



Family Handbook

**Saint Andrew
Catholic School
Elk River**

Saint Andrew Catholic Preschool (Little Saints) Principal, and/or Saint Andrew Catholic Preschool Director reserves the right to amend this handbook. The School Advisory Committee may advise on topics related to the handbook. The director will review the accident, injury, and incident records and make any changes to policies that are necessary. Parents and guardians will be notified in writing of any changes made to this handbook.

Revised April 2021
Saint Andrew Catholic Preschool (Little Saints) Family Handbook

Staff:



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Licensed Capacity

The preschool is licensed by the State of Minnesota to serve 20 children per session with a maximum enrollment of 40 children at a given time. The teacher to child ratio follows the requirements listed in Rule 3 of the Minnesota statutes. There is one teacher for every 10 children. Children are never left unsupervised.

Programs Available

AGE	DAYS	TIME
4-5 years (Pre-K)	Mon./Wed./Fri.	8:20-11:30 A.M.
4-5 years (Pre-K)	Mon./Wed./Fri.	8:20-2:20 P.M.
3-4 years (Preschool)	Tuesday/Thursday	8:20-11:30 A.M.
3-4 years (Preschool)	Tuesday/Thursday	8:20-2:40 P.M.

Registration and Fees

Registration is on a first-come, first-serve basis. A registration fee must accompany each registration form and must be paid to guarantee your child's enrollment. Children must be three by September 1st and they must be toilet trained, in order to enroll in the Preschool / Pre-K programs. (Toilet-trained is defined as able to know when to use the restroom and use it without assistance from staff members.) Each family is also required to pay an activity fee per child. This helps pay for daily snacks, Christmas gifts, field trips, etc.

Mass

Pre-K (M/W/F) will attend mass on Grandparent's Day, Holy Days of Obligation and once a month beginning in January. Preschool (T/Th) will attend on Holy Days of Obligation. During the COVID pandemic, live streaming from the school may take place.

Arrival and Departure

At the beginning of the school day, students should enter through Door G. If someone is picking up your child other than yourself, please let the school know in advance. We will keep your "Pick-Up" form on file, to cross-check ID of any new people picking up. Dismissal will be done at Door G at 11:30 am. Full day

dismissal will be done at Door G at 2:40. If a child is late to be picked up, they will be brought to the office to wait for their ride.

School Calendar

Saint Andrew Catholic School typically follows the Elk River School District calendar. Any variations to this will be listed on our own school calendar, which you will receive upon enrollment. Please make sure you check this calendar every month for any closings or special events. Weekly emails will have reminders also.

Supplies and Clothing

Each child should have a full-size sturdy backpack and folder for transporting papers and projects from school to home. Please check these after each class for important papers. Tennis shoes are encouraged, as they are less slippery on our floors. Tennis shoes are required on gym days. We will also go outside daily, unless the weather prevents us from doing so. Children must have appropriate clothing for outside weather. We will not go outside if the temperature or wind-chill are below negative ten degrees.

*Please see uniform policy.

School Closings

Our biggest concern is the safety of each family enrolled in our school. For that reason, school closings will follow the Elk River School District (#728). Closings will be posted on KARE 11 and sent through Sycamore. If Elk River School District is delayed two hours, there will be no morning Preschool/Pre-K.

Conferences

Individual conferences are planned and offered to all families in the fall and spring. During these times, families will be informed of the child's spiritual, intellectual, physical, social and emotional development and progress. Either teachers or families may request conferences at any time there is a need, and an appointment will be made. Progress reports will be distributed to families at conference times. A written assessment will provide feedback on your child's spiritual, intellectual, physical, social, and emotional development.

Program Goals

MISSION STATEMENT

Saint Andrew Catholic School's commitment to academic excellence is matched by our commitment to instill the spiritual values and social teachings of the Catholic Church. It is through this combination that produces great leaders and great citizens. We will provide a curriculum, which supports parents in teaching the Catholic Faith and offers school readiness skills. Along with Catholic preschool curricula, units of instruction rich in language, mathematics, music, and movement will prepare children for a positive start in Kindergarten.

PHILOSOPHY

Following the belief that Christ is the foundation of the whole educational enterprise in a Catholic School, Saint Andrew Catholic Preschool is committed to assisting parents in the education of their children. We strive to educate the whole child – attending to the spiritual, moral, intellectual, emotional, and physical needs of each student in response to the Gospel of Jesus as it comes to us through scripture and the tradition of the Catholic Church.

