

# Mount Calvary Preschool



2023-2024





Mount Calvary Preschool  
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# Welcome to Mount Calvary Preschool This Year!

September 2023

Hello and welcome to Mount Calvary! We are so happy to have your family join our preschool!

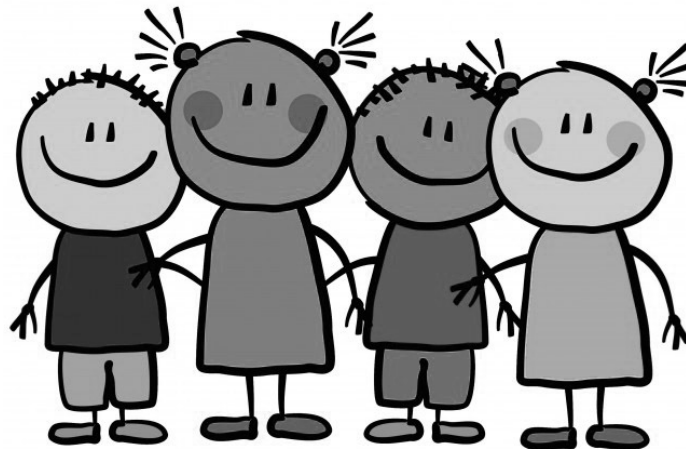
Please take some time to read through the handbook as it holds valuable information regarding the policies and regulations held here at Mount Calvary. Hopefully this handbook will answer any questions that may arise while your child attends our wonderful school! There is always additional information available to you on our website: [mountcalvarypreschool.com](http://mountcalvarypreschool.com).

We are so excited to start this journey with your family! We are looking forward to a year filled with discovery, imagination, development, and most of all love.

Very truly yours,

Samantha Ditter  
Mount Calvary Preschool Director  
952-474-5542  
[mountcalvarypreschool.com](http://mountcalvarypreschool.com)

Monica Livorsi  
Associate Preschool Director



# About Us

## Goal and Beliefs

Our goal for students at Mount Calvary Preschool is to foster growth both spiritually and socially, encourage individualism, and prepare students academically for their future. Our curriculum encourages children to explore their world through imagination, artistic and musical expression, physical movement, teacher-led activities, and social interaction. All domains of a child's development are met through our curriculum. We believe that early meaningful relationships with peers and adults benefit a child's social and emotional development throughout life, and also these early relationships enable a child's faith formation.

## Curriculum Philosophy

Our curriculum, based on Creative Curriculum for Early Childhood developed by Diane Trister Dodge, promotes the trust, growth, and independence of children through play. Our teachers will facilitate this trust, growth, and independence by implementing our developmentally appropriate curriculum through room arrangement, units and themes, teacher-directed and child-directed activities, and interaction with children, teachers, and parents. Our curriculum reflects a responsiveness to our families reported family home values, beliefs, experiences and language. Our curriculum enhances all areas of development: cognitive, social-emotional, gross motor and fine motor, language, literacy, science and technology, social studies, and the arts. We currently use Teaching Strategies Gold, which is Creative Curriculum for Preschool, the fifth edition. The Creative Curriculum for Infants, Toddlers and Two's is used in our toddler program.

## Spiritual Development

The primary goal of our program is to provide an environment in which the staff models Christian values such as, a sense of right and wrong and showing love and respect for others. Bible stories and music presented by the church and/or preschool staff are a part of the program. We want the children to get to know Jesus, not only from their home and church life, but also from their exposure to Christianity while at Mount Calvary Preschool.

## Standards

We are licensed by the Minnesota Department of Human Services and the Hennepin County Department of Health. We are licensed to serve 95 preschool children and 12 toddlers per session. We are accredited by The National Association for the Education of Young Children (NAEYC). We have a 4-star rating through Minnesota Parent Aware (highest possible rating). We are a non-profit community preschool, open from 7am - 5pm during the school year, and 8am - 4pm during the summer.

Mount Calvary is proud to admit students, staff and parents of all race, color, creed, national or ethnic origin, and disabilities. Everyone at Mount Calvary is entitled to all privileges, programs, and activities without discrimination.

## Child Care Program

Parents may review our Program Plan. It is located in the preschool office, but we ask that the Program Plan not be taken out of the office.

# Policies

## Potty Time

Students do not have to be potty trained to come to Mount Calvary Preschool, however they must be fully potty trained before starting in a 4-year-old class. Please send a change of clothing in your child's backpack. If accidents continue to happen, a parent/teacher conference will be set to discuss options for a successful outcome. After 3 accidents in 1 day, children will be placed in a pull-up.

## Diaper Policy

Diapers, wipes, and pull-ups must be provided by parents. Your child must go 2 full weeks with no accidents in order to transition out of wearing diapers/pull-ups (it is a lot of work for our staff when students continually have accidents).

## Snack Fee

Here at Mount Calvary, we are happy to provide the students a morning and afternoon snack. The snack fee is \$40/month for full day students and \$20/month for half day students. This fee allows us to provide nutritious snacks that follow the USDA guidelines of 2 components of fresh fruit, vegetables and whole grains.

## Transportation

All carpools must be reported to the teacher. We will not dismiss your child to anyone without your written permission. A valid photo ID is required the first time anyone picks up a child.

## Field Trips

We often make use of our community as a learning tool. All classes take field trips to such places as the local library. We do separate the ages for these trips. The three-year-olds stay close to church and community and can expect the "field" experience to come to them. Four and five year olds go on at least one bus trip. We will ask that the parent sign a permission slip when a field trip has a specific destination.

## Medication Administration

All medications administered by the preschool staff must be authorized by a parent signature with written instruction from the physician.

## Special Medical Needs and ICCPP

When a child has any special medical condition, allergy or disability that requires special care or requires medication or treatment, the parents/guardians should inform Mount Calvary Preschool. An ICCPP must be completed which provides specific directions how the Mount Calvary Preschool staff should care for the child when he/she is at preschool. Any changes occurring to the directives on the plans should be promptly communicated to the Mount Calvary Preschool staff. The ICCPP will be reviewed annually by the parents and diagnosing physician to determine that the child's needs are being met.

## You Are Welcome (Open Door)

Mount Calvary Preschool has an open-door policy. Parents/guardians may visit any area of the facility at any time during the program's regular hours of operation. Parents/guardians, please check in with the preschool office when you enter the preschool to visit.

## Classroom Etiquette

- » **ProCare:** Please sign your child in/out each day either from the ProCare app on your phone or using the check-in iPad. It is YOUR responsibility to sign them in/out, not the teacher's.
- » **NO TOYS FROM HOME!** Unless a teacher has sharing as a part of circle time, toys from home are NOT allowed. Toys brought from home will be kept in the office. We are not responsible for any lost toys.
- » **Naptime:** Please bring no more than a blanket, pillow, and **1 lovey/stuffed animal** for nap/rest time. With limited cubby space (especially during the winter months) it is difficult to fit everything in the classrooms. Similar to the above statement on toys from home, too many stuffed animals can be a disruption or easily lost at school.
- » **Labeling:** The following items must be labeled with your child's first and last name:
  - \* Lunch Box AND tupperware inside
  - \* Backpack and nap bag
  - \* Extra clothes
  - \* Winter gear
  - \* Sunscreen and lotions
- » **No Water Bottles:** We provide water throughout the day to your child.
- » **Clothing Regulations:** The following are clothing restrictions we as a preschool must follow as they are safety concerns:
  - \* No flip flops - shoes worn must have a back so they do not easily come off.
  - \* No necklaces, drawstring sweatshirts, or scarves as they are choking hazards.
  - \* Winter boots do NOT count as shoes for the day. In the winter months, please make sure your child has an extra pair of shoes they can put on after going outside. (Extra shoes can be kept at school in their cubby)

# Daily Operations

## Hours of Operation

Preschool is in session from September 5, 2023 through June 7, 2024 and we are open 7am - 5pm, Monday - Friday. We also have a summer program that begins on June 11, 2024 and building hours change to 8am - 4pm, Monday - Friday.

Early Arrival: 7:00 - 9:00am

Morning Classes: 9:00 - 11:30am

Full Day Classes: 9:00 - 3:15pm

After School Care: 3:15 - 5:00pm

Mount Calvary Preschool is licensed to serve 12 toddlers (enrolling at around 24 months) and 95 preschoolers (at least 33 months). These 107 children may be present at the preschool each daily session.

## \*Snack and Lunch

- \* USDA Guidelines: Lunches must follow USDA guidelines. Please see page 20 for full requirements.
  - \* We serve 1% milk to students 2-5 and whole milk to students under 2 years. If you do not want your child to drink milk, you must fill out a dietary form in the office and provide a milk substitute.
  - \* Students bring their own lunches and are responsible for following USDA guidelines.
- \*Mount Calvary Preschool provides snack

# Preschool Calendar 2023-2024

Open House/Meet Your Teacher	August 25 (8am-11am)
First Day of School	September 5
School Picture Days	September 25 & 26
*Fall Parent/Teacher Conferences	October 13
*MEA	October 19-20
*Thanksgiving Break	November 23-24
Christmas Program	December 14 (close at 11:30am)
*Winter Break	December 21-January 2
*Martin Luther King Jr. Day	January 15
*President's Day	February 19
Family Night Out @ Excelsior Brewing Co.	TUESDAY, February 27 (5:30-7:30pm)
*Spring Parent/Teacher Conferences	March 1
*Spring Break	March 29 -April 5
Teacher Appreciation Week	May 6-10
Early Release Day	May 10 (School closes @ 11:30am)
*Memorial Day	May 27
Family Fun Night	June 2 (2-4pm)
Last Day of Preschool Graduation EARLY RELEASE	June 7 (Graduation @ 11am, School closes @ 12pm)
*NO SCHOOL	June 10
Summer Preschool Begins	June 11
<b>*School is closed</b>	





## Registration

1. Current and past families register beginning Monday, January 22, 2024. Community registration opens Monday, January 29, 2024. Registration is on a first come first serve basis.
2. A child will be considered for enrollment upon return of the registration form.
3. Registration materials may be obtained by calling the preschool office 952-474-5542 or visiting our web page, [mountcalvarypreschool.com/registration/mandatory-forms](http://mountcalvarypreschool.com/registration/mandatory-forms).
4. Registration fee is \$60 per child (non-refundable).
5. All required paperwork must be completely filled out and turned in before student may come to school. Summer registration is first come first serve basis. School year attendance does not guarantee summer enrollment.

