

Mount Hope Preschool and Childcare Mount Hope Lutheran Church - Bloomington, MN

Parent Handbook - Policies - Health, Safety and Injury Prevention Policies

“Building a foundation of faith and learning”

Program Philosophy

We believe children are a blessing and gift from God. Children are in a constant state of growth: maturing spiritually, physically, socially, emotionally and intellectually through social interactions and experiences in their environment. Along with the many avenues of growth at home, our program offers children experiences that develop mind, body and spirit in a safe and loving atmosphere.

Mission Statement

Our mission is to provide enriching opportunities for children and families to grow in their relationship with Jesus by sharing God's word in a Christ-centered educational environment.

Purpose Statement

Mount Hope Preschool and Childcare (MHPC) is a ministry of Mount Hope Lutheran Church. We strive to provide a supportive and loving Christian environment for the children. The Center is governed by the Governing Board of Mount Hope Lutheran Church.

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Standards

MHPC is licensed by the MN Department of Human Services and complies with the standards and guidelines outlined in Rule 3 of the MN Statutes.

Class Ratio

The staff-to-child ratio follows the requirements listed in Rule 3 of MN Statutes. Preschool 1:10 School Age 1:15. Children are not left unsupervised.

Eligibility/Age groups

Mount Hope Preschool and Childcare (MHPC) serves children who are 33 months through twelve years of age. Children must be toilet-trained to start. To be considered toilet-trained, a child must be able to recognize when they need to use the restroom, communicate that need and care for themselves while using the toilet. Class placements are made based on a child's age and teacher recommendations. Preschool classes are categorized as follows:

3/4 year old Preschool program: Children are 33 months on or before their first day of school/toilet-trained

4/5 year old Pre-kindergarten program: Children are four years old on or before Sept 1.

The Center offers full and part-time care year-round. Before and after school care, along with care on non-schools days for preschool and school age children, is available.

Licensed Capacity

MHPC is licensed by the State of MN to serve 20 (purple and orange), 19 (blue) and 18 (green) children per classroom with a maximum attendance of 77 children. The number of school age children is not to exceed 18.

Program Plan

A copy of the Child Care Program Plan may be reviewed by obtaining a copy from the Director. It is also posted on the MHPC bulletin board.

Suspected Child Abuse/Neglect

All staff members are required by MN state law to report any suspected incidents of child abuse or neglect to the authorities. A copy of the full requirement can be obtained from the office.

Program Goals, Curriculum and Assessment

Program Goals and Curriculum

The framework for learning is provided in the Early Childhood Indicators of Progress: Minnesota's Early Learning Standards. The primary purpose of the standards is to provide a framework for understanding and communicating a common set of developmentally appropriate expectations for young children within a context of shared responsibility and accountability for helping children meet these expectations. The framework provided by the Early Childhood Indicators of Progress is enhanced by the use of The Creative Curriculum.

Goals for children include: To...

- Develop a healthy self-concept
- Develop socially and emotionally
- Develop an enjoyment of the creative experience
- Develop trust in adults
- Develop their growing faith and understanding of God's love
- Develop independence and responsibility for self
- Develop a sense of security and feeling of success
- Develop skills in the physical, cognitive and language areas

Assemblies/Field trips

The children will have an opportunity to expand their learning through onsite assemblies. At times the children may take a walking field trip within the neighborhood. A parental written permission slip is required for participation. Emergency forms and first aid kits are brought off-site.

Programs

The Center hosts two programs/performance opportunities during the school year: a Christmas Program and Spring Musical. Music class is taught twice weekly and chapel is led once weekly.

Conferences

Parent-teacher conferences are held twice yearly, once in the fall and again in the spring. Participation in conferences is encouraged as a way to establish goals and review written documentation of progress. Conference dates are posted on the calendar. Sign-ups for time slots will be made available one month prior to conferences. Meetings can be scheduled with teachers to discuss any specific needs any time throughout the year.

Communication

A yearly calendar is provided to each family. Teachers communicate through a monthly calendar and weekly newsletters. A weekly newsletter from the Director is also sent electronically.

General Policies

Scan Card Policy

The building is secure and locked during most Center hours for the safety of staff and children. Scan cards are provided by MHPC to each family. Lost cards can be replaced for \$5.

Confidentiality/Photo and Video Use

All information obtained regarding any family/child is considered confidential. Information collected by our program will be shared with staff on a need-to-know basis. Teachers may use the information during in-service trainings to identify children's interest and needs. MHPC requires families to sign a form agreeing NOT to publish photos or video on the internet of a MHPC child other than their own. Teachers use digital photos and video to capture classroom activities. Parental permission is required before Mount Hope can use a child's image outside of the Center.

Non-Discrimination Policy

MHPC admits students of any race, color, nationality or ethnic origins to the rights, privileges, programs and activities generally accorded or made available to students in the Center. We do not discriminate on the basis of race, sex, color or national or ethnic origin in the administration of our educational plans, admissions policies or any other school-administer programs.

Arrival and Departure Procedures/Policies

Parents and guardians should park in the parking lot, lock their cars and bring their child to their classroom. A hook is designated for each child's jacket and backpack. An authorized adult should both sign the child in and then out again at pick-up. Children are to be picked up from their classroom. Substitute teachers may ask for the ID of anyone picking up to ensure our students' safety. Parents will be called if arriving after 12:00/6:00. At 12:10 and 6:10 emergency contacts will be called. No one under age 16 is allowed to pick-up. Children will only be released to adults listed on that child's Emergency form. Written notice needs to be provided to make additions/changes to the list of those authorized to pick-up. Picture identification may be asked of anyone not recognized by staff. If there has been no contact by 6:30, the police and Child Protective Services will be called. A note will be left with a phone number to call regarding the situation.

Attendance Policy

Please notify the Director or call the office if your child will be absent. State the reason for the absence and the expected duration of the absence. 952 888 5059 ext 2

Technology Usage - Children

MHPC is pleased to have iPads as a learning tools. Educational apps may be used with a child to further their skill practice. Teachers will select apps that are safe and support the educational objectives of the program.

Participation in Research, Experimental Procedures or Public Relations

Written parental permission must be obtained any time a child participates in research, experimental procedures or public relations.

Pets

Prearranged, appropriately chaperoned pet visitations are allowed. All visits must be cleared with the Director. Parents will be told of the visit ahead of time. Any animal bites will be reported to the police department. MHPC does not care for pets onsite.

Weapons

MHPC prohibits the possession of firearms or any other dangerous materials while on the premises. Children may not play "violent acts" (swords, guns, etc)

Grievance Procedures

If problems or concerns arise, please follow the following procedure.

Address the issue with the person involved first.

If no resolution can be found, the matter is to be brought to the Director's attention and if needed the Pastor's attention.

If no resolution can be found the matter should be brought to the Governing Board of Mount Hope Lutheran Church.

Abusive behavior and/or threats by parents toward staff, children, or other parents will be cause for immediate termination of care.

Special Needs

Parents have a responsibility to inform the Director when their child has any medical conditions, needs or allergies, so appropriate care and support can be provided. If your child has a special need and is (one or more of the following):

*Eligible for case management through the state and has an Individual Service Plan (ISP)

*Receiving services through the local school district and has an Individual Educational Plan (IEP)

*Determined by a licensed physician, psychiatrist, or consulting psychologist to have a condition related to physical, social or emotional development

The family is obligated to share the ISP or IEP with the Center. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with the family to assist in meeting the child's needs. This plan must be signed by the parents and reviewed annually to assure necessary modifications are made to the plan. If the special need requires our staff be trained to perform a new skill, the family will assist in arranging the training. It is possible there may be a special need that cannot be met by MHPC. The Center is not equipped to handle all special needs while staffed to the ratio set by Rule 3. If the special need necessitates additional staffing, Mount Hope may not be able to provide care for that family. MHPC staff are a primary referral source for children under age three under IDEA Part C (Individuals with Disabilities Act).

