



faithful  beginnings

at Saint John School of Little Canada

Saint John School of Little Canada
Preschool Parent Information Document

Saint John School of Little Canada
2621 McMenemy Street
Little Canada, MN 55117-1699
School Phone: 651/484-3038
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School Website: sjolc.org



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Dear Families,

Welcome to Faithful Beginnings at Saint John School. The staff and I are excited that we will have the opportunity to work with you and your family. This handbook has been prepared to introduce you to our program and its' policies and procedures. My hope is that you will take the time to read the handbook so that your child and your family will have a wonderful experience at Faithful Beginnings at Saint John School.

Preschool Staff are comprised of two preschool teachers and two teacher's aides along with the director. We maintain a 1:10 teacher to student ratio at all times.

Mission Statement

Faithful Beginnings at Saint John School's mission is to provide a quality Christian environment that nurtures growth and learning through physical, social, emotional, intellectual and spiritual development for children ages three to five years.

Goals and Objectives

- Provide learning opportunities that facilitate the development of the whole child (social, emotional, intellectual, physical and spiritual) in a Christian environment.
- Help children prepare for kindergarten by focusing on their unique interests, abilities and needs.
- Provide an environment that is stimulating, educational, caring, clean, healthy and fun.
- Develop supportive relationships with parents, guardians and families.
- Develop and maintain a qualified and nurturing Christian teaching staff.
- Be creative, innovative and a leader in the delivery of early childhood education.
- Provide a setting that is inclusive and fosters diversity.
- Foster each child's innate desire to learn. Children will be encouraged and guided through a variety of play experiences designed to foster self-discovery and to build confidence.
- Provide an affordable preschool.
- Provide intentional early education opportunities to children. Work cooperatively with the community to serve these children and their families.
- Maintain the highest ethical and professional standards and practices.

Program Philosophy

Faithful Beginnings at Saint John School was created to provide a Christian early childhood experience for children. Our learning environment will reflect a Christian-centered focus in order to help model and teach about God's goodness. In that context, it is our goal to provide a variety of experiences and opportunities for the social/emotional, cognitive, physical, language and spiritual development of Faithful Beginnings at Saint John School children. Through learning activities and play, each child will be encouraged to grow at his/her own rate. Children will be encouraged to imagine, explore, invent, create, interact and express ideas and feelings. A child's work is play!



Faithful Beginnings at Saint John School is **accredited** by the National Association for the Education of Young Children. This means our program will meet the NAEYC Early Childhood Program Standards. To be a nationally accredited program means that our center has demonstrated a strong commitment to providing high quality programs for young children and their families.

Additional information can be found at www.naeyc.org

About Us

Faithful Beginnings at Saint John School is a department of Saint John School of Little Canada, 2621 McMenemy Street, Little Canada, MN 55117. Phone: 651-484-3038, Fax: 651-481-1355; Website: sjolc.org. The program provides a Christian, non-profit community preschool for all preschool age children regardless of race, color, religion, gender, national or ethnic origin. Faithful Beginnings at Saint John School is licensed by the Minnesota Department of Human Services (651-431-6500).

We are licensed to serve 46 children preschool and school age children. We offer half day and full day preschool, as well as before and after school care.

Half Day: 9AM-11:30AM Full Day: 9AM-3PM
Before School: 6:30AM-9AM After School: 3PM-6PM

Children must be at least 3 years at the time of enrollment; toilet trained and not enrolled in kindergarten. Our hours of operation are Monday – Friday, 6:30AM – 6:00PM. We offer two different session options for children ages 3 through 5. Our 2 day a week program (Tuesday/Thursday) serves children ages 3 and 4. Our 3 day a week program (Monday/Wednesday/Friday) serves children ages 4 and 5. Children ages 4 and 5 are also eligible for our 5 day a week program (Monday through Friday).

Religious Basis

Faithful Beginnings is part of Saint John Catholic School. We provide a loving, nurturing environment where Catholic values shape hearts and minds. Students are taught basic prayers and Catholic principals, and begin and end each day with prayer.

