

**YPRESCHOOL™**

*We build strong kids, strong families, strong communities.*

**Southeast Area YMCA  
Ypreschool Parent Handbook  
2009/2010**

Dear Parents,

We would like to welcome you and your children to *Y Preschool*.

We realize that each child is an individual and that he/she comes to our program as a very special person. It is our hope that we can nurture and expand the growth and development of the children involved in the preschool. We want *Y Preschool* to be a positive experience for both parents and children. Please take a moment to read this packet. The policies outlined in this book are what you may expect from our Y Preschool, and what the *Y Preschool* can expect from you in return.

If you have any questions please contact the Child Care Coordinator at 651-739-6596 or myself at 651-739-6591. Thank you for sharing your children with us at the YMCA where we build strong kids, strong families, strong communities.

Sincerely,

Lisa Pearson

Lisa Pearson

YMCA Child Care Director

651-739-6591

LPearson@YMCAspaul.org

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## **Philosophy**

Y Preschool welcomes all children ages twenty-four (24) months through five (5) years. We do not discriminate against staff or children because of race, color, creed, national origin, or political beliefs. This program provides positive opportunities to enable children to grow physically, emotionally, intellectually, socially, and spiritually. We believe each child is unique with individual developmental patterns. Each child will bring their own learning style, personality, and background to the program. Each child will be given the freedom to express themselves and will be encouraged to be independent.

The YMCA of Greater Saint Paul practices Christian values by providing opportunities for everyone to build strong kids, strong families, and strong communities. At every teaching opportunity, the YMCA core values of caring, honesty, respect and responsibility will be emphasized. Comments, concerns and suggestions are always welcome; our program is a cooperative effort between parents, children and staff.

## **Program**

### **Days in Session**

Y Preschool meets at the Southeast Area YMCA. The address is 2175 Radio Drive, Woodbury, MN. 55125. The program accepts children twenty-four (24) months through five (5) years of age and is in session Monday through Friday September— May.

### **Monday - Friday, 9:15am - 2:15pm**

Children may attend only their registered session. A program schedule will be given to the parents on the first day of program.

## **Snow Days**

Ypreschool will be closed when District 833 South Washington County closes. If the district has a late start the Ypreschool will be closed for the day. If the district closes mid-day we will remain open. The YMCA will not refund tuition for school closures. Listen to WCCO-AM 830 radio for school closure information.

## **Hours**

The doors to the classroom open five minutes prior to class time. Please do not bring your child before this time as the teachers are preparing for the day's activities. Parents are required to take each child to his/her individual classroom. Children should arrive on time as they may feel uncomfortable arriving when other children have already begun the day's activities.

Parents are expected to pick up their children from their classrooms at the scheduled time. Children become quite concerned with the situation when they are picked up late. If an emergency arises please contact the YMCA at 651-739-6596. There is a late fee of \$1.00 every 1 minute late after 2:25 pm. This fee is due before your child will be brought to class the next scheduled class time. If your child is not picked up, the center will contact parents, emergency contacts or others authorized to pick up your child. A qualified person will stay with your child until someone comes for him/her.

### **Arrival and Departures**

Parents or authorized adults must accompany children into the classroom. It is mandatory that you sign your child in and out each day. We ask that all parents follow this policy. Failure to comply will result in dismissal from the program. Parents must not leave children unless they are under the supervision of appropriate staff members. It is important to inform staff of any changes in pick-up time or persons that may be picking up the child. This is especially important should your child be participating in an activity off-site or in another part of the building. Please notify the YMCA if your child will be late or absent well before your scheduled arrival time.

### **Extended Care Options**

We are offering parents the opportunity to have extended care for their children. Parents will be able to drop their children off early or pick them up later.

Extended Care options are 8:45am to 9:10am and 2:20 to 3:15pm. Please see Extended Care Registration Form for more information. There will be a late fee of \$1.00 per minute that you are late past 3:25pm.

### **Teachers**

Our staff consists of qualified professionals trained in the education and recreation of children. Our staff has also completed an orientation program and is familiar with our policies and procedures. Adult staff supervises the children at all times.

All staff is certified in CPR and First Aid. All staff meet or exceed State of MN Department of Human Services Guidelines and are hired not only for their experience and training, but also because they exhibit the following characteristics:

- ◆ A positive and professional image.
- ◆ An ability to communicate effectively with children.
- ◆ An active interest in, and respect for, each child.
- ◆ An awareness of children's needs and ability to meet them.
- ◆ A commitment to communication with, and support of, every family in the program.

All YMCA staff must complete a background check before they can begin working in our programs. We will send home a monthly newsletter that will let parents know what upcoming themes are and of any special events planned.

Every effort is made by our staff to keep parents involved and aware of what your child is accomplishing at our program. A copy of our program plan is on site and is available for parents to view at any time. A Site Supervisor will be on site at the Preschool and available for parents to bring questions or concerns to in the absence of the director.

### **Registration**

All children must be registered. To register please contact the Southeast Area YMCA at 651-739-6596 or the One YMCA Business Center at 612-230-9622. Parents of children currently enrolled and on the wait list will be given priority in registering their children for the following year's program.

The following forms must be submitted **ON OR BEFORE THE FIRST DAY OF CLASS:**

1. Immunization Form
2. Health Care Summary (**This form must be signed by a health care provider; a new form must be completed each time the child advances to a new age category ex. 2 year olds moving to a three year old class.**)
3. Emergency Card
4. Development history form
5. Allergy form (if applicable)
6. Permission forms
7. Registration and fee agreement

These tuition fees should be paid to the YMCA Business Center 2125 E. Hennepin Avenue Minneapolis, MN. 55413-2720, at the Southeast Area YMCA Member Services Desk or for your convenience monthly checking drafts or credit card payments can be established. Tuition scholarships are available. If financial assistance is needed please call the YMCA Business Center at 612-230-9622.

Credit will not be given for days in which a child is absent or if school is cancelled due to inclement weather. If a child is absent for an extended period of time, the tuition payments must be kept current if the child is to remain enrolled.

Please be sure all forms are properly signed and dated. **YOUR CHILD WILL NOT BE ABLE TO ATTEND CLASS UNTIL THESE PROPERLY COMPLETED FORMS HAