



# Summer Handbook 2026



## OUR MISSION

Columbia Heights Public Schools  
Creating worlds of opportunity for each and every learner  
*"All Belong, All Succeed"*

**Welcome to the Summer Adventure Club program. To assist you in knowing about the program, this handbook is for you to read and familiarize yourself with the policies and procedures for the summer. Please keep this in a safe place so that you can use it for reference. If you have any specific questions after reading through the handbook, call 763-528-4512.**

### **Mission Statement**

Columbia Heights Public Schools create worlds of opportunity for every learner in partnership with supportive small-town communities by challenging all to discover their talents, unleash their potential, and develop tools for lifelong success.

### **Goals**

1. To encourage independence, friendship and responsibility through activities that stimulates creativity and individuality.
2. To promote respect for self and others while responsibilities and social development are both enhanced and encouraged.
3. To provide Adventure Club staff who are caring, creative, knowledgeable professionals who strive for a continuing positive interaction with parents and children.

*The Adventure Club program is operated out of the Columbia Heights Community Education Department, which is a program, sponsored by Columbia Heights School District. Adventure Club is a self-supporting program. Adventure Club does not discriminate on the basis of race, creed, sex or national origin.*

## **Telephone Directory & Sites**

### **Adventure Club – Family Center:**

1460 49<sup>th</sup> Ave NE  
Room 112 763-528-4555  
Room 104 763-528-4458

### **Community Education Office – District Center:**

1440 49<sup>th</sup> Avenue NE, Columbia Heights  
763-528-4517  
Hours: 7:30am-4pm, Monday-Friday

### **Staff:**

Jodi Gadiant, Community Education Coordinator – 763-528-4512  
Irene Ventura, Community Education Administrative Assistant – 763-528-4517  
Kristen Stuenkel, Community Education Director – 763-528-4515

## **Program Standards/Staffing**

Program standards for the Adventure Club Program are adapted from guidelines developed by the Minnesota Department of Education and have been reviewed and approved by the School Board of Columbia Heights Public School District.

Adventure Club is staffed with caring people experienced in the fields of elementary education, early childhood, child development, child care, social work, psychology, etc. Background checks, first aid, CPR and continued staff training are required of all staff. Each Adventure Club site is staffed by at least one supervisor, who is responsible for overseeing the operation of the site and children. Assistants are trained to help with the operation responsibilities but spend most of their time directly with the children. All Adventure Club sites are supervised by the coordinator who directs and guides the staff in general site operation, including communication, organization, challenging behavior, teamwork, scheduling, etc.

All questions or concerns should first be directed to the supervisor at your site. If you have further questions or concerns, they should be directed to the coordinator.

Staff to child ratios are 1:15 for kindergarten-fifth grade. Lower ratio adjustments may be made according to the needs of the children and staff.

## Site Information

**Summer Dates** – Adventure Club’s Summer Program begins Monday June 15, 2026 and runs through Thursday, August 20, 2026.

**Adventure Club is closed June 19, and June 29-July 3.** The 2026-2027 school year and Adventure Club program will begin on Monday, August 31, 2026.

**Eligibility** – Adventure Club offers school-age care to children who are going into kindergarten for Fall 2026 through 5<sup>th</sup> grade. Children must be pre-enrolled for each of our child care programs that include: summer, school year and all non-school days. Enrollment in one program does not guarantee space in another program. Also, accounts must be in good standing. If you have a tuition balance from the 2025-2026 school year or prior, this must be paid in full before your child is eligible to participate in Summer Adventure Club.

**Hours of Operation** – Summer Adventure Club is open 6:30am-6pm.

## Items to bring to at Adventure Club

- Sunscreen
- Extra set of clothing
- Water Bottle
- Tennis Shoes
- Swimming suit and towel – we will be doing outdoor activities and visiting the wading pool and high school pool on a regular basis

## Tuition

### **Program Rates & Fees -**

\*\$53 per day per child

\*\$25 non-refundable registration fee per child/\$50 per family (2 or more children) – this is an annual fee, so if your child was enrolled during the 2025-2026 school year you would not be charged this again for summer 2026.