Registration and Tuition

- A registration fee of \$75. will be charged annually. Registration begins the last Sunday in January. **Priority will be established on a first come, first serve basis to Faithful Beginnings at Saint John School returning families, then Saint John Church parish members, followed by new applicants.** When a class is full, a child's name will be placed on a waiting list for that class. Registration materials may be found online at www.sjolc.org or by calling 651-484-3038.
- **A \$75 non-refundable registration fee is due at the time of registration in order to secure a space for your child.** This fee must accompany the registration form. This fee is non-refundable and does not apply toward tuition.
 - a. It is a per session fee. This fee is in addition to the preschool tuition.
 - b. The rate of tuition for the year is indicated on the preschool registration form.
 - c. Tuition must be paid in full by August 15th or paid monthly utilizing the automatic withdrawal system through your bank account from September through May. Full tuition must be paid regardless of illness or vacation in any given month.
 - d. In order to accommodate your child(ren), family accounts must be paid in full by May 31st.
- Any exceptions to this policy **must** be pre-approved by the director.
- The automatic withdrawal of tuition from your bank account may be arranged through the school office.
- A letter of acceptance and notification of our orientation day and time will be sent within one month of registration.

Forms Required for Enrollment- All forms, including medical forms, **MUST** be completely filled out and signed by a parent/guardian before your child begins school.

Student Enrollment Form - this form provides information that will allow staff to work with each child more effectively. Parents have the responsibility to inform the center if their child has any special medical condition, dietary modifications, or special needs or allergies so that we can provide for appropriate care and support

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

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

Health Record - this form is due on or before the first day of class and must be signed by the child's source of health care. This information must include the date of the child's most recent physical examination.

Parent Permission Forms - these forms give us permission to have your child's picture taken for our school and internet use, permission regarding pick up of your child, permission to share information with your child's school district of residence regarding his/her development and permission for your child's health records to be reviewed by our staff and/or nurse consultant. **Please notify the Principal of any changes to these forms during the school year.** Written parental permission will be required before field trips. All forms are kept in a child's file and will be kept confidential. Only preschool staff and legal parents/guardians will have access to a child's file.

Authorizations

When you register your child for preschool, please name all persons authorized to pick up your child and anyone who is not allowed to pick up your child. In order for us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file with the school office. **You must inform the staff in advance and in writing if someone other than a parent or guardian is to pick up your child. The preschool staff will ask for a photo I.D.**

Withdrawal from the Program

Each child is enrolled for the entire year or balance of the year. If permanent withdrawal from Faithful Beginnings at Saint John School is necessary, a two week notice is required. If you withdraw without notice, a two week tuition charge will apply. Your last month's tuition will **not** be refunded.

No adjustments will be made to tuition for absence due to illness or vacation.

Faithful Beginnings at Saint John School may terminate enrollment of a child for reasons of family non-compliance with the policies of the preschool. Additionally, the preschool may terminate enrollment if it is determined that the preschool is not reasonably able to meet the needs of a child. Faithful Beginnings at Saint John School will be in communication with families in efforts to solve difficulties and termination of enrollment will be a last resort.

Fundraising

One fundraising project during the year is the Marathon for Non-public Schools which is held in the fall. The proceeds from this fundraiser help to purchase educational materials. Parents will be asked to participate in helping the Marathon program reach its goal. **Auction?**

Confidentiality

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

- Parents/guardians will only have access to the files and records of their own children upon request and in compliance with Minnesota state statutes.
- Staff will not discuss individual children with people other than the parents/guardians, except for the purposes of curriculum planning or classroom management. Written permission from the parent/guardian is required if they wish staff to discuss their child with others (i.e., grandparent, nanny, etc.).
- Information relating to staff employment will remain confidential to the people directly involved with making personnel decisions.
- Any concerns or evidence relating to a child's safety will be kept in a confidential file and will only be shared with the child's teachers and the principal.
- All visitors to the preschool are made aware of our confidentiality policy and are required to respect it.

School Arrival and Departure

Families may use our curbside drop off upon arrival or park and walk their child to their preschool room. In order to use curbside drop off, please follow the drop off and pick up times in the chart below. A teacher will be available at the north door during the following times to let parents in. If parents arrive after 9 AM in the morning or 11:30 AM in the afternoon, please sign the child in at the school office and bring the child directly to the classroom. Attendance is taken daily at 9 AM in the morning and 11:30 AM in the afternoon. The north door (near the preschool room) remains locked during the school day.