## Tuition

See *registration form* for tuition details.

\*Minimum monthly payments are due by the 1st of each month, September - June, with a \$10 late fee assessed for payments received after the 15th. The first month's tuition is non-refundable. If it becomes necessary to send an overdue bill to a collection agency, that fee will be added to your bill. Outstanding balances of over 60 days jeopardizes your child's place in the classroom.

Children may arrive no more than 10 minutes before their class time. They must be picked up no later than 5 minutes after class is over. Following this policy will allow proper supervision and safety of the children. A child that is not picked up on time will be charged a \$25 late fee after the 3<sup>rd</sup> late pick up and all following late pickups. Late pickups will jeopardize your child's enrollment.

If permanent withdrawal from preschool is necessary, a two-week notice is required. If you withdraw without notice, a two-week tuition charge is due.

The only tuition adjustment made is for an absence resulting from illness with a duration of over two weeks. No adjustments can be made for vacations, other short term absences, and unexpected school closures.

## Conferences

There will be conferences in the fall and spring to discuss your child's cognitive, physical, and social/emotional development. All children are assessed informally using anecdotal notes. More formal assessments involve developmental checklists. This information is gathered and recorded on a Child Assessment Portfolio checklist, which is part of the curriculum we use: *Creative Curriculum*. This information will be shared with parents/families in a manner which is sensitive to family values, culture, identity, and home language; we use the Family Conference Form, which is part of *Creative Curriculum*. Parents are asked to contribute to the summary of development and learning for each child. Together parents and teachers can plan for each child's development and learning.

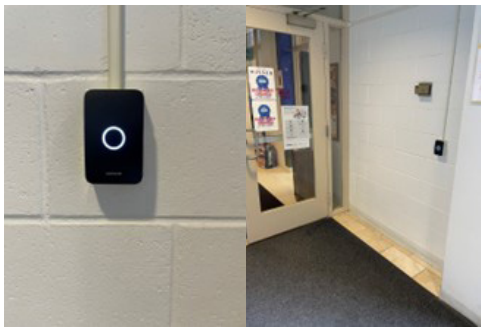
All conference materials, and other aspects of a child's records, are kept confidential; each child's file folder is kept in the preschool office, in a locked cabinet. Only parents and preschool personnel directly involved with each child have access to the files.

# OpenPath/Avigilon Alta

We use a security system called OpenPath. This system keeps our main entrance doors locked at all times, allows us to lockdown main entry points with the click of a button in case of emergency, and helps us keep only preschool families from entering the preschool wing during the day.

Parents with emails in ProCare will receive an email from OpenPath or Avigilon Alta inviting them to download the app onto their cell phone and providing instructions on how to get set-up. **If your email is not in ProCare, or there is another person who will pick up consistently please let us know and send us their email.**

- » Make sure you choose "ALWAYS" for location service preference - when this is on, you don't need to take out your phone or open the app to open a door. All you have to do is have your phone with you and wave your hand by a scanner and the door will open.



There are 4 entrances hooked up to this system - both entrances into the preschool wing on the main floor, and both entrances upstairs. Outside of each of these doors is a scanner that looks like the one pictured here.

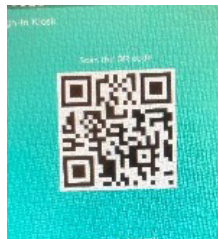
When you walk past this scanner with your phone on your person, wave your hand closely in front of the scanner to unlock the door.

Doors will be locked 24/7. If you forget your phone or have someone new pick-up, please ring our doorbell located on the door near the main preschool entrance and someone in the office will let you in.

**Key Fobs:** We have a limited number of key fobs available for special circumstances. If you'd like a key fob please contact the preschool office. Key fobs **MUST** be returned to the office at the end of use or school year. There is a \$10 fee/key fob for any lost or unreturned key fobs.



ProCare is our childcare software that we use for attendance, daily activity updates, tuition payments, and parent/teacher communication. It is the responsibility of parents/guardians to check in children before going to their classroom:



1. Outside of the double doors you will see an iPad on a stand. Please either scan the QR code, or type in your parent code.
2. Follow the steps on the iPad to check your child in. Please complete all steps before going to your child's classroom otherwise the iPad will lock.

When you pick your child up at the end of the day, **please sign them out before you leave the building.** The procedure is identical to check-in.

