of Directors. (This is the final step after repeated attempts at resolution and have been unsuccessful)

Staff and parents are to abide by the above guidelines so that gossip does not cause harm. In Christian love, confidentiality assures the safe and accepting environment for all parties built on Biblical ethics.

Accidental Ingestion

In the event of accidental ingestion, Poison Control or 911 will be contacted. Qualified personnel will aid the child as instructed by the authorities at Poison Control or local emergency medical service.

Administration of Medicine

Whenever possible, parents are to administer medicine at home. If necessary, medication may be administered at school. A doctor's written order and a signed permission slip by the parent is required (this includes Tylenol, Ibuprofen, OraGel, etc.). Children younger than two years old must have a dosage permission note provided by the child's physician. St. Peter's will not administer medication without the appropriate forms. All medicine must be sent in the **original container with the child's first and last name on it**. Siblings (including multiples) may not share medication, sunscreens, or lotions/creams.

First Aid and Emergencies

All ECEC faculty are trained in Pediatric CPR and First Aid. In the case of accident or injury, a staff member will administer first aid. An injury report will be completed, placed in the child's file, a copy in the Injury Report Log, and the parent or guardian will be notified. If immediate attention is needed the following procedure will be followed:

1. The parent or guardian will be contacted
2. Others listed on the Emergency Information Sheet will be contacted if the parent or guardian cannot be reached
3. The child's physician or dentist may be called for advice

4. 911 will be called and the child transported to an emergency facility as deemed necessary. A staff member will accompany the child if an adult listed above is not available. (Any expenses incurred are the responsibility of the parent)

In the event of a serious accident or injury, steps #1-3 will be waived and 911 will be contacted. The nearest medical source is Fairview Southdale Hospital located at 6401 France Ave S in Edina. The parent will be notified as soon as possible.

Abuse or Neglect

St. Peter's staff are mandated reporters and shall report any suspected physical abuse, sexual abuse or neglect of a child as required by Minnesota state law (9503.0130 Reporting). A complete copy of the reporting policy is included at the end of this handbook.

Animals and Pets

Animals and pets are not permitted at St. Peter's without prior approval by the staff and written notification to all families enrolled. The Hopper classroom has a fish tank with assorted fish which will be contained to their classroom.

Health Consultant

St. Peter's is served by Health Consultants for Child Care. The health consultant is our school nurse who visits our center monthly for guidance on health and safety related subjects and also reviews our written Health Policies yearly for compliance with DHS regulation.

Behavior Guidance

St. Peter's Early Childhood Education Center maintains clearly defined boundaries and as the child matures, more responsibility is expected in regards to following classroom rules. The methods of behavior guidance include 1) Prevention, 2) Redirection, and as a last resort for the benefit and safety of the child, 3) Separation.

Each child will be provided a positive model of acceptable behavior and will be taught how to use acceptable alternatives to the problem behavior in order to reduce conflict. Children may be redirected toward a constructive activity to ensure the safety of other children and staff persons. Faculty will model and guide children toward positive solutions and desirable behavior.

"Separation" refers to the removal of a child within sight and/or sound of the staff from an area or activity until appropriate behavior is displayed, so the child may calm down and the group's safety is ensured. Immediate and directly related consequences will be used in any instance that may cause harm to another individual (hitting, kicking, biting, throwing toys, etc.). Separations are a last resort and must be logged according to DHS requirements.

Staff members will be asked to record any persistent unacceptable behaviors and the staff response to them. If necessary, a plan will be developed, in consultation with the child's parent, other staff persons and professionals, for addressing the documented behavior.

Biting

Biting in certain age ranges is not unexpected and happens for many reasons. Children this age lack the communication and empathy skills to express the appropriate emotions, the child may be teething, they may have a hearing or vision problem, and other developmental challenges for young children. While St. Peter's does not condone biting behaviors, we believe in developmentally appropriate redirection to attempt to stop the behavior. Prevention and redirection are our main courses of action. Staff members will never identify who the child is that is going through this phase of biting for the protection of both children and in compliance with DHS confidentiality requirements.

If a child is bit, the bite is immediately washed with soap and water, and if the child allows, ice is applied. If the bite breaks the skin, both families will be notified through the incident report. Families may seek further medical advice from their own health care providers if desired. An Incident/Accident Report will be completed and signed by the parent.