Drop off and Pick Up Times

CLASS TIME	CLASS TIME	DROP OFF TIMES	PICK UP TIMES
AM	9:00 – 11:30 AM	8:45 - 9:00 AM	11:30 – 11:35 AM
PM	11:30 AM – 3:00 PM		3:00 PM – 3:05 PM

At the end of the morning session, families may use our curbside preschool pick-up which begins at 11:30 AM. At the end of the afternoon session, parents may park and walk to their child's classroom. A child will be released to parents and those adults identified by the parents as authorized to pick-up their child. At this time, teachers will communicate any information from the day with the parent. If another adult comes to pick up a child, we will release the child only through notification in writing from the child's parent/guardian. Proper ID must be given before the child is released. It is imperative that children are picked up promptly at dismissal time. Children who are not picked up at dismissal time with out prior alternative pick-up arrangements will be sent to the school office and a parent will be called. The family will be billed at the rate of \$1 per minute until the child is picked up. If you have an emergency and cannot pick up your child, please call the school office at 651-484-3038.

School Calendar and Snow/Cold Closings

Our school calendar will coincide closely with the Saint John School calendar. We will likewise observe any school closings necessitated by severe weather. In the event of severe weather or an emergency, a decision to close the preschool will be made as early as possible. School closings will be announced ONLY on WCCO-4 TV. You may also contact the principal at 651-245-3393. The decision to dismiss school early once it has begun for the day will be made only in the most extreme emergency.

School Celebrations

The children will celebrate Halloween, Thanksgiving, Advent, Christmas, Valentine's Day, Lent and Easter through special events planned around these special times of the year. The annual 'Welcome to Preschool' family dinner in May is an important time to visit with other families and discuss our program, policies and procedures. Parents are welcome and encouraged to participate in all school celebrations.

School Fire Drills/Emergency Drills/Tornado Drills

Monthly fire and emergency drills will be conducted while preschool is in session. Tornado drills will be held monthly April through September.

Sample Daily Schedule

Faithful Beginnings Daily Schedule

- 6:30:** Arrival to before school care, quiet table activities
- 8:15:** Continued arrival, breakfast
- 8:45:** Students who participate in before school care are walked to their classrooms, arrival begins for the school day.
- 9:00:** Morning circle – Prayer, Calendar Activities, Classroom Jobs, Introduction of the week's theme, letters, numbers, shapes, and colors
- 9:30:** Teacher directed small groups, free choice learning centers
- 10:30:** Singing, snack, sharing
- 10:50:** Large muscle activities – Outside weather permitting or inside in the muscle room
- 11:15:** Closing circle, prayer
- 11:30:** Morning only students are picked up, all day students are escorted to the afternoon classroom, afternoon only students arrive
- 11:35:** Afternoon welcome circle, Story time
- 11:45:** Specialists – Music or Spanish
- 12:00:** Large muscle activities – Outside weather permitting or inside in the gym
- 12:20:** Lunch
- 1:00:** Nap/Quiet Rest Time
- 1:30:** Science, Social Studies, Free Play
- 1:45:** Teacher directed small groups/one-on-one, free choice learning centers
- 2:30:** Story time
- 2:50:** Closing circle, prayer
- 3:00:** Students who are part of our after school care program are escorted to the Eagle Club room and participate in free play, other students are picked up
- 3:10:** School age students arrive in after school care
- 3:20:** Snack
- 3:40:** School age students work on homework if they have any, preschool and no homework students play outside, weather permitting or in the gym
- 4:00:** Outdoor (weather permitting) or gym time, parent pick up
- 5:00:** Parent pick up continues, free choice time
- 6:00:** Faithful Beginnings Closes

Teachers post adapted schedules that are specific to their classrooms. They will establish a structure for the day. This creates a sense of order while still allowing for modifications to meet the needs of the children. Children know what to expect and understand what is expected of them.

