



# THE NEST

at Rochester Catholic Schools



## PROGRAM HANDBOOK | 2022-2023

**"Let the Little Children Come to Me."**

***Mark 10:14***

# WELCOME TO THE NEST

*We are happy you have chosen Rochester Catholic Schools Preschool for your child! We serve ages 2 - 5 in our programs and welcome all to join us in learning, loving, and growing together. Thank you for your partnership and we whole-heartedly welcome you to our community.*

**"Let the Little Children Come to Me."**

*Mark 10:14*



The Nest Early Learning Academy is dedicated to fostering the growth of our youngest learners. Our experienced and dedicated staff work together to establish a safe and loving environment designed to develop your child's character, mind, body, and spirit. Through structure and example, our teachers aim to cultivate confidence, compassion, and an enthusiasm for all great studies in God's creation.

**The Nest offers SCHOOL DAY programming at all five of our convenient locations:**

The Nest at Lourdes High School: Pre-Kindergarten

The Nest at the Co-Cathedral of St. John the Evangelist Middle School: Preschool

The Nest at Holy Spirit Catholic School: Early Preschool, Preschool, and Pre-Kindergarten

The Nest at St. Francis of Assisi School: Preschool and Pre-Kindergarten

The Nest at St. Pius X School: Preschool and Pre-Kindergarten

**The Nest offers EXTENDED DAY programming at four locations:**

The Nest at Lourdes High School: Extended Day

The Nest at the Co-Cathedral of St. John the Evangelist Middle School: Extended Day

The Nest at Holy Spirit Catholic School: Extended Day

The Nest at St. Pius X School: Preschool and Pre-Kindergarten: Extended Day

**The Nest offers SUMMER CARE programming at one location:**

The Nest at Holy Spirit Catholic School: Summer Care

Please take time to learn about our program's purpose and content, practices, procedures, and guidelines. The PROGRAM HANDBOOK serves as a great resource to a variety of questions that may arise throughout your child's RCS preschool experience.

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## SCHOOL CONTACT INFORMATION

### **Holy Spirit Catholic School**

5455 50th Ave. NW  
Rochester, MN 55901  
507.288.8818

### **St. Francis of Assisi School**

318 11th Ave. SE  
Rochester, MN 55904  
507.288.4816

### **Lourdes High School**

2400 18th Ave NW  
Rochester, MN 55901  
507.289.3991

### **St. Pius X School**

1205 12th Ave. NW  
Rochester, MN 55901  
507.282.5161

### **Co-Cathedral of St. John Middle School**

424 West Center Street  
Rochester, MN 55902  
507.282.5248



# SECTION 1: OUR MISSION

## EDUCATIONAL MISSION OF THE CATHOLIC CHURCH

“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated.” (Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, §2, 2005)



## DIOCESE OF WINONA-ROCHESTER CATHOLIC SCHOOLS MISSION STATEMENT

The Catholic Schools in the Diocese of Winona-Rochester are learning communities rooted in the teaching mission of the Catholic Church offering academic excellence and Gospel values in a diverse and nurturing environment.

## ROCHESTER CATHOLIC SCHOOLS MISSION STATEMENT

Rochester Catholic Schools develops the spiritual, social, emotional, and academic growth of young people. RCS partners with parents and the Catholic faith community to nurture the development of a Christ-centered learning environment that fosters a culture of excellence where students grow in wisdom, courage and character. Rooted in Gospel values, RCS students are challenged and supported to become critical thinkers, collaborative problem solvers, creative visionaries and servant leaders who bring hope to the world.

## ROCHESTER CATHOLIC SCHOOLS PRESCHOOL (School-Year)

Rochester Catholic Schools (RCS) Preschool programs follow a school-year calendar. We provide creative play and learning for children ages 2-5. Each day, children have the opportunity to experience prayer, individual, and small group learning, music, creative art, children's literature, language development, activities which encourage fine and large motor development, and time to enhance their social skills. Our program also includes science discovery and exploration, drama, and outdoor play.

RCS Preschool offers a wide variety of activities in order to accommodate the abilities and interests of all children enrolled. To help organize the content and delivery of each of these areas of development, our staff follow the Creative Curriculum guide, a student centered investigative approach to early learning. It is our goal to ensure that every child experiences happiness and success each day.

RCS Extended Day and Summer Care classrooms aim to provide a familiar, safe, and enrichment-filled environment for preschool-age children beyond the traditional preschool day and/or school-year. Parents may be assured that:

- the spiritual, emotional, intellectual, social, and physical needs of the child will be met
- the uniqueness of each child will be recognized, appreciated, and celebrated
- structure, routine, and balanced activities are part of our day
- skills of independence, confidence, responsibility, and accountability are modeled and encouraged



## SECTION 2: OUR PROGRAM

### LICENSURE

The RCS Preschool Programs are licensed through the Department of Human Services, Division of Licensing, State of Minnesota. For general information, please call (651) 431-6500.

As a licensed program, the RCS Preschool Program follows state regulations. These regulations allow for a maximum ratio of 1 staff per 10 children per session per classroom. Our program is licensed to operate a Preschool Program which services children between the ages of 24 months to 5 years of age.



### PRESCHOOL PROGRAM PLAN

- Our program is licensed to provide preschool for children from 24 months to 5 years of age. As a licensed program, RCS Preschool and Extended Day Programs follow state regulations. A Daily Schedule and The Preschool Program Plan are posted in the classroom for review at any time. This program plan shall be reviewed and evaluated annually by a teacher of the program.
- **Early Preschool** is for children 2 years old by September 1. Our Early Preschool children do not need to be toilet trained. We are licensed for up to 14 students in a classroom with two adults.
- **Preschool** is for children 3 years of age by September 1. To apply for Preschool, your child should be fully toilet-trained and able to use the bathroom independently. We are licensed for up to 20 students in a classroom with two adults.
- **Pre-Kindergarten** is for children 4 years of age by September 1. To apply for Pre-Kindergarten, your child should be fully toilet-trained and able to use the bathroom independently. We are licensed for up to 20 students in a classroom with two adults.
- **School Year Calendar:** School-year Preschool and Extended Day follows the RCS calendar year. Childcare is not available on non-student days.
- **Half-Day:** For families enrolling in our Half-Day program, a snack is included in the tuition rate. Our half day program is 2 hours and 45 minutes.
- **School Day:** For families enrolling in our School Day program, lunch and snacks are included in the tuition rate.
- **Extended Day:** For families enrolling in our Preschool Extended Day program, our hours are from 6:30 a.m. - 6:00 p.m. and includes breakfast, lunch, and an afternoon snack.
- **Summer Care** begins in June and ends in mid-August. It is open Mondays-Fridays from 6:30am - 6:00pm. The Summer Care calendar becomes available in February.

### SAMPLE DAILY SCHEDULE in PRESCHOOL

- Arrival & Check-in (Independent books, games, and puzzles) + Opening Prayer and Welcome
- Small Group Learning Lesson (Reading, Writing, Math, Science, Art)
- Outdoor Group Creative Play
- Large Group (Music and/or Movement)
- Fellowship and Faith-Based Lesson
- Lunch (half-day program dismissal)
- Small Group Learning Lesson (Reading, Writing, Math, Science, Art)
- Rest & Relaxation + Choice Time & Snack
- Large Group (Music and/or Movement)
- Literacy & Listening (Story) +Closing Prayer & Dismissal

# PROGRAM GOALS AND OBJECTIVES

## A. INTELLECTUAL DEVELOPMENT

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**GOAL** Our program is designed to provide a learning environment which facilitates positive thinking, listening, vocabulary development, productive thinking, and independence.

### OBJECTIVES

- To teach problem solving and creative thinking.
- To improve language skills.
- To gradually increase attention and interest span.

## B. SOCIAL DEVELOPMENT

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**GOAL** Our program works to help children accept themselves and others as important parts of our world and community.

### OBJECTIVES

- To learn to take turns.
- To learn to share.
- To develop the ability to accept rules and limitations.
- To promote the desire to seek the companionship of others

## C. EMOTIONAL DEVELOPMENT

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**GOAL** Our program works to ensure that all children feel important and loved, that their ideas are recognized and discussed, and that they are unique individuals.

### OBJECTIVES

- To develop a respect for the rights and feelings of others.
- To develop a positive self image within each child.
- To develop a respect for each person's individuality.
- To develop the ability to express their feelings in an appropriate manner.

## D. PHYSICAL DEVELOPMENT

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**GOAL** Our program strives to provide each child with the opportunity to use both large and small muscles during the group activities and free play. *See additional RCS Physical Activity in Preschool Policy 4105 on page 7.*

### OBJECTIVES

- To learn the skills involved in coordinating body movements.
- To manage clothing independently.
- To improve proficiency in printing own first name.
- To increase small muscle development through printing, sewing, tracing, painting, cutting, puzzle making, small manipulative toys, and play dough.

## **PHYSICAL ACTIVITY IN PRESCHOOL - Policy 4105**

Rochester Catholic Schools recognize the physical, social and developmental benefits of regular physical activity for young children. Rochester Catholic Schools is dedicated to promoting the health of children through physical activity policies and practices.

### **Procedure:**

Rochester Catholic Schools had made a commitment to adhere to best practice recommendations for physical activity in preschool.

#### **I. Active Opportunities**

- Time for structured (teacher-led) physical activity and unstructured play is provided.
- There are opportunities for outdoor active play every day (weather permitting).
- Children are not seated for periods of more than 20 minutes and will not be required to remain (awake) on resting cots for childcare longer than 30 minutes.
- Rare use of videos will be for educational or developmental purposes only.

#### **II. Play Environment**

- There is space for outdoor activities.
- There is an indoor space for activities.
- A variety of play equipment including fixed (slides, climbing, ladders) and portable (balls, mats) is provided.
- Equipment is maintained.

#### **III. Staff Behavior**

- Staff joins children in active play.
- Staff encourages children to be active.
- Active playtime is not withheld for misbehavior.

#### **IV. Physical Activity Support**

- There is visible support for physical activity in classrooms and common areas (books, posters, pictures).
- There are no televisions or electronic games in the classroom; the use of any electronic technology will be implemented for intentional teaching strategies only and will be managed and monitored by staff at all times.

#### **V. Physical Activity Training**

- Physical education is provided to children at least once per week.



## **MONITORING YOUR CHILD'S PROGRESS**

- Individual progress in the areas of intellectual, social, emotional, and physical development will be documented in the children's records.
- If, at any time, a student is not making adequate progress towards these goals, the school will work with the family to determine the best course of action. Depending on the nature of the concern, the school may elect to follow our progressive behavior guidance plan, or work with the Early Childhood Special Education Team to determine next steps.
- Keeping the best interest of the children in our program is at the heart of all of our decisions. We make a conscious effort to meet the needs of all learners. If we are not able to meet the needs of a child after all interventions have been followed, we may ask the family to consider alternative educational settings supportive of the child's needs and will offer support in the facilitation of this transition.

## **CONFERENCES**

- Parent-Teacher Conferences are held in the fall and spring of the regular school year. Conferences are a time to discuss your child's physical, intellectual, emotional, and social development. Children are welcome to come to conferences.
- Please feel free to schedule a conference any time during the year for additional opportunities to visit about your child.

## SECTION 3: ADMISSIONS & ENROLLMENT

### RE-ENROLLMENT for CURRENT STUDENTS

The RCS Admissions Team, along with your Building Principal and Preschool educators, will reach out to our preschool families with re-enrollment information each year.

#### Good Standing Requirements

- If currently enrolled, you are in good standing with billing and payment policies.
- If currently enrolled, you are in good standing with drop-off/pick-up times.
- If currently enrolled, you are in good standing with the behavior guidance plan.

### ADMISSIONS PROCESS for NEW STUDENTS

RCS begins accepting applications for new students for the upcoming school year in October.

Applications are made online through the RCS website. In early January, families are notified of their admission status and acceptance. Once accepted, families will be provided information on necessary enrollment forms.

### MID-YEAR ENROLLMENT

Families seeking enrollment for the current school year after the year has already begun will be required to schedule a teacher/principal visit prior to acceptance and participation. Placement for mid-year applicants may be subject to availability and review of the best interests of the child and of the classroom community.

### TUITION ASSISTANCE for PRESCHOOL

The Rochester Catholic Schools community recognizes the commitment parents/guardians make to receive a Catholic education. We realize the value in having an economically diverse student population. Therefore, our goal is to help our families meet the cost of a great education.

RCS provides need-based tuition assistance. All RCS families are expected to financially contribute toward the education of their student at some level. RCS strives to help families bridge the gap between what they can afford to pay and the tuition rate set by the school.

### ENROLLMENT FORMS

Upon receiving an acceptance letter for admissions, your family will be instructed on the necessary enrollment forms needed before your child may begin attending The Nest. Families will be asked to provide a copy of their child's Birth Certificate, an updated Immunization Record, and complete the Health Care Summary, and the Preschool Information Packet (A-PIP) Form before participation in our preschool program.

### EARLY CHILDHOOD SCREENING

Please schedule your Early Childhood Screening before the start of the school year! Rochester Public Schools provides a free comprehensive developmental screening for any child 3 years old to kindergarten. It is best to schedule this screening after your child's 3rd birthday. Please call (507) 328-4004 to schedule your appointment. For further information, visit <https://www.rochesterce.org/early-childhood/early-childhood-screening>

## **SECTION 4: BEHAVIOR GUIDANCE PLAN**

### **RESPONSIBILITIES AND EXPECTATIONS**

As it is the goal for all program participants to have a positive experience in our preschool and childcare programs, the children are expected to:

1. Be safe - take care of self, others, the classroom materials and environment.
2. Be respectful of the rules - follow directions and work together.
3. Be respectful of space - control your body and keep hands to self.
4. Be responsible - use materials appropriately and help keep order (return to proper place).
5. Practice peace - use words and actions that do not offend or express violence.

### **GENERAL BEHAVIOR REQUIREMENTS**

- All children at RCS Preschool will be provided with a positive model of acceptable behavior.
- All policies and procedures at RCS Preschool will be tailored to the developmental level of children ages 2-5.
- We will use redirection and acceptable alternatives when dealing with problem behavior.
- Children at RCS Preschool will be taught to use acceptable alternatives to problem behavior.
- Our policies are set to protect the safety of the children and staff at RCS Preschool.
- All consequences for a child's behavior will be immediate and directly related to that child's behavior.

### **PERSISTENT UNACCEPTABLE BEHAVIOR**

The focus of behavior guidance is to teach children how to use acceptable alternatives to that behavior and attempt to redirect behavior into a constructive activity. If the behavior continues, the staff may choose one of the following alternatives:

- provide positive reinforcement for appropriate behavior and immediate consequences for inappropriate behavior.
- guide children by setting clear, consistent, fair limits of classroom behavior.
- guide children to resolve conflicts and model skills that help children learn to solve their own problems.
- explain to the child why such behavior is not acceptable and have a "timeout" period which is documented. When necessary, staff will ignore attention-seeking behaviors, allowing the child to make positive choices, and model prosocial behaviors.
- Children are never subjected to corporal punishment or emotional abuse.

Persistent behaviors occurring at a high-frequency, extensive duration, or with intensity will be documented. Examples of these behaviors include but are not limited to:

- destruction of property or pain imposed upon self or others (physical and/or emotional)
- repeated negative behavior targeted at a specific individual or group of children (bullying)
- leaving the group space or running from staff
- repeated offensive language
- violent or harmful actions toward others
- any behavior that impacts the well-being of other children and/or staff



If a child exhibits persistent unacceptable behavior that requires an increased amount of staff guidance and time, a plan to address the behavior will be developed in conjunction with the parents, teacher and staff. A timeline (generally 6 weeks) will be established for parents and staff to implement the plan, check-in, make adjustments if needed, and hold a follow-up meeting. At the end of the trial intervention period (if the behaviors have not lessened in frequency, duration, or intensity) we are not able to meet the needs of a child after all interventions have been followed, we may ask the family to consider alternative educational settings supportive of the child's needs and will offer assistance in the facilitation of this transition.

## **SEPARATION FROM THE ACTIVITY/GROUP AND UNACCEPTABLE BEHAVIOR**

Separating a child briefly from the activity group will not be used unless:

- All the previously listed methods have been used unsuccessfully in altering the unacceptable behavior.
- The behavior threatens the safety or well-being of the child or other children.

When a child is separated from the group, the child will be within continuous sight and hearing of the staff, and will remain in the classroom. Separation is used to teach the child that a behavior is unacceptable. As soon as the child can alter or stop the undesirable behavior, the child will be returned to the group.

Use of separation will be documented in the daily log and include the following information: child's name, staff person's name, time, date, other less intrusive methods used to alter behavior, how the behavior continued, and how the behavior was threatening to the child or other children. Parents will be notified if a child is separated from the group three or more times in a day, and this notification will also be documented in the daily log. If a child is separated 5 times or more in one week or 8 times or more in two weeks, the plan for persistent unacceptable behavior (above) will be followed.

## **PROHIBITED BEHAVIOR ACTIONS**

RCS Preschool believes in the value of each and every child and their right to be treated with dignity and respect. The staff will never use or direct another to use any of the following methods to address behavior issues:

- Corporal punishment such as, but not limited to, spanking, rough handling, shoving, pulling, shaking, slapping, kicking, biting, pinching and hitting.
- Emotional abuse including but not limited to name calling, ostracism, making derogatory remarks about the child or family, using language that threatens, humiliates, or frightens the child.
- Separation from the activity group, except as stated under the behavior guidance plan.
- Punishment for lapses in toilet habits.
- Punishment by use of withholding food, light, warmth, clothing, or medical care.
- Use of physical restraints such as ties or straps. Securely holding a child within a teacher's arm is permitted when necessary to protect the child or other children from injury or harm.

# SECTION 5: SUMMER CARE

## PROGRAM INFORMATION

**Summer Care Ages:** Preschool (Ages 3-5) and School Age (Kindergarten - Grade 6)  
Summer Care will both be held at Holy Spirit Catholic School, 5455 50th Ave. NW.

**Summer Care Location(s):**

Preschool Age Summer Care (Ages 3-5) will be held at Holy Spirit Catholic School from June 13 - August 5 and at St. Pius X School from August 8 - 12, 2022.

School Age Summer Care (K-Grade 6) will be held at Holy Spirit Catholic School from June 13 - August 5, 2022.

**Summer Care Hours:** Monday - Friday | 6:30 a.m. - 6:00 p.m.

**Summer Holiday:** No Summer Care offered on July 4 or 5, 2022

**Summer Phone:** Holy Spirit Catholic School (507) 288-8818

## ENROLLMENT

**Priority enrollment** for current RCS families is February 18 - March 3, 2022.

Families will receive an email confirmation of their spot in our program after March 3, 2022.

## CONTRACT, FORMS and PERMISSIONS

Students participating in RCS Summer Care must complete the following forms and permissions by June 1. The forms are available in the section below.

Summer Care Contract

Health Care Summary (Must be completed by Health Care Source)

Child Care Immunization Form

Permissions Form

## RATES and FEES

### Registration Fee

A \$75 non-refundable fee per child will secure a spot in the summer care program.

### Rates

Three Days a Week\*

- \$175 per week for each child
- (Field trips, snacks, and lunch are included in the cost of care.)

Five Days a Week\*

- \$225 per week for each child
- (Field trips, snacks, and lunch are included in the cost of care.)

\*Families may select three or five days a week, or a combination of both throughout the summer:

### Late Fee

A late fee charge of \$10 per child for every five minutes after 6:00 p.m.

## **BILLING**

Rochester Catholic Schools Summer Care uses [MyProcare](#) for billing, scheduling and additional account information.

