



Parent/Student Handbook 2022-2023

Early Learning Program

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school.olpmn.org/early-learning-program/

Dear Families,

Welcome to Our Lady of Peace Early Learning Program (ELP). We are excited to have the opportunity to work with you and your family. This handbook has been prepared to introduce you to our program and its policies and procedures. Our hope is that you will take the time to read the handbook so that your child and your family will have a wonderful experience at Our Lady of Peace's ELP.

ELP Staff

Mission Statement & Philosophy

To provide an environment that nurtures growth and learning.

Goals and Objectives

- Provide learning opportunities that facilitate the development of the whole child (social, emotional, intellectual, and physical) in a nurturing environment.
- Help children prepare for kindergarten by focusing on their unique interests, abilities, and needs.
- Provide an environment that is stimulating, educational, caring, clean, healthy, and fun.
- Develop supportive relationships with parents, guardians, and families.
- Develop and maintain a qualified and nurturing teaching staff.
- Be creative, innovative, and a leader in the delivery of early childhood education.
- Provide a setting that is inclusive and fosters diversity.
- Provide intentional early education opportunities to at risk children. Work cooperatively with the community to serve these children and their families.
- Maintain the highest ethical and professional standards and practices.

Program Philosophy

It is our goal to provide a variety of experiences and opportunities for the social/emotional, cognitive, physical, and language development of the ELP's children. Through learning activities and play, each child will be encouraged to grow at his or her own rate. Children will be encouraged to imagine, explore, invent, create, interact, and express ideas and feelings. A child's work is play!

The classroom is child-centered in order to foster development through creative play choices. The teachers prepare the environment for children to learn through exploration and interaction with adults, other children, and materials. The children can choose from a variety of developmentally appropriate activities set up in interest areas around the room. Teachers flow with children to give them individualized attention and to extend their learning experience within a given area. Teachers interact with small groups and one-on-one. Each day, large group

activities are offered to help develop large group skills and a sense of community. Large muscle activities are offered on the playground, outside, and in our school gym.

Statement of Services

ELP is a mission of Our Lady of Peace Catholic Church and School. The program provides a Christian, non-profit community for all preschool age children regardless of race, color, religion, gender, national, or ethnic origin. We offer preschool and prekindergarten.

Children must be at least three (3) years of age as of September 1. Children must be toilet trained.

Curriculum

Preschool Mathematics

- Our math curriculum provides our students with a structured guideline for learning but also allows for unplanned and spontaneous learning experiences. In addition, our curriculum provides learning opportunities for all children. The curriculum is adapted to account for individual differences including interests and learning styles as it prepares children for the next step in their educational journey. We also highlight STEM experiences throughout our lesson plans.

Preschool Literacy

- Prekindergarten students participate in the Believe and Read Program, a partnership between Our Lady of Peace, the Catholic Schools Center for Excellence (CSCOE), and Groves Learning Organization (GLO). This is a multi-sensory, scientific systematic approach to teaching literacy skills. The program continues in OLP in kindergarten through grade 3.
- All students participate in daily, in class literacy activities including beginning reading comprehension, fine motor skill work regarding drawing, and classroom discussions. Students will also be exposed to letters and letter sounds.

Specialists

- All students in the ELP program will have time with our specialists every week. This includes art, Spanish, library, music, and physical education.

Registration & Enrollment

Procedure

1. An annual enrollment fee will be charged to cover administrative costs and materials. This fee must accompany the enrollment form. This fee is non-refundable and does not apply toward tuition.
2. Students must be enrolled annually.

3. When a class is full, a child's name will be placed on a waiting list.
4. Enrollment is completed through TADS.

Required Forms

The following information will be collected during our online enrollment process through TADS.

- Student Enrollment Form
 - This form provides information that will allow staff to work with each child more effectively. Parents have the responsibility to inform the school if their child has any special medical conditions, dietary modifications, special needs, or allergies so that the staff can provide for appropriate care and support.
- Emergency Form
 - A parent or legal guardian will be asked to sign an emergency form which includes sources of emergency medical and dental care, persons to contact in case of an emergency, and medical/dental insurance information.
- Immunization Record
 - Current immunization records are due on or before the first day of school. This record must give specific dates of immunizations your child has received. Immunization records must be updated whenever your child receives additional immunizations.
- Health Record
 - This form is due on or before the first day of school and must be signed by the child's source of health care. This information must include the date of the child's most recent physical exam.
- Parent Permission Form
 - This form gives permission to take the children on walking field trips, to have your child's picture taken for school use, permission regarding pick up of your child, curbside drop off and pick up permission, permission to talk with your child's school district of residence regarding development, and permission for your child's health records to be reviewed by our nurse consultant.
- Baptismal Certificate
 - If applicable to your child.
- Birth Certificate

Please provide any updates to these forms to the Director of ELP or the Our Lady of Peace school office should things change during the school year. All forms are kept in a child's file and will be kept confidential. Preschool staff, school administration, and legal parents or guardians will have access to a child's file.

Withdrawing from the Program

Each child is enrolled for the entire school year or balance of the school year. If permanent withdrawal from ELP is necessary, a two week notice is required. No adjustments will be made to tuition for absence due to illness or vacation.

Our Lady of Peace may terminate enrollment of a child for family non-compliance with ELP policies. Additionally, Our Lady of Peace may terminate enrollment if it is determined that the program is not reasonably able to meet the needs of a child. ELP will communicate with families in efforts to proactively solve difficulties and termination of enrollment will be a last resort.

Campus Life

A detailed Child Care Program Plan is available on our school website at school.olpmn.org/early-learning-program/.

School Arrival and Departure

All students will enter at Door 2W. The doors will open at 7:50am. At the end of the school day, all students will be dismissed from Door 2W. Siblings of students in ELP may also be dropped and dismissed from Door 2W.

A child will be released to parents and those adults identified by the parents as authorized to pick up their child. If another adult comes to pick up the child, we will release the child only through notification in writing from the child's parent/guardian. Proper ID must be given before the child is released.

Students should be picked up promptly. Your child must be picked up no later than five (5) minutes after the class is over. This timeframe is used for emergencies only. Overuse of this time may result in late fees. Following this policy will allow proper supervision and safety of the students. A fee of \$5 per five minutes per child will be assessed for families who do not follow this guideline. If a parent calls or sends an email to inform the school of an unforeseen situation, the Director will make a decision as to whether or not a fee will be charged. This policy will be strictly enforced.

Sample Daily Schedule

*This schedule is subject to change

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| 7:50-8am | Morning Arrival (drop off at Door 2W) |
| 8-11:15am | Free Choice Time |
| | Large Group/Morning Meeting |
| | Specialist Classes and large muscle activities |
| | Snack and Bathroom Break |
| | Centers |

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| | Outside Play Time |
| 11:15am-12:15pm | Lunch and Recess |
| 12:15-3pm | Rest Time |
| | Free Choice Time |
| | Centers |
| | Outside Play Time |

Outdoor Play

Outside recreation is an essential part of our program. Please send your child(ren) appropriately dressed for Minnesota weather, keeping in mind that it is often cooler in the mornings. Oftentimes, layering works well and when a child becomes hot or cold he/she can take off a layer. In the wintertime, please send a hat, mitten, snow pants, boots, and coats each day. We will try to get outdoors daily and will use Director and teacher discretion with colder temperatures..

In hot, sunny, or rainy weather, general precautions will be taken in determining appropriate outdoor time. At times, when a weather advisory has been issued, the children will be kept indoors. Shade is available on sunny days and if bugs are a problem, students will remain indoors.

Due to DHS policy, staff will only apply sunscreen on students once a permission slip has been signed by a parent or guardian.

Snack Time

Children will have a healthy snack each day. A monthly snack schedule can be provided upon request. Milk and water will be provided daily.

School Clothing

Please dress children appropriately for preschool. An additional set of clothing should be provided to each child's teacher to be kept at school in case of an emergency.

Water Bottles

Our Lady of Peace's ELP does not use water bottles for individual students. There will be regularly scheduled water breaks for children at least three times per day.

Lunch at School

For children who bring lunch to school, we encourage you to follow the USDA Requirements.