We understand how important it is that children have time outside throughout the day. Weather permitting; we will strive to go outside at least once per day. If, due to inclement weather including but not limited to rain and temperatures below 0 degrees, we are unable to go outside alternate activities will be provided in the gym, muscle room, or classrooms.

All schedules are subject to change.

Educational Methods

Faithful Beginnings at Saint John School is a Christian preschool. In that context, it is our goal to provide a variety of experiences and opportunities for the emotional, physical, mental, social and spiritual growth of Faithful Beginnings at Saint John School's children. Through learning activities and play, each child will be encouraged to grow at his/her own rate. Children will be encouraged to imagine, explore, invent, create, interact and express ideas and feelings.

At Faithful Beginnings at Saint John School, the classroom is child-centered in order to foster development through creative play choices. The teachers prepare the environment for children to learn through exploration and interaction with adults, other children and materials. The children can choose from a variety of developmentally appropriate activities set up in interest areas around the room. Teachers work with children to give them individual attention and to extend their learning experience within a given area. Teachers interact with small groups and one-on-one. Each day, large group activities are offered to help develop large group skills and a sense of community. Large muscle activities are offered on the playground, outside and in our large muscle area.

The Creative Curriculum for Preschool provides a structured guideline for learning, but also allows for unplanned and spontaneous learning experiences. In addition, the curriculum provides learning opportunities for all children. The curriculum is adapted to account for individual differences, including interests, learning styles, life experiences, temperament, culture, special needs and English language learners. The curriculum specifically includes multicultural concepts and activities.

We believe that a child's work is play. Through our written curriculum, Faithful Beginnings at Saint John School meets these goals in a variety of ways:

Emotional – each child will be given the opportunity to feel special and comfortable in the classroom setting (i.e. special person, birthdays, and daily jobs)

Intellectual – children will be encouraged to have an enthusiasm for learning, creating, and exploring using hands on activities (i.e. games, puzzles, books, art projects, blocks, circle time, music, math manipulative, and science projects).

Physical – through active experiences, children will be encouraged to develop large and small muscle coordination and motor skills (i.e. playground, dance, music, parachute play, coloring, hand writing, and sensory table).

Social – group participation and getting along with others will be encouraged to develop a sense of community, security and belonging (i.e. sharing, caring, respect and listening skills learned through teacher modeling, instruction and storytelling).

Spiritual – through prayer, Bible stories and songs, awareness of Christ's love will be nurtured (Christian teachers modeling God's love, and education in a Christian environment).

Curriculum and Assessment

Faithful Beginnings at Saint John School uses *The Creative Curriculum for Preschool* as a blueprint for planning and implementing a developmentally appropriate program. The curriculum is based on child development research. As part of the implementation of *The Creative Curriculum for Preschool* and

meeting the needs of every child, *The Creative Curriculum Developmental Continuum Assessment System* is used as a guideline for assessing each child in our program. Assessments are based on observation, children's work, and evaluation of the collected facts. All assessments are confidential and will be shared with parents and/or legal guardians only.

Outdoor Play Policy

Outside recreation is an essential part of our program. Please send your child appropriately dressed for Minnesota weather keeping in mind that it is often cooler in the mornings. Often times, layering works well and when a child becomes cold or hot, she/he can add or take off a layer. In the winter time, please send hat, mittens, snow pants, boots and jacket each day. We will try to get outdoors, weather permitting and will use principal and teacher discretion with colder temperatures and air pollution. The muscle room is the alternate area for large muscle play.

In hot, sunny or rainy weather, general precautions will be taken in determining appropriate outdoor time. At times when a heat, weather or smog advisory has been issued, the children will be kept indoors.

With written parent permission, staff does apply sunscreen or bug spray on the children. These may be applied to a child by a parent/guardian before coming to school. Shade is available on sunny days and if bugs are a problem, children will remain indoors.

Children must wear closed toe shoes to preschool.

Meals and Snacks

Children will have a snack each day. Your child will be assigned a day to bring snacks and a toy for show-and-tell approximately once a month. If you are willing to donate snacks, it would be greatly appreciated. All snacks, including birthday treats, must be commercially prepared and packaged. We provide you with a list of snacks at the beginning of the school year from which to choose. Please bring snacks only from that list. We encourage healthy snacks. Milk and water will be provided by the preschool.