If a different person is dropping off/picking up your child, there is a 4-digit pin they can type into the iPad. You can find this pin if you go into your ProCare App > Family Information > click on the person's name.

# Additional Information

## Early Childhood Screening at Mount Calvary Preschool

The state of Minnesota requires that all children participate in Early Childhood Screening before they enter kindergarten. Minnetonka Public Schools recommend that children be screened before they turn 3 years of age; most of our children will begin their schooling in Minnetonka Public Schools after leaving Mount Calvary Preschool and so parents will receive this recommendation via the public schools. This screening includes developmental screening and vision and hearing screening. Teachers at Mount Calvary Preschool recommend to parents to have their children screened at age three.

Classroom teachers also have screening tools that can be used in the preschool classroom. This includes developmental checklists. Also pieces from "Teaching Strategies Gold", our assessment tool (Assessment Opportunity Cards and the Child Assessment Portfolio) are used by classroom teachers.

## Minnetonka Public Schools

Early Childhood Screening	Kate Van Horne	952-401-6840
Early Childhood Special Education	Angie Kleinedler	952-401-6808
Child and Family Support Program	Amanda Erisgen	952-401-6820

## Eastern Carver County Schools: Carver-Chanhassen-Chaska-Victoria

Early Childhood Screening	Carol Brenton	952-556-6407
Early Childhood Special Education	Michele Bedor	952-556-7241

Mount Calvary Preschool staff encourages conversations in our classrooms regarding children preparing for kindergarten. **Teachers also encourage parents to support our efforts to enhance each child's self-help skills, which also prepares a child for kindergarten.**

## Behavior Guidance

We believe in stressing the value and importance of each child. Modeling of respectful behavior by teachers toward students and each other is essential. This means that positive reinforcement and redirection is followed and is utilized to guide positive behavior. Rules are necessary for a good classroom environment. Teachers are consistent in their delegation of these rules so children realize their importance. The following guidelines are used in our classrooms:

### 1. Instruction

**What:** Child is redirected away from problems and into constructive activity.

**Why:** To teach an acceptable alternative behavior.

### 2. Warning: Is given when there is occasional forgetfulness.

**3. Follow through:** The child is moved away for a private discussion. The teacher re-explains the rule, and how it was broken, stressing that the behavior was unacceptable, not the child. Physical punishment, name calling or other verbal abuse, restriction from snack, or distant isolation is never used. Students are assured during every difficulty that the teacher cares for them and wants to help them remember our rules. If a child exhibits a persistent unacceptable behavior, that child will need a behavior modification plan that involves teachers, parents and specialists if necessary.

### 4. Biting: After 3 bites in 1 day a child will be sent home.

## Parent Permission

Before sharing information about a child with other relevant providers, agencies, or other programs, staff obtain written consent from the family.

## Dismissal of a Child

Mount Calvary Preschool will make every effort to provide a program that meets the needs of each child. However, at times it may be impossible to meet the needs of a child and family. We abide by NAEYC's policy and federal and state civil rights laws on exclusionary measures. Our policy is designed to limit or eliminate the use of suspension, expulsion and other exclusionary measures if a child needs to be removed from the classroom. If, after working with the child and family, we find it is not in the child's best interest to remain in the program we will ask the family to make other arrangements. Exclusionary measures are not considered until all other possible interventions have been exhausted. Mount Calvary Preschool will make every effort to offer assistance to the family in accessing services and an alternative placement. The director may need to release a child from our program if the parent refuses to follow the policies in the Mount Calvary Parent Handbook or if the child's behavior poses a safety risk to students or staff at our preschool.

## Confidentiality

Confidential information regarding children and families is sometimes shared with teachers and directors. We want all families to feel comfortable enough to share information when a need arises. Therefore, it is our goal to protect your privacy when information is shared with preschool personnel. There are several systems in place to maintain confidentiality:

- » Children are screened and assessed in various ways: observations, checklists, portfolios. Teachers who come into contact with a child will have access to assessment results, as will directors of the preschool. Assessment results are used to inform curriculum and individual goal development.
- » Individualized assessment results will be shared with a child's parents. Written permission from the parent/guardian is required if they wish staff to discuss their child with others (grandparent, nanny, specialists, and other programs, etc.)
- » Parents have a right to see their child's file at any time.
- » Children's files are kept locked in the preschool office.

## Annual Program Evaluation, Accountability, and Continuous Improvement

Mount Calvary Preschool will conduct an annual evaluation that will include gathering evidence on all areas of program functioning. A report of the annual evaluation findings is shared with families, staff, and appropriate advisory boards, and the results are used as a basis for continuing successful activities and for changing those that need improvement.

Results from the annual evaluation will inform the director as to the goals for continued improvement in the following areas: professional development, and program quality, operations and policies. The annual evaluation will also provide information used to evaluate our 2-year-cycle Strategic Plan.