Parent Visitation

Parents are always encouraged to visit our program. To allow your child to develop a sense of independence, we suggest not making visits during the first month of attendance. Non-enrolled siblings are not able to attend programming in accordance with Rule 3 MN Statutes. Any volunteering done on a regular basis requires basic orientation training and a background check (fingerprinting/ photo) at the volunteer's expense.

Nap/Rest Procedures

Preschool children enrolled in the full day program will have nap/rest time daily. Teachers will provide a calm and comfortable environment. This includes placing the cots in the same area each day and calming music. A child who has completed a nap or rested quietly for 30 minutes will not be required to stay on their cot. Clear aisles between cots will be maintained. Cots will not be stacked when in use. Separate bedding is required for each child. It will be sent home weekly for laundering. Shoes must be worn in case emergency evacuation is needed. Children in the morning preschool program will be provided with time to play/read quietly.

Clothing and School Bag

Children should come to school in comfortable clothing appropriate for the season. Safe shoes must be worn daily. A backpack/bag containing a full change of clothing is needed daily. Appropriate outdoor clothing should be provided and labeled with the child's name.

Enrollment/Tuition

Enrollment Procedures

A registration form containing tuition costs and general information about the child is required for enrollment. Enrollment is complete when the form and registration fee are returned to MHPC. Registration for the coming school year begins in mid January and forms are available online or from the office. Church members and currently enrolled families will receive priority registration. Enrollment opens to the public the first Monday in February. The following forms must be returned before the first day of attendance.

- Registration form and fee
- Emergency Information form
- Health Care Summary (due within 30 days of start)
- Immunization record

Contract Change Policy

When a change in a child's contracted hours is needed, a two week notice of the change is required. A contract change form can be requested from the Director. Once the form is received, the parents will receive written notice of an effective date the new schedule can begin, or if the request is unable to be met, the Director will contact the parent in a timely manner to discuss alternate options. If a family wants to hold their child's enrollment over an extended leave (more than two weeks), half tuition can be paid to hold the enrollment until the child's return. Enrollments do not carry over from one school year to the next.

Tuition Policies - General

Tuition rates can be viewed at www.mt-hope.org. No adjustments are made for illness, holidays, weather closures or vacations. In the case of a financial emergency, a payment plan must be developed with the office. Checks should be made payable to Mount Hope and put in the drop box. Payments can also be made using our online service - DiamondMind. If a check is returned, the amount of the check is due in cash within one week of the notification. A \$25 service charge will be assessed for all returned checks.

Fee Policy specific to Extended Care/Full Time Child Care

Payments are due on the first scheduled day of the week. A late fee of \$5 per child will be assessed for each day the payment is late. If the payment falls more than a week behind, the child may be suspended from the program until the account is made current. A late fee of \$1/minute will be charged to your account for time spent in care after the Center has closed for the day.

Fee Policy specific to 9:00-12:00 Preschool

Tuition is due the first attendance day of the month. If tuition is not received by the 5th of the month, a \$10 late fee will be charged to the account. If the monthly fee falls two weeks behind, the child may be suspended from the program until the account is made current. A late fee of \$1/minute/child will be assessed beginning at 12:10.

Scholarship Policy

MHPC offers a limited number of scholarships. Applications are taken at the beginning of each school year. Families needing a scholarship may contact the Director to fill out an application for assistance. MHPC reserved the right to suspend the scholarship program based on the availability of funds. The maximum scholarship awarded is 50% of the tuition rate.

Wait-list Policy

A wait list is developed when student capacity is reached. A completed registration form is needed to reserve a spot on the list. Written confirmation of the class status will be provided.

Withdrawal

Written notice of withdrawal from MHPC should be submitted to the Director two weeks prior to the child's last day of attendance.

