



IMMACULATE CONCEPTION
Catholic School

**Immaculate Conception School
Preschool Parent
Policies and Procedures Handbook
2017-18**

Mission of Immaculate Conception School Preschool

The mission of Immaculate Conception School Preschool is to provide a welcoming Catholic environment where children can develop socially, intellectually, emotionally, physically, and spiritually in a program operated by dedicated professional staff.

School Mission Statement

The School of the Immaculate Conception is a Catholic community ministering to the children within the parish and throughout the surrounding neighborhoods. In the name of Jesus Christ, we are dedicated to fostering academic excellence, spiritual growth, and a strong commitment to living Gospel values.

Immaculate Conception School Philosophy

We believe the purpose of Immaculate Conception Catholic School is to continue the tradition of Catholic education by spreading the Gospel message, worshipping together as a community, giving service to others, and working together for social justice. We educate children spiritually, academically, emotionally, socially, physically, and aesthetically, taking into account each child's unique backgrounds, needs and abilities. We integrate the faith into all aspects of the curriculum and instill Christian values by our example.

Core Values

Immaculate Conception School welcomes and loves all while nurturing God's gifts within us.

We believe that we must always:

- *Respect others*
- *Respect authority*
- *Respect property*
- *Display responsibility*
- *Display appropriate social skills*
- *Display desire for learning*
- *Promote Christian discipleship and service*
- *Promote a safe environment*
- *Promote kindness*

History of Immaculate Conception School

The Church of the Immaculate Conception was founded in 1923. On May 25, 1939, Father Joseph Lapinski broke ground for Immaculate Conception School (ICS). The building was completed in the fall and the school opened with 224 students occupying six of the nine classrooms. Seven Sisters of St. Francis from Sylvania, Ohio staffed the school and lived in three rooms at the south end of the original building.

The Church of the Immaculate Conception continued to expand, and along with it, the school. By 1949, the school had reached an enrollment of slightly over 600. A new home/convent for the Sisters was built in 1949, and their residence area in the school was renovated into classrooms. At this time there were twelve classrooms with about fifty students per class. In 1950, 659 students were enrolled. It was evident that an addition to the school was necessary in order to continue to bring Catholic Education to the ever-growing parish population. In the fall of 1953, the building of the new addition to the school was underway. The new wing added eight more classrooms bringing the total number of rooms to twenty. The faculty increased to sixteen Sisters and five lay teachers. That year enrollment reached 1,123 students. The next few years saw the enrollment continue to grow, peaking at 1,223 students in 1961.

The year 1976 saw the groundbreaking for another addition to the building. The new section included a gymnasium facility, Faith Formation offices, and parish offices. That same year the structure that was the old church was renovated to become the present school auditorium. The lunchroom also received a new look that year. In 1989 the Sisters vacated the Convent and the parish began leasing the building to ELIM - a residence for single mothers and their children. Two years later, in 1991, Extended Day care services began operation in the school building.

In 1995, Extended Day moved its operation to the Rectory, as the priests no longer resided there. In 1998 the library became a Technology Center to house 20-30 computers with Internet access. In 1999 extensive work to the exterior of the buildings took place. The roofs were replaced and the exterior walls repaired. In 2001 the auditorium roof was replaced and the trim painted. Extended Day moved to rooms adjacent to the auditorium and the Rectory again became the new Pastor's residence. In 2003 the Convent was converted for parish use and offices formerly housed in the Rectory moved to the Convent.

Renovations in the cafeteria took place in 2003 and in the auditorium in 2004. A licensed Preschool Program opened in September of 2004 and was located on the first floor of the school.

During the 2009-2010 school year, ICS implemented a new school mission using the Self-Study and Strategic Plan developed during the MNSAA Accreditation process. ICS earned accredited status through MNSAA for 2009-2016, having been a MNSAA member since 1988. ICS also earned recognition for meeting Diocesan standards for teaching Religion.

The Extended Day care program was re-named Journeys in 2008. The program expanded its offerings to provide daytime care for students enrolled in the Preschool program. After-school activities expanded to include First Lego League.