Tools used to conduct an annual evaluation:

- » Family Survey
- » Teaching Staff Survey
- » Teacher Evaluations
- » Review of Strategic Plan
- » Risk Reduction Plan (Department of Human Services)
- » Review of Emergency Preparedness Plan

The surveys will be distributed to our families and teaching staff in the spring of each year. Results will be shared with families, staff, and our Preschool Advisory Board before the end of the school year. Communications to staff and parents will reflect needs identified in the returned surveys.

Incorporated into the annual evaluation will be the "annual review of the risk reduction plan," deemed necessary by the Minnesota Department of Human Services. Policies are changed to meet the needs of children based on the review of accident reports, maltreatment findings, and internal reviews.

### **Parent/ Staff Communication**

A child will profit most from a school experience when home and school share common goals. Therefore, we welcome and encourage the sharing of your views and ideas.

#### **\*Lines of Communication:**

1. Teacher
2. Director
3. Pastor Assessment

### **Assessment**

Mount Calvary Preschool uses The Creative Curriculum for Preschool, Fifth Edition and The Creative Curriculum for Toddlers.

Aligned with the Creative Curriculum is the Teaching Strategies GOLD, Objectives for Development & Learning, Birth through Learning. These objectives are research based. Teaching Strategies GOLD also includes the Child Assessment Portfolio.

"The Teaching Strategies GOLD assessment system measures the knowledge, skills, and behaviors that are most predictive of school success." Teaching Strategies Gold also helps a teacher focus on competencies deemed important in standards put forth by the National Association for Education of Young Children (NAEYC) and the Minnesota Early Childhood Indicators of Progress (ECIPs). Teaching Strategies GOLD is a good fit for our preschool based on our use of The Creative Curriculum, NAEYC accreditation, and our knowledge of the MN ECIPs.

Curriculum, objectives for development and learning, and assessment are used to make the best decisions about classroom learning, for the class as a whole, and for each individual child. Our curriculum and assessment tools allow teams of teachers to track the progress and effectiveness of our program as a whole, the progress of each classroom, and the progress of each individual child. Aspects of curriculum can be changed to better meet the needs of our enrolled children, and individualized instruction to better meet the needs of each child can be realized. Teachers and parents can also collaborate to arrange for developmental screening and referral for diagnostic assessment when indicated.

Our teachers have used Creative Curriculum for years, and now we are using an updated version of that curriculum framework. These 5 curriculum books are in the preschool office for teachers to use. Also, we have 4 sets of the Teaching Strategies GOLD Assessment Toolkits. As a group, the staff have reviewed and discussed these materials. We feel the Teaching Strategies GOLD is an easy fit for our staff; we have used Creative Curriculum for many years and are familiar with the curriculum framework.

Also, every five years lead teachers are trained in assessment and developmentally appropriate learning experiences (curriculum development). These trainings are approved by Parent Aware (a state of Minnesota Department of Education organization).

We assess children using anecdotal notes taken in the familiarity of our preschool, with known teachers, and in the context of our curriculum. Checklists and developmental charts are also used to help teachers assess each child. Classroom teachers use a Child Assessment Portfolio as a reference tool when assessing children. Children may be assessed individually or in a small group while using materials such as Assessment Opportunity Cards included in Teaching Strategies Gold. Input from the family is a valuable tool when determining best practices for learning for each child. Communication with parents/guardians about their child's assessments is sensitive to family values, culture, identity, and home language.

Mount Calvary Preschool sets aside three specific times during the year to meet with parents during parent/teacher conferences: early September before school officially begins (one purpose is to review intake forms to identify children's interests and needs), fall conference, and spring conference. A summary of the conference report will be given to parents. Teachers will meet with parents when both parents and teachers feel a need, outside of the three specific conference times.

## Parent Advisory Board

This is a board made up of parent volunteers. Their objectives are as follows:

- » Uphold a strong preschool community and drive preschool fundraisers and events such as Butter Braids and Family Night Out.
- » Address new opportunities and concerns as they are needed.

The Mount Calvary Preschool Advisory Board meets as needed. New parent Advisory Board members are always welcome! Contact the preschool office if you are interested in joining the board.



# Illness and Emergency

## Illness

If your child has a fever, they cannot return to school until they are fever free for 24 hours without any fever reducing medication.