## **GENERAL BEHAVIOR REQUIREMENTS**

- All children at RCS Summer Care will be provided with a positive model of acceptable behavior.
- All policies and procedures at RCS Summer Care will be tailored to the developmental level of children ages 3-12.
- We will use redirection and acceptable alternatives when dealing with problem behavior.
- Children at RCS Summer Care will be taught to use acceptable alternatives to problem behavior.
- Our policies are set to protect the safety of the children and staff at RCS Summer Care.
- All consequences for a child's behavior will be immediate and directly related to that child's behavior.

## **PERSISTENT UNACCEPTABLE BEHAVIOR**

The focus of behavior guidance is to teach children how to use acceptable alternatives to that behavior and attempt to redirect behavior into a constructive activity. If the behavior continues, the staff may choose one of the following alternatives:

- Provide positive reinforcement for appropriate behavior and immediate consequences for inappropriate behavior.
- Guide children by setting clear, consistent, fair limits of classroom behavior.
- Guide children to resolve conflicts and model skills that help children learn to solve their own problems.
- Explain to the child why such behavior is not acceptable and have a "timeout" period which is documented. When necessary, staff will ignore attention-seeking behaviors, allowing the child to make positive choices, and model prosocial behaviors.
- Children are never subjected to corporal punishment or emotional abuse.

Please visit our website for up-to-date information on our Summer Care programming.



## SECTION 6: POLICIES and PROCEDURES

### Absence Notifications

Please notify your school office and your child's teacher in the event of absence due to illness, appointments, or vacation.

### Backpacks

Children should bring a backpack to preschool each day. We recommend that the backpack be kept in the same place at home so it is readily available each school day. This is a simple task for which your child should assume responsibility. It is important that you spend a few minutes after school each day going through the things in your child's bag. Ask your child to talk about projects, etc. and carefully read parent letters. When selecting a preschool backpack, please consider that it will need to be large enough to hold snow pants and winter clothing. Please do not purchase a backpack with wheels.

### Calendar

The Nest follows a school-year calendar. Please review the calendar to note holidays and non-student days. RCS does not provide childcare on non-student days or holidays.

### Child Pick Up

Parents/Guardians are asked to indicate on the emergency form the names of person(s) authorized to pick up their child. If an unauthorized individual attempts to pick up a child, the staff will not release the child without getting parental permission. Therefore, it is necessary for the parents to let the teacher know by phone call or signed note if a different person will be picking up their child.

A court order is needed to keep a parent away from their child. If this is the case, we need a copy of the court order on file at the school.

If someone who is incapacitated attempts to pick up a child, all efforts will be made to convince that person to call a cab or let us call someone. The proper authorities will be notified if necessary.

### Communication

Families are opted in automatically to receive our electronic newsletters delivered via email every Friday and/or the last day of the school week. If you do not have access to email, please notify the school office and a paper copy will be provided for you. Please be sure you have set your email settings to accept communications from us. In addition, we encourage you to join our Facebook and Instagram pages. Your school principal will communicate weekly via our Weekly Broadcast. Classroom teachers will provide communications via newsletters.

### Clothing - Uniform Shirt/Sweatshirt and Tennis Shoe Requirements

- **Uniform Shirt/Sweatshirt:** The Nest requires our youngest learners to wear our uniform shirt or sweatshirt to school.
- **Bottom:** Students may select their own bottoms. Children should be able to independently manipulate their snaps, buttons, and drawstrings.
- **Shoes:** The Nest requires all children to wear tennis shoes to school each day for safety and comfort.

We ask that you provide an extra set of clean clothing in your child's backpack. We have a selection of extra clean clothing available at school in case of need. If your child comes home in these clothes, please wash them and return them to school so they will be available for other emergency situations. We try to play outside each day, weather conditions permitting. Please dress your child appropriately.

## **Emergency Events**

If there are indications of severe weather or radio warnings, or if there is a utility failure at the school, parents will receive an email, a text message if parents signed up for this option, and announcements will be made on local radio stations for school closing announcements. When there are blizzard conditions or it is extremely cold, parents may use their own judgment about sending children to school.

In case of a tornado warning or sighting, the children will be kept at school in our designated tornado shelter area with staff until all danger from weather has passed. We will follow our tornado drill procedure. Tornado drills will be practiced and documented during the months of September, April, May, and June.

In case of fire, the class will evacuate the building according to our fire drill procedure. Fire drills will be practiced and documented monthly.

Children will be dismissed upon parental request when severe weather warnings are announced. If we decide to close school early because of inclement weather or other unusual circumstances, RCS will send an email and/or parents will be called to pick up their child and take the child home.

## **Field Trips**

The Nest enLearning is extended outside of the classroom on field trips. Children will be transported only by their own parents or by city bus. Parents and children must wear seat belts on field trips. All children will use car seats on field trips. Each child must have a permission slip on file for each field trip or will not be allowed to participate. In case of illness or injury on a field trip, first aid will be given as appropriate and the child will be transported for emergency care, if needed.

## **Liability Insurance**

RCS Liability Insurance is provided by the Diocese of Winona Self-Insurance Program. The school and the Preschool Program are not liable for accidents, health difficulties, etc. which occur on the property or during school hours. The level of liability insurance carried by RCS can be obtained in the RCS Director of Schools office.