Saint Andrew Catholic Preschool seeks to nourish faith in Jesus Christ by providing an environment of respect and Divine love based on Christian values. We believe service and leadership opportunities strengthen student commitment to lifelong learning and growth in holiness. We foster academic

excellence through use of a research-based curriculum, innovative instructional practices and integration of technology.

Curriculum

The framework for the curriculum will be based on the Early Childhood Indicators of Progress: Minnesota's Early Learning Standards. The primary purpose of these Indicators is to provide a framework for understanding and communicating a common set of developmentally appropriate expectations for young children within a context of shared responsibility and accountability for helping children meet these expectations. The goals for the children will be:

- Develop their growing faith and understanding of God's love.
- Develop both socially and emotionally.
- Develop a healthy self-concept.
- Develop trust in adults and peers.
- Develop cognitive skills in areas such as language, literacy, mathematics, science, and social studies.

A copy of the childcare program plan may be reviewed by obtaining a copy from the director.

Fieldtrips

The children will have an opportunity to expand their learning through onsite and offsite fieldtrips during the school year. Families will receive a written permission form to sign before we attend fieldtrips. Teachers will have emergency phone numbers and a first aid kit at all times. We welcome parents/guardians to join us as chaperones dependent upon space limitations given by the individual site.

Snacks and Meals

Little Saints Preschool will prepare nutritious snacks and provide milk for your child. Snacks will meet USDA and MN Dept. of Human Services requirements.

Students may purchase hot lunch at school, and the staff will ensure that this includes all required items. Cold lunches brought from home need to also follow the USDA requirements always including -- milk, vegetables, fruit, whole grains, and meat/meat alternative. Staff members are required by the state to supplement items not in a child's cold lunch. Families will be charged for any items that are supplemented by the staff.

If you wish to read more specifics about the lunch requirements, please go to <https://education.mn.gov/MDE/dse/FNS/prog/CACFPGen/ops/meal/>

Rest Periods

A rest period is scheduled each day for all children. Children are required to rest quietly on cots for a minimum of 30 minutes at which time they will be allowed to engage in quiet activities allowing those who need to sleep the opportunity to do so. Your child is welcome to bring one small, labeled blanket. The blanket will need to go home once per month to be laundered.

Behavior Guidance Policies

Saint Andrew Catholic Preschool's daily schedule, curriculum plans, classroom arrangements, and staffing patterns are designed to promote safe, positive, and enjoyable learning experiences, including respectful and trusting relationships among adults and children. The teachers will model appropriate behavior and communication to help children learn what is expected of them. When guiding children's behavior, our

preschool teachers help children learn acceptable actions and develop inner controls. A child's age, intellectual development, emotional make up, and past experiences will be considered in guidance, and consistency will be maintained in setting rules and limits for children.

The following is a list of some child guiding techniques teachers use:

- Tell the child what she/he CAN do
- Establish eye contact when speaking with the child
- Give choices when possible
- Encourage children to solve problems and work out conflicts
- Redirect a child to another activity
- Help children learn how to join play.

Children at Saint Andrew Little Saints Preschool are also taught the Be Attitudes: Be Respectful, Be Safe, Be Welcoming

Some examples of the Be Attitudes:

Be Respectful . . .

- show respect to everyone
- follow directions without argument
- be attentive and respond appropriately when greeted or spoken to

Be Safe . . .

- use materials appropriately
- follow school rules
- display self-control that is age-appropriate
- seek an adult when help is needed

Be Welcoming . . .

- include others in play and group work
- be willing to forgive when wronged by another

Separation from the Group

A child will never be separated from the group unless a child's behavior threatens his or her own well-being or that of the other children or teacher. Other methods of guiding behavior are tried and only if they prove unsuccessful, will the child be separated from the group. When separation is required, the child will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a teacher. The child will be welcomed back to the group when the inappropriate behavior has been stopped or brought under control.

Separation Report

All separations from the group are noted on a daily log which includes the following: the child's name, the teacher's name, the date and time, and information indicating what less intrusive methods were used to guide the child's behavior. If a child is separated from the group three or more times in one day, their parent or guardian will be notified and the notification is recorded on the Separation Report. If a child is separated five or more times in one week, or eight times or more in two weeks, the procedures described in the Persistent Unacceptable Behavior section are followed.