Throughout the history of ICS, the athletic after-school offerings have developed a strong tradition of sports and tournaments. The sports offerings are inclusive and have a highly respected reputation in the community and the Catholic Athletic Association. Over the years,

the school has had sports teams in soccer, volleyball, basketball, baseball and softball. Our easy access to nearby Huset Park has also allowed our outdoor programs to have great practice fields.

During the school years of 2011-2014, all classrooms received SMART Boards, and iPads were purchased to assist the teachers in advancing the students' knowledge through technology. With wireless technology and devices in place, ICS was one of three Archdiocesan schools chosen in 2014 to partner with the University of Notre Dame's Alliance for Catholic Education (ACE) to become the first Blended Learning Catholic School(s) in the Twin Cities.

In the summer of 2014, a full-size playground area was established and equipment was installed by parish and school volunteers for the students to use and enjoy during recess and physical education. The playground equipment was made possible through successful fundraising at our spring gala, known as the Queen of May Dinner and Auction, held the first Friday in May each year.

The 75th Anniversary of ICS was celebrated throughout 2014-15 with an All Class Reunion that was enjoyed by 600 plus guests. Alumni were invited to other school/parish events as well, and a historical mural was painted in the auditorium foyer, which highlights our school and church history, its founders, early teachers, Franciscan Sisters, principals and sacramental life of our students.

The school has continued to grow and change over the years. These new and positive changes include beautification of the building through the addition of outdoor signage and banners, a cafeteria mural, artwork throughout the building, and additional efforts which have enhanced our Catholicity and allowed the school to be a place where our students and staff feel at home.

The school was founded to foster Catholic and moral virtues, as well as to provide an excellent academic education. Through the continued support of Immaculate Conception parishioners and generous foundations, the school still stands as a beacon to the whole community of the Gospel message it imparts.

Statement of Services

Immaculate Conception School Preschool is a mission of Immaculate Conception Church, housed in Immaculate Conception School. The program provides a welcoming catholic community for all preschool age children regardless of race, color, religion, gender, national or ethnic origin. Immaculate Conception School Preschool is licensed by the Minnesota Department of Human Services 444 Lafayette Road North, St. Paul, MN 55155 (651-296-3971). We have two preschool classrooms with a ratio of one adult to ten children. We are licensed for twenty eight children in room 104, eighteen in room 103. Children must be at least 36 months at the time of enrollment; toilet trained and not enrolled in kindergarten. Our hours of operation are Monday – Friday 8:00 AM – 3:00 PM. We offer three different session options for children age 3 years through 5 years.

Class Options and Tuition

Classes are offered to children ages three through five years old. Children must be three by September 1 and be able to use the bathroom independently.

A non-refundable Registration Fee of \$50 or \$75 for each child (based on your Tuition Payment Method choice) is payable at the time of registration for all of the classes listed below.

Option A \$2,350.00 Monday – Friday 8:00am - 11:00am	Option B \$3,000.00 Tuesday - Thursday 8:00am - 3:00pm	Option C \$4,500.00 Monday - Friday 8:00am - 3:00pm
---	---	--

- Tuition can be paid in full (July 2017), in two payments (July 2017 & January 2018), quarterly (July 2017, October 2017, January 2018 & April 2018) or monthly (July 2017 thru June 2018).
- Any parent or guardian who chooses to enroll a child or children at Immaculate Conception School shall accept full responsibility for paying the cost of the student(s) education.
- Registration Fees for all Preschool through 8th Grade students (returning and new enrollments): A \$100.00 non-refundable fee is charged per child, unless the automatic bank method of payment is chosen or tuition is paid in full before August 1, 2017.
- Summer and Late Registrations
Any family registering between July 1 and September 30 will be notified if there is remaining funds in the Early Learning Scholarship or may also apply for a Think Small/Pathway I Scholarship. Any new family registering after October will pay a prorated tuition based on the student's actual first day in attendance.