Each case of biting is different. Some children may bite once and never again, however some children may struggle long term with biting. In situations of chronic biting St. Peter's will take the following steps:

1. Make contact with the family of the child who is chronically biting. The purpose of this is to gather more information on the child and to develop a plan for the family to get through this phase. This may be done in person, over the phone, or via email depending on the situation.
2. If this behavior continues for more than a week, a meeting will be requested with the family to discuss further action that may be needed to ensure the safety of other children, and to ensure the success of the child going through this difficult phase through the development of a behavior guidance plan.
3. If all other options have been exhausted: prevention, redirection, separation, the behavior guidance plan, and the behavior still continues after a month, the family may be asked to consider another place of care for the child during this time, as it may be concluded that the child is not comfortable and thriving in our ECEC setting. The family will be given a 2-week notice of discontinuation of care.

Illness

The staff will immediately notify the parent or a specified individual (if the parent cannot be reached) when a child needs to go home due to the following symptoms: fever (axillary temperature of 100° Fahrenheit or over), diarrhea, vomiting, severe coughing, difficult or rapid breathing, unidentified rash, yellowish skin or eyes, pink eye, discharge from the eyes, lice, or lethargy. The child must be picked up within one hour after notification.

The child must be symptom free for **24 hours (without fever reducing medication)** in order to return to St. Peter's.

Children suffering from an ear ache or tooth ache are not permitted to attend if they are unable to comfortably participate in the program's regular activities or require sole one-on-one care.

Children suffering from a sore throat, moderate cough, runny nose, other cold symptoms (without fever), mild stomachache, headache, or leg pain may attend if they are able to comfortably participate in the program's regular activities and do not require one-on-one care.

The staff will contact the parent for further information and determination of treatment when the child is free of fever but the following symptoms have been identified: sore throat, infected skin patches, unusually dark/tea-colored urine, headache and stiff neck, unusual behavior, loss of appetite, unexplained lethargy, difficulty breathing, or severe itching of body or scalp.

The parent must notify the office within 24 hours of the diagnosis of a contagious illness.

The staff will inform the parent of each exposed child the same day the office is notified that a positive diagnosis has been made for any contagious illness. St. Peter's will notify the Minnesota Department of Health and the Health Consultant of any suspected case of a reportable disease.

Immunizations

Please be aware that since the state of Minnesota does not require children to be immunized in order to attend child care, there may be children in our care that are not currently immunized.

Toileting

Children entering the PreKindergarten classrooms must be fully potty trained (pull-ups are not allowed). The child should be able to do the following with little or no assistance:

1. Recognize the need to use the bathroom
2. Manage own clothing (clothing should be appropriate for child's skill level)
3. Wipe self
4. Wash their hands

Children are to use the bathroom as needed and as asked by the teacher (i.e. before napping and going outside). After going to the bathroom the child will flush the toilet and wash their hands with soap and water. St. Peter's staff members will assist toddlers with toileting needs as necessary. Children will not be punished for toileting accidents. Soiled clothing is sent home in a plastic bag, "as is".

Naptime and Rest

Afternoon naptime is held daily. The room is staffed according to licensing standards. The length of naps is consistent with the developmental level of the children in each room.

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

Placement of equipment: Cribs and cots are placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping equipment. Cribs and cots are placed directly on the floor and are not stacked when in use.

Bedding: A crib sheet and a HALO® SleepSack™ are provided for each child in the Infant Room. All bedding is washed weekly or when soiled or wet. (The U.S. Consumer Products Safety Commission, the American Academy of Pediatrics, and First Candle/SIDS Alliance suggests the use of a wearable blanket, such as the HALO® SleepSack™.) A lightweight blanket for each child age 12 months and older will be provided by the parents. It is sent home weekly or when soiled/wet for laundering.

Crib standard: The crib is provided for each infant for whom we are licensed to provide care. The equipment conforms to the Code of Federal Regulations as well as Minnesota Statutes 245A.146. The cribs are inspected annually to ensure that they are not a part of the Consumer Product Safety Commission's listing of unsafe cribs. They are also inspected monthly for compliance with Minnesota Statutes 245A.146, subdivision 4. Nothing will be placed in a crib with an infant except a baby's pacifier. Each crib is equipped with a firm mattress as described in Minnesota Statutes, section 245A.1435.

Cots: A cot is provided for all children in the toddler, early preschool, preschool, and prekindergarten classrooms. The Ducks room may transition to a cot at 12 months of age.

Infant sleeping position: Each infant is placed on his/her back while sleeping in his/her assigned crib.

Open Invitation

Parents and legal guardians of enrolled children may visit the center any time during the center's operation and may access their child at any time while the child is in care. Your child's growth and development are important to us, and we realize (as research confirms!) your partnership and school participation will have a positive impact on your child. God has created your child in His image and our desire is to assist you in providing the foundation that allows for and encourages learning in all areas: physically, cognitively, socially, emotionally, creatively and spiritually. Please take time to read information sent home and posted in the classrooms. Feel free to call or set up a time to meet with the teacher and take advantage of scheduled Parent/Teacher Conferences. Your questions, comments, concerns and suggestions are welcomed and appreciated.