1. A child that shows symptoms of illness during school hours will be placed on a cot in the preschool office while a parent or authorized person is notified. That child will be supervised at all times. A child showing signs of illness should be kept home. A child with any of the following conditions or behaviors must be excluded from preschool:
  - a. chicken pox; until the child is not infectious and lesions are crusted over. Chicken pox must be diagnosed by a physician, and must be reported to the Minnesota Department of Health.
  - b. strep throat: children cannot return to school until they have been on antibiotics for 24 hours and able to participate in class and must be reported to the Minnesota Department of Health
  - c. vomiting within the past 24 hours.
  - d. three or more abnormally loose stools.
  - e. contagious conjunctivitis or pus draining from the eye.
  - f. bacterial infection such as impetigo or strep throat and has not completed 24 hours of antimicrobial therapy
  - g. unexplained lethargy.
  - h. lice, ringworm, scabies that is untreated.
  - i. 100.4 degree temperature or higher.
  - j. undiagnosed rash or a rash attributable to a contagious illness or condition
  - k. significant respiratory distress.
  - l. any child who is not able to participate in the program without compromising the health and safety of others. Also a child with a reportable illness or condition that the Commissioner of Health determines to be contagious, or if a physician determines that the child has not had sufficient treatment to reduce the health risk to others. Parents must notify staff of any contagious disease within 24 hours.
  - m. We will be following guidelines from the Minnesota Department of Health regarding Covid-19 symptoms and exclusion practices. Refer to Covid-19 Mitigation Plan
2. Parents will be notified of preschool exposures to communicable diseases through email.
3. When a child is to be given oral or topical medication, the parent must fill out the Medication Administration form. Medications must be in their original container and have a label with instructions and the child's first and last name.
4. All medications will be stored out of children's reach.
5. Should a teacher become ill during class, a substitute will be called.

## Covid - 19 Protocols

As of June 2022, these are our COVID-19 protocols. **These are subject to change depending on recommendations from MDH and the pandemic status of Hennepin County. You will be notified via email of any changes to our COVID-19 protocols.**

### \* If your CHILD tests positive:

- » Please notify us right away - your child will need to quarantine from school for 10 days and can return on day 11.

» We will notify the class and anyone else in the school who may have been exposed, however class will continue to operate as normal, we will not shut down any classes due to an exposure.

**\* If a FAMILY MEMBER living with the child tests positive:**

» Child must quarantine for 7 days. If the child tests negative on days 5 and 7 and test results are sent to us, the child may come back to school on day 8.

» We do not notify classes if a family member tests positive, we only notify classes if a student or teacher in the school tests positive.

## Emergency Response

1. In case of emergency we call 911; then parents, authorized persons, or the child's own doctor will be contacted.
2. All staff members are trained in the administration of First Aid. In the event of an accident they will give necessary first aid and a parent will be called, and if needed a physician will be called.
3. All regular staff are trained in CPR.
4. Mount Calvary Preschool's Child Care Emergency plan is available to all parents upon enrollment.

## Inclement Weather and Other Emergencies

1. If a tornado warning is sounded, teachers immediately lead students to the basement corridor and seat them next to the underground walls. Everyone remains there until the all clear signal is given. Monthly drills are conducted from April - September. Flashlights and a portable weather radio are in the preschool at all times.
2. Parents have a right to come for their children during a tornado warning.
3. Should a severe blizzard or other natural disaster warning be issued while school is in session parents should come immediately for their children. If a parent is unable to come or conditions become severe quickly, children will remain in the care of the teachers.
4. We monitor air quality to determine when outside play is not advised.
5. Closing of school due to inclement weather will correspond to the public schools. Please listen to WCCO 830 am for announcements. **If Minnetonka School District 276 closes we will also close.** If they start late we will have no morning preschool. If they close early we will have no afternoon preschool. (Mount Calvary Preschool-Excelsior closings will be announced on WCCO after Minnetonka schools have let us know their intentions.)
6. If power failure occurs resulting in loss of heat, or our water source is cut off, parents will be called by the preschool.
7. You will be notified through ProCare and email regarding announcements, updates and emergency messages.
8. Teachers and students will be familiar with the fire evacuation procedure through monthly fire drills.
9. Every staff member is prepared to quickly turn off electricity in the event of electric shock.
10. Students are instructed to stay in their classrooms and not wander the building. However, if a child is missing, one teacher will search for the child. If a brief search is unsuccessful, church and preschool staff will aid in the search and 911 will be called if the child cannot be found.
11. Should an unauthorized person or person who is incapacitated or suspect of abuse attempts to pick up a child, 911 will be called.
12. If no one picks up a child the teacher or director will stay with the child until he/she is picked up. Late pickups will jeopardize your child's enrollment.



## Maltreatment of Minors Mandated Reporting Policy

Teachers are required under penalty of law to report suspected child abuse (physical or sexual) or neglect. All staff will be familiar with definitions, procedure, and responsibility in this matter as contained in the policy book.

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 651-431-6600. 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 Child Protection, Hennepin County 612-348-3552, or local law enforcement. Hennepin County dispatch: 952-258-5321, Carver County dispatch: 952-361-1600. 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 651-431-6500.