Forms Required for Enrollment

Online 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 center if their child has any special medical condition, dietary modifications, or special needs or allergies so that we can provide for appropriate care and support

Online Emergency Form - a parent/legal guardian will be asked to sign an emergency form which includes source of emergency medical and dental care, persons to contact in case of emergency and medical/dental insurance information.

Immunization Record - current immunization records are due on or before the first day of class. This record must give dates (month, day, and year) of immunizations your child has received. Immunization records must be updated whenever your child receives additional immunizations.

Health Care Summary (Form 300) - this form is due within 30 days of enrollment 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 examination.

Parent Permission Forms - these forms give 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 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.

Forms are kept in a child's file and will be kept confidential. Only school staff and legal parents/guardians will have access to a child's file.

Enrollment Eligibility/Process

Please call the School Office or Director of Advancement to register. Parents of enrollees will submit all registration forms online and to the Director of Advancement, Administrative Assistant, or Principal. All other pertinent forms will be submitted to the Pre-K Teacher. An open house will be held the last week in August to acquaint the parent and child with the Pre-K environment and staff member(s).

Withdrawal

All parents are requested to notify the Principal at least two weeks in advance of withdrawing their child for reasons of moving, family circumstances or any other reason. This notification must be in writing. The responsibility for payment of tuition will continue for two weeks after notification.

Hours/Days of Operation

The Pre-K program follows the Immaculate Conception School calendar. The program begins on September 5, 2017 and ends June 1, 2018. The school day begins at 8:00am and ends at 3:00pm. Holidays will be observed according to the school calendar.

Option A
Monday – Friday
8:00am - 11:00am

Option B
Tuesday - Thursday
8:00am - 3:00pm

Option C
Monday - Friday
8:00am - 3:00pm

If a child will not be in school during the scheduled class day, it is the responsibility of the parent to call the school office (763-788-9065) before 8:00 a.m. to report the reason for the absence. If the school is not notified of the student's absence, it will be necessary for the school to call the parent/ guardian at home or work. All absences from school will be recorded as either excused or un-excused.

If an extended absence is anticipated, due to injury or illness, the school office and the teacher should be notified to make arrangements for make-up work.

Absences from school disrupt the sequence of learning for a child, and for that reason absence for special activities and vacation are strongly discouraged. Please refer to the school calendar to plan family outings and vacations during school release days only.

If a planned extended absence is going to occur, a "Request for Extended School

Absence” form must be completed prior to the extended absence. This form can be picked up in the school office and must be filled out prior to a planned absence of more than three days.

Being tardy for school and/or leaving before dismissal also interferes with student progress in school and constitutes a disturbance for all the members of the class. Students who are tardy must come to the school office to receive a tardy/entrance slip before being admitted to the classroom. Please call the school office at (763)788-9065, when your child is going to be late or absent. Students are considered tardy if they arrive after the 8:00 am bell. Parents are responsible for getting their children to school on time. By being tardy, students miss important information.

If dental, medical, or other important pre-scheduled appointments must be handled during school hours, the office must be informed by phone or written note. Students will not be allowed to leave the school building during school hours for appointments unless a parent or delegated adult reports to the school office to pick them up. Parents/guardians must come to the school office and sign students out when they leave and sign students in when they return.

Pick-up/Drop-off Procedures

Parents/guardians are responsible for the pick-up and drop-off of their children. Immaculate Conception Catholic School Preschool does not offer transportation for preschool students. Parents/guardians and children are asked to use Door #1 located off the school parking lot. Please walk in the parking lot and watch for cars. The classroom door will be open at 7:45 am, with no drop offs before that time. The building doors will be open at 7:30 am for children eating breakfast. Parents will walk their child to their room before the bell rings at 8:00 am. After 8:00, parents will be expected to go up to the school office to check in.

Parents/guardians of students on plan A will be expected to pick up their child at 11:00. Children will be in recess in one of the following areas during this time: the playground, the gym or the classroom.

Parents/guardians of full day students will pick up their children from the Pre-K classrooms at 3:00pm. If you enter the building prior to 3:00pm, you must stop in the Parish Office and check-in as a visitor of our school. Children will not be allowed to meet you outside unsupervised.

Any person, including members of the immediate family, who comes to pick up your child must be either on the pickup list on the emergency card or have been given written permission by the parent responsible for picking up the child. A note must be sent that day with the child and a picture I.D. will be required by that person before we release your child.

Late Pick-Ups

If the child is not picked up by 3:10 pm, the child’s teacher will first notify the parents of the child. If parents cannot be reached, the child’s teacher will then contact adults listed on the Preschool emergency contact card. If the child is not picked up by 3:15 pm, the child will be brought to the after school program “Journeys” which has a fee of \$15.00 per day. If parents or

emergency contacts cannot be reached by 4:00 pm, the Columbia Heights Police Department will be notified.

I.C.S. Preschool Teachers

Classroom Teachers are required to be college graduates with an area of concentration in Early Childhood or a number of hours of experience with preschool-age children. Assistants have had previous experience in working with children ages three through six years. All staff members receive in-service training throughout the year.

Specialists

All students enrolled participate in physical education three times a week and music twice a week. These classes are taught by the I.C.S. specialist teachers.

Purpose of the ICS Behavior Management Plan

We believe the school community, including students, parents, teachers, administration, and the church, must work together to provide a safe supportive, Christian value based environment that promotes teaching and learning.

Code of Conduct

ICS students are expected to observe the Code of Conduct and related rules at all times while on school grounds or at school related events. The ICS Code of Conduct is the list of core values that students should follow. The flexibility built into the system allows for consideration of all circumstances in an attempt to administer reasonable, timely and fair justice. The intent is to help the student resolve the situation, and learn to display the appropriate behavior.

- Respect for authority
- Respect for others
- Respect for property
- Daily responsibility
- Display of appropriate social skills
- Display of a desire for learning
- Display of Christian based values
- Being prompt and prepared
- Promotion of a safe environment

Boys and Girls Town Social Skills

- Following Instructions
- Getting the Teacher's Attention
- Staying on Task
- Listening
- Accepting No for an Answer
- Greeting Others
- Working with Others
- Asking for Help
- Making an Apology
- Accepting Criticism or an Appropriate Consequence
- Accepting Compliments
- Having a Conversation
- Asking for Permission
- Sharing Something
- Appropriate Voice Tone
- Disagreeing Appropriately

Responsive Classroom

- CARES: Cooperation, Assertion, Responsibility, Empathy, Self-Control

Additional Preschool Behavior Guidelines

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 are necessary to provide for 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 the preschool child. 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. The preschool staff participates in training videos through the Department of Human Services on how to reduce the risk of Abusive Head Trauma.

Children are assured during any difficulty that the teacher cares for them and wants to help them.

Maltreatment of Minors Mandated Reporting Policy

A. Who Should Report Child Abuse and Neglect

- a. Any person may voluntarily report abuse or neglect.
- b. 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.

B. Where to Report

- a. If you know or suspect that a child is in immediate danger, call 911.
- b. 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.
- c. 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 Anoka County- 763-421-4760 or local law enforcement at

763-706-8100.

- d. 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.

C. What to Report

- a. 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.
- b. 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.
- c. 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.

D. Failure to Report

- a. 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.

E. Retaliation Prohibited

- a. 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.

F. Internal Review

- a. When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:
 - i. related policies and procedures were followed;
 - ii. the policies and procedures were adequate;
 - iii. there is a need for additional staff training;

- iv. the reported event is similar to past events with the children or the services involved;
- v. there is a need for corrective action by the license holder to protect the health and safety of children in care.

G. Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

- a. The internal review will be completed by Jane Bona, Principal. If this individual is involved in the alleged or suspected maltreatment, Kathryn Fraser, Business Administrator will be responsible for completing the internal review.