OLP does provide a school lunch program for families who are interested. Please see the school website for detailed information about this program. Lunch will include a main entrée, a selection of fruits and vegetables students may choose from, and milk. Families will need to set up an account for your student, which can be managed through a mobile application. Funds can be added at any time and will only be deducted on days when a student passes through the hot lunch line.

Essential Oils

Our Lady of Peace's ELP will be following the recommendations/guidelines of the MNVNA and will not be responsible for applying oils to children.

Rest Time

Each ELP student enrolled in a full day will rest quietly for a minimum of 30 minutes after lunch. Students who participate in rest time may bring a blanket with them.

Field Trips

We prefer to have in-house field trips for the ELP students; however, if the field trip involves transportation away from our site, a permission slip will be provided for parent consent. It will contain information about the destination, mode of transportation, hours, and cost. The program will follow Minnesota transportation guidelines when transporting preschool age children. Parent volunteers will also be requested when needed.

Emergency Drills

ELP students will participate in monthly fire drills.

Personal Property

Children are discouraged from bringing toys and personal items from home. OLP is not responsible for the loss or damage of these items. All clothing (indoor and outdoor) should be labeled with your child's name.

Any items causing a distraction to the learning environment will be collected by a staff member and returned to the student at the end of the day with the expectation that the item(s) will remain at home in the future.

Behavior Guidance

We believe that the modeling of respectful behavior by teachers toward children and each other is essential. This means that positive reinforcement and redirection will be used in the preschool classroom.

Classroom rules and expectations are necessary to provide a positive learning environment. All classroom rules will be discussed (what and why) with the children and modeled by the teachers. These guidelines are tailored to the developmental level of young children. When behavior by a child is unacceptable, the following guidelines will be followed:

- Children will be redirected away from a problem toward a constructive activity.
- Children will be taught how to use acceptable alternatives to problem behavior.
- The safety of children and staff persons will be protected.
- Immediate and directly related consequences for a child's unacceptable behavior will be provided.

If the above guidelines are not effective, a child will be moved a short distance away for a private discussion with a staff member. At this time, it is important for the child to understand the rule, how it was broken, and what behavior needs to change. The child is assured that he/she may try the activity again later.

If persistent unacceptable behavior occurs that requires an increased amount of staff guidance and time, parents will be notified and an individual Behavior Plan may be created.

Physical punishment, verbal or emotional abuse, restriction from snack, or distant isolation will never be used. Children are assured during any difficulty that the teacher cares for them and wants to help.

Special Needs

Parents/legal guardians have the responsibility to inform the preschool when their child has any medical condition, dietary restrictions, and/or special need or allergies so that we are able to provide appropriate care and support.

If applicable, a parent or guardian will need to share a child's ISP (Individual Service Plan) with us, per Rule 3. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us to meet your child's needs. The ICCP must be signed by you and your child's source of licensed healthcare as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care.

ELP will make every effort to meet the needs of all children enrolled in our program. If the special need requires that our staff be trained to perform a new skill, we will ask that you arrange for this training.

Health Information

Absences

If your child is sick, or will miss preschool for any reason, please call the school attendance line or let the classroom teacher know. Please state the reason for the child's absence. This may include:

- Illness
- Fever
- Diarrhea
- Vomiting

Children should be symptom free for 24 hours before returning to school; this means that no fever-reducing medications or other medications are being used to treat symptoms.

First Aid

In the event of injury or illness at school, appropriate first aid will be administered by trained staff.

If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent or alternate listed on the Emergency Card will be connected as soon as possible. An attempt to contact your child's source of health care may also be made. Staff will not transport children.

Care of Ill or Injured Children

If your child becomes ill or injured while in our care, he/she will be isolated away from other children under supervision of a staff person in the school office. You or your designated alternate will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and comforted according to program procedures. If staff determines it is necessary, the child's health care provider will be contacted.

Medications

Medications will be administered by a designated staff member. All medication is to be in the original container and will be kept in a locked cabinet in the school office. Proper paperwork must be submitted to the school before the medication is administered.

Health Consultation Services

Our program receives health consultation services for MN Child Care and Health Consultant, Inc. Kathy Justus, RN< BSN, PHN, 612.508.4683

SPECIFIC DISEASE EXCLUSION GUIDELINES FOR CHILDCARE

See individual [fact sheets](#) for exclusion and other information on the diseases listed below.

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| Bed Bugs | None. |
| Acute Bronchitis (Chest Cold)/Bronchiolitis | Until fever is gone (without the use of a fever reducing medication) and the child is well enough to participate in routine activities. |
| Campylobacteriosis | <p>Until 24 hours after diarrhea has stopped. Children who have <i>Campylobacter</i> in their stools, but who do not have symptoms, do not need to be excluded.</p> <p>Anyone with <i>Campylobacter</i> should not go in lakes, pools, splash pads, water parks, or hot tubs until after diarrhea has stopped.</p> <p>Staff with <i>Campylobacter</i> may be restricted from working in food service. Call your local health department to see if these restrictions apply.</p> |
| Chickenpox | <p>Until all blisters have dried into scabs; usually by day 6 after the rash began.</p> <p>Chickenpox can occur even if someone has had the varicella vaccine. These are referred to as breakthrough infections. Breakthrough infections develop more than 42 days after vaccination, are usually less severe, have an atypical presentation (low or no fever, less than 50 skin lesions), and are shorter in duration (4 to 6 days). Bumps, rather than blisters, may develop; therefore, scabs may not present. Breakthrough cases should be considered infectious. These cases should be excluded until all sores (bumps/blisters/scabs) have faded or no new sores have occurred within a 24-hour period, whichever is later. Sores do not need to be completely resolved before the case is allowed to return.</p> |
| Conjunctivitis (Pinkeye) | No exclusion , unless the child has a fever or is not healthy enough to participate in routine activities. Antibiotics or a note from a health care provider are <u>not</u> required. |
| COVID-19 | <p>When all three criteria are met</p> <ol style="list-style-type: none">1. 10 days since symptoms first appeared (or 10 days since specimen collection date for positive lab test if asymptomatic) and2. 24 hours fever free without the use of fever-reducing medication and3. Other symptoms of COVID-19 are improving. |
| Croup | Until fever is gone (without the aid of fever reducing medication) and the child is well enough to participate in routine activities. |

SPECIFIC DISEASE EXCLUSION GUIDELINES FOR CHILDCARE

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| Cryptosporidiosis | <p>Until 24 hours after diarrhea has stopped.</p> <p>Anyone with <i>Cryptosporidium</i> should not go in lakes, pools, splash pads, water parks, or hot tubs until 2 weeks after diarrhea has stopped.</p> <p>Staff with <i>Cryptosporidium</i> may be restricted from working in food service. Call your local health department to see if these restrictions apply.</p> |
| Cytomegalovirus (CMV) Infection | <p>None.</p> |
| Diarrhea (Infectious) | <p>Until 24 hours after diarrhea has stopped. The length of time may vary depending on the pathogen. For some infections, the person must also be treated with antibiotics or have negative stool tests before returning to childcare. See fact sheet for specific organism when known.</p> <p>Anyone with diarrhea should not go in lakes, pools, splash pads, water parks, or hot tubs until after diarrhea has stopped.</p> <p>Staff with diarrhea should be restricted from working in food service. Call your local health department to determine how these restrictions apply.</p> |
| <i>E. coli</i> O157:H7 Infection | <p>Until <u>24 hours</u> after diarrhea has resolved and two stool cultures obtained at least 24 hours apart have tested negative for <i>E. coli</i> O157:H7.</p> <p>Anyone with <i>E. coli</i> O157:H7 should not go in lakes, pools, splash pads, water parks, or hot tubs until 2 weeks after diarrhea has stopped.</p> <p>Staff with <i>E. coli</i> O157:H7 may be restricted from working in food service or childcare. Call your local health department to see if these restrictions apply.</p> |
| Enteroviral Infection | <p>Until 24 hours after diarrhea and/or vomiting has stopped. For mild, cold-like symptoms, no exclusion, as long as the child is well enough to participate in routine activities.</p> |
| Fifth Disease (Parvovirus) | <p>None, if other rash-causing illnesses are ruled out by a health care provider. Persons with fifth disease are no longer infectious once the rash begins.</p> |
| Giardiasis | <p>Children infected with <i>Giardia</i> who have symptoms should be excluded until 24 hours after diarrhea has stopped. Children who have <i>Giardia</i> in their stools, but who have no symptoms, do not need to be excluded.</p> <p>Anyone with <i>Giardia</i> should not go in lakes, pools, splash pads, water parks, or hot tubs until after diarrhea has stopped.</p> <p>Staff with <i>Giardia</i> may be restricted from working in food service. Call your local health department to see if these restrictions apply.</p> |

SPECIFIC DISEASE EXCLUSION GUIDELINES FOR CHILDCARE

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| Haemophilus influenzae type B (Hib) Disease | Until the child has been treated and is well enough to participate in routine activities. |
| Hand, Foot, and Mouth Disease | Until fever is gone and child is well enough to participate in routine activities (sores or rash may still be present). |
| Head Lice | None, but treatment is recommended before returning to school. |
| Hepatitis A | Consult with your local or state health department. Each situation must be looked at individually to decide if the person with hepatitis A can spread the virus to others. |
| Hepatitis B | None, unless the hepatitis B-infected child has unusually aggressive behavior (e.g., biting) that cannot be controlled, oozing sores that cannot be covered, or bleeding problems. A team of medical experts should assess on a case-by-case basis to determine whether exclusion from some activities is necessary. Consult with your local or state health department. |
| Hepatitis C | None, unless the hepatitis C-infected child has oozing sores that cannot be covered or bleeding problems. A team of medical experts should assess on a case-by-case basis to determine whether exclusion from some activities is necessary. Consult with your local or state health department. |
| Herpes, Oral | Primary infection: Until those children who do not have control of their oral secretions no longer have active sores inside the mouth. Recurrent infections (fever blisters and cold sores): None. |
| HIV/AIDS | None, unless a child with HIV infection has unusually aggressive behavior (e.g., biting) that cannot be controlled, oozing sores that cannot be covered, or bleeding problems. A team of medical experts should assess on a case-by-case basis to determine whether exclusion from some activities is necessary. Consult with your local or state health department. |
| Impetigo | Until 24 hours after treatment and sores are drying or improving. |
| Influenza | Until 24 hours after fever is gone (without the use of a fever reducing medicine) and the child is well enough to participate in routine activities. |
| Measles | Until 4 days after the rash appears. A child with measles should not attend <u>any activities</u> during this time period. |
| Meningococcal Disease | Until the child has been on appropriate antibiotics for at least 24 hours and is well enough to participate in routine activities. |
| Methicillin-Resistant <i>Staphylococcus aureus</i> (MRSA) | If draining sores are present and cannot be completely covered and contained with a clean, dry bandage or if a person cannot maintain good personal hygiene. Children who are only colonized do not need to be excluded. <u>Activities:</u> Children with draining sores should not participate in any activities, including contact sports, where skin-to-skin contact is likely to |

SPECIFIC DISEASE EXCLUSION GUIDELINES FOR CHILDCARE

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| | occur until their sores are healed. |
| Molluscum Contagiosum | <p>None. Encourage parents/guardians to cover bumps with clothing when there is a possibility that others will come in contact with the skin. If not covered by clothing, cover with a bandage.</p> <p><u>Activities:</u> Exclude any child with bumps that cannot be covered with a watertight bandage from participating in swimming or other contact sports.</p> |
| Mononucleosis | <p>None, as long as the child is well enough to participate in routine activities.</p> <p><u>Sports:</u> Contact sports should be avoided until the child is recovered fully and the spleen is no longer palpable.</p> |
| Mumps | Until 5 days after swelling begins. |
| Norovirus | <p>Until 24 hours after diarrhea and vomiting have stopped.</p> <p>Anyone with vomiting and/or diarrhea should not go in lakes, pools, splash pads, water parks, or hot tubs until after diarrhea and/or vomiting have stopped.</p> <p>Staff must avoid food preparation when diarrhea and/or vomiting are present and for at least 72 hours after diarrhea and/or vomiting have stopped. Call your local health department to determine how these restrictions apply.</p> |
| Parapertussis | None, if the child is well enough to participate in routine activities. |
| Pertussis (Whooping Cough) | <p>Until 5 days after appropriate antibiotic treatment begins. During this time the child should not participate in any childcare, school, or community activities. If not treated with 5 days of antibiotics, exclusion should be for 21 days after cough onset.</p> <p>If there is a high index of suspicion that the person has pertussis, exclude until 5 days of antibiotics are completed or until the laboratory test comes back negative.</p> |
| Pinworms | None. |
| Pneumococcal Infection | None, if the child is well enough to participate in routine activities. |
| Pneumonia | Until fever is gone (without the aid of fever reducing medication) and the child is well enough to participate in routine activities. |
| Respiratory Infection (Viral) | Until fever is gone (without the aid of fever reducing medication) and the child is well enough to participate in routine activities. |
| Respiratory Syncytial Virus (RSV) Infection | Until fever is gone (without the aid of fever reducing medication) and the child is well enough to participate in routine activities. |