\*\$5 non-refundable keyless entry prox card fee/per card (required to enter the Family Center in the summer)

**Assistance Programs** – When fees are paid by an assisting agency, the parent/guardian is responsible for notifying the Adventure Club Summer Coordinator of this assistance prior to starting the program. If there is a co-payment fee the parent/guardian is responsible to pay that amount on a bi-weekly basis (determined by the tuition calendar). All policies and procedures in this handbook and in the Adventure Club contract apply to all parents/guardians (whether or not they are receiving assistance) and will be charged accordingly.

**Late Payments** – The Adventure Club program operates on a non-profit, self-supportive basis. Because of this, it is imperative that all fees are paid on time. Please keep accounts in good standing, as a delinquent account is grounds for termination from the program. After one NSF check, you will be required to pay cash at the Community Education office or with a money order.

**Late Pick-Up Fee** – Parents are required to pick up their children at 6pm. A \$5 fee will be assessed for the first five minutes after 6pm and a \$2 per minute fee after 6:05pm will be added. This is a per child fee. The Adventure Club clock next to the sign in/out sheet is the time to be followed and written in when signing your child in/out. The late fee was put in place to provide care in an emergency situation **ONLY** and to discourage routine tardiness. If you are unable to pick up your child(ren) by 6pm, please notify the Adventure Club site to authorize release of your child(ren) to another adult by 6pm and thereby prevent a late fee. At 6:30pm, if you have not picked up your child(ren), the authorities will be called and you may need to pick up your child(ren) at the Columbia Heights police department. Three late pick-ups during the 2026 summer could result in the dismissal of your child(ren) from the Adventure Club program. Please remember, we too have families and commitments after 6pm.

**Tuition Payments** – Parents can go online and pay with a credit card – each emailed invoice will contain a link that takes you right to your family account in our system. You also have the option to set up an automated withdrawal schedule. If paying by check, make it payable to Adventure Club. Cash payments must be made in the Community Education office only between 7:30am-4pm, Monday-Friday. Please refer to the dates below or your tuition contract for the payment dates.

\*June 12 for June 15-26

\*July 24 for July 27-August 7

\*June 26 for June 29-July 10

\*August 7 for August 10-20

\*July 10 for July 13-24

## Schedules

**Summer Schedule** – During the summer you are allowed to build your own schedule. This schedule must have a minimum of 16 days throughout the summer. The dates you select will be the dates that you are contracted for during Summer 2026. Once registered, you will not be allowed to remove dates from your calendar. If you need additional care dates please contact us. Additional care dates will be granted if space is available.

**Vacation** – You will not be charged tuition for days you did not register your child; however, if your child is absent on any given day that he/she is scheduled to attend Adventure Club, you are still required to pay for those days.

**Withdrawing from the Program** – A 10-business day written notice of withdrawal is required. If notice is not given ten days prior to withdrawal, tuition will be charged to you.

**Building Security-** Adventure Club is located at the Family Center, which is a secure building. Once registered, you will be mailed Keyless Entry (PROX card) Form. Once this form is returned to us, reviewed and approved, you will then be given PROX cards to enter into the building. The prox cards are the only way for you to enter the building, especially before 7:30am or after 4:00pm.

**Parking** – When dropping off and picking up your child, please park in the Family Center lot. Parking along the curb in front of the building or in any numbered permit spaces is not allowed.

**Absence** – If a child is absent from Adventure Club for any reason, parents must notify us by calling the appropriate Adventure Club number listed on page two of this handbook. If a staff person does not answer, leave a message on voice mail. If you know ahead of time that a child will be absent from the program, please let us know in written form so that the appropriate staff will receive the information.

**Late Arrival/Early Departure** – We consider your child a late arrival whenever you arrive after 9am. An early departure is any time before 4pm. We plan small group excursions to neighborhood parks and we may be hard to find. Supervisors will leave a note as to where the group can be located. However, we can only accommodate your schedule if we know it in advance, so please call if your child will be a late arrival or early departure.

**Breakfast, Lunch and Snack-** Breakfast, lunch, and snack will be provided to your child with no increase in fees. Breakfast will be served at 8am. If your child will be arriving after 8:10am they will need to eat breakfast before arriving at Adventure Club. Lunch will be served at approximately 12pm, and snack will be served between 3pm and 4pm.