Calendars/Schedules

Hours of Operation

The Extended Day child care program is open weekdays from 6:30 am-6:00 pm. Preschool classes are held from 9:00 am-12:00 pm.

Calendar Year

A new calendar year begins the day after Labor Day and continues through the following Labor Day. A published yearly calendar is distributed.

Calendar Year/Schedule - Preschool Program

The School year begins the day after Labor Day and ends the Friday before Memorial Day. The Bloomington Public School's district calendar is used when planning other important dates throughout the year. Important dates for the year are posted on the yearly calendar. A Summer 9:00-12:00 preschool program is also offered.

Holidays

The Center is closed ten scheduled days per program year. The Center is closed Thanksgiving (Thursday and Friday), Christmas Eve and Christmas Day, New Years Day, Good Friday, Memorial Day, Fourth of July, the Friday prior to Labor Day and Labor Day. If the holiday falls on a Saturday, it will be observed the Friday prior. If the holiday falls on a Sunday, it will be observed the following Monday. The contracted fee, whether paid weekly or monthly is to be paid regardless of closed holidays.

Childcare Daily Schedule

6:30	Center opens
6:30-8:30	Drop off / free play
7:30-8:30	Breakfast served
8:20	Clean-up / Bus pick-ups
8:30	Large motor activities - indoors/outdoors
9:00	All children attend preschool/pre-kindergarten
12:00	Dismissal of morning preschool/pre-kindergarten
12:15	Lunch served
12:45	Large motor time - indoors/outdoors
1:15	Nap/rest preparations
1:30	Nap/rest
2:00	Nap/rest continued / enrichment activities/play
3:00	Clean-up and snack
3:10	Centers/Large motor time- indoors/outdoors
4:15	School age children join preschoolers
4:45	Centers/Large motor time- indoors/outdoors
6:00	Center closes

Preschool Daily Schedule

Choice of 2,3,4 or 5 days/week from 9:00-12:00

Listed below is a sample daily schedule. Individual classes adjust the order of activities.

15 min	Class arrival - wash hands and sign-in
20 min	Morning meeting - greeting, sharing, weather, calendar and story
10 min	Journal writing
60 min	Centers - art, sensory, imaginative, science, literacy, math, fine motor and small groups
10 min	Clean-up
20 min	Bathroom, snack, and story
30 min	Large motor - indoors/outdoors
10 min	Jesus time
5 min	Dismissal

Behavior Guidance

Behavior Guidance Policy

The daily schedule, curriculum plans, classroom assignments and staffing patterns are designed to promote positive and enjoyable learning experiences, including respectful and trusting relationships among adults and children. MHPC helps children learn acceptable behaviors and develop inner controls. A child's age, intellectual development, emotional make up, and past experiences will be considered in guidance, and consistency will be maintained in setting rules and limits for children.

The following is a list of some guiding techniques teachers use:

- Tell the child what he/she can do
- Establish eye contact when speaking with the child
- Provide choices when possible
- Encourage children to solve problems and work out conflicts, providing verbal prompts
- Redirect the child to an alternate activity
- Help children learn how to join play, providing verbal prompts

Persistent Unacceptable Behavior

A persistent unacceptable behavior is a behavior that requires an increase of staff assistance. It does not change following an initial consultation during which a behavior plan is developed and implemented by staff and family. The staff records the behavior and

documents their response to it. Consultations with other staff persons and professionals may be needed to ensure a positive outcome for everyone. The Removal from Program Policy may be followed.

Prohibited Actions

Teaching staff are never to use physical punishment such as rough housing, shoving, hair or ear pulling, shaking, hitting in any form, kicking, biting or pinching and do not engage in psychological abuse or coercion. Teaching staff never use threats or derogatory remarks and neither withhold or threaten to withhold physical needs such as food, light, or warm clothing as a form of discipline. The use of manual restraints is prohibited. Children are never to be punished for lapses in toilet use.