## Prevention

*Children will be supervised at all time.*

1. The director and teachers will inspect the facility daily for hazards (loose flooring, toxic substances, broken equipment, etc.) and see that they are corrected.
2. Hazardous and toxic substances shall be identified and locked away from children.
3. Rooms, hallways, and stairs must be kept orderly and free of obstacles and debris.
4. Hallways and stairs will be adequately lighted and exit signs lighted at all times.
5. An adult must supervise the use of potentially hazardous materials, equipment and tools by students.
6. All electrical appliances, cords, switches, outlets and fixtures must be checked monthly and deficiencies reported.
7. Teachers will verbally and by example encourage the use of handrails.
8. Running is allowed only in the gym or on the playground.
9. The custodian will keep sidewalk areas free from ice and snow.
10. Parents must bring children to the classroom and pick them up there after preschool.
11. No climbing on unstable equipment or shelves is allowed.
12. Teachers will file accident reports to be analyzed once a month by the director to prevent reoccurring accidents.
13. All flammable materials must remain in storage cabinets in the staff room.
14. All safety equipment (fire extinguishers and alarms, medical supplies, etc.) will be in good working order at all times.
15. Children may handle electrical equipment only as a part of a learning program.
16. Only teachers and adults open and close preschool gates and doors.

## **Playground and Parking Lot**

1. Children may not use riding toys in coned area of parking lot without adult supervision.
2. Children may not leave playground or enter parking lot without an adult.
3. Cars picking up children may not park near coned area of parking lot, handicapped area (unless valid sticker is displayed) or in fire lanes. Never leave your car running. Never leave children alone in cars.
4. A teacher will check the playground each day for possible allergens, insects, broken glass or other dangerous objects.
5. Climbing on fences or trees is not allowed.
6. A teacher will always supervise the climbing equipment.
7. When snow sliding, teachers will designate a place for walking and for sliding.
8. Mats will be used for all tumbling activities.
9. Children may not leave the gym unless accompanied by an adult.

## **Smoke Free Environment**

Our facility and outdoor play areas are entirely smoke free. No smoking is permitted in the presence of children. No firearms are permitted in or near our facility.



United States Department of Agriculture

Food and Nutrition Service

# Reducing the Risk of Choking in Young Children at Mealtimes

Children **under the age of 4** are at a high risk of choking while eating. Young children are still learning how to chew food properly, and they often swallow the food whole. Their small airways can become easily blocked.

You can help reduce children's risk of choking when eating by preparing food in certain ways, such as cutting food into small pieces and cooking hard food, like carrots, until it is soft enough to pierce with a fork. **Remember, always supervise children during meals and snacks.**



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## Prepare Foods So They Are Easy to Chew

You can make eating safer for young children by following the tips below:

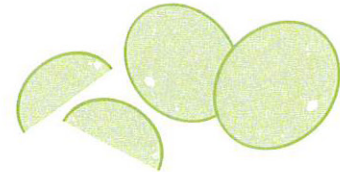
- Cook or steam hard food, like carrots, until it is soft enough to pierce with a fork.
- Remove seeds, pits, and tough skins/peels from fruits and vegetables.
- Finely chop foods into thin slices, strips, or small pieces (no larger than ½ inch), or grate, mash, or puree foods. This is especially important when serving raw fruits and vegetables, as those items may be harder to chew.
- Remove all bones from fish, chicken, and meat before cooking or serving.
- Grind up tough meats and poultry.

## Cut Round Foods Into Smaller Pieces

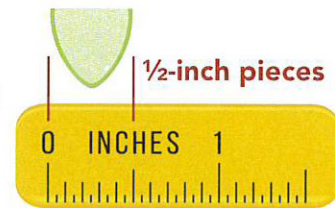
Small round foods such as grapes, cherries, cherry tomatoes, and melon balls are common causes of choking.



Slice these items in half lengthwise.



Then slice into smaller pieces (no larger than ½ inch) when serving them to young children.



## Avoid Choking Hazards

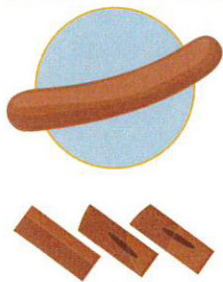
To help prevent choking, do not serve small (marble-sized), sticky, or hard foods that are difficult to chew and easy to swallow whole, including:

- Cheese cubes or blocks. Grate or thinly slice cheese before serving.
- Chewing gum\*
- Dried fruit
- Gummy fruit snacks\*
- Hard candy, including caramels, cough drops, jelly beans, lollipops, etc.\*
- Hard pretzels and pretzel chips
- Ice cubes\*
- Marshmallows\*
- Nuts and seeds, including breads, crackers, and cereals that contain nuts and seeds
- Popcorn
- Spoonfuls of peanut butter or other nut butters. Spread nut butters thinly on other foods (e.g., toast, crackers, etc.). Serve only creamy, not chunky, nut butters.
- Whole round or tube-shaped foods such as grapes, cherry tomatoes, cherries, raw carrots, sausages, and hot dogs

\*Not creditable in the Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP), National School Lunch Program and School Breakfast Program, and Summer Food Service Program.

## Cut Tube-shaped Foods Into Smaller Pieces

Cut tube-shaped foods, such as baby carrots, string cheese, hot dogs, etc., into short strips rather than round pieces.