**Proper Clothing** - Children should be adequately dressed for indoor and outdoor activities during the time they are at Adventure Club. The children and staff use the outside playground every day except during inclement weather. We are an active program so good shoes are important. **NO FLIP-FLOPS PLEASE!**

**Parental Access-** Any child's parent or legal guardian will be allowed access to their child, as long as they are the parent of legal guardian, at any time while the child is on our care.

**Release** – The Adventure Club staff will not release children to anyone who is not listed on the emergency form as “authorized to pick up your child”. However, we cannot keep a parent from picking up a child unless we have a court order stating so. It is imperative that anyone who will be picking up a child be listed under “authorized to pick up your child” on the registration forms. Please inform persons other than parents who are authorized to pick up your child that if we do not recognize them we will ask to see a picture ID to verify who they are.

**Sign In & Out** – Parents must bring their child into Adventure Club to sign their child in and out each day and indicate the time. Children or siblings are not allowed to sign themselves in and out of the program. Many times you may need to find your child's group to sign in and out. **When signing out a child you must notify a staff person.**

## Health

**Allergies/Medical Conditions** – Parents/guardians will indicate while registering if their child(ren) has an allergy or medical condition. It is important that staff be informed as to the nature and severity of the allergy/condition. Some conditions will require a medical plan from your child's doctor. Adventure Club will require this before admitting a child for care, the center must obtain documentation of any know allergies from the child's parent or legal guardian. Adventure Club will maintain these records in the child's record, and the allergy information must include: a description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction; and procedures for responding to an allergic reaction, including medication, dosages, and doctor's contact information.

A child's allergy information must be available at all times including on site, when on fieldtrips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to the child.

Adventure Club will inform all staff of each child's current allergy information. At least annually, and when a change is made to allergy-related information in a child's record. Documentation will be kept on site that all staff were informed of the child's current allergy information.

**Contagious Disease** – If your child becomes ill with a contagious disease such as pink eye, impetigo, strep throat, chicken pox, lice, etc., parents/guardians will be expected to notify the site supervisor of the disease/conditions immediately. Adventure Club follows the same policy that the school district has established for the various diseases.

**Emergencies** – The Adventure Club program will take whatever emergency measures that are judged necessary for the care and protection of your child while they are under our supervision. In case of a medical emergency your child will be transported to an appropriate medical facility by the local emergency resources before the parents, the child's physician, and/or other adults acting on the parents' behalf are notified. Any expenses incurred in emergency care will be the responsibility of the child's family. Adventure Club will inform the commissioner within 24 hours of any injuries to a child in the program that required treatment by a physician or if a death of a child in the program.

**In Case of Illness** – If a child becomes ill while attending Adventure Club, parents will be notified by phone immediately and asked to make arrangements to have your child picked up from the program within one hour after notification of illness. Children will be in a supervised rest area, not actively participating in activities with other children until the authorized person arrives. If your child has any of the following symptoms, please keep them at home or make appropriate arrangements for their care:

- Diarrhea
- Body rash (not from heat or allergies)
- Pink eye or eyes with pus or mucus draining from them
- Sore throat – especially with fever or swollen glands
- Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable
- Vomiting
- Lice, scabies
- Fever of 100 degrees or more

If a child becomes ill with a contagious reportable illness Adventure Club will post notice the same day we are notified, so families are aware what contagious exposure was in the classroom. Bringing a child to Adventure Club with any of the symptoms listed will result in further inconvenience to the parent/guardian who must come back to pick up their child, possible exposure of illness to other children/staff, and a general uneasiness for the sick child.

**Medication Procedure** – All prescription and over-the-counter medications must be accompanied by a written order from the doctor. All medications must be in the medicine's original container with a legible label stating the child's first and last name. All medication will only be given to the child whose name is on the label. It will not be given after an expiration date on the label. The medication will be returned to the child's parent or legal guardian or destroyed, if unused. Adventure Club staff will document in child's record the administration of medication, including: child's first and last name; name of medication or prescription number; date, time and dosage; and name and signature of the person who administered the medicine.

Written permission will be obtained from the child's parent of legal guardian before administering prescription medication, sunscreen lotion, and insect repellent.

