


# Saint Andrew

Anchored in Faith  Catholic Church and School



## Little Saints Preschool

# 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 at its sole discretion and at any time. 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. The provisions of this handbook do not create a contract, express or implied, between any applicant, student, or parent, and Saint Andrew Catholic School.**

Revised August 2022

Dear families and students of Little Saints Preschool:

Welcome to a new school year! We are excited to partner with you all to create a faith filled, enriching educational experience that will prepare your child to do whatever God is calling them to do. This handbook is here to ensure we all have the same information as far as expectations and policies. Please read this handbook and refer to it throughout the year when you have questions.

We are committed to providing academic achievement anchored in faith. Your partnership on this mission is vital. We invite you to join us at mass. We welcome you to contact your child's teacher and to come volunteer in the classroom, and we welcome you to visit Volunteer Local to sign up to volunteer for various activities throughout the year. Please watch our weekly newsletters for volunteer opportunities that might fit your schedule.

We ask you to join us in praying for our school and for all of the families that are part of it. We want to do as Saint Andrew did – to follow Jesus where he calls us and to live a life of love and service. Saint Andrew, pray for us.

Sincerely,

Ann Dettmann  
Principal

### Policy Agreement

It is only possible to fulfill the mission of Saint Andrew Catholic School with the help of God and the cooperation of our students' families. **Upon enrollment, parents/guardians and students consent to be governed by the policies and rules sent forth in the enrollment agreement and in the Saint Andrew Family handbook.** Parents/guardians have the right to withdraw a child if desired. Similarly Saint Andrew Catholic School reserves the right to require withdrawal of a student if the administration determines the school-family partnership is irretrievably broken.

The policies and rules of Saint Andrew Catholic School are subject to change as deemed appropriate by the administration. The school is the sole interpreter of school policy.

Saint Andrew Catholic School reserves the right to amend this handbook at its sole discretion and at any time. Parents and guardians will be notified in writing of any changes made to this handbook. The provisions of this handbook do not create a contract, express or implied, between any applicant, student, or parent, and Saint Andrew Catholic School.

## 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.

We are Catholic. **Our Catholic faith teaches, as does our parish and school, that:**

- Every human life is a gift from God, and every human life, from conception to natural death, is to be cherished and protected.
- God created us in his image, as man and woman (Genesis 1:27). God uses the body to reveal to each person his or her sexual identity as male or female (*Laudato Si*, 155). We are not free to choose, or to change, our gender.
- The gift of sexual relations is reserved for one man and one woman in the bond of matrimony.
- We have seven sacraments, the communion of the saints, we honor our Blessed Mother and ask for her intercession.
- We believe in the hierarchy of the pope and bishops to govern and guide our church.

### **Little Saints Staff**

PreK Teacher: Amanda Rajkowski  
Phone: 763-441-2216 ext 340  
[arajkowski@saint-andrew.net](mailto:arajkowski@saint-andrew.net)

Preschool Teacher/Director: Brittany Coleman  
Phone: 763-441-2216 ext 343  
[bcoleman@saint-andrew.net](mailto:bcoleman@saint-andrew.net)

Aide: Genny LeFebvre  
Phone: 763-441-2216 ext 343  
[glefebvre@saint-andrew.net](mailto:glefebvre@saint-andrew.net)

### **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	Name Of Program	DAYS	TIME
4-5 years	5 day PreK	Monday through Friday	8:20-11:30 A.M.
4-5 years	3 day PreK	Mon./Wed./Fri.	8:20-2:40 P.M.
3-4 years	Half Day Preschool	Tuesday/Thursday	8:20-11:30 A.M.
3-4 years	Full Day 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. Children must be three by September 1<sup>st</sup> and they must be toilet trained, in order to enroll in the Preschool / Pre-K programs. (Toilet-trained is defined as being 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 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.

### **Arrival and Departure**

At the beginning of the school day, students should enter through Door G between 8 am and 8:15 am. 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's pick up is late, the child 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.