Children who participate in our afternoon or all day programming will eat lunch. Parents have the option to pack a cold lunch for their child or purchase a lunch through our school lunch program. Our school lunch program complies with federal regulations, and provides one third of a child's daily nutritional needs.

Snack is provided to children participating in our after school care program.

Behavior Guidance

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

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

- children will be redirected away from a problem toward a constructive activity
- children will be taught how to use acceptable alternatives to problem behavior, including using their words
- the safety of children and staff persons will be protected
- immediate and directly related consequences for a child's unacceptable behavior will be provided

If the above guidelines are not effective, a child will be moved a short distance away for a private discussion with a staff member. At this time it is important for the child to understand the rule, how it was broken and what behavior needs to change. The child is assured that he/she may try the activity again later. In the event that a child's behavior is consistently inappropriate and requires an increased amount of teacher guidance and time, parents will be notified, and a conference date will be set to address the situation and an Individual Behavior Plan may be created that will guide the child toward appropriate classroom behavior. We view each day as a "new day" with regard to prior behavioral issues, and each child will thus start each new school day with a "clean slate".

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

Special Needs

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

If available, you will be asked to share your child's **ISP** (Individual Service Plan) and/or **IEP** (Individual Educational Plan) with us. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (**ICCP**) with you that will assist us to meet your child's needs. Should we suspect that your child needs special education services we will work with you and our school district throughout the process of interventions and assessments. The ICCP must be signed by you and your child's source of licensed healthcare as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care.

Special Need Services

Special education services may include: physical therapy, occupational therapy, speech therapy, or any specific services that a child might need. In the event that we suspect that your child need special education services, we will speak with parents about our concerns and work with them and our school district and /or your medical team throughout the process of interventions and assessments.

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

Parent Involvement

Families and parents are an essential ingredient for a positive early childhood experience. Parents are welcome at preschool anytime. Communication between families and preschool staff is important and may include monthly newsletters, face to face communication, conferences, flyers, notes, phone calls and e-mail. A parent survey and program evaluation are conducted on an annual basis for feedback and assessment.

Family and Staff Communication

At Faithful Beginnings at Saint John School we understand the importance of parents' involvement in their child's early childhood education. Parents are welcome at preschool anytime and are asked to volunteer for field trips. Communication with the parents is essential to a successful early childhood experience. Communication is conducted in a number of ways, including monthly newsletters, face to face communication, conferences, flyers, and e-mail. Family members are provided developmental and academic information about their child verbally several times throughout the year. The written *Preschool Report Card* is provided at each conference and will explain your child's current educational levels. A parent survey and program evaluation are conducted on an annual basis for feedback and assessment. We also welcome feedback from families. We welcome and encourage the exchange of ideas and suggestions. Following are some ways that we encourage family/teacher communication:

1. A Preschool Family Supper will be held in May of the previous school year to introduce families to each other and our program.
2. An orientation will be held before classes begin. At this time, school philosophy, policies and curriculum plans will be discussed.
3. Two parent-teacher conferences will be held during the school year. The child's development in English language, cognition, math, physical abilities, health, emotional/social, and language/literacy and will be discussed. Parents will receive a written assessment of their child at the conference. Parents who do not speak English may bring a friend or family member with to translate the conference. Translation services are provided upon request. Written assessments are confidential and will be given to legal parents/guardians only. A copy will be kept in a child's file.
4. Parents are welcome at preschool, however, **due to our licensing requirements we cannot allow siblings or other children to visit.** During class time, teachers will be unable to talk with parents. Teachers are available to discuss any questions or concerns outside of class hours. Please call for an appointment.
5. Parents are encouraged to volunteer and share their talents. Scheduled parent participation is encouraged.
6. A monthly newsletter and calendar will be sent home with the children.
7. Parents will be notified regarding any changes at the school, state, or national levels that would affect the services and resources available for children and their families.
8. Further information will be provided via email.
9. Preschool information will be sent home in your child's 'take-home' folder.
10. E-mail addresses for preschool: Teachers wcook@sjolc.org
Director ofitzpatrick@sjolc.org

Volunteers

Volunteering is an integral part of who we are at Saint John School. The benefits one gains from working side-by-side with the school community will only be realized as a volunteer. Parents are encouraged to volunteer with the preschool class as needed (ex-as a field-trip chaperone). We follow the Archdiocesan policy which requires that all volunteers complete the basic background check information, complete Virtus training and sign our Code of Conduct. Background packets can be found in the school office. Once all 3 items listed above are completed, parent(s) are then eligible to volunteer.