Nonprescription medicine, sunscreen lotion and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently. All medications, insect repellents and sunscreen products will be stored according to the directions on the original container.

### **Immunizations**

State law requires that all children registered for Public School submit immunization records each programming year by their first day of attendance. These will be reviewed by a Health Aid and returned to parent if immunizations need updating. Doctor signature is not required.

## **General Information**

**Building and Physical Premises; Free of Hazards** - Adventure Club physical premises are free of hazards and the areas used by the children and clean and in good repair. The furniture and equipment is structurally sound and is appropriate to the age and size of the child who uses the area.

Adventure Club keeps all hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants and chemicals out of the reach of a child.

Adventure Club safely handles and disposes of bodily fluids and other potentially infectious fluids by; using gloves, disinfecting surfaces that come in contact with potentially infectious bodily fluids; and disposing of bodily fluid in a securely sealed plastic bag.

**Outdoor Play** – Outdoor play is an important part of our curriculum. We will be spending some time outside everyday (weather permitting). Please make sure your child is properly prepared for the weather.

**Field Trips** – We will have about one fieldtrip per week. We will also visit Blooming Heights School Garden located at the Family Center throughout the summer, and various parks within walking distance.

**Lost & Found** – Please check the lost and found area often located near the parent table. To minimize our lost and found collection, we recommend that you label all of your child's belongings.

**Movies/Videos** – The Adventure Club program will be showing movies during the summer. Staff will be able to show two movies each month. Ratings: G and PG. If you would prefer that your child no participate in the movie there will be an alternative quite activity, they can participate in.

**Other Activities** – If your child is enrolled in youth programs, Summer ENCORE, or any other activities, we must be given a written schedule of programs to be attended. Please indicate when these programs start and end each day, and if your child will be coming to us before and/or after.

**Sunscreen Usage** – It is your responsibility as a parent to ensure that your child has proper sunscreen on a daily basis. We spend a great deal of time outdoors, so it is important that kids are protected from the sun's harsh rays. The sunscreen used on your child shall be provided by the parent/guardian. **On days where sunscreen is needed, please have your child arrive with sunscreen already applied, as we will only reapply in the afternoon.** We also request that you send a bottle of sunscreen at the beginning of the summer with your child's name on it. This way it will always be available to your child when they need to reapply it. 3<sup>rd</sup>-5<sup>th</sup> grade children will be responsible for applying their own lotion under the supervision of a staff person. We also highly recommend sending a T-shirt and hat that can be worn outside for added protection from the sun.

**Toys from Home** – There are specific days noted that a toy is allowed from home. (On all other days personal toys must remain at home.) Toys brought must be appropriate in nature. Toys that promote violence in any way (guns, knives, swords, magazines, etc.) will be taken and must be picked up by a parent/guardian. Cell phones, remote control items and items that fly in the air are not allowed. Adventure Club will not assume the responsibility for loss or damage to items brought from home. Adventure Club supports the Columbia Heights Public Schools policy involving actions and items of a violent nature.

**Transportation** – Transportation to and from Adventure Club is not provided. Parents/guardians are responsible for transporting children to the Family Center in the morning and picking them up from the Family Center in the afternoon. School busses will be used for fieldtrips.

**Visitors to the Program** – Due to liabilities and staffing, children registered in the program may not bring friends or guests to the program who are not registered.

**Water Bottles** – We encourage all children to bring their own labeled water bottle to drink from throughout the day. They will be able to refill bottles as needed.

**Toilet Trained** – It is a requirement that all students are toilet trained. We take several scheduled bathroom breaks throughout the day, and students are allowed to use the restroom as needed. However, students need to be independent in the bathroom.

### Emergency Preparedness

Adventure Club has an emergency preparedness plan that is written using the Child Care Emergency Plan form and is available for review upon the request by the child's parent or legal guardian.

Adventure Club trains all staff at the time of orientation and at least once each calendar year on the emergency plan and documentation of this is kept in each staff personnel file.

Quarterly, Adventure Club will conduct one evacuation drill and one shelter-in-place drill.