SPECIFIC DISEASE EXCLUSION GUIDELINES FOR CHILDCARE

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| Ringworm | <p>Until treatment has been started.</p> <p>Any child with ringworm should not participate in gym, swimming, and other close contact activities that are likely to expose others if the lesions cannot be fully covered or until 72 hours after treatment has begun. For sports, follow the athlete's health care provider's recommendations and the specific sports league rules for return to practice and competition.</p> |
| Roseola | <p>Until the fever is gone and other rash illnesses, especially measles, have been ruled out.</p> |
| Rotaviral Infection | <p>Until 24 hours after diarrhea has stopped.</p> |
| Rubella (German Measles) | <p>Until 7 days after the rash appears.</p> |
| Salmonellosis | <p>Until 24 hours after diarrhea has stopped. Children who have <i>Salmonella</i> in their stools, but who do not have symptoms, do not need to be excluded.</p> <p>Anyone with <i>Salmonella</i> should not go in lakes, pools, splash pads, water parks, or hot tubs until after diarrhea has stopped.</p> <p>Staff with <i>Salmonella</i> may be restricted from working in food service. Call your local health department to determine how these restrictions apply.</p> |
| Scabies | <p>Until 24 hours after treatment begins.</p> |
| Shigellosis | <p>Until 48 hours after diarrhea has stopped or until 24 hours after diarrhea has stopped and the child has been on at least 24 hours of antibiotics or after one stool culture tests negative for <i>Shigella</i>. Children who have <i>Shigella</i> in their stools but do not have symptoms may need to be treated, but do not need to be excluded.</p> <p>Anyone with <i>Shigella</i> should not go in lakes, pools, splash pads, water parks, or hot tubs until 1 week after diarrhea has stopped.</p> <p>Staff infected with <i>Shigella</i> may be restricted from working in food service. Call your local health department to see if these restrictions apply.</p> |
| Shingles (Zoster) | <p>None, if blisters can be completely covered by clothing or a bandage. If blisters cannot be covered, exclude until the blisters have crusted. Persons with severe, disseminated shingles should be excluded regardless of whether the sores can be covered.</p> |
| Staph Skin Infection | <p>If draining sores are present and cannot be completely covered and contained with a clean, dry bandage or if the person cannot maintain good personal hygiene.</p> <p>Children who are only colonized do not need to be excluded.</p> |

SPECIFIC DISEASE EXCLUSION GUIDELINES FOR CHILDCARE

Activities: Children with draining sores should not participate in activities, including contact sports, where skin-to-skin contact is likely to occur until their sores are healed.

Streptococcal Infection (Strep Throat/Scarlet Fever)

Until 12 hours after antibiotic treatment begins and the child is without fever.

Children without symptoms, regardless of a positive throat culture, do not need to be excluded from childcare or school. Persons who have strep bacteria in their throats and do not have any symptoms (carriers) appear to be at little risk of spreading infection.

Tuberculosis (TB)

Consult with your local or state health department. Each situation must be evaluated individually to determine whether the person is contagious and poses a risk to others. A person with a positive tuberculin skin test (TST) but without symptoms should not be excluded, but should see a health care provider as soon as possible after the positive test is detected for further evaluation and possible treatment for latent TB infection.

Viral Meningitis

Until the fever is gone or diarrhea has stopped and the child is well enough to participate in routine activities.

