

Wee
Friends
Creative
Preschool



TAKES A HAND, OPENS A MIND, TOUCHES A HEART

POLICIES AND PROCEDUES HANDBOOK

1400 Elliott Ave. North
P.O. Box 182
Glencoe, MN 55336

Classroom#: 320-510-3227

Email: weefriendspreschool@yahoo.com

Website: www.weefriendspreschool.org

LIKE US OUT ON [FACEBOOK](#)

Our preschool has been in operation since 1978. The teaching staff and board of directors take much pride in running a very successful independent preschool program. Our teacher puts her whole heart into the Preschool program and its students.

PHONE NUMBERS:

- The phone number for the DHS Licensing is 651-296-2971.
- Classroom 320-510-3227

The Wee Friends ID# is 41-133-0878 (this # is for your taxes)

PARENT CO-OP

What this means is that you are now a member of GLENCOE CHILD DEVELOPMENT ASSOCIATION'S PARENTS CO-OP! An organization that is run completely by its members, ALL VOLUNTEERS! Since this organization is funded and ran by the parents it is in your best interest to be involved in as many areas as possible.

PARENTAL INVOLVEMENT

We have an open door policy. Parents are invited to visit our preschool. Your child will want to share his/her experiences with you. The teacher will be unable to talk with you during class, but would be happy to discuss questions or concerns before or after class.

Parents are encouraged to offer their services and talents for preschool projects and field trips. Let the teacher know how you would like to help. A permission slip needs to be signed, allowing your child to participate in each field trip.

EDUCATIONAL PHILOSOPHY

Families are the most important influence to children. We plan to foster within each child a strong sense of personal worth and pride on being a member of his/her family. With the new experiences at Wee Friends Creative Preschool, children and their parents will have a unique opportunity to share and grow in a richer life together.

Wee Friends Creative Preschool provides an age –level stimulation for development of skills and knowledge, which foster self –esteem and social competence. The classroom environment will improve, expand, and stimulate each child’s growth in the following areas:

Cognitive- the process of thinking and doing.

Physical- strengthening large and small muscles and improving coordination.

Social- learning to live constructively with peers and adults, and to value his/her own rights and the rights of others.

Emotional- the ability to understand and channel and express inner feelings; to talk rather than to act up.

Self Concept- developing positive self-identity and awareness, as well as pride in family and culture.

Language- increasing both listening and speaking skills.

Creativity- growth in ability to express inner creative impulses through music, dance and art experiences.

Curiosity- wondering and seeking answers to questions, building courage to explore the world as it truly is.

MONTHLY CURRICULUM:

- September: A, B, C, 0, 1, 2, RED, CIRCLE, OVAL, MATCHING.
GETTING AQUANTIED AND APPLES
- October: D, E, F, 3, 4, ORANGE, BLACK, TRIANGLE. SORTING,
FIRE SAFTY, FALL, AND HALLOWEEN
- November: G, H, I, J, 5, 6, BROWN, SQUARE, AB PATTERNS,
GIVING THANKS AND FRIENDSHIPS
- December: K, L, M, N, 7, 8, GREEN, STAR, PICTURE SEQUENCE 1-4,
CHRISTMAS
- January: O, P, Q, R, 9, 10, WHITE, BLUE, RECTANGLE, ABB/PATTERNS,
WINTER AND SNOWMEN
- February: S, T, U, V, 0-10, PINK, PURPLE, HEART, OPPISITIES,
LOVE AND VALENTINES
- March: W, X, Y, Z, 0-10, YELLOW, DIAMOND, RYHMING,
ST. PATRICKS, SPRING, EASTER
- April: REVIEW ABC’S, #’S, SHAPES, & COLORS, RHYMING
RAIN AND FARMING, BIRDS

May: REVIEW ABC'S, #'S, SHAPES, & COLORS, LESS/ MORE THAN FROGS, BUTTERFLIES, AND FLOWERS,

THIS IS AN OUTLINE, SUBJECT TO CHANGE

NON-PROFIT

Being a non-profit organization, we rely on prompt tuition payments, donations and fund-raisers to keep our program running smoothly. Your tuition helps pay all these incurred debts:

- Teachers/Aides salaries
- Taxes
- Supplies
- Rent
- Insurance
- Advertising
- Other misc. expenses

Every penny that is paid into the school is used to pay expenses. Whatever is left is used to purchase new items for the school. Fundraisers and donations help immensely with this aspect. Please do not be afraid to volunteer, we need all of you!