Students in Preschool and PreK are required to wear uniforms. Please see the uniform policy in the K-5 Family Handbook for more information.

### **School Closings**

Our biggest concern is the safety of each child 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 emails and/or texts sent through School Messenger. 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.

### **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 child care program plan may be reviewed by obtaining a copy from the director.**

### **Field Trips**

The children will have an opportunity to expand their learning through onsite and offsite field trips during the school year. Families will receive a written permission form to sign before we attend field trips. 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/CACFPen/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 or threatens the integrity of the program, and the curriculum is not able to be carried out with reasonable 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 and a safe and uninterrupted environment for others. If this is not possible, removal 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 or removal of a child if that child's actions are severely compromising the safety of anyone at Saint Andrew Catholic Preschool.

### **Temporary Removal for Toilet Training**

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.

### **Removal for Unmet Needs**

Sometimes 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.

1. Pass a criminal background check through the St. Cloud Diocese
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 or at [randyb@saint-andrew.net](mailto:randyb@saint-andrew.net)

### **Non-Discrimination Policy**

It is the policy of Saint Andrew Catholic School to not discriminate, on the grounds of race, color, national or ethnic origin, sex, disability, or status with regard to public assistance, and any other classifications protected by applicable law that do not violate teachings of the Catholic Church, as defined by the *Catechism of the Catholic Church*.

### **Suspected Child Abuse/Neglect**

Please see Department of Human Services Maltreatment of Minors Mandated Reporting document in the appendix of this handbook or go to <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7634A-ENG>

### **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.

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 121A.15). **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 the 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.

# **Appendix**

# Maltreatment of Minors Mandated Reporting

This form may be used by any provider licensed by the Minnesota Department of Human Services, except family child care. The form for family child care providers can be found in eDocs #7634C.

## What to report

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to [Minnesota Statutes, section 260E.03](#), and pages 3-6 of this document. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

## Who must report

- If you work in a licensed facility, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility.
- In addition, people who are not mandated reporters may voluntarily report maltreatment.

## Where to report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the Licensing Division’s Central Intake line at 651-431-6600.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, or in a child foster care home, should be reported to the local county social services agency at 763-766-4000 or local law enforcement at: 911.

## When to report

- Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

## Information to report

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

## Failure to report

- A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
- In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in Minnesota Statutes, section 245C.03.

## Retaliation prohibited

- An employer of any mandated reporter is prohibited from retaliating against (getting back at):
  - an employee for making a report in good faith; or
  - a child who is the subject of the report.
- If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

## Staff training

The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. 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.

## Provide policy to parents

For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3-6) is optional to provide to parents.

*The following sections only apply to license holders that serve children. This does not include family child foster care per [Minnesota Statutes 245A.66, subd. 1](#).*

## Internal review

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

## Primary and secondary person or position to ensure reviews completed

The internal review will be completed by <sup>the staff persons direct supervisor and Head Start Director</sup>. If this individual is involved in the alleged or suspected maltreatment, Head Start Director & Human Resources Director will be responsible for completing the internal review.

## Documentation of internal review

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

## Corrective action plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan to correct any current lapses and prevent future lapses in performance by individuals or the license holder.

This policy complies with MN Child Care Licensing Rule 3 245A.40 subdivision 1, 9503.0130 Subpart 1, MN Statutes 626.556

This policy complies with Performance Standard 1302.47 (b)(4)(i)(K) and (b)(5)

Approved by Policy Council on February 5, 2020.

Additional References:

Program Standards of Conduct Policy (Arrowhead Head Start Policy)

Child Maltreatment Report Form (Arrowhead Head Start Program Form)

## Definitions

Found in [Minnesota Statutes, section 260E.03](#)

### **Egregious harm** ([Minnesota Statutes, section 260E.03, subd. 5](#))

"Egregious harm" means harm under [section 260C.007, subdivision 14](#), or a similar law of another jurisdiction.

[Minnesota Statutes, section 260C.007, Subd. 14](#):

"Egregious harm" means the infliction of bodily harm to a child or neglect of a child which demonstrates a grossly inadequate ability to provide minimally adequate parental care. The egregious harm need not have occurred in the state or in the county where a termination of parental rights action is otherwise properly venued. Egregious harm includes, but is not limited to:

1. conduct towards a child that constitutes a violation of sections [609.185](#) to [609.2114](#), [609.222, subdivision 2](#), [609.223](#), or any other similar law of any other state;
2. the infliction of "substantial bodily harm" to a child, as defined in section [609.02, subdivision 7a](#);
3. conduct towards a child that constitutes felony malicious punishment of a child under [section 609.377](#);
4. conduct towards a child that constitutes felony unreasonable restraint of a child under [section 609.255, subdivision 3](#);
5. conduct towards a child that constitutes felony neglect or endangerment of a child under [section 609.378](#);
6. conduct towards a child that constitutes assault under section [609.221](#), [609.222](#), or [609.223](#);
7. conduct towards a child that constitutes solicitation, inducement, or promotion of, or receiving profit derived from prostitution under [section 609.322](#);
8. conduct towards a child that constitutes murder or voluntary manslaughter as defined by United States Code, title 18, section 1111(a) or 1112(a);
9. conduct towards a child that constitutes aiding or abetting, attempting, conspiring, or soliciting to commit a murder or voluntary manslaughter that constitutes a violation of United States Code, title 18, section 1111(a) or 1112(a); or
10. conduct toward a child that constitutes criminal sexual conduct under [sections 609.342](#) to [609.345](#).

### **Maltreatment** ([Minnesota Statutes, section 260E.03, subd. 12](#))

"Maltreatment" means any of the following acts or omissions:

1. egregious harm under subdivision 5;
2. neglect under subdivision 15;
3. physical abuse under subdivision 18;
4. sexual abuse under subdivision 20;
5. substantial child endangerment under subdivision 22;
6. threatened injury under subdivision 23;
7. mental injury under subdivision 13; and
8. maltreatment of a child in a facility.

### **Mental injury** ([Minnesota Statutes, section 260E.03, subd. 13](#))

"Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

## **Neglect** ([Minnesota Statutes, section 260E.03, subd. 15](#))

- A. "Neglect" means the commission or omission of any of the acts specified under clauses (1) to (8), other than by accidental means:
1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so;
  2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in their care;
  4. failure to ensure that the child is educated as defined in sections [120A.22](#) and [260C.163, subdivision 11](#), which does not include a parent's refusal to provide the parent's child with sympathomimetic medications, consistent with section [125A.091, subdivision 5](#);
  5. prenatal exposure to a controlled substance, as defined in section [253B.02, subdivision 2](#), used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child at birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
  6. medical neglect, as defined in section [260C.007, subdivision 6](#), clause (5);
  7. chronic and severe use of alcohol or a controlled substance by a person responsible for the child's care that adversely affects the child's basic needs and safety; or
  8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.
- B. Nothing in this chapter shall be construed to mean that a child is neglected solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.
- C. This chapter does not impose upon persons not otherwise legally responsible for providing a child with necessary food, clothing, shelter, education, or medical care a duty to provide that care.