Persistent Unacceptable Behavior

Persistent unacceptable behavior is a behavior that requires an increase of teacher assistance and does not change after the initial consultation and behavior plan made by the teacher, coordinator, and family. The teacher must record the behavior and document their response to it. A plan to address the

documented behavior will be developed. Consultations with other teachers or professionals may be needed to ensure a positive outcome for everyone. The Removal from Program Policy may be followed.

Removal from Program Policy

When a situation presents itself that may cause harm to a classmate or teacher, threatens the integrity of the program and the curriculum is not able to be carried out with modifications - the following actions will be taken:

1. The parent/guardian will meet with the teacher and/or coordinator to create a plan of action. The plan will be reviewed and amended as needed on a weekly basis.
2. If physical harm has occurred to a classmate or teacher, the parent will be asked to remove the child from the classroom that day. During a consultation between the teachers involved and parents, a plan will be created to prevent further incidents.
3. After three documented incidents; a professional expert will be consulted. The teachers, consultant and child's family will work to create a positive learning experience for the child. If this is not possible, expulsion from the program could result. The Saint Andrew Catholic Preschool Director will assist the family in locating a program that will best meet the needs of the child.
4. We reserve the right to take immediate action of suspension if the safety of anyone at Saint Andrew Catholic Preschool is being severely compromised.
5. A student may be removed from the program if lapses in toilet training create a situation where the teacher's attention is continually diverted. The child will be welcomed back when fully toilet trained.
6. Rarely there are students who need services that are beyond our ability to provide. When this happens, school staff will meet with the parent/guardian to discuss the concerns and plan next steps, which may include unenrolling the student.

Prohibited Actions

Teaching staff will never use physical punishment such as shaking or hitting and will not engage in psychological abuse or coercion. Teaching staff will never use threats or derogatory remarks and will not withhold nor threaten to withhold physical needs such as food, light, or warm clothing as a form of discipline. Children will never be punished for lapses in toilet training.

Pets

Little Saints Preschool has classroom fish. In the spring we also have pet crickets and mealworms.

Visitors and Volunteers

Guardians of enrolled children are invited to visit the class at any time during the hours of operation. Volunteers fill an ever-increasing need for teacher and student support. All parents/guardians are encouraged to volunteer their time and talents in their child's classroom. Please do not hesitate to contact your child's teacher for the list of volunteer opportunities.

As a part of the Church's commitment to the safety of our children, the Diocese of St. Cloud has put certain requirements in place for volunteers in our school. These requirements are neither a reflection upon a parent/guardian's character nor a statement about the level of trust parish or school leadership places in the parent/guardian as a volunteer. Instead, these requirements are a common-sense means of helping to ensure children's safety. We all want to have reasonable assurance that adults who volunteer with children have an acceptable background, understand appropriate boundaries and know what to do should they suspect a child is in danger.

For this reason, there are three requirements all volunteers and chaperones in our school must meet:

1. Undergo a criminal background check through the St. Cloud Diocese which yields satisfactory results
2. Read and sign the Volunteer's Code of Conduct (Required every year)
3. Attend an online safe environment training.

For more information contact Randy Bayerl @ 763-441-1483 ext. 312

Non-Discrimination Policy

It is the policy of Saint Andrew Catholic School to comply with state and federal laws prohibiting discrimination, and all requirements imposed by or pursuant to regulations issues thereto, to the end that no persons shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school, on the grounds of race, color, national or ethnic origin, gender, status with regard to public assistance, or disability.

Suspected Child Abuse/Neglect

Please see DHS Maltreatment of Minors Mandated Reporting document in the appendix of this handbook.

Research and Public Relations Research

We will obtain written permission from parents/guardians before a child is involved in experimental research or public relations activity involving a child while at school.

Important Phone Numbers

The following phone numbers are posted in each classroom.

Police and Fire	911
Poison Control	1.800.222.1222
Local Health Department	763.682.7456
Child Protection Services	763.682.7449
Division of Human Services, State Licensing	651.431.6500

Safety and Injury Prevention Policies

HEALTH and SAFETY

Little Saints Preschool takes great care to keep each child in our care safe. Teachers will inspect the classroom and outside play area for hazards daily.