Removal from Program Policy

When a situation presents itself that may cause harm to a classmate or staff member, threatens the integrity of the program and/or the curriculum is not able to be carried out with modifications, the parents of the child will meet with staff to create a plan of action. The plan will be reviewed on a weekly basis and amended as needed. If following the development of the plan, three more documented incidents occur, removal from the program could result. The Director will assist the family in locating a program that best meets the needs of the child when possible.

If physical harm has occurred to a classmate or staff person, the parent will be directed to and must remove the child from the Center for the day. MHPC reserves the right to take immediate action of a suspension if the safety of anyone at the Center is being severely compromised.

A student may be removed from the program if lapses in toilet training create a situation where the teacher's attention is too frequently diverted. The child will be welcomed back when fully toilet trained.

Parental hostility, the use of profane language, and/or verbal or physical threats or abuse toward staff or other adults or children in the Center may result in immediate removal of the family from the program.

Separation/Separation Report

A child will not be separated from the group unless his or her behavior threatens his or her own well-being or that of the other children or staff. Other methods of guiding behaviors will be tried, and only if they prove unsuccessful, will the child be separated from the group. When separation is required, the child will remain within an unenclosed part of the classroom where the child can be seen and heard by a staff person. The child will be welcomed back to the group when the inappropriate behavior has stopped or been brought under control. All separations from the group are noted in a daily log which includes the following: the child's name, staff person's name, the date and time, the information indicating the other behavior guidance methods used to guide the child's behavior. If a child is separated from the group three or more times in one day, their parent will be contacted and that notification will be noted on the log. If a child is separated five or more times in one week, or eight times or more in two weeks, the procedures described in the Persistent Unacceptable Behavior section are followed.

Positive Supports Rule

MHPC will follow all guidelines set forth in MN Statute 9544 regarding the care and support of those with disabilities. Positive supports will be developed, implemented, documented and assessed as directed in the Statute. Required training will be provided to appropriate staff.

Food

Breakfast/Lunch

Breakfast and lunch will each provide children with one third of their daily nutritional needs as specified by the US Dept. of Agriculture, Food and Nutrition Service. A catered hot lunch is delivered to the Center daily. At least one employee of MHPC will have MN Dept. of Health Food Manager certification. All health and safety logs will be kept in the kitchen binder.

Birthday treats

A store-bought treat may be brought to school to celebrate birthdays.

Snacks

MHPC will prepare nutritious snacks and provide milk for each child. At this time, produce and milk are served for morning snack. Please advise the school at the time of enrollment of any food allergies. Drinking water served in single service cups is available to the children throughout the day. Snacks will include two of the following components:

- Fluid milk 1/2 C
- Juice, fruit or vegetable 1/2 C
- Meat or meat alternative (protein) 1/2 C
- Bread, bread alternative or cereal 1/2 C

Food Service

Procedures laid out by the Department of Health will be followed. Hands will be washed and gloved. Safe food temperatures will be maintained. All food service trays and utensils will be washed and sanitized.

Food from Home

Lunches brought from home must meet the USDA food standards - requirements available from the office. Milk substitutes must meet dairy milk nutritional values unless doctor ordered.

Health Related Policies

Outdoor Play

MHPC staff will use the following criteria when determining whether to play outdoors: The temperature is above 10 degrees F (wind chill considered). The children are able to move through the snow with ease. No ice hazards are present. All students have weather appropriate clothing. Excessive heat watches and warnings are heeded.

Accident/Injury Reports

If a child receives an injury that requires first aid, a staff member will complete an Accident/Injury report form, which includes a description of the event and what action was taken. The parent will receive a copy of the report form, and a signed copy will be kept in the child's file. Injuries requiring a doctor's visit will be reported to the DHS within 24 hours. The death of a child will also be reported to the DHS within 24 hours.

Attendance

If your child will not be in attendance, contact Mount Hope and state the reason for the absence. The Center is required to document illnesses and report communicable diseases.

Contagious/Communicable Diseases

Parents will be notified by either email or posting of a reporting of a contagious illness at the Center. When a child attending the Center has been medically diagnosed with a reportable communicable disease, the Director will notify the DHS, our visiting nurse and all appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The Center will notify parents of exposed children on the same day or within 24 hours of confirmed diagnosis. MHPC will contact our health consultant at Health Consultants for Child Care 952 472 3915 regarding all reportable diseases.

Hand-washing Policy

Staff members and children are taught hand-washing procedures and are periodically monitored. Hand washing is required by all staff, volunteers, and children when it would reduce the risk of transmission of infectious diseases to themselves and others. Children will wash independently or with staff assistance. Children and adults will wash their hands on arrival for the day, after using the toilet, after handling bodily fluids, before preparing, serving or eating food, and after playing in water shared by two or more people.

Health Consultant Service

MHPC receives health consultation services from Health Consultants for Child Care. 952 472 3915

Health Records

Two health record forms are required for enrollment.

Immunization record - A record of the dates and types of immunization must be recorded and on file by the first day of attendance.

The record needs to be updated as the child receives additional immunizations.

Health Summary - The information must include the date of the child's most recent physical exam and be signed by the child's licensed health care provider. This form is due within 30 days of the first day of attendance.

A new Health Summary is required when a child moves from the preschool age group to school age (at the start of Kindergarten).

Illnesses - Exclusion of Ill Children

The Department of Human Services requires that children with an illness be excluded if the commissioner of Health determines the illness to be contagious and a physician determines a child has not had sufficient treatment to reduce the health risks for others.

Children with the following conditions must be excluded from attendance:

Chicken Pox: Until all blisters have dried to scabs; approximately 6 days after onset of rash

Conjunctivitis: Until allowed by physician if thick yellow or white discharge is present; no exclusion if clear watery discharge with no pain, fever or red eyelid

Diarrhea (uncontrolled): Until diarrhea stops or a medical exam indicates the child does not have a communicable disease

Diarrhea (Infectious): Until the diarrhea stops or the child has been on antibiotics for 24 hours if medical treatment was needed

Fever: Until the child's fever has been below 100 axillary (underarm) for 24 hours

Impetigo: Until the child has been treated with antibiotics for 24 hours

Head Lice: Until the first treatment is complete and no live lice are visible

Rash with or w/out fever or behavior change: Until a medical exam has indicated that these symptoms are not a communicable disease such as chicken pox, fifth disease, measles, roseola, rubella, shingles or strep throat

Respiratory infection (viral): Until the child is without fever for 24 hours or is well enough to participate in activities. Excessive nasal drainage along with persistent coughing are contagious, therefore parents are encouraged to keep children at home until these symptoms are gone

Ringworm (skin and scalp): Until 24 hours after start of treatment

Scabies: Until 24 hours after start of treatment

Signs or symptoms of illness (tires, uncontrolled coughing, irritability, persistent crying, wheezing or difficulty breathing): Until medical exam indicates a child can return

Streptococcal Sore Throat: Until at least a full 24 hours after treatment begins and the child is without fever for 24 hours

Vomiting (vomiting is defined as two or more episodes in the previous 24 hours): Until 24 hours after the last episode

Teacher-determined: If the classroom teacher or Director determines a child is unable to participate in the daily activities, the parent will be called to exclude the child from the classroom for the health and safety of the staff and students.

Medication - Over-the-Counter (including sunscreen/insect repellent)

The Center can dispense over-the-counter medication with written permission and instructions from the parent and licensed health care provider. These products must be used according to the manufacturer's instructions. Specific written instructions from the physician will be needed to deviate from the manufacturer's instructions. A log will be maintained of each dose given, including the date, time and dosage, and kept in the child's file. Outdated medications will not be dispensed. All medications must have a legible label. Empty containers will be returned to the parents. Insect repellent and sunscreens need written parental approval only. These items must be in non-aerosol form. Containers must be labeled with the child's first and last name and date. Children are to arrive for the day with these items already applied if desired. During the summer months, sunscreen will be reapplied in the afternoon for children in extended care. At this time the Center does not use insect repellent. Staff will use and change gloves per child when applying sunscreen.