H. Documentation of the Internal Review

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

I. Corrective Action Plan

- a. 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. MN Department of Human Services Division of Licensing November 2014

Virtus Training

VIRTUS training is a three hour awareness session which better equips adults to protect children in the world around them. It is required of all clergy, deacons, school and parish employees as well as all volunteers who are in regular contact with children under the age of 18. Further information on the program, policies and training available can be found at <http://www.archspm.org/pcyi/>

School Closings

Emergency school closing due to severe weather will be posted on the school website at: ICCSonline.org. It will also be announced over WCCO radio (830 AM). *Any weather announcement closing Columbia Heights District 13 will include Immaculate Conception School as we follow ISD #13 procedures.*

Building and Grounds Safety/Visitors

The Pre-K program has an open door policy and parents are encouraged to participate in their child's learning. Please call the school office to set up a time to visit.

The following procedures are established to ensure safety during school hours:

Prior to 7:30 am all school doors are locked. At 7:30 am only the parish/school front entry doors are unlocked until 8:10 am, when they are locked again. Visitors are admitted to the school during school hours by means of a buzzer system controlled by the parish office receptionist.

State law requires that visitors to the school report to the school office to receive authorization to go to other areas of the building. All parents, visitors, and/or volunteers need to sign in at the parish office first to receive a security swipe card in order to enter the school building. This includes parents who come to eat lunch with children. Please wear the security swipe card on the cord around your neck when it is given to you by the staff in the parish office. Upon entering the school building, you must also sign in at the school office before moving to your designated area. When your visit to the school is complete you must sign out in the school office and then again in the parish office when you return the security swipe card. Signing in is not necessary when bringing children to school or picking them up after school.

Parents are not to interrupt classroom instruction. Parents/guardians are to report to the school office. The office will contact the classroom to have the student released.

Parent/Teacher Communication Policies

The school promotes positive communication between parents and teachers. Parents are encouraged to call, email or directly speak with teachers regarding questions, concerns, disclose any important information and/or discuss solutions that staff may then incorporate into classroom policies. Many documents can be provided in different languages, please notify the school staff if you may need a translator for parent meetings.

School contact information:

School Office: (763)788-9065

Pre-K Room 104: ext. 226 (M-F)
Email: bbridgeman@immac-church.org

Pre-K Room 103: ext. 243 (T, W, Th)
lsheffield@immac-church.org

Further communication will be maintained through a weekly newsletter from the school principal, monthly calendar as well as daily conversations with parents at pick-up/drop-off times. The school will send home communications each Thursday with the youngest child in each family in a communication envelope. The student's responsibility is to return the envelope by the following Monday. The same envelope will be used all year.

Confidentiality

The preschool's work with children and families will sometimes bring preschool staff into contact with confidential information. We will respect the privacy of children and the families, while ensuring that they have a high quality early childhood experience in our setting. 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. Parents/guardians will only have access to the files and records of their own children.

Staff will not discuss individual children with people other than the parents/guardians, except for the purposes of curriculum planning or classroom management. Written permission from the parent/guardian is required if they wish staff to discuss their child with others (i.e., grandparent, nanny, etc.).

Information relating to staff employment, paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

Any concerns or evidence relating to a child's safety will be kept in a confidential file and will only be shared with the child's teachers and the director.

All visitors to the preschool are made aware of our confidentiality policy and are required to respect it.

Conferences/Report Cards

Parent/Teacher conferences will be scheduled for the fall and the spring of each year. The fall conference is designed so that the teacher can share his/her observations with the teacher and obtain information about the child. The spring conference is a time for the teacher to share the child's progress and provide information regarding school the following year.

Report cards are distributed to families after each quarter of the school year. These are to communicate with families on how their child is doing in school including strengths and weaknesses. Children's progress in the program is documented using the Desired Results Developmental Profile (DRDP). Students are observed and assessed in the following areas: Approaches to Learning, Social and Emotional Development, Language and Literacy Development, English Language Development, Cognition, Physical Development, History and Visual/Performing arts. Teachers document their progress in these areas and are able to change the curriculum to better the needs of each child. The results are shared with parents in the quarterly report cards, as well as conferences twice a year.

With assessments four times a year, the teacher will be able to see what each child needs to work on and will modify lessons to meet the needs of every child. With this information, parents may talk to teachers about concerns and get suggestions on what to work on at home.