Parental Grievance and Program Review

When a parent/guardian has a concern about an aspect of our preschool program, we will take every step to help resolve the issue as promptly as possible, keeping the safety and well being of the children and staff a priority. It is preferred that the first concern is addressed to the staff member involved. If you do not receive a satisfactory resolution or you do not feel comfortable talking with the staff member, please contact the director. Faithful Beginnings at Saint John School is always open to suggestions and feedback to improve the way we serve your family.

Each year the Advisory Council and staff will review the preschool program and policies to ensure good program and fiscal administration. We also conduct an annual family and teacher survey. Family survey results are available by request. Parents may inquire about the preschool in person, by phone, email or in writing.

Exclusion Guidelines for Ill Children and Staff

The Department of Human Services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others. Preschool staff will perform a daily health screening as children arrive. **Please call the preschool program if your child will not be attending class. The number is (651) 288-3234.**

We follow the exclusion guidelines listed below which are taken from *Infectious Diseases in Child Care Settings: Information for Directors, Caregivers and Parents or Guardians and School Health Staff, Sixth Edition*, prepared by the Minnesota Health Department, Epidemiology Program. We must exclude a child with any of the following:

Illness Unable to participate in routine activities or needs more care than can be provided by the preschool staff.

Fever With an elevation of body temperature above normal when accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or is unable to participate in routine activities. (Measure temperature before giving medications to reduce fever). (Armpit temperature of 100 degrees or higher OR oral temperature of 101 degrees or higher).

Signs/Symptoms of Possible Severe Illness Until a healthcare provider has done an evaluation to rule out severe illness when the child is unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.

Diarrhea Until diarrhea stops or until a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus.

Vomiting Vomiting in the previous 24 hours, unless determined to be caused by a non-communicable condition and the child is not in danger of dehydration.

Mouth Sores with Drooling Until a medical exam indicates the child may return or until sores have healed.

Rash with Fever or Behavior Change Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.

Eye Drainage When purulent (pus) drainage and/or fever or eye pain is present or a medical exam indicates that a child may return.

Unusual Color of Skin, Eyes, Stool or Urine Until a medical exam indicates the child does not have hepatitis A. Symptoms of hepatitis A include yellow eyes or skin, gray or white stools, or dark urine.

When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The preschool program will notify the parents of exposed children on the same day or within 24 hours by a written notice that will be sent home for parents to read. Parents are required by State law and our center policies to inform the center within 24 hours, exclusive of weekend/holidays, if their child is diagnosed with a communicable disease.

First Aid

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

Care of Ill or Injured Children

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

Medications

Medications will not be administered by preschool staff. Exceptions will be made for life threatening illnesses.

Preschool staff follows all guidelines set forth in Faithful Beginnings at Saint John School Health and Safety Policies. For a copy, please contact the director.

Health Consultation Services

Our program receives health consultation services from:
 Elizabeth (Betsy) DiFabio, MSN, RN
 School Nurse
 FAHS, ECSE, St John's (Little Canada)
elizabeth.difabio@isd623.org
 (651)604-3555

Uniform

Students at Saint John School of Little Canada wear uniforms. Please see the uniform policy below.

Shorts:

- Navy blue, knee-length, twill dress shorts only
- Shorts can be worn March-October
- Shorts should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn at the waist in the correct size.

Pants:

- Navy blue twill or pinwale cords
- Pants should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn at the waist in the correct size.

Skirts/Skort/Jumpers (Girls):

- Uniform plaid only. Skirt must not be shorter than 2.5 inches above the knee.

Polo Shirts:

- White or hunter green short or long sleeved polo shirt. (No pockets or trim.)
- Shirts must be tucked in (Not bloused.) at all times.
- No logos except the Saint John School logo.