## Internet Use Policy

The Internet Acceptable Use Policy of the Columbia Heights School District sets forth guidelines for access to the school district's computer system and acceptable use of the Internet. In developing this policy, the school board considered the district's educational mission, goals and objectives. Electronic information research skills are now fundamental to future career success. Access to the Internet allows students to explore thousands of libraries, databases, bulletin boards, and other resources while communicating with people around the world. The school district expects that school staff will blend thoughtful use of the computer system and Internet throughout the curriculum and will provide guidance and instruction to students in their use of technology. The use of the school district's computer system and access to the Internet is a privilege, not a right. Unacceptable use of the computer system or the Internet can result in one or more of these consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of child care; or civil or criminal liability under other applicable laws. (Note: This is an excerpt from the school district's Internet Acceptable Use Policy. You can view the entire policy in the principal's office or media center of your child's school, in the office of the school district superintendent.)

## Equipment

Parents of children who misuse or damage Adventure Club equipment will be assessed a replacement fee, price to be determined.

## Discipline

### **Staff's Responsibilities:**

#### **I will:**

1. Provide a safe and caring environment for your child.
2. Provide an educational and recreational environment conducive to the physical, intellectual, emotional and social development of each child.
3. Communicate regularly with you, the parent/guardian concerning your child.

### **Parent's/Guardian's Responsibilities:**

#### **I will:**

1. Escort my child to the Adventure Club area and sign my child in and out.
2. **Drop off my child no earlier than 6:30am. Pick up my child by 6pm.**
3. Notify the Adventure Club staff of absences and family situations that my affect my child's care experience.
4. Notify in writing any changes on my child's enrollment forms (phone numbers, persons permitted to pick up my child, etc.).
5. Make sure my account is in good standing by paying tuition invoices in a timely manner.

### Child's Responsibility:

#### **I will:**

1. Put my belongings away neatly in the designated area when I enter my Adventure Club area. Any toys/equipment brought from home are my responsibility.
2. Show respect to all Adventure Club participants and staff.
3. Follow directions from all staff.
4. Use appropriate language. No foul or abusive language, including roasting of other students.
5. I will try my best and participate in all activities.
6. Always show respect for the other person. I will keep my hands to myself.
7. Always show respect for others' property. I will treat toys, books and games carefully and ensure they stay in good condition.
8. Be polite in words and actions – no put downs or foul language.
9. Pick up my area before I go on to another activity.
10. Stay with Adventure Club at all times, and only leave the area if I have permission from a staff member.
11. Only use equipment that is Adventure Club property,
12. Use outdoor equipment safely. Rock and sticks stay on the ground.
13. Use balls in the designated areas only.
14. Run only when it is part of an activity or safely outside.
15. Walk quietly and orderly in the school halls.
16. When I eat I will: sit, clean up my area, wait to be excused, use a quiet voice, and use good table manners.
17. Have permission from a staff person to leave the care area.
18. Follow bus rules and board the bus one at a time.
19. On field trips, I will be a good representative of Adventure Club, I will stay with my buddy, stay with my group leader, listen attentively, and follow all bus rules.

In order to run safe and effectively, student need to be able to conform to a group setting. Children are supervised in a group setting, and their behavior is not expected to routinely require one-on-one supervision. If a child's behavior does not allow them to

follow these expectations, it may be determined that Adventure Club is not the best setting and we would ask that you find alternative care.

### **Discipline Procedures:**

1<sup>st</sup> Step – Staff will discuss the issue with the child and redirect behavior.

2<sup>nd</sup> Step – Staff discuss the situation with the child and a fair consequence is determined.

3<sup>rd</sup> Step – Child will be removed from the situation in order to calm down and discussion/mediation will follow. If this step does not resolve the problem, the staff will call the parent/guardian and the child will discuss the situation with them.

### **Reasons for Dismissal:**

1. Children's safety is at risk.
2. Child's needs are not being met.
3. Discipline used is ineffective.
4. Staff's or other students' safety is at risk.
5. Policies and procedures are not being followed.
6. Child is not adjusting to the program.

**Behavior Plan** – A Discipline Log Report is completed when a serious disciplinary action occurs. Behavior such as violent outbursts, willfully hurting other children, throwing objects with intent to hurt, profane language, leaving the room/building/group, verbal or physical abuse of the staff, not listening to staff, or the inability to conform to the rules of the program will be considered serious disciplinary concerns.

The goal of the discipline and guidance techniques in child care programs is to help children develop safe and appropriate ways of interacting with others and with the environment. With this goal in mind we need to know that parent and child understand that inappropriate behavior will not be tolerated. Many children are with us up to eleven hours a day and we understand that the days are long for most age groups; we try to include resting/down times in the daily schedule. However, there will be consequences for inappropriate behavior while on site or on a field trip:

1. First Offense – Parents/guardians, site staff and child/youth will discuss the behavior to correct the situation.
2. Second Offense – Parents/guardians will receive a phone call. A written warning will be given to the parent/guardian of the action and the child will be asked to take a one-day leave of absence from the program.
3. Third Offense – Parents/guardians will be called to pick up their child. Parent/guardians will be given a written warning of the action and the child will be asked to take a two-day leave of absence. A meeting with the parents/guardians and the Adventure Club Manager will be scheduled. Adventure Club Manager will be in communication with parents/guardians.
4. Fourth Offense – Parents/guardians will receive a phone call and written notice that they are to find alternate child care immediately. The child will not be able to return to the program for the remainder of the summer.

It is the policy of the Adventure Club program and our staff not to use any form of corporal punishment during disciplinary actions.

**Bullying – Bullying is not tolerated in the Columbia Heights Public Schools.** Bullying means any repeated behavior, action or pattern of interaction that makes another person feel intimidated, fearful or threatened. There are three types of bullying behavior: verbal, which includes such things as name calling, teasing, unkind notes, etc.; physical, which includes hitting, shoving, etc.; and psychological, which includes blackmailing, extorting, spreading rumors, etc. If upon investigation it is determined that bullying behavior exists, there will be consequences as prescribed by School Board Policy 514 – Bullying Prohibition.

**Removal from the Program** – We reserve the right to suspend any child for disciplinary reasons. The staff and parent/guardians have the right to request a parent conference at any time. Adventure Club can remove a child from the program for any of the following; three late pickups, non-payment of tuition, failure to comply with health and safety policies or failure to complete requirements for enrollments.

### **Grievance Procedure**

Honest differences of opinion regarding conditions of care or procedures will arise from time to time. When problems arise, families are encouraged first to bring the matter to the attention of the site supervisor. A meeting can be set up where we can address your concerns in private. This meeting will need to be set up during the supervisor's prep time. We recognize that not all problems can be remedied through this informal basis. The following more formal procedure is available:

1. Address the issue to the Adventure Club Manager telling them what the issues are. Describe the situations that have happened and how they have been working on them. They will either schedule to meet with you or give you a response at that time.

2. If this discussion does not resolve the problem, you may request a meeting with the Community Education Director. After listening to your concerns and reviewing the Summer Manager's response, all parties can work together to come to a resolution.

Because Adventure Club's goal is to provide a quality, safe place for school-age child/youth, our procedure to air grievances does not include the option of confrontation while children are present. We strive for a positive working relationship with our clients. However, any situation that is deemed a threat to the safety and well-being of children in our care or a disruption to the regular operation of our programs will not be tolerated and may be cause for termination of the client relationship.

## Employment and Services Criminal History Background Checks – Notice to Parents and Guardians

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of the students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive and offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## School Board Policies

For a complete listing of school board policies please see the Columbia Heights School District Website: [www.colheights.k12.mn.us](http://www.colheights.k12.mn.us) under School Board.

## Reporting of Maltreatment of Minors

### Adventure Club Maltreatment of Minors Mandated Reporting Policy

#### Who Should Report Child Abuse and Neglect

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

#### Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services. Anoka County Child Protection agency for reporting suspected maltreatment of a child occurring within a family or in the community 763-324-1400. Or after hours 612-852-0935.
- Reports concerning suspected abuse or neglect of children occurring in centers certified by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651)431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at or local law enforcement at.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes that govern the facility, you should call the Department of Human Services Licensing Division at (651) 431-6500. What to Report
- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any person(s) responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays. Failure to Report A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed or certified by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations. MN Department of Human Services Division of Licensing December 2017 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. Staff Training The certification holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The certification holder must document the provision of this training in individual personnel records, monitor implementation by staff.