Medication - Prescription and Long-term Over-the-counter

Prescription medication will only be administered with written parental permission (Administration of Medication form) and written physician instructions (prescription label). A log will be maintained of each dose given, including the date, time and dosage, and kept in the child's file. For medications to be given long-term, an Individual Child Care Plan signed by the parents will be needed along with the prescription label from a licensed health professional. This includes "as needed" over-the-counter medication such as acetaminophen and ibuprofen used for febrile seizures. See Special Needs.

Allergy Information/Dietary Restrictions

Information regarding food allergies is posted in each classroom and the kitchen. Children with allergies need an Individual Child Care Plan form signed by the parent along with documentation/direction from their licensed health care provider prior to the first day of school. Forms are available from the Director and many physicians provide their own. All staff caring for the child will be informed of the allergy. Dietary modifications for religious or cultural reasons require only written parent/guardian permission.

Care of Ill or Injured Children (including emergency situations)

If a child becomes ill or injured while at the Center, they will be separated from the other children under the supervision of a staff member. Parents will be contacted to pick up the child immediately. If problems arise when trying to contact parents, emergency contacts will be called. The child will be monitored and provided comfort according to the program procedures. If the staff deem it necessary, the child's health care provider or 911 may be contacted. MHPC does not care for ill children, therefore, each family must make other arrangements for their child when they are ill. Children will be allowed to return to school after 24 hours have passed without fever, vomiting, or diarrhea (not assisted by medication).

Emergencies Policies and Procedures

Emergency Cards

Teacher carry a binder containing each child's emergency card with them at all times. Emergency cards are also located in the back of the sign-in book.

School Closings

In the event that Bloomington Public Schools close due to severe/winter weather, MHPC's 9:00-12:00 Preschool program will be closed. The full day child care will be closed at the Director's discretion based on the availability of staff. An email and posting on KSTP will be used to notify families of closures. If the Center needs to close early, an email and phone call will be used to notify parents.

Missing Child

If a child is missing, all onsite staff will be notified. Immediate attempts will be made to locate the child. If the child is not found within five minutes, the police and parents will be notified in that order.

First Aid and Care of Injured Child/First Aid/CPR classes/Abusive Head Trauma training

All classroom teachers and assistant teachers are required while employed at MHPC to maintain current certifications in Pediatric First Aid and Infant, Child and Adult CPR which will include managing a blocked airway and rescue breathing. In addition all staff will receive the required training on prevention of Abusive Head Trauma each school year. In the event of an emergency at the Center, trained staff will administer appropriate first aid. 911 will be contacted if necessary, and emergency medical service will transport the child to a medical facility if needed. A parent will be notified as soon as possible. All classrooms have a complete first aid kit. A CPR/First Aid trained staff person will always be onsite during operating hours.

Winter Weather Emergency

In the event of a major winter weather event, parents will be notified of the Center closing on Channel 5 news and via email. If closing during the day becomes necessary, parents will be emailed and called. Emergency contacts be used if needed. Food and bedding are available in the case of an emergency overnight stay. At least one staff member will remain until all children are picked up.

Tornado/Severe Weather Emergency

When weather conditions indicate the possibility of a tornado or severe storm, the staff will monitor for watches and warnings. In the case of sirens/warnings, staff will take children to shelter areas. All required items will be taken with to the shelter and remain there until an "all clear" is given. Tornado/severe weather drills are held monthly from April to September and logged.

Emergency Management Policies

MHPC will follow the guidelines in the Emergency Planning and Procedures Guide for Schools, provided by the MN Department of Public Safety for procedures regarding lockdowns, intruders, bomb threats and weapons.