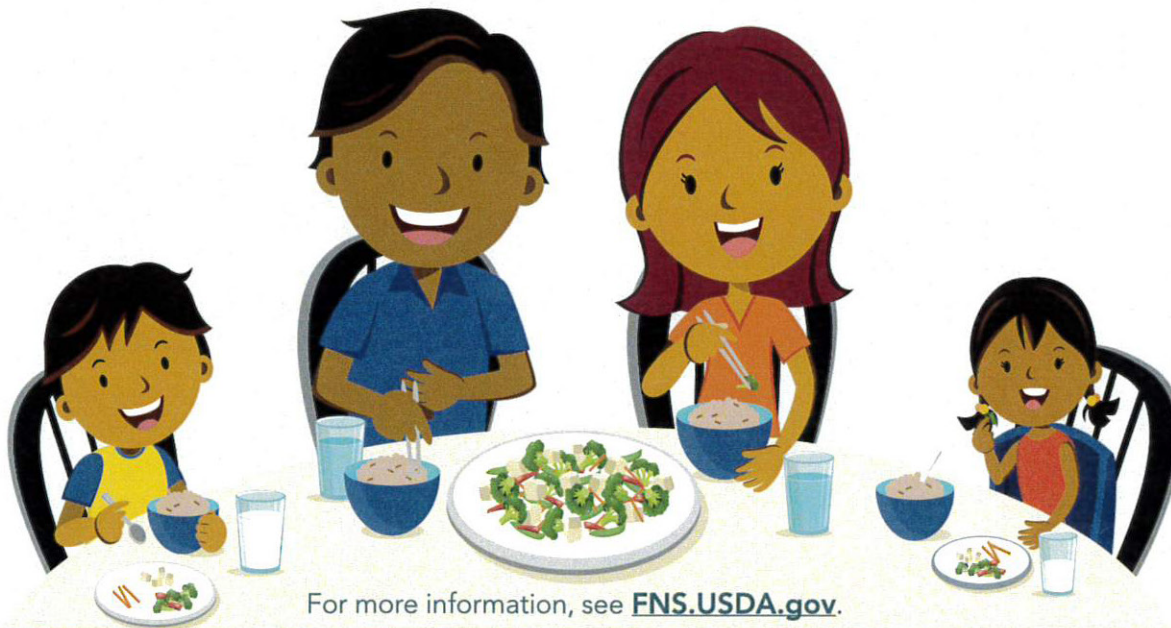
In addition to the foods listed, **avoid serving foods that are as wide around as a nickel**, which is about the size of a young child's throat.



## Teach Good Eating Habits

Sit and eat with children at meals and snacks. Remind children to take small bites of food and swallow between bites. Eating together may help you quickly spot a child who might be choking. Other tips to help prevent choking while eating include:

- Only providing foods as part of meals and snacks served at a dining table or high chair. When serving infants, do not prop the bottle up on a pillow or other item for the baby to feed him or herself.
- Allowing plenty of time for meals and snacks.
- Making sure children are sitting upright while eating.
- Reminding children to swallow their food before talking or laughing.
- Modeling safe behavior for children to follow, including eating slowly, taking small bites, and chewing food completely before swallowing.
- Encouraging older children to serve as role models for younger children as well. All children should avoid playing games with food, as that may lead to an increased risk of choking.



For more information, see [FNS.USDA.gov](https://www.FNS.USDA.gov).

# Bag Lunch Requirements

Age	Fluid Milk	Meat, Poultry, fish, tofu, soy products or cheese (natural cheese, low-fat or reduced-fat cheese)	Egg	Cooked dry beans, or peas	Peanut, soy or other nut or seed butters	Nuts and/or seeds	Yogurt	Vegetable	Fruit	Grains/Bread or bread alternate
1-2 Years	½ Cup Unflavored Whole Milk	1 Oz.	½	¼ cup	2 T	½ oz.=50%	4 oz. or ½ cup	1/8 cup	1/8 cup	½ slice/serving, Whole grain-rich or enriched bread product, such as biscuit, roll, muffin. ¼ Cup Whole grain-rich, enriched or fortified cooked breakfast cereal (<6 grams sugar/dry oz.), cereal grain and/or pasta.
3-5 Years	¾ cup Unflavored 1% or Skim Milk	1.5 Oz.	¾	3/8 cup	3T	¾ oz.= 50%	6 oz. or ¾ cup	¼ cup	¼ cup	½ slice/serving, Whole grain-rich or enriched bread product, such as biscuit, roll, muffin. ¼ cup Whole grain-rich, enriched or fortified cooked breakfast cereal (<6 grams sugar/dry oz.), cereal grain and/or pasta.
6-12 Years	1 cup Unflavored 1% or Skim Milk	2 Oz.	1	½ cup	4T	1 oz.= 50%	8 oz. or 1 cup	½ cup	¼ cup	1 slice/serving, Whole grain-rich or enriched bread product, such as biscuit, roll, muffin. ½ cup Whole grain-rich, enriched or fortified cooked breakfast cereal (<6 grams sugar/dry oz.), cereal grain and/or pasta.

USDA BASED CHILD CARE FOOD GUIDE





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