ELIGIBILITY

Non-discrimination practices will be observed in admitting or demitting students and in hiring staff, as defined in the corporation by-laws, regarding race, color, national and ethnic origin. Affirmative action in hiring staff meets state and federal requirements.

No person shall be hired or retained as a staff member, paid or volunteer, who has:

- Been convicted of or admitted to or been the subject of substantial evidence or an act of child battering, child abuse, or child molesting.
- Been convicted for or admitted to any felony or any offence involving moral turpitude.
- Used alcohol or drugs such that its effects are apparent during working hours that children are in care.

HEATH AND SCHOOL FORMS

Each student entering preschool will have medical and school forms that are due on the first day of school.

These forms include: registration, heath care summary, shot records, medical consent, parent's time and talent, public relations, emergency information, etc...

INSURANCE

Each child is protected by general liability insurance. In the event of bodily injury, the child is insured to a maximum of \$100,000 per person and \$300,000 per accident.

SCHOOL DAYS AND HOURS

Wee Friends Creative Preschool serves all who are three or four years of age by September 1st of the current school year. Students/staff ratio will be a certified teacher for 1 to 10 children, a certified teacher and an assistant for 11-20 children. Wee Friends has a license capacity of 20 children.

Preschool starts the first Wednesday after Labor Day (4 year olds) and the first Thursday after Labor Day (3 year olds) and goes until the end of May. We follow the GSL Public School calendar for holidays, non school days, snow days, etc...

All classes are two and a half hours in length

Classes for 4 year olds (AM): Monday, Wednesday and Friday
8:30 AM to 11:00 AM

Classes for 4 year olds (PM): Monday, Wednesday and Friday
(If needed) 12:30 PM to 3:00 PM

Classes for 3 year olds (AM): Tuesday and Thursday
8:30 AM to 11:00 AM

Classes for 3 year olds (PM): Tuesday and Thursday
(If needed) 12:30 PM to 3:00 PM

DAILY SCHEDULE:

8:30 A.M. / 12:30 P.M. DOORS OPEN

FREE/ ACTIVE PLAY (8:30-9:15)

- STUDENTS MAY PLAY WHERE THEY CHOOSE AROUND THE CLASSROOM. EXAMPLES: ARTS AND CRAFTS, BLOCKS, DRESS UP, PUZZLES, ETC....
- STUDENTS CAN CHOOSE WHICH STATIONS THEY WANT TO PLAY AT, EXAMPLES: JUMP ROPE, HOPSCOTCH, HULLAHOOP, BALLS, EGG RACE, ETC...

CALENDAR/CARPET TIME (9:15-9:45)

- STUDENTS JOIN THE TEACHER FOR SOME FUN LEARNING. WE GO OVER WHAT MONTH IT IS, DAY/DATE OF THE WEEK, SEASON, WEATHER, YEAR ETC....
- READ STORIES

DANCE AND MOVE TIME (9:45-10:00)

- STUDENTS LEARN SONGS AND ACT OUT THE ACTIONS BY SINGING, DANCING, MOVING, USING INSTRUMENTS, ETC....

TABLE TIME (10:00- 10:15)

- STUDENTS DO THE DAILY CRAFT/WORKSHEET

SNACK (10:15-10:35)

- STUDENTS HAVE A HEALTHY SNACK WITH 100% JUICE

OUTSIDE/ GAME TIME (10:35-10:55)

- STUDENTS GO OUTSIDE OR IN DINNING ROOM FOR SOME RUNNING AROUND, SIMON SAYS, RED LIGHT/GREEN LIGHT, DUCK, DUCK GOOSE, FARMER IN THE DELL, ETC...