Fire Emergencies

Fire safety procedures are posted in each classroom and evacuations are practiced once a month. Attendance sheets, Emergency Forms and the first aid kits will be taken with during any evacuation. Staff are trained in the use of fire extinguishers. In the case of an evacuation, no one will return to the building until given the "all-clear" from law enforcement/fire department. A report must be made to the DHS within 48 hours of a fire at the Center.

Evacuation (Off-site)

Applewood Pointe (10650 Beard Ave.) will be used as our primary evacuation site. Penelope Apartments (10601 Beard Ave.) will be used if Applewood Pointe is not available.

Pandemic Planning

Upon request, the license holder will cooperate with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak.

Safety and injury Prevention Policies

Accident Prevention and Site Safety

The environment is arranged to be safe. Hazardous and potentially toxic substances are kept out children's reach. Surfaces are covered with non-toxic substances and all room furnishings are appropriate for children. Toy sizes are age appropriate. Traffic areas are a high priority for snow removal. The facility is checked daily for hazards. When appropriate, proper accident prevention and safety procedures are taught to children. Climbing on furniture is not allowed. Children are directed to keep small items out of their mouths.

Burns and Electrical Injury Prevention

Staff are able to shut down the power in the building in case of electrocution. (fuse box located in Center hallway)

Hot water from hand-washing sinks will be set no higher than 120 degrees Fahrenheit.

Children are not allowed in the kitchen.

Food temperatures are monitored prior to service.

Microwaves are not accessible to children.

Hot liquids will not be brought into areas with children.

Protective covers will be used in electrical outlets, unless they are self-blocking.

Electrical cords will be kept out of children's reach.

Smoking is not allowed on site.

Pedestrian Injuries

Children will be closely supervised when walking near any traffic. Traffic signs will be followed.

Play Space Safety - Outdoors

Play area surfaces will be maintained.

Children will be educated on the safe use of equipment.

Staff will position themselves so they can supervise the children in all areas of the play space.

Poison Prevention

Separate storage areas, inaccessible to children, will be provided for each of the following: Art in loft and upper classroom cabinets, Cleaning products in janitor's closet and upper classroom cabinets, Medicine in upper cabinet of the Purple room and refrigerator when needed. All cleaning fluids are kept in their original containers with labels intact. Aerosol sprays will not be used. Plants must be non-toxic and labeled. Spilled cleaning liquids are promptly cleaned up. Non-toxic, lead-free paint is used. The number for Poison Control is posted in each classroom.

Prevention of Choking, Aspiration, Suffocation and Drowning

Children will not be given food items that are obvious choking threats, i.e. gummy bears, hard candy, gum, tootsie rolls. All teacher and assistant teachers will be trained in First Aid/Choking/CPR for infants and children. Toy sizes will be age appropriate. Children will be supervised near water (sensory tables, toilets). Plastic bags will be stored out of children's reach.

Prevention of Other Injuries

Tables will have rounded corners or be cushioned. Toys/equipment will be repaired when needed. Overexposure to the sun/heat will be prevented through the use of hats, clothing, sunscreen, and shade. Children will be protected from biting insects through the use of screens, insect repellent (parent provided and permission documented), keeping shoes on unless in water play.

Background Checks

All staff members, including church staff who may have contact with the children, have undergone criminal background checks.

Building Security

When at all possible, the exterior doors to the building will be locked during Center hours.

Unauthorized Child Pick-Up

No child will be released to an unauthorized person, anyone under the age of 16 or a person who is incapacitated or suspected of abuse. Staff members are not expected to jeopardize their own safety or the safety of the children. If staff is threatened or forced to release a child, 911 will be called along with the parents/emergency contact. If the authorized person picking up is incapacitated or suspected of abuse, Child Protection Services and/or the Police Department will be contacted.

Emergency Care Provider

Mount Hope will utilize Fairview Southdale Hospital in cases of serious emergencies requiring transportation by paramedics, unless emergency responders indicate another facility is needed.

Emergency Evacuation Site

Applewood Point
10650 Beard Avenue South
Bloomington MN 55431