## **Missing Child**

Children at RCS Preschool will be supervised at all times. If, by chance, a child would be noticed as missing, the head teacher would conduct a search of the building while the administration checks the outside area. If the child has not been found within three to five minutes, the police and parents will be notified. All attempts will be made to locate the child.

## **Parent Visits**

Parents are welcome to visit Preschool at any time. Please arrange visits directly with the teacher.

## **Parent Grievance Procedure**

Parents who have a grievance are asked to follow these steps:

- Meet with the teacher to discuss the issue. The teacher will respond with a written summary of the meeting and a description of steps which will be taken to resolve the conflict.
- If parents are dissatisfied with the process in Step A, they will arrange to meet with the principal of the school the child is attending and/or the program coordinator. The principal or coordinator will respond with a written summary and action steps.
- If parents are dissatisfied with the process in Step B, they will arrange to meet with the next level of Administration.

**Parental Permission**

RCS Preschool Programs shall obtain parental permission in writing before allowing any research, experimental procedure, or public relations activity involving their child to take place.

**Pets**

RCS Preschool Programs have an open procedure dealing with pets. Visits from pets must be arranged beforehand and occur outside of the school building. If there are any problems or questions, please contact us immediately.

**Snacks**

Your tuition fee includes all snacks. We serve nutritious foods accompanied by milk, water or unsweetened fruit juice.

**Tuition**

Tuition is billed through Blackbaud Tuition Management. Tuition and payment information will be given to each family at the time of enrollment.

**Volunteer Requirements**

Although parent volunteers are not widely used in Preschool, all volunteers at RCS must successfully complete the Diocese of Winona Safe Environment training: Virtus and a Criminal Background Check. You can sign up for Virtus training by visiting [www.virtusonline.org](http://www.virtusonline.org) and clicking on registration on the left side of the page. Following the instructions for registering and enrolling for a training. When your training is complete please bring your Virtus Certificate and Criminal Background Check form to the school office. We strongly suggest you complete this training so you are in compliance when volunteer opportunities arise.



## SECTION 7: HEALTH and MEDICAL

### Administration of Medication

If a child requires medication during school hours, written instructions must be provided by a parent. Medications must be in their original containers bearing the original label with legible information. Non-prescription medications must be administered according to the manufacturer's instructions, unless there are written instructions for their use provided by a licensed physician or dentist. All medication will be kept out of the reach of children. Please request a medication policy/permission form from the teacher if your child needs medication at school.

### Child Injury/Illness

Each parent is asked to complete an Emergency Form for their child at the beginning of each school year. This form contains information for the school on what action should be taken in case of accident or illness. If there is an indication that the situation is serious, 911 will be called, and the parents will be contacted.

In case of non-threatening illness or injury, the child will be kept under supervision separate from classmates until transportation can be arranged. Minor first aid will be handled by staff.

Each parent will receive a listing of reportable contagious diseases upon the enrollment of the child into school. If their child contracts any of these diseases, they must notify the school within 24 hours. Parents must notify the school within 24 hours of diagnosis of lice, scabies, impetigo, ringworm, or chicken pox. After we receive the notification, we will notify the other parents of children in that class by a letter sent home with the children.

### Emergency Medical Care

As previously indicated, in case of emergency, 911 will be called and we will abide by their decision to call an ambulance. If an ambulance is needed, the child will be transported for emergency care to the nearest facility.

### First Aid and CPR

First Aid and CPR certification is required for all teachers and assistant teachers. A staff person trained in CPR and First Aid must be present during all hours of operation and on field trips. A Red Cross first aid manual and first aid kit are available in the classroom area. If the injury or illness is minor, it will be handled by the staff or by calling the parents. If there is an indication that the situation is serious, 911 will be called, and parents will be contacted.

### Health and Immunization Forms

Parents are required to submit an immunization form prior to their child's attendance of the first program session. This form must be signed by a parent, physician, or public health clinic, and must be kept up-to-date. Medical or legal exemptions to the immunization requirements must be submitted prior to entrance.

In addition, a Health Care Summary signed by a physician or their representative must be submitted within 30 days of enrollment for each child. All children must have had a physical exam after they have reached 33 months of age.

The signature of a physician or public clinic is required on the immunization form if the child has not received all of the immunizations required by law for child care. A signature from a physician will also be required if the child has not had the Chickenpox Vaccine (Varicella), but has had Chickenpox.

## **Illness**

Parents are often faced with making a decision to keep their child at home or send him/her to school. If a child remains at home and has the care he/ she needs when first becoming ill, the length of the illness is often shortened.

Staying home and resting permits the body to combat the illness more quickly. If your child is coming down with a communicable disease, remaining at home may prevent infecting the rest of the children. Please review the MN Reportable Communicable Diseases information at the end of our handbook.

It is required that children remain at home if they have the following symptoms:

- Severe colds, coughs, or sore throats
- Eye infections, especially if discharge is present
- New skin rashes - unless medical opinion states rash is non-communicable
- Temperature of 100 degrees or more with or without symptoms
- Nausea, vomiting, diarrhea, or abdominal pain
- Any other sign of acute illness
- We strongly recommend you keep your child home until throat culture results are known. Child must be on antibiotics for 24 hours following a positive culture
- Chickenpox - Child must remain at home until all blisters have dried into scabs, usually 6-7 days after the rash first appears

Children may return to school when free of symptoms.