EMERGENCY INFORMATION

A student emergency form is sent home at the beginning of each year. It is to be filled in, signed, and returned by the parent/guardian. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

IMMUNIZATIONS

Saint Andrew Catholic Preschool (Little Saints) follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 123.70).

All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. The parent/guardian is responsible for providing this information in writing to the school office and to include additional immunizations each year as they are administered to the student by the family's physician.

Health Records

Two health record forms need to be completed and in the child's file.

1. Immunization Record: The date and type of immunization must be recorded and on file by the first day of attendance. The record needs to be updated as your child receives additional immunizations.
2. Health Record/Summary: The information must include the date of the child's most recent physical exam and be signed by the child's health care provider. This form is due within 30 days from the first day of attendance.

Medications

Prescription medications will only be administered with written parental and written physician instructions from the child's licensed health care provider. A medication form will also need to be present in the child's file.

For medications which are to be given long term we will need an Individual Child Care Plan signed by the parent and the child's licensed health care provider. This includes as needed over the counter medication such as Tylenol (acetaminophen) and Ibuprofen used for a child with a history of febrile seizures. See the previous section on Special Needs. Each time a child is given a medication (prescription or over the counter), the teacher must fill in the Medication Administration Record.

Over the Counter Medication

We will give over the counter medications with the written permission and instructions from the parent/guardian and licensed health care provider.

These products must be used according to manufacturer's instructions. If the dosage or instructions differ from the manufacturer's instructions, written instructions from the licensed health care provider will be needed.

- Insect repellents and sunscreens are an exception, and need written parental approval only. Insect repellent and sunscreens need to be in lotion form. Containers must be labeled with child's full first and last name and date.
- Outdated medications will not be given.
- All medications must have a legible label on the container. Your medication container will be returned to you when it is completed.

Exclusion of Ill Child

The Department of Human Services requires that we exclude a child with an illness that the Commissioner of Health determines to be contagious and a physician determines a child has not had sufficient treatment to reduce the health risks for others. We must exclude a child with any of the following conditions:

- Chicken Pox
- Conjunctivitis (Pink-eye)
- Diarrhea (uncontrolled)
- Diarrhea (Infectious)
- Fever
- Impetigo
- Head Lice
- Rash w/ or w/out fever or behavior change
- Respiratory Infections (viral)
- Ringworm (skin and scalp)
- Scabies
- Streptococcal Sore Throat

- Vomiting

Communicable Diseases

When a child is in our care and has been medically diagnosed with a reportable communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The school will notify families of exposed children on the same day or within 24 hours of confirmed diagnosis.

Care of Ill or Injured Children

If your child becomes ill or injured while at the center they will be isolated from other children under the supervision of a teacher. You or your designated emergency contact will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and provided comfort according to program procedures. If the director thinks it is necessary, the child's health care provider will be contacted. St. Andrew Catholic Preschool does not care for sick children; therefore, each guardian must make other arrangements for their child when they are sick. The school has no facilities to care for sick children.

First Aid & Care of Injured Child

First Aid/CPR Classes/Shaken Baby

All teachers are required while employed at Saint Andrew Catholic Preschool to maintain current certifications in Pediatric First Aid and Infant Child CPR which will include managing a blocked airway and rescue breathing. In addition, all staff will receive training on Abusive Head Trauma each school year. In the event of an injury or illness at the school, trained staff will administer appropriate first aid. 911 will be called if necessary and the emergency medical service will transport your child to a medical facility. The child will be transported to the hospital listed on the emergency form. A parent/guardian will be notified immediately and will be given accurate information regarding their child. All classrooms have a complete first aid kit available stocked with items mandated by Department of Human Services Childcare Center Rule 3 Guidelines.

Personal Safety

Parental Notification

When a child becomes ill at the school, or has a serious accident, parents/guardians are notified immediately. Parents/guardians will be notified verbally and by note of infectious diseases as they occur in the school. In case of an accident, the procedure for emergency medical care will be to call 911.

Safety of Children

All teachers have undergone criminal background checks. Each teacher has systems in place so they know which children are in their care at all times. Children are counted after every transition and frequently throughout the day. Saint Andrew Catholic Preschool has policies about who is authorized to pick up each child. Adults who are not known to the teachers and are authorized to pick up the child will be required to show a picture ID. Each classroom will follow the appropriate teacher to child ratio at all times. All children will be able to be seen and heard by a teacher at all times.