11:00 A.M. / 3:00 P.M. DISMISSAL

THIS AN OUTLINE, SUBJECT TO CHANGE

FEES

25.00 dollars registration fee is required each school year this fee needs to be paid to hold your child's spot.

40.00 dollars for the classroom fee is required each school year this helps with parties, bussing for field trips, juice snack, etc...

TUITION

Tuition fees are \$95.00 per month for the 4 year-old program and \$80.00 per month for the three year-old program. Reduced tuition is available for families with more than one child attending the program. If you have two children in the program, the tuition for the second child is half-price. The deduction will be made on the 3- year-old tuition. Tuition is due on the 15th of each PRIOR month (i.e. October's tuition is due on Sept. 15th) and is payable to Glencoe Child Development Association or Wee Friends Preschool. You can mail the payments to P.O. Box 182, Glencoe, MN 55336 or there is a locked tuition box is also located in the classroom. If payment is not received by the 20th of the month, *a \$25.00 late fee will be charged per child, (families with more than one child in the program will be charged a late fee for each child) AND your child will not be permitted to attend preschool until the payment is received.* **For all non-sufficient funds checks returned to Wee Friends, you will be charged a \$25.00 fee.**

TRANSPORTATION

Parents will provide or arrange transportation for their child (ren). The staff must have written authorization for any other person to pick up their child (ren), including those riding in a car pool. If you will not be picking your child up please let the teacher know who will pick him/her up. Staff cannot provide transportation to and from preschool. We will, however, be glad to make suggestions, which might facilitate the arrangements of carpools.

If parents do not arrive within 10 minutes after the Preschool session ends, the following procedure will be followed:

1. A call will be placed to the parents at home or work.
2. If this brings no results, we will notify the Emergency Person you have listed on the child's Enrollment Form.
3. If all attempts fail, the Child Protection Agency will be contacted.

Staff will stay until arrangements are made and will be compensated by the parents, for the inconvenience. Both staff and the party picking up the child will sign a document as to the time the child was picked up.

CONFERENCES

There will be assessments done on each student in November and March.

November: assessments will be sent home, no conference unless teacher or parent(s) request it.

March: assessments and conferences for 4 year old students. 3yr. old student's assessments sent home. Conferences if requested by teacher or parent(s).

METHODS OF DISCIPLINE

The safety of children and staff is of utmost concern at all times. Teachers will redirect any unacceptable behavior, toward constructive activity. As a result of undesirable behavior (e.g. hitting, shoving), the child (ren) will be redirected and talked to by the teacher.

- No child shall be handled roughly, such as shoving, hair pulling, or shaking, by the staff or children.
- No child shall be hit in any way, such as slapping or spanking by the staff or other children.
- No child shall be humiliated, shamed or labeled.
- No discipline shall be delegated to another child.
- These rules apply in the reverse also. No staff members shall endure any of these conditions as well.

If there are disciplinary problems with a child's behavior these actions may be taken.

1. Verbal warnings to the child.
2. Written warnings to the child's parents.
3. Parent/teacher conference. (The parent board president may also be present).
4. Withdraw the child from the Wee Friends preschool program.

If at any time the teacher and/or parent board feels that a child's conduct in class is detrimental to the child himself/herself or the other children, action may be taken to remove the child from the classroom. The board and the parents of the child will be kept informed of observations and experiences that support his/her removal from the classroom.

FIELD TRIPS

Field trips shall be carefully chosen and prepared for to avoid dangerous reactions to allergic insect bites or stings. All children will be transported with use of vehicle restraints. We will use the GSL bus service for all field trips. In order to help pay for this service, a classroom fee has been charged at the beginning of the school year. Signed parental permission for field trips shall be on file. This includes walking to and from activities away from the preschool facility.

EXTRA CLOTHING

All students are asked to bring a change of clothes to keep at school in case of an accident. These clothes should be labeled with students name on each item and put in a ZIPLOCK BAG with their name on it.

SCHOOL BAG

A school bag or backpack is needed by all students to bring back and forth to school. Please put student's name on it.

SNACK TIME

A snack will be served each session, provided by the parents, with 100% juice/water. A snack list or suggestion will be sent home with your child. Wee Friends complies with the state ordinances, which allow only unopened factory packaged food to be served in the classroom. Birthdays and "UN-Birthdays" will be celebrated and parents are welcome to send a snack on their child's special day. The teacher should be notified prior to bringing the birthday treat. No birthday invitations may be distributed in the classroom, as not to hurt any feelings. Each child's hands shall be washed with soap and water before and after eating.

STAR STUDENT/SHARING TIME

Each week a different student will be featured as our "**STAR STUDENT**". I ask that students bring in about 5 items (photo's, etc.) and to be prepared to talk a little about them. Also, please help fill out the questionnaire and return it back to school on Monday or Tuesday. I will help your child relay the information to the class. This activity helps to develop speaking skills and self-esteem. All items will be sent home on Thursday or Friday. Pet sharing is allowed with prior approval of teacher. Except for show and tell purposes, children should not bring their own toys to school.

NO GUNS, WAR TOYS OR OTHER TOYS OF DESTRUCTION ARE PERMITTED IN SCHOOL. These items tend to make children more aggressive in their behavior. Any item brought to school will be sent home with the parent or kept out of the reach of the children and sent home with the parent at the end of the school day.

FUNDRAISERS

Each family will be asked to participate in at least two fundraisers each school year. Fundraisers are a great way for us to get new items for the classroom.

GRIEVANCES

Parents who have a grievance should talk to the teacher at their earliest convenience. If the problem cannot be solved with the teacher, president of the preschool parent board must be contacted. It is not ethical to involve other staff or parents in an individual concern, and it is not ethical to have that concern affect staff relationships. It is also not ethical to involve outside agencies before coming to your teacher or board president with important concerns. Please allow 1-5 working days for your grievance to be worked through.

TEACHING STAFF AND VOLETEERS POLICIES:

DRUG, ALCOHOL AND TOBACCO USE

Any individual, employee, sub-contractors, and volunteers, while directly responsible for children served by this program or on school premises for any reason shall be prohibited from abusing prescription medication or being under the influence of a controlled substance, or alcohol in any manner. Smoking shall be prohibited in the preschool facility.

FIRST AID AND CPR TRAINING

It is required that teachers and teachers aide's complete First Aid and CPR training annually. Copies are on file in the classroom.

BACK GROUND CHECKS

It August a background check will be done on all board members, teachers, and volunteers. If a new teacher or aide starts in the middle of the year, a background check will be done before they start working.

ILLNESS OF STAFF

If a staff member becomes ill while at preschool, he/she will be isolated. The other staff member will take care of the children in the classroom. The Board of directors will attempt to find a substitute for the remainder for the school day and if a substitute teacher cannot be found school will be cancelled for the day. If the board of directors cannot find a substitute teacher for: sick days, school will be cancelled and a make day(s) will be added to the school year calendar. The preschool board will contact each household to inform them that school will be cancelled.

PERSONAL DAYS (STAFF)

All staff members have the right to personal days, they may want or need to use throughout the school year. We have put planned days off in the yearly calendar, there will **not** be preschool those days. Unplanned personal days the board of directors will make every attempt to find a substitute teacher(s), so that school does not have to be cancelled, however if the board of directors cannot find a substitute teacher(s) school will be cancelled and make up day(s) will be added to the end of the school year calendar, (only for unscheduled personal days off).

ATTENDANCE LOG

A daily attendance record shall be maintained and kept on file at the preschool facility.

HEALTH HAZARD INSPECTION

Staff will do a daily hazard check. The president shall accompany the teacher on a health and safety hazard inspection thru out the year. Hazards indicated on these accident prevention procedures shall be identified and rated as "minimal, obvious, or urgent." All "obvious and urgent" hazards shall be reported to the program's board of directors and written records of hazards and alleviating action shall be recorded on the board's minutes.