## SECTION 8: SAFE and SECURE POLICIES

### **Drug and Alcohol Policy**

RCS Preschools prohibit employees, subcontractors, and volunteers who are directly responsible for children from abusing prescription medications or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care. RCS Preschool staffs, volunteers or any subcontractors, will be trained about the drug and alcohol policy.

### **Sexual Misconduct/Abuse Policy**

Sexual misconduct or abuse by personnel of RCS is contrary to Christian principles and is outside of the scope of the duties and employment of all personnel. All personnel must comply with applicable state and local laws regarding incidents of actual or suspected sexual misconduct or abuse and with the policies defined in the personnel manual of the Rochester Catholic Schools.

All employees of the school have received a Sexual Misconduct Policy Manual and are required to complete a signed pledge of commitment to uphold the policy at all times.

According to state law, all Preschool staff are mandated reporters of suspected child abuse and/or neglect.

## **MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS**

### **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 facility 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 507-328-6400 or local law enforcement at 507-328-6810.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

### **What to Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

### **Failure to Report**

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

### **Retaliation Prohibited**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

### **Internal Review**

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

The internal review must include an evaluation of whether:

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

### **Primary and Secondary Person or Position to Ensure Internal Reviews are Completed**

The internal review will be completed by the school principal. If this individual is involved in the alleged or suspected maltreatment, the President 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 that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

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



# Diseases Reportable to the Minnesota Department of Health

651-201-5414 or 1-877-676-5414

24 hours a day, 7 days a week

## REPORT IMMEDIATELY BY TELEPHONE

Anthrax (*Bacillus anthracis*) ⓘ  
Botulism (*Clostridium botulinum*)  
Brucellosis (*Brucella* spp.) ⓘ  
Cholera (*Vibrio cholerae*) ⓘ  
Diphtheria (*Corynebacterium diphtheriae*) ⓘ  
Free-living amebic infection ⓘ  
(including at least: *Acanthamoeba* spp., *Naegleria fowleri*, *Balamuthia* spp.,  
*Sappinia* spp.)  
Glanders (*Burkholderia mallei*) ⓘ  
Hemolytic uremic syndrome ⓘ  
Measles (rubeola) ⓘ  
Meliodosis (*Burkholderia pseudomallei*) ⓘ  
Meningococcal disease (*Neisseria meningitidis*) (invasive) ⓘ ⓘ

Middle East Respiratory Syndrome (MERS) ⓘ  
Orthopox virus ⓘ  
Plague (*Yersinia pestis*) ⓘ  
Poliomyelitis ⓘ  
Q fever (*Coxiella burnetii*) ⓘ  
Rabies (animal and human cases and suspected cases)  
Rubella and congenital rubella syndrome ⓘ  
Severe Acute Respiratory Syndrome (SARS) ⓘ ⓘ  
Smallpox (variola) ⓘ  
Tularemia (*Francisella tularensis*) ⓘ  
Unusual or increased case incidence of any suspect infectious illness ⓘ  
Viral hemorrhagic fever ⓘ  
(including but not limited to Ebola virus disease and Lassa fever)

## REPORT WITHIN ONE WORKING DAY

Amebiasis (*Entamoeba histolytica/dispar*)  
Anaplasmosis (*Anaplasma phagocytophilum*)  
Arboviral disease  
(including, but not limited to, La Crosse encephalitis, eastern equine  
encephalitis, western equine encephalitis, St. Louis encephalitis, West Nile  
virus disease, Powassan virus disease, and Jamestown Canyon virus disease)  
Babesiosis (*Babesia* spp.)  
Blastomycosis (*Blastomyces dermatitidis*)  
Campylobacteriosis (*Campylobacter* spp.) ⓘ  
*Candida auris* ⓘ  
Carbapenem-resistant Enterobacteriaceae (CRE) ⓘ  
Cat scratch disease (infection caused by *Bartonella* species)  
Chancroid (*Haemophilus ducreyi*)  
Chikungunya virus disease  
*Chlamydia trachomatis* infections  
Coccidioidomycosis  
*Cronobacter sakazakii* in infants under one year of age ⓘ  
Cryptosporidiosis (*Cryptosporidium* spp.) ⓘ  
Cyclosporiasis (*Cyclospora* spp.) ⓘ  
Dengue virus infection  
*Diphyllobothrium latum* infection  
Ehrlichiosis (*Ehrlichia* spp.)  
Encephalitis (caused by viral agents)  
Enteric *Escherichia coli* infection ⓘ  
(*E. coli* O157:H7, other Shiga toxin-producing *E. coli*, enterohemorrhagic  
*E. coli*, enteropathogenic *E. coli*, enteroinvasive *E. coli*, enteroaggregative  
*E. coli*, enterotoxigenic *E. coli*, or other pathogenic *E. coli*)  
Giardiasis (*Giardia intestinalis*)  
Gonorrhea (*Neisseria gonorrhoeae* infections)  
*Haemophilus influenzae* disease (all invasive disease) ⓘ ⓘ  
Hantavirus infection  
Hepatitis (all primary viral types including A, B, C, D, and E) ⓘ  
Histoplasmosis (*Histoplasma capsulatum*)  
Human immunodeficiency virus (HIV) infection,  
including Acquired Immunodeficiency Syndrome (AIDS) ⓘ  
Influenza ⓘ  
(unusual case incidence, critical illness, or laboratory-confirmed cases)  
Kawasaki disease  
*Kingella* spp. (invasive only) ⓘ ⓘ  
Legionellosis (*Legionella* spp.) ⓘ  
Leprosy (Hansen's disease) (*Mycobacterium leprae*)  
Leptospirosis (*Leptospira interrogans*)