Counseling

ICS has contracted with Dr. Steve Kahn and Kelley Stoneburner for counseling services for grades K-8. Services are available to students, parents, and faculty. Parent approval is required for services to be administered.

Special Needs

ICS is committed to helping every child reach their full potential. To that end, parents are strongly encouraged to have their child go through their home school district's preschool developmental screening. Parents of a child with special needs may request a conference with the ICS preschool teacher and principal where specific concerns and accommodations can be discussed. Columbia Heights school district special education staff can be consulted to provide assessment and services when appropriate. All information on a student and their needs remains confidential.

Snack Time

Nutritional snack items will be served to the children, once in the morning and once in the afternoon. Snack fees are included in the tuition. All food items will meet the guidelines of the Minnesota State Health Codes. Milk or 100% Juice will be served at snack time (no more than four ounces per child daily). Children are always given the option of water. Food allergies will be posted in the classroom by the staff workstations. All allergies must be documented in every child's health form. Any birthday treat brought in is required by law to be prepared and packaged professionally. Small birthday treats are encouraged.

If you wish to bring a treat for your child's class due to a special occasion, please inform the teachers and we will make arrangements for the special treat to be served on that day. Any hard candy will be sent home with the children.

Staff members will prepare all snacks. Staff will supervise snack times, sitting with and engage in conversation with children.

Lunch Procedures

Immaculate Conception School participates in the MN School Nutrition Program and offers nutritional lunches daily. This facility has a food and beverage license in the State of Minnesota and is inspected twice yearly as is the requirement of Food and Nutrition participation with the MDE. This inspection is done by the Anoka County Environmental Services. All food areas are thoroughly cleaned, sanitized and disinfected daily.

Free and/or reduced lunches are available to families who meet MN eligibility regulations. We strongly encourage families who think they might meet criteria to apply. School personnel handle applications and eligibility confidentially. (Immaculate Conception receives Title I funding based on families receiving free and/or reduced meals. Your participation helps the entire Immaculate Conception community.) Contact the school at 763-788-9065 x222 with questions to obtain forms.

Preschool students staying for the full day will eat lunch in the cafeteria. The students will be supervised by preschool staff. Staff members will sit with the children and engage them

in conversation. Students may sign up for the hot lunch program provided by the school. The fee for the lunch program is separate from tuition. Families may choose to use the program every day or previously selected days. The lunch program requires advanced ordering of school lunches. If electing to send a lunch from home, parents must follow the guidelines prepared by the Minnesota State Health Department. Immaculate Conception encourages all students to eat a healthy lunch, and support the drinking of milk, water, and 100% fruit juices with lunch. Carbonated pop and fast food meals are not allowed in the lunchroom.

A list of required foods will be sent home with each child. Children younger than four years old will not be offered these foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; a spoonful of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole. These foods are considered common choking hazards by the National Association for the Education of Young Children (NAEYC) and will not be offered to children younger than four years old. Parents of children younger than four years are asked not to include the foods mentioned above in their child's packed lunch.

A staff person will check each student's lunch to see that the requirements are being met. If there is a missing nutritional component, the school will supplement for that day. We will be able to supplement your child's lunch three times throughout the school year. Any supplementation done beyond that will be charged to the family.

All children remain at school during lunchtime, with the exception of half-day students. Menus are sent home monthly. The minimum amount for an account this year will be \$8.

Rest Time

Full day students have a rest time after lunch. All students are required to rest for thirty minutes or more. Students are provided a cot, sheet and blanket. If a child chooses to use his/her own blanket for rest, the blanket must be sent home for cleaning every week. Toys are not permitted during rest time with the exception of Pillow Pets.

Dress Code

Although preschoolers do not wear uniforms, they are required to follow a dress code. Sleeveless shirts (width smaller than two fingers), and short skirts/dresses are not permitted. If your child wears a dress/skirt, they must wear leggings/tights or shorts under their dress/skirt. Please send your child with clothes they can easily move around in. If a child is sent to school in clothing deemed inappropriate they will be sent up to the office and be provided other clothing that must be washed and returned to the school the next day. Preschoolers do not wear gym clothes for gym class, but they must have tennis shoes and be wearing comfortable clothing. Children need to have shoes that they can manage by themselves, i.e. Velcro is a good option.