ACCIDENT LOG

Following an accident or medical emergency, a detailed report will go on file, prepared by the staff person present at the time of the incident, and an executive on the Board of Directors will be notified. The report will include the child's name, date and time of the accident or injury resulting in hospitalization or death, and will be submitted to the McLeod County Social Services within 48 hours.

MISSING PERSON

If a child cannot be accounted for, a thorough search of indoor and outdoor premises will be made. If the child cannot be found, the Glencoe Police Department will be notified immediately for assistance and the parents will be notified.

HEALTH REGULATIONS

Parents will be responsible, with board assistance as needed, to secure a physician's health care summary and immunization record for each child prior to attendance at the beginning of school. Children who previously attended the program and provided an adequate health form the year before need not resubmit another the following year.

Preschool staff cannot administer medications. If children need medication during the school day, they should stay home. If a child becomes ill while attending school, the staff will separate him/her from the other children on a cot provided, and parents will be notified to pick up the child. The teacher or aide will stay with the child until the parent or designated person arrives.

Keep your child home if he/she:

- Has a fever or has had one during the previous 24-hour period.
- Has a cold that is less than four days old.
- Has a heavy nasal discharge.
- Has a constant cough.
- Is fussy, cranky, and generally not himself/herself.
- Has an unidentified rash.

Parents are required to inform the preschool by calling 320-510-3227 within 24 hours when a child has a contagious reportable disease: lice, scabies, impetigo, ringworm, influenza, chicken pox – so that staff can inform other parents of exposure. A note will be sent home and a notice posted in the classroom concerning exposure to or onset of contagious illness as soon as the center is notified. Every communicable disease shall be reported to the County Health Department.

All parents should call the school if their child will not be attending school due to sickness or any other reason.

EMERGENCY SHELTER

An emergency shelter is located in the First Congregational Church building.

HAZARDOUS WINTER WEATHER

You can listen to KDUZ or KARP radio, watch T.V., and Facebook, for school closings or late starts/early release. If the radio/ T.V. indicates late starts or cancelled classes due to hazardous winter conditions for GSL schools, Wee Friends Creative Preschool will have no classes. If classes are two hours late, morning classes will be cancelled. Afternoon classes will go on as scheduled. If there is no school due to bad weather, there will not be any night school sponsored events. (i.e.: parent meetings, conferences, etc.) These things will all be rescheduled.

MAKE UP DAYS DUE TO WEATHER

After 2 missed school days (each class) due to snow, fog, and/or cold, we will make up hours at the end of the school year.

POWER FAILURE

Heavy – duty flashlights are available for light if needed. If power stays out for 30 minutes the teachers will call parents to come pick up their children and school will be cancelled for the day.

FIRE

All children will be removed from the immediate danger area through the nearest fire exit. Children will be taken across the street. After all children and staff are safely out of danger, one staff member will call the fire department from a neighboring building if the fire department has not already been notified. The staff members will stay with the children until the fire department indicates it is safe to return to the building or until parents arrive to pick up children. Nine fire and safety drills will be during in the nine months school is in session.

TORNADO

Staff will listen to KDUZ or KARP for directions in threatening weather. If it is indicated that a tornado has been sighted, the children will be taken to the safest aspect of the building until notification on radio is received that the threat of tornado is over. The teachers will remain with the children until the parent arrives. Tornado drills will be practiced during the school year.

ACCIDENT PREVENTION POLICIES:

POISONING

1. All hazardous or toxic substances shall be stored outside the classroom.
2. No lead-based paint shall be used.
3. The preschool staff does not administer any medications in school.
4. Food for snacks and other classroom activities shall be stored, prepared and served in accordance with public health standards and as accepted by the public school principal.
5. Wee Friends Creative Preschool shall comply with state ordinance, which only allows factory, packaged food to be brought into the classroom.

ASPIRATION OR CHOKING

1. All students shall be carefully trained and monitored in proper use of potentially choking hazardous pieces of food, toys, etc. Horseplay while eating shall be controlled by the staff. Food pieces shall be designed so as to create minimum aspiration/choking hazard.
2. Drowning hazards shall be especially avoided. No student shall be allowed to go swimming without being accompanied by a parent.

BURNS

1. All electrical outlets shall be capped whenever not in use or directly supervised by staff.
2. Use of an electrical (110 volt or more) appliance must have direct supervision of staff.
3. Children are prohibited from using matches or lighters.
4. Flammable substances shall be stored according to public school standards and procedures.
5. Radiators and hot pipes shall be covered to meet fire safety standards and procedures.
6. Hot water faucet temperature shall not exceed 120 degrees Fahrenheit.
7. All staff shall be trained and competent to operate the classroom fire extinguisher. First Congregational Church shall provide and maintain appropriate extinguisher and fire alarm system.

PEDESTRIAN

1. Halls, doors, and floors shall be kept clear and well lit to meet public safety and school standards.
2. Pick up and delivery of children shall be made at the First Congregational Church. Posted speed limits must be observed and violators must be reported to the teacher.
3. The owners and operators of the First Congregational Church shall maintain an ice and snow free loading and unloading zone and driveway.

INJURIES, CUTS, BRUISES, ETC...

1. All sharp tools and toys shall be blunted or used only under direct supervision, especially knives, needles, etc.
2. All appliances shall be supervised or equipped with guards adequate to a three year olds curiosity, e.g. fans, toasters, typewriters, etc.
3. Unstable equipment or furnishings shall be secured or used only under direct supervision, e.g. folding chairs, ladders, climbers, movable shelves/dividers, etc. Non-movables over 36 inches high shall be secured to the floor as well, as they could be tipped over by climbing children.
4. Tables, chairs, and toys shall be selected and maintained to fit the age of the group served.
5. Windows shall be adequately screened to prevent insect infestation and student non-emergency exit.

CONTAGIOUS DISEASES:

CHICKENPOX

A highly contagious disease caused by the varicella – zoster virus. The characteristic feature is the generalized pruritic (itching) vesicular rash.

Mode of Transmission: Direct contact – respiratory also occur.

Incubation Period: 14-16 days with a range of 10-21 days.

Period of communicability: Transmission occurs from one day before the rash until five-six days after onset of the rash or when all blisters are crusted. Highest incidence is in children 2-8 years, but all ages are susceptible. It is much more severe in adults. Maternal passive protection exists for the first few months of life.

Seasonal patterns: Highest incidence during winter and spring.

Clinical picture: The rash is generally the first symptom. Fever, headache, malaise and anorexia parallel the severity of the rash. When the lesion dries, a crust forms and falls off within 5 to 20 days, depending on the size of the lesion. Usually there is no scarring, but lesions that become secondarily infected by vigorous scratching may leave permanent scars.

Complications: Not common in children. Secondary bacterial skin infections occasionally may lead to impetigo, etc. Children with leukemia or an immunosuppressive medication are at a risk.

Supportive care: Care of the skin is important. Baths and medications may relieve itching for itching prescribed by a doctor.

Return to school: Seven days after onset.

IMPETIGO

A condition involving the superficial layers of the skin. The pathogenic invaders are staphylococci and streptococci.

Symptoms: Impetigo first appears as discolored spots of various sizes and shapes. Then small blisters appear which break, spreading germ laden fluid to the surrounding area. The weeping lesions rapidly form yellow honey-colored crusts and scabs; the tissue around them is red. Lesions are usually on any part of the body, but most often are seen on hands, face, or perineum; or complications of diaper rash or dermatitis. Regional lymph nodes may be enlarged.

Incubation period: 2-10 days.

Period of communicability: As long as lesions are present and viable spores persist on contaminated clothing.

Management: Preventative measures. Isolate child's washcloths, towels, drinking glass, and old linen. Wash hands before and after treatment. Keep nails clean and short.

Topical treatment: Crusts soaked with warm compresses for 5-10 minutes to remove crust. Then apply ointment into lesions including surrounding area.

Return to school: after having received verification by doctor that the child is being treated.

PINK EYE

An inflammation of the thin membrane that covers the eyeball and lines the eyelid (called conjunctiva). In its infectious form it is highly contagious. Children under five are most often affected with pink eye.

Symptoms: Irritation, edema or swelling of the lids, eyes sensitive to light and usually turns pink in color.

Incubation Period: 24 to 72 hours.

Mode of transportation: Contact with discharges from the eye of an infected person through contaminated fingers, clothing, etc. It tends to spread quite rapidly in a classroom of small elementary children.

Period of communicability: During the course of active infection.

School attendance rules: Exclude from school immediately. Child may return to school after receiving treatment and upon recommendation from the family physician.

HEAD LICE

Necessary precautions and treatments:

1. Check your child's hair for lice or nits (eggs) daily. In doing so, pat the hair with cotton tipped swabs making it easier for you to check between hair strands. Check the back of the head and neck and also around and behind the ears.
2. Lice are gray in color, can be 1/10 to 1/8 inch long. They do not have wings and do not fly, so they should not be confused with gnats. Lice stay on the head. Nits (eggs) are silvery white and attached to pieces of hair, also in back of head and around the ears. Do not confuse eggs with dandruff; this is where cotton swabs help. Rubbing on the hair with the swab will not remove the egg; dandruff will come off.
3. Treatment is shampooing hair with a medicated shampoo (prescription and non-prescription are used). Please follow directions carefully as to how to apply, length of time the shampoo is left on the hair, etc. Ask your doctor or pharmacist if you have any questions about application. It is also recommended that the treatment (shampooing) be repeated in one week.
4. Do not share personal items (combs, brushes, caps, etc.). Wash all items worn recently, bed linens, etc. in hot water. Wait between loads to make sure water is hot. Use hot dryer when possible. Items that are not washable should be sealed in double plastic bags for 2 weeks. Do a lot of vacuuming of floors, furniture and carpeting; insecticide sprays are not recommended and should be used with caution.
5. Children will be dismissed from school until first treatment (shampooing) is completed. It would be helpful for parents to tell each other if their child has been infested. This way observation can be done as well as necessary treatment, helping stop the spread. Parents need not be embarrassed to tell others. Head lice are not choosy when they pick their victims, anyone can get head lice, and it is not a sign of being unclean.

INFLUENZA

Also called the flu, it is contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. The best way to prevent the flu is by getting a flu VACCINE each year.

Symptoms: people who have the flu often feel some or all these symptoms: fever, cough, sore throat, runny nose, muscle or body aches, headaches, fatigue, vomiting, and diarrhea.

It's important to note that not everyone will have a fever with the flu.

How the flu spreads: Most experts believe that the flu spreads mainly by droplets made when people cough, sneeze, or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might also get flu by touching a surface or object that has flu virus on it and then touching their own mouth, eyes, or nose.

Period of contagiousness: You can pass the flu virus before you know you are sick, as well as while you are sick. Most healthy adults may be able to infect others beginning one day BEFORE symptoms develop and up to five/seven days AFTER becoming sick. Some people, especially children and people with weakened immune systems, might be able to infect others for an even longer time.

Complications of the flu: Complications of flu can include bacterial pneumonia, ear infections, sinus, dehydration, and worsening of chronic medical conditions, such as congestive heart failure, asthma, or diabetes.

School attendance rules: Students may return to school after they have been fever free for at least 24 hours and are feeling better.

STUDENTS AND STAFF NEED FLU SHOTS!

MALTREATMENT OF A MINOR

Any maltreatment of a minor must be reported pursuant to MN Statute 626.556 and the policies and procedures adopted by the Board of Directors. See pages 15 and 16.

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 911.
- All reports concerning 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 local county social services agency at (320) 864-3144 or local law enforcement at (320) 864-3134.
- 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 by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

IF YOU HAVE ANY QUESTIONS ABOUT THE INFORMATION IN THIS HANDBOOK, PLEASE FEEL FREE TO TALK WITH ONE OF THE BOARD MEMBERS OR THE CLASSROOM TEACHER.