If you would like to breastfeed your child here during the school day, please know we will ensure a comfortable and quiet space (quiet room with a glider or sofa) for you to spend that time with your child. We commit to accommodate breastmilk bottle feedings as well. We realize the benefits of breastfeeding and intend to be as supportive as possible for your baby's best health!

Maltreatment of Minors Mandated Reporting Policy MN Statutes, sections 245A.145 and 245A.66

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.
- All reports concerning suspected abuse or neglect of children occurring in a licensed child care facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6015.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to Hennepin County Child Protection (612) 348-3552 or the local non-emergency police number (952) 826-1600.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

What to report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626) and should be attached to this policy.
- A report to any above agencies should contain enough information to identify the child involved, any persons responsible for 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 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 (per DHS Rule 3)

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of

Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

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

- 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 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. If this individual is involved in the allegation or suspected maltreatment, the Assistant Director/Office Manager will be responsible for completing the internal review.

Documentation of the Internal Review

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

Corrective Action Plan

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

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

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



COMMUNICATION CODE OF CONDUCT

All communications, external or internal, will adhere to a specific code of conduct. As a stakeholder** of St. Peter's Lutheran Church and Early Childhood Education Center all communication will uphold the following principles:

1. Honesty
 - Accurate and candid in all communications, encourages the open flow of important information in the interest of the public
2. Confidentiality
 - Protecting confidences and privacy rights of employees, children, families, and congregation members
 - Abide by legal requirements for disclosing information for the safety and welfare of others
3. Acknowledgement
 - Permission for use of content will be obtained before use when necessary
 - If content is borrowed from another source, professional acknowledgement will be given
4. Courtesy
 - Sensitivity to cultural values and beliefs to create unbiased communications
 - Be aware of your audience and encourage mutual understanding
 - Use of language that is helpful, not inflammatory
5. Biblical
 - Uphold the biblical values and principles of the gospel in accordance with St. Peter's ministry and LCMS requirements
 - Gossip will not be tolerated

SOCIAL MEDIA POLICY

As a stakeholder of the St. Peter's ministry, you agree to uphold our values and confidentiality in your social media postings and interactions. You must use your best judgment in posting material that is neither inappropriate nor harmful to St. Peter's, its workers or stakeholders. This includes, but is not limited to:

- Not posting photos of children currently enrolled in the ECEC that are **taken during licensed operating hours without parent permission**
- Posting sensitive information about children or families currently attending St. Peter's Church or ECEC
- Posting information, opinions, or documents that would defame St. Peter's Church or ECEC

If a post is found to violate these terms, or is found to be offensive by an administrative leader, you will be asked to remove the post immediately.

Ideals of external communications:

- Support the overall ministry of St. Peter's
- Strengthen confidence in St. Peter's Church and Early Childhood Education Center, its employees, leadership, and ministry
- Share information

- Meet expectations concerning compliance with state law and LCMS requirements relating to all communications
- Manage the image of St. Peter's and its ministry
- Facilitate recruitment of employees
- Facilitate marketing

Ideals of internal communications:

- Ensure that St. Peter's ministry and policies are communicated to give employees and members information that they need, when they need it, in order to increase understanding and engagement, build motivation, and support the overall ministry of St. Peter's
- Communicate with employees, families, or congregation members about decisions and events that affect them before (when possible) and never after information is communicated externally
- Contribute to St. Peter's ministry goals
- Increase each employee and congregation member's knowledge of our ministry at St. Peter's
- Provide clear and current information to employees, families, or congregation members on policies and vital information with regard to the business and ministry of St. Peter's
- Internally publicize success stories throughout the organization, in order to spread encouragement, creativity, and the message of the St. Peter's ministry

**** Stakeholder:** *Anyone with a vested interest or concern for St. Peter's Church and ECEC.*

ECEC employees/volunteers will first route communication with ECEC families regarding center-connected and/or impacted activities **through the ECEC Director**, to ensure appropriate compliance with this code and communication flow policies.

Upon enrolling my child at St. Peter's ECEC, I acknowledge that I have received, read, and will abide by this Code and its policies.

St. Peter's Lutheran Church and School is a Christian ministry of the Lutheran Church-Missouri Synod (LCMS). St. Peter's Edina's Statement of Belief is included on our website:
<https://stpetersedina.org/what-we-believe>.