During winter months, students are required to wear a winter coat, hat and mittens or gloves. If snow is present, students must also wear snow pants and boots. Students without any one of these requirements will not be permitted to participate in outdoor recess.

Health Guidelines

Health Forms: A medical examination is required for each child. The Health Care Summary (Form 300) must be signed by the child's health care source and filed with the program by the

first day of attendance. An Immunization Record Form is required of all children enrolled in the program.

Immunizations

No child is required to have immunization that is contrary to the conscientiously held beliefs of his/her parent or guardian. However, not following vaccine recommendations may endanger the health of the child or others in which they have contact. In a disease outbreak situation, children who are not vaccinated may be excluded from school in order to protect them and others.

Illness: Parents are asked to protect their own child and the health of others by keeping at home a child who is carrying an infectious disease. Parents are required to inform the school within 24 hours when a child is diagnosed by a child's source of medical or dental care as having a contagious reportable disease (lice, scabies, impetigo, ringworm, chicken pox, strep throat, etc.). Should an infectious or communicable disease begin circulating, parents will be contacted by telephone or note, depending on the urgency. A Health Alert will be sent home with each child in the class.

If a child becomes ill at school, the teacher or designee will contact the parents. A child will be sent home if they have a fever, vomit two or more times, diarrhea three or more times, undiagnosed rash, undiagnosed drainage from eyes or cannot fully participate in school due to signs of illness. The child may not come back to school until the child has been well for 24 hours. The child will wait in the health office under the supervision of the health aide (working under the supervision of the Columbia Heights school district nurse) until the parent can pick the child up. In the event the parent cannot be reached, the emergency contact information will be checked and the person whom you have designated will be contacted. If time is an important factor in obtaining medical care, the staff will activate emergency procedures (calling 911). Please inform the school of your child's illness by calling their teacher at (763)788-9066 ext. 226 or the school office.

Emergency Medical Care: Parents must provide the name, address and phone numbers of a doctor, dentist, hospital and relative or friend who could be contacted in case of an emergency. In the event of an injury or illness, trained staff will render appropriate first aid. In an emergency situation, 911 will be contacted.

If a child needs to be transported, EMS will transport the child to the medical facility designated on the Emergency Card. A parent or alternate listed will be contacted as soon as possible. An attempt to contact the child's health care source will also be made.

First Aid: The teachers and health aide will handle all minor first aid. It will be recorded and the parent will be informed. All staff members have completed First Aid training and Infant/Child CPR and is renewed every three years. A fully-equipped first aid kit is kept in each preschool room at all times. First aid kits must also be readily available by staff during outdoor play and during field trips/walks.

Medication Policy: Medications will not be dispensed unless absolutely necessary, with all medications administered by the school health aide. If prescription medications need to be given to a child, provide the medication in a current labeled bottle including the child's first and last name, the expiration date of the medication or the period of use of the medication, and dosage

indications for the amount and time, and instructions on how to administer and store it. Please fill out a provided medication form. Please indicate whether or not your child has received the medication that day or not. Parents must provide dosage spoon/cup, if needed.

Non-prescription drugs, i.e. Tylenol, ASA, cough medicine, antihistamines, decongestants, can be given only if there are written instructions from an M.D./N.P. and manufacturer's instructions are followed.

Tobacco Use: Our school and playground areas are entirely smoke free. Smoking or any use of tobacco products will not be permitted in the presence of children on school grounds.

Nap and Rest Policy

A. Confinement limitation

- a. The children take a rest break after lunch every day, and must lay on their cot. A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on cot.

B. Placement of equipment:

- a. Naps and rest must be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cots must be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cot must be placed directly on the floor and must not be stacked when in use.

Insurance Coverage

Immaculate Conception Catholic Church provides liability insurance from Catholic Mutual, coverage of \$500,000. NOTE: Preschool is not responsible for the transportation of children enrolled in the program.