

Dear Parents;

Welcome to Little Angels Christian Preschool of Guardian Angels Church. We believe that a parent-teacher partnership fosters an optimum learning environment where children can thrive and grow. We invite and encourage you to be involved in your child's preschool as much as possible. Our goal is to provide meaningful experiences that focus on Faith, Families and Fun! Together we will create a community of warmth and friendship as we share God's gifts with each other and the children. I hope this book will answer questions you may have throughout the year regarding our policies and plans. Please read it thoroughly and contact me with any questions.

Many Blessings,  
*Nance Lyons*, Director

Little Angels Christian Preschool welcomes children & their families to our parish preschool as we:

Accept each child as a special member of God's family.  
Nurture each child in his/her journey of faith and life.  
Grow along with our children as they discover God's many gifts.  
Embrace the enthusiasm and energy of young children.  
Love and care for each child as they learn and explore.  
Share with families and start new friendships—  
...making our large parish smaller.

**FYI**

Little Angels Preschool began in 1997 in an effort to provide a quality Christian learning environment for preschool children from Guardian Angels Parish and surrounding communities. Little Angels Christian Preschool has always maintained an atmosphere of family-friendly, personal attention modeled after some of the smaller "neighborhood schools" that many of us grew up in. This also provides a sense of security, as we are primarily located in our own little wing!

We are a vital part of Guardian Angels Church, connected through staff relationships and parish activities, and yet we operate separately under DHS rules and state guidelines. We encourage parental involvement in our program and welcome your questions, comments and suggestions. Little Angels has an Advisory Board made up of members of the parish and Little Angels staff, current and former families. A list of contact information for the board is available in the preschool office.

**Program Framework**

Little Angels Christian Preschool admits children of all races, religions and ethnic backgrounds. All rights, privileges, programs and activities are available to all students and their families.

Little Angels Christian Preschool is licensed by and complies with the Department of Human Services of the State of Minnesota. The preschool follows the accreditation criteria and guidelines established by the National Association for the Education of Young Children (NAEYC). We are also a Parent Aware Starred Center. A complete copy of Little Angel’s program plan is on file in the preschool office and is available for review at any time.

The teacher/student ratio requirements by the State are 1:10. All of our classes meet this requirement, with a capacity of 20 children and 2 teachers.

Children ages 33 months through 5 years may register. Total enrollment for entire program is 100 children. Licensed capacity for the preschool program is 60, which means no more than 60 students are present at one time/session.

Little Angels Christian Preschool is staffed with one lead teacher and one assistant teacher per classroom. All staff members meet the education requirements set forth by the State of Minnesota, and possess a wide range of teaching experiences from their individual and family backgrounds to provide a rich environment of various talents and gifts.

**Important Phone Numbers:**

Little Angels Christian Preschool (direct line): 651-730-7450

Direct Lines to Classrooms:

Mrs. Dar and	651-789-3176
Ms. Debbie and Miss Megan	651-789-3177
Mrs. Rose and Miss Ann	651-789-3175

Guardian Angels Parish Office.....651-738-2223 Ext. 450

Email address.....nlyons@guardian-angels.org

Web:..... [www.guardian-angels.org/lacp](http://www.guardian-angels.org/lacp)

Department of Human Services, Licensing division.....651-431-6500

## Classes for 2015-16

### **3 YEAR OLDS**

- Mon/Wed 9:00AM - 11:30PM \*or\*  
9:00AM – 1:00PM
- Mon/Wed/Fri 9:00AM - 11:30PM \*or\*  
9:00AM – 1:00PM
- Tues/Thurs 9:00 AM – 11:30 AM \*or\*  
9:00 AM – 1:00PM

Teacher: Deb Hayes (Miss Debbie)  
Assistant Teacher: Megan Kueppers (Miss Megan)  
Room 7/8

### **4 YEAR OLDS**

- Mon/Wed/Fri 9:00 AM – 1:00 PM
- Tues/Thurs 9:00 AM – 2:00 PM

Teacher: Rose Mason (Mrs. Rose)  
Assistant Teacher: Ann Roth (Miss Ann)  
Room: 9/10

### **Hi-Fives** (suggested for older 4 year olds)

- Mon/Tues/Wed/Thurs 9:00 AM-2:00 PM

Teacher: Dar Reagan (Miss Dar)  
Room 11/12

### **Registration**

Registrations for preschool classes begin in January for the following school year. Registration continues until classes are full, even into the school year. Parents must fill out a registration form and pay the non-refundable registration fee upon enrolling. A confirmation letter is given to assure the agreed-upon class and fee.

## **Payment**

The cost of tuition is calculated according to the total number of days per school year (excluding Holidays, breaks, in-service days and snow days) and divided by nine equal monthly payments. Each family is responsible for the yearly tuition regardless of their child's attendance. Although September, December and May seem like shorter months, you are not paying for unscheduled class days. Exceptions for medical leave may be made with the director. Please keep in mind that Little Angels is a preschool program licensed by the State Department of Human Services and does not operate under the same requirements as the MN Department of Education (school districts). We hope you understand the need for fair and consistent income in order to operate a quality non-profit, tuition-supported program. The preschool's entire operating budget, including medical and insurance benefits, is based solely on tuition income.

**Tuition payments are due by the 10<sup>th</sup> of each month.** Checks must be made payable to Little Angels Christian Preschool and dropped off in the preschool office. We also accept credit cards and electronic transfers. Lump sum payments are also welcome. Please request forms for these transactions. A late fee of \$10 will be incurred if payment is not received by the 10<sup>th</sup> of each month. If more than one month's tuition has lapsed, parents will receive notice of temporary suspension of their child in the program until payment or arrangements have been made.

## **Activity Fee**

A one-time activity fee that covers the cost of field trip fees, bus fees, special guests and events plus new Little Angels Tee shirt, is due in October. A separate notice/bill will be sent home indicating the amount due. The activity fee is calculated annually to cover current bus and admission fees.

## **Required Forms**

Once your child is enrolled, the following medical and information forms must be turned in to the director or the child's teacher ***before his/her first day of class.*** These forms will be issued to the parents by Little Angels Preschool and must be completed and signed by parents and/or health care provider.

- Immunization record-updates
- Health information (doctor, dentist, allergies, health concerns or special needs)
- Emergency contact information (names, addresses, phone, cell phone)
- Student Information Form

## **Parent Involvement**

Each child enrolled at Little Angels must have one parent serve as Hallway Helper at least once during the school year. Parent volunteer sign-up calendars are posted in the Preschool office. We appreciate your help and support. To fulfill requirements set forth by the Archdiocese of St. Paul/Minneapolis parents are required to attend a Virtus (Protecting God's Children) class. Visit [www.virtus.org](http://www.virtus.org) for more information or check with the director.

We also encourage and invite parents (and grandparents) to visit and participate in the preschool rooms at any time. We make every effort to promote a positive relationship between school and home. Please check with your child's teacher if you would like to help in the classroom. We welcome your talents and gifts and encourage you to share information with the children about your job, hobby or interest. Or, you can simply join your child for lunch or for an interactive day or time to share with your child in his/her class.

### **Field Trips**

Once your child is enrolled at Little Angels, we trust that parents agree with our philosophy of providing a well-rounded preschool education which includes field trips. Enrichment activities and extensions of lessons for children exist beyond the classroom. We feel that valuable learning experiences take place in unique settings, which are researched, planned and supervised by our staff. **On field trip days an adjustment in normal class times and/or class days may be made due to bus schedules and certain events with pre-determined start times.** Parent participation is needed and Virtus training must be completed and turned into the office before any parent may volunteer. Permission slips and chaperone requirements are sent home two weeks before each event. Your child's safety is always our main priority. We take every precaution to ensure proper supervision and individual attention is given to each child. Field trips can provide a wonderful growing experience for both parents and children.

### **Arrival and Departure**

Parking is located to the north and east of our building. Dropping children off outdoors or parking at the curb is not permitted. Parents must bring children into the classroom. Parents of preschoolers may obtain a "Key-Fob" to access the security door at the north entrance. Parents must not leave siblings unattended in their cars while dropping off preschoolers.

Classes begin at 9:00 and end at 11:30am, 1:00pm or 2:00pm. For the sake of the children please respect these hours. Before school, teachers are busy preparing for your child's school experience. Classroom doors will be opened by the teachers at the beginning and end of class time. Please be on time. At the end of the class period, children expect to see their parent(s) at the door as soon as they are dismissed and often become anxious when waiting for a late parent. Teachers also need this time for cleaning up and preparing for the next session.

We understand how traffic issues and occasional conflicts occur. Please call and leave a message in the office if you expect to be late for any reason and we will assure that your child is comfortable and secure until you arrive. Parents who are late to pick up their child, and do not call, will be charged Extended Day rates for that day.

### **Authorized Pick-up/ Car Pools**

Children will be released only to people listed on the authorization-to-pick-up form completed by a legal parent/guardian. If situation arises in which your child needs to be picked up by someone not listed in your authorization information, you must send a note authorizing us to release the child into that person's care. Permission may be granted by calling the child's teacher or director with verification of identification. Please let this person know that they will be required to show picture identification to a staff member.

Little Angels Christian Preschool does not arrange carpools, but we will provide on request the addresses of parents interested in carpooling who live near you. Anyone who picks up your child must be on your authorization card. We ask that carpooling parents take responsibility for passing on written or posted information from school to the other families in the carpool.

### **Classroom Information**

Classroom information is sent home via monthly newsletters, is posted on classroom bulletin boards, or email every week and includes activities, special events or items to bring. Parents need to check student files and emails on a daily basis for important information. Teachers will also communicate via email. You are also encouraged to check information on our website at [www.guardian-angels.org/lacp](http://www.guardian-angels.org/lacp). The goal is to eventually get all classroom communication on the website. Related activities to do at home are also shared with parents. Parents can reinforce what their child is learning by doing/talking about these activities. Discussion with a child about his/her experiences helps with memory (recall of events) and language skills, and promotes a positive learning experience. A copy of the Program Plan is on file in the preschool office and may be obtained by contacting the Preschool Director at 651-730-7450.

### **Communication**

Little Angels Christian Preschool values open communication between home and school. We have found that the best way to connect with each other is during initial drop-off and pick up times when we welcome and interact with parents each day. Parents are encouraged to talk with teachers, and teachers enjoy touching base with you and getting to know everyone better. Daily or weekly communication can be handled in person or by phone. Your child's teacher will inform you of the best way to contact her either during or outside of class times. Formal parent-teacher conferences are scheduled twice a year (fall and spring) to evaluate the child's progress. At the conference a written assessment is given to the parent and teachers provide information about your child's experiences in the classroom. We seek parents' input and perspective, also. If parents have any concerns about their child's progress or development, we encourage them to talk with the preschool teachers at any time either by telephone, email, or a scheduled appointment. By working together, we can provide the best preschool experience for each child. For more serious concerns, please see the director about our grievance procedures.

### **Grievance Procedure**

Parents who have a grievance should talk to the child's teacher at their earliest convenience. If the problem cannot be resolved the preschool director will be contacted. The Little Angels Advisory Board and parish administrator will be consulted as needed.

- A plan for dealing with the problem is discussed and agreed upon. This will be written up and placed in the child's file and will be signed by the parents, teacher and director.
- If the parent or preschool staff feels that an agreement was not reached or that the problem was not addressed, the director will contact the parish administrator and the Little Angels Advisory Board..
- Documentation of the grievance will be noted on the Resolution Request Form, which is on file in the preschool office and may be obtained from the preschool director.

### **Behavior Guidance (Discipline)**

It is the responsibility of all teaching staff to protect and promote each child's welfare. Staff communicates expectations and foster appropriate behaviors while preserving self-esteem and incorporating Christian values. Teachers will discuss any problem situation with parents as it arises. Teachers will emphasize positive behavior. This is done in a number of positive ways including:

- Maintaining a secure, orderly, and respectful atmosphere and environment.
- Providing clear, consistent, and developmentally appropriate classroom rules and expectations.
- Involving children in establishing appropriate rules and expectations.
- Anticipating problems and providing redirection, guidance, and reminders.
- Using observations as a way of determining responses to the child's behavior.
- Encouraging and acknowledging effort and positive behavior.
- Intervening when necessary and helping children work through difficulties by finding acceptable solutions.

Staff will be available to help children solve social problems. For example, some children need encouragement to stand up for their rights with stronger children. Some children need to be taught the language and skills necessary for dealing with issues such as sharing. Staff will serve as models and facilitate the resolution of disputes.

When children are having a hard time controlling themselves, adults will intervene in a manner that is educational, rather than punitive. We will help children see the connection between their behavior and its consequences. Methods of discipline will include clear rules, redirection, planning ahead to prevent problems, encouragement, and the use of logical and natural consequences. In the rare event that a child's ongoing disruptive behavior does not improve despite the best efforts of the staff and has a continuing negative effect on the classroom climate, the teacher and Preschool Director will meet with the parents to discuss options that would best meet the needs of the child.

### **Monitoring/Supervision**

All children will be escorted from room to room (classroom to large muscle room; classroom to bathroom) by one of the teaching staff, director, or parent volunteer. To insure safety, no child will be allowed to leave the room unattended.

### **Research and Public Relations Permission**

We must have written permission to include your child's name on class lists which are given to other parents upon request, and to include your child's picture in class activities published in the parish newsletter, local papers, our Facebook page, and other media. This permission will be granted by the parent on the child's information form. Videotaping by parents of classroom/group activities is permissible.

### **Fire Drills/Tornado Drills**

Periodic fire drills will be held. The drills will be a combination of scheduled and surprise drills, both for the children and the staff. The drills will be logged in a fire drill book with date and time noted. A copy of each evacuation route is posted in each classroom. Tornado drills are held monthly during the months of April, May and September. A written log of these drills is kept on file. The preschool staff will conduct semi-annual inspections for safety and fire hazards during January and May. The staff and/or church personnel will complete necessary deficiencies and repairs.

### **Storms**

In case of blizzard conditions, preschool closings will be announced on **KARE 11 TV**. If school is in session and a storm occurs, parents/parent-designated adults will be called to pick up their child. We always encourage parental judgment when deciding to send your child if the weather/roads are questionable.

### **Contagious Illness**

Parents should be sure their child is in good health before coming to school each session. A preschool child should be well enough to play in group associations and *outdoors*. **If your child is ill, please call the preschool office at 651-730-7450 or your child's classroom to notify the program of the child's absence.** A child should not attend preschool when he/she has a bad cold, cough, diarrhea, upset stomach or has a temperature within the last 24 hours. Even if the child insists on going the parent must make the decision not to expose other children and to allow your own child to get better. Illnesses that would exclude your child from preschool include, but are not limited to:

- Sore throat
- Fever of 100 degrees or more (axillary)
- Runny nose, cough, sneezing or other signs of a cold virus (red, matted eyes-pinkeye)
- Skin rash (chicken pox, etc.)
- Sores on skin, such as impetigo, scabies, or ringworm or any undiagnosed rash
- Vomiting, nausea, or diarrhea
- Marked restlessness or lack of pep

The ill child should be kept at home until all symptoms have subsided for 24 hours. **Medications cannot be administered by the staff except for emergency or severe allergic reaction. Such medications must be provided with physician's written permission.**

**Parents are required to report all contagious diseases by calling the school office within 24 hours of appearance of symptoms.** (Minnesota State Department of Health.) A notice will be posted for parents, notifying them that their child has been exposed to a contagious illness. If your child becomes ill during class, your child will be escorted to the preschool office and kept as comfortable as possible. A parent will be notified first; if unable to reach you, a person listed on the emergency form will be notified. An adult will be in attendance at all times until the child is picked up by an authorized person.

### **Health and Safety Requirements**

The health and safety policies of the preschool are reviewed annually by MVNA (Minnesota Visiting Nurse Agency) to see that the preschool meets the standards required by the Minnesota

Department of Human Services. All Staff are current in CPR, First Aid, OSHA and Abusive Head Trauma Training.

### **Toileting**

There are planned toileting breaks throughout the day. In addition, children will be escorted to the bathroom as needed. For sanitary and safety reasons, Little Angels is not equipped for toileting accidents. If it is a wet accident, the teacher will provide a change of clothing and guide the child through changing their clothes. The soiled clothing will be bagged and sent home. If a BM accident occurs, the parent will be called to come and change the child.

### **Accidents/First Aid**

Common injuries and minor first aid will be handled by staff. An accident form will be completed by the teacher and parents will be informed that day. The report includes: place of accident, equipment involved, first aid administered, and the teacher's signature and date. A copy of the report will be sent home and the parent should sign and date the report and return it to school for filing.

### **Emergency Care Procedures**

In the event of an accident which creates a need for medical attention, we proceed as follows: If circumstances require immediate professional care, we will call 911 and a staff member will accompany the child to the nearest emergency room. At the same time, parents are then contacted by the Preschool staff. Staff will respond as necessary until an EMT arrives.

### **Nutrition/Lunches/Snacks**

Little Angels Preschool follows very strict guidelines established by the USDA and State Licensing Division. Parents are to comply with these guidelines to ensure proper nutrition for their children on a daily basis. Children's lunches from home must have **each of the 4 food groups**:

- **Protein 1 ½ ounces total** (meat, chicken, fish, cheese, egg, peanut butter, nuts, yogurt)
- **Vegetables and/or fruit: ½ cup total** (2 servings of FRESH fruit, veggies, applesauce or fruit cup)
- **Grains/Breads: ½ slice**
- **Milk: ¾ cup** (\*may be provided in class)
  
- Do NOT send chips, crackers, fish crackers, cookies, candy or sweets.

The preschool will have supplemental nutrition alternatives on hand to offer children who do not have the RDA of the above items. Teachers will monitor the contents of children's lunches and reminders given to parents who have not met the requirements.

### **SNACKS:**

Some of our preschool classes will serve a snack as well as lunch, which is provided by parents on a rotating basis. Snacks must be store-bought and brought to preschool in its original unopened package. Snack must include **2 of the following 4 components**:

- Fresh fruit and/or vegetables washed (apples, grapes, bananas, berries, carrot sticks, cucumbers) or raisins, fruit cups.
- Cheese, peanut butter, yogurt
- Grains/Breads (**whole grain** slice of bread, bagel, muffin or tortilla)
- Milk

### **Food Allergies:**

Due to the fact that we are a church-based preschool which occupies space that is shared by many people attending various programs in our building and classrooms, we cannot maintain a peanut-free environment. However, we can and do make every attempt to REDUCE the RISK by working closely with parents and children to ensure the safety of each child. We handle each case individually and inform the rest of the class, as needed to increase awareness and cooperation on everyone's part.

### **Clothing and Personal Belongings**

Parents are urged to dress children in comfortable play clothes that the child can manage on his/her own (i.e., in bathroom). Jewelry, barrettes, headbands and other accessories are often lost or removed by the child during class time. Tennis shoes are recommended. Sandals, although they are cute, are not practical or safe at preschool. Shoes need to be worn in class; no boots or stocking feet are allowed in the classroom during winter months. All clothing and personal belongings must be labeled by the parent. Younger children should have an extra set of clothing (shirt, pants, underwear, and socks) in a plastic Ziploc bag marked with the child's name in case of an accident. Children are encouraged to leave their personal toys at home so that they are not lost or broken. Each class will have specially designated "sharing days" on which children may bring special interest items to show their friends and classmates. Your child's teacher will provide more information about this in advance. Backpacks are needed for older children for outerwear and shoes in winter. Daily projects and newsletters will be put in child's mail file each day, not in the backpacks.

### **Daily Schedule**

The teachers prepare a daily schedule, lesson plans and activities for the children, which include a balance of teacher-directed and child-initiated activities. The children participate in group sessions, small group interaction and free-play. The four-and-five year old classes are more structured and incorporate additional learning centers into the curriculum. Our goal is that the children become comfortable with the routines of the day, know what to expect and enjoy learning and playing together through the guidance and direction of our qualified early childhood teachers. It is important that they learn to follow directions, work and play cooperatively and develop self-discipline within a positive and fun environment.

The classroom learning environment includes:

- Blocks and building
- Open-ended art
- Science
- Dramatic Play
- Sensory (water, sand, variety materials)
- Literacy (books and writing)

- Math and manipulative materials (puzzles, games)

Children participate in teacher-directed small group exercises such as practice writing their names, using scissors appropriately, playing a game, or working on a project. Open-ended, process oriented art is planned and guided by teachers to encourage exploration and experimentation and creative expression.

### **Large Muscle Play**

At designated times each day, the children go to the “large muscle room” where they can run, climb, jump, ride tricycles and use a variety of equipment designed to enhance “large motor” development.

### **Outdoor Time**

Teachers plan routine outdoor activities (such as outdoor playground, ballgames or nature walks), weather permitting. Parents should always send appropriate outerwear, clearly labeled with their children’s names.

### **Snack or Lunch**

Teachers and children eat snack/lunch “family style”, together, usually at the tables in the classrooms. Meals/snack provides opportunities for children to learn table manners, social skills and self-help skills in opening containers and packages and appropriate eating behaviors. It is an enjoyable experience as well as educational.

### **Pets**

Parents will be informed of the presence of any pets in the classroom. If arrangements have been made with the teacher, a child may bring a pet to show to the class. We ask that a parent or other responsible adult assist in supervising the animal during the visit. All pets that come to the classroom must be properly vaccinated.

### **Focus on Faith**

We are a Christian preschool that promotes basic Christian concepts and values. While we are a part of Guardian Angels Catholic Parish and community, we invite families *of all denominations* to enroll. Spirituality at the early childhood level is incorporated daily in our programs. We visit the church and may touch on some Catholic traditions, but it is not expected that children understand or accept Catholic doctrine.

At Little Angels Christian Preschool, Christianity is woven throughout the curriculum. We begin and end each day with prayer, and offer a blessing before each snack. We celebrate the gifts of God’s world by acknowledging His goodness in all things. We present Bible stories or scripture devotionals at the preschool level, and participate daily in songs, stories or activities that promote a love of God for us, Jesus as our friend and role model, and how we all belong to God’s family. Children will be given opportunities to visit our Worship Space and the Historic Church. We explain to the children certain ways that the Guardian Angels community worships and celebrates liturgies, but also help them understand that there are other churches that do things differently and we all respect each other’s different beliefs. Visits to our Historic Church and Contemporary Worship Space are a highlight for the children and learning songs from Mr. Roger the music director. We look forward to monthly visits by Father Rodger. We learn and celebrate

the Christian meaning of holidays and Holy days. We invite parents to attend our annual Christmas Program – a short/sweet interactive music program held in the church in December.

A developmentally appropriate approach is used in making our Christian beliefs the very foundation on which our values and our teaching philosophy is built.

## **REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN**

### **Who Should Report child Abuse and Neglect**

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

### **Where to Report**

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- 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)296-3971.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the Oakdale non-emergency agency or Oakdale law enforcement non-emergency at (651)738-1022 or (651) 430-6457 County intake.
- 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)296-3971.

### **What to Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any 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.
- 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.

### **Retaliation Prohibited**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

**Failure to Report**

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

**Internal Review**

When Little Angels Preschool has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the preschool must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The following steps must be completed when an incident has been reported:

Related policies and procedures were followed (see Maltreatment of Minors Mandated Reporting for DHS Programs).

Determine if the policies and procedures are adequate.

Assess the need for additional staff training.

Look into the reported event to determine if a similar event or service has occurred in the past.

Determine the need for corrective action by the license holder (Little Angels Preschool) to protect the health and safety of children in care.

The internal review will be completed by the preschool director. If this individual is involved in the alleged or suspected maltreatment, the lead teacher of the child involved will be responsible for completing the internal review.

**Documentation**

**Little Angels Preschool**  
**License # 830322**

Little Angels Preschool has been made aware of an alleged or suspected maltreatment case.

Date of Report\_\_\_\_\_

Name of child involved\_\_\_\_\_

Name of individual suspected of maltreatment\_\_\_\_\_

Title \_\_\_\_\_

Describe details of incident

---

---

Report has been made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-297-4123.

A copy of this review will be provided to the commissioner upon request.

Department of Human Services  
444 Lafayette Road North  
St. Paul, MN 55155-3842

### **Corrective Action Plan**

The incident has been discussed and placed in the personnel file of (staff) person involved.

The incident has resulted in the temporary suspension of the person involved.

Yes \_\_\_\_\_ No \_\_\_\_\_

A plan has been documented and agreed upon to correct current lapses and prevent future lapses in performance by the individual or the license holder.

Name of individual conducting review:

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Pandemic Planning**

A pandemic is a global disease outbreak. Upon request, Little Angels Preschool must cooperate with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak. In the case of a local pandemic outbreak in the South Washington County school district, Little Angels Preschool would follow the evacuation and school-closing policy of the district. The pandemic planning policy is based on the U.S. Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) guidelines. This policy includes:

1. Planning and Coordination
2. Student Learning and Program Operations
3. Infection Control Policies
4. Communications Planning

A copy of this policy is on file in the preschool office and is available upon request.