Warts

None.

Yeast Infection (Candidiasis)

None.

Other communicable diseases

Consult your local or state health department or the child's health care provider regarding exclusion guidelines for other infections not described in this manual. Special exclusion guidelines may be recommended in the event of an outbreak of an infectious disease in a childcare setting. **Consult your local or state health department when there is more than one case of a communicable disease.**

For more information, call Hennepin County HSPHD-Epidemiology at (612) 543-5230 or call your local health department.



Communication

Communication between families and teachers is essential to a successful early childhood experience. Therefore, we welcome and encourage the exchange of ideas and suggestions.

- A Back to School Night Open House will be held before classes begin. At this time, teachers will be available to answer any questions or concerns you may have.
- Two parent-teacher conferences will be held during the school year: one in the Fall and one in the Winter/early Spring. The child's intellectual, physical, emotional/social, and language development will be discussed. Parents will review a written assessment of their child at each of the conferences.
- Lead teachers will provide a Weekly Newsletter to keep parents informed of important dates, classroom instruction, and other pertinent information.
- All ELP families will also receive the Our Lady of Peace Weekly Brief, which is distributed via email on Wednesdays.

Confidentiality

The ELP team's work with children and families will sometimes bring preschool staff into contact with confidential information. The team will respect the privacy of children and the families, while ensuring that a high quality early childhood experience is consistently provided. Our goal is to ensure that all parents/guardians feel comfortable sharing information that will enhance their child's experience at school. There are record keeping systems in place to maintain confidentiality.

Staff will not discuss individual children with people other than the parents/guardians, except for the purpose of curriculum planning and/or classroom management. Any concerns or evidence relating to a child's safety will be kept in a confidential file and will be shared only with the child's teachers, the ELP Director, and school administration.

Written assessments are confidential and will be given to parents/guardians only upon request. A copy will be kept in the child's file.

Parental Grievance and Program Review

When a parent or guardian has a concern about an aspect of our preschool program, we will take every reasonable step to help resolve the issue as promptly as possible, keeping the safety and wellbeing of the children and staff a priority.

It is preferred that the concern is first addressed with the staff member involved and possibly the Preschool Director. If the person making the grievance does not feel that a satisfactory resolution has been reached, please contact school administration.

Each year, school administrators and the Preschool Director will review the preschool program and policies to ensure good programming and fiscal administration. We also conduct an annual

family and teacher survey at the end of the school year. Family survey results are available upon request.

ELP is always open to suggestions and feedback to improve the way we serve our families.

Parent Involvement

Classroom visits are always encouraged. These visits give families the opportunity to observe what happens each day in our classrooms. Following are some of the ways in which families can become involved in the classrooms:

- Sharing cultures and traditions
- Assisting with classroom activities
- Sharing a craft, collection, or treasure
- Sharing career and work stories
- Preparing materials at home
- Saving materials for school projects
- Talking and listening to children tell their stories
- Send in clothes for dress up
- Assisting during specialist classes
- Reading to children

Volunteer Requirements

Volunteers are always welcome at Our Lady of Peace Catholic School. In accordance with the Archdiocese of St. Paul and Minneapolis, all volunteers at parishes and schools within the Archdiocese who have contact with minors are required to complete a background check every three years in order to protect those we serve. In addition to background checks, all employees and volunteers must complete ongoing VIRTUS training through the archdiocese and sign an annual Code of Conduct.

Employees and volunteers of Our Lady of Peace Church and School who handle large amounts of money (\$250.00 or more) are required to fill out a Fair Credit Reporting Act. This allows Our Lady of Peace to obtain a credit report for the employee or volunteer.

Volunteer status is dependent on an acceptable background check(s), completing the VIRTUS class, and signing a current code of conduct. Background check(s) must be received, reviewed, and accepted before the volunteer begins his or her service. In the event the background check has not been conducted, the employee and/or volunteer may participate in one service experience but must never be alone with children and/or vulnerable adults.

All information related to the background check(s) will be kept in individual files in a secure location. This information will be kept confidential and under lock-and key. Volunteers may request to view their background check. Requests should be made to the Parish Business Administration.