## **Physical abuse** ([Minnesota Statutes, section 260E.03, subd. 18](#))

- A. "Physical abuse" means any physical injury, mental injury under subdivision 13, or threatened injury under subdivision 23, inflicted by a person responsible for the child's care on a child other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized under section [125A.0942](#) or [245.825](#).
- B. Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by section [121A.582](#).
- C. For the purposes of this subdivision, actions that are not reasonable and moderate include, but are not limited to, any of the following:
1. throwing, kicking, burning, biting, or cutting a child;
  2. striking a child with a closed fist;
  3. shaking a child under age three;
  4. striking or other actions that result in any nonaccidental injury to a child under 18 months of age;
  5. unreasonable interference with a child's breathing;
  6. threatening a child with a weapon, as defined in [section 609.02, subdivision 6](#);

7. striking a child under age one on the face or head;
8. striking a child who is at least age one but under age four on the face or head, which results in an injury;
9. purposely giving a child:
  - i. poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner in order to control or punish the child; or
  - ii. other substances that substantially affect the child's behavior, motor coordination, or judgment; that result in sickness or internal injury; or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances;
10. unreasonable physical confinement or restraint not permitted under [section 609.379](#), including but not limited to tying, caging, or chaining; or
11. in a school facility or school zone, an act by a person responsible for the child's care that is a violation under section [121A.58](#).

## **Sexual abuse** ([Minnesota Statutes, section 260E.03, subd. 20](#))

"Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child, or by a person in a current or recent position of authority, to any act that constitutes a violation of section [609.342](#) (criminal sexual conduct in the first degree), [609.343](#) (criminal sexual conduct in the second degree), [609.344](#) (criminal sexual conduct in the third degree), [609.345](#) (criminal sexual conduct in the fourth degree), [609.3451](#) (criminal sexual conduct in the fifth degree), or [609.352](#) (solicitation of children to engage in sexual conduct; communication of sexually explicit materials to children).

Sexual abuse also includes any act involving a child that constitutes a violation of prostitution offenses under sections [609.321](#) to [609.324](#) or [617.246](#). Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes child sex trafficking as defined in section [609.321](#), subdivisions 7a and 7b.

Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation that requires registration as an offender under section [243.166, subdivision 1b](#), paragraph (a) or (b), or required registration under section [243.166, subdivision 1b](#), paragraph (a) or (b).

## **Substantial child endangerment** ([Minnesota Statutes, section 260E.03, subd. 22](#))

"Substantial child endangerment" means that a person responsible for a child's care, by act or omission, commits or attempts to commit an act against a child under their care that constitutes any of the following:

1. egregious harm under subdivision 5;
2. abandonment under section [260C.301, subdivision 2](#);
3. neglect under subdivision 15, paragraph (a), clause (2), that substantially endangers the child's physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
4. murder in the first, second, or third degree under section [609.185](#), [609.19](#), or [609.195](#);
5. manslaughter in the first or second degree under section [609.20](#) or [609.205](#);
6. assault in the first, second, or third degree under section [609.221](#), [609.222](#), or [609.223](#);
7. solicitation, inducement, and promotion of prostitution under section [609.322](#);
8. criminal sexual conduct under sections [609.342](#) to [609.3451](#);
9. solicitation of children to engage in sexual conduct under section [609.352](#);
10. malicious punishment or neglect or endangerment of a child under section [609.377](#) or [609.378](#);
11. use of a minor in sexual performance under section [617.246](#); or
12. parental behavior, status, or condition that mandates that the county attorney file a termination of parental rights petition under section [260C.503, subdivision 2](#).

## **Threatened injury** ([Minnesota Statutes, section 260E.03, subd. 23](#))

- A. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury.
- B. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care, as defined in subdivision 17, who has:
  - 1. subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under subdivision 5 or a similar law of another jurisdiction;
  - 2. been found to be palpably unfit under section [260C.301, subdivision 1](#), paragraph (b), clause (4), or a similar law of another jurisdiction;
  - 3. committed an act that resulted in an involuntary termination of parental rights under section [260C.301](#), or a similar law of another jurisdiction; or
  - 4. committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative under Minnesota Statutes 2010, section [260C.201](#), subdivision 11, paragraph (d), clause (1), section [260C.515, subdivision 4](#), or a similar law of another jurisdiction.
- C. A child is the subject of a report of threatened injury when the local welfare agency receives birth match data under section [260E.14, subdivision 4](#), from the Department of Human Services.