Listeriosis (*Listeria monocytogenes*) ⓘ  
Lyme disease (*Borrelia burgdorferi*, and other *Borrelia* spp.)  
Malaria (*Plasmodium* spp.)  
Meningitis (caused by viral agents)  
Mumps ⓘ  
Neonatal sepsis ⓘ ⓘ  
(bacteria isolated from a sterile site, excluding coagulase-negative  
*Staphylococcus*) less than seven days after birth  
Pertussis (*Bordetella pertussis*) ⓘ  
Psittacosis (*Chlamydophila psittaci*)  
Retrovirus infections  
Salmonellosis, including typhoid (*Salmonella* spp.) ⓘ  
Shigellosis (*Shigella* spp.) ⓘ  
Spotted fever rickettsiosis  
(*Rickettsia* spp. infections, including Rocky Mountain spotted fever)  
*Staphylococcus aureus* ⓘ  
(only vancomycin-intermediate *Staphylococcus aureus* [VISA], vancomycin-  
resistant *Staphylococcus aureus* [VRSA], and death or critical illness due to  
community-associated *Staphylococcus aureus* in a previously healthy individual)  
Streptococcal disease - invasive disease caused by Groups A and B streptococci  
and *S. pneumoniae* ⓘ ⓘ  
Streptococcal disease - non-invasive *S. pneumoniae*  
(urine antigen laboratory-confirmed pneumonia)  
Syphilis (*Treponema pallidum*) ⓘ  
Tetanus (*Clostridium tetani*)  
Toxic shock syndrome ⓘ  
Toxoplasmosis (*Toxoplasma gondii*)  
Transmissible spongiform encephalopathy  
Trichinosis (*Trichinella spiralis*)  
Tuberculosis (*Mycobacterium tuberculosis* complex) ⓘ  
(pulmonary or extrapulmonary sites of disease, including clinically diagnosed  
disease). Latent tuberculosis infection is not reportable.  
Typhus (*Rickettsia* spp.)  
Unexplained deaths and unexplained critical illness  
(possibly due to infectious cause) ⓘ  
Varicella (chickenpox) ⓘ  
*Vibrio* spp. ⓘ  
Yellow fever  
Yersiniosis (enteric Yersinia spp. regardless of specimen source) ⓘ  
Zika virus disease ⓘ  
Zoster (shingles) ⓘ  
(all cases <18 years old; unusual case incidence/complications regardless of age)

## SENTINEL SURVEILLANCE

Diseases reportable through sentinel surveillance are reportable based on the residence of the patient or the specific health care facility. Sentinel surveillance is not statewide reporting.

*Staphylococcus aureus* ⓘ ⓘ  
Candidemia (*Candida* spp.) (blood isolates only) ⓘ ⓘ  
Carbapenem-resistant *Acinetobacter* spp. (CRA),  
and *Pseudomonas aeruginosa* (CR-PA) ⓘ  
*Clostridium difficile* ⓘ  
Respiratory syncytial virus (RSV)  
Nontuberculous Mycobacteria (NTM), pulmonary and extrapulmonary

## FOOTNOTES

- ⓘ Submission of clinical materials required. Submit isolates or, if an isolate is not available, submit material containing the infectious agent in the following order of preference: a patient specimen; nucleic acid; or other laboratory material. Call the MDH Public Health Laboratory at 651-201-4953 for instructions.
- ⓘ ⓘ Invasive disease only: isolated from a normally sterile site, e.g.: blood, CSF, joint fluid, etc.
- ⓘ ⓘ In the event of SARS or another severe respiratory outbreak, also report cases of health care workers hospitalized for pneumonia or acute respiratory distress syndrome.
- ⓘ ⓘ Also report a pregnancy in a person with Zika; or a person chronically infected with hepatitis B, HIV, or syphilis.

## TO REPORT

- For immediate reporting call: 651-201-5414 or 1-877-676-5414.
- Report forms can be downloaded at [www.health.state.mn.us/diseasereport](http://www.health.state.mn.us/diseasereport)



DEPARTMENT  
OF HEALTH

Infectious Disease Epidemiology, Prevention and  
Control

Phone: 651-201-5414 or 1-877-676-5414 | Fax: 1-800-233-1817  
[www.health.state.mn.us/diseasereport](http://www.health.state.mn.us/diseasereport)

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