Turtle Necks:

- White or hunter green turtlenecks. (No pockets or trim.)
- Shirts must be tucked in (Not bloused.) at all times.
- No logos except the Saint John School logo.

Sweatshirts/Fleece wear:

- Uniform navy blue crew neck with eagle logo only. (Order through Donald's.)
- Athletic sweatshirts are not to be worn as part of the school uniform.

Sweater Vests:

- Unisex navy blue. (Optional.)
- No logos except the Saint John School logo

Socks, Tights, Leggings:

- Navy blue or white. (Small logos allowed on socks.)
- Navy blue or white ankle-length leggings only under skirts or jumpers

Please realize that art projects, outdoor play and special activities in the classroom can be messy. Please send an additional set of clothes with your child each day in his/her backpack. All outerwear should be marked with your child's name. Weather permitting; the children will play outdoors each day. Children need to wear closed toe shoes to preschool.

Field Trips

Faithful Beginnings at Saint John School offers 1 field trip each year to the M-W-F class. When the field trip involves transportation away from our site, a permission slip will be sent home. The slip will explain the destination, mode of transportation, hours and cost. The preschool will follow Minnesota transportation guidelines when transporting preschool age children. Parent volunteers will also be needed.

Birthdays

We will celebrate each child's birthday during the school year. Children who have a summer birthday will celebrate their half birthday. Parents are welcome to bring in a commercially prepared snack. **Please bring mini-cupcakes since the larger cupcakes are often too much for the children to eat.** Other suggestions include peanut-free snacks (preferred from our snack list), cookies, popsicles, fruit snacks, etc. **Please do not send party invitations to school for parties celebrated outside of the classroom.**

Pets

Pets are not allowed in our facility.

Preschool Bags

Each child will receive a Faithful Beginnings at Saint John School folder to carry items to and from school. He/she should bring this folder in a bag or a backpack to school each day.

Seat Belts and Transportation

There is no transportation provided for regular attendance for children while enrolled in our program. Transportation by the preschool for planned activities (i.e. field trips) is contracted with a bus company. Staff will not transport children for any other reason.

If planned activities at our program require transportation, the methods used will be in accordance with the Department of Human Services' regulations and Minnesota law. Minnesota law requires federally approved age-appropriate car seats and seat belts to be used to transport children in cars.

Suspected Child Abuse and Neglect

Any person may voluntarily report abuse or neglect. All preschool staff members are mandated to report any suspected incidents of child abuse and/or neglect.

All reports regarding suspected abuse or neglect of children within the preschool program should be made to the Department Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.

Reports regarding incidents of suspected child abuse or neglect of children occurring within a family or in the community should be made to the local county services agency at (651)431-6500 or local law enforcement at (651) 266-9333.

Reports regarding violation of Minnesota Statutes or Rules that govern the preschool program should be communicated to the Department of Human Services, Licensing Division, at (651) 431-6600.

Policies and Procedures Review Schedule

Policies and procedures are reviewed annually.

Program Plan

A copy of the center's program plan is available to view upon request. Please contact the director.

Thank you for choosing Faithful Beginnings at Saint John School for your child!

Appendix 1

Early Childhood Screening Information

You do need to the contact the district of residence listed to schedule a screening.

Some districts that test young children (3 years old) **will** test again before the student goes to kindergarten. Please call your district with questions.

Check out the particular district's website for additional information.

Saint John School of Little Canada Early Childhood Screening by District

District	Dist.#	Phone	Contact	Website	Screenings	Age of
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Updated: June 2018

						Screening
Maplewood	622	651.748.7280	Bonnie	www.isd622.org/ecfe	5-7 x/month	3-5 years old
Moundsview	621	651.621.7420	Denise	www.moundsviewschools.org	Weekly	3 ½ years old
Roseville	623	651.604.3515	Cindy	www.isd623.org/commed/ecfe	Aug.-June AM, PM, Sat.	3-5 years old
Saint Paul	625	651.632.3746	Linda	www.stpaul.k12.mn.us	End of Oct.- July	3-5 years old
White Bear	624	651.773.6186	Cheryl	www.whitebear.k12.mn.us	Throughout the year	3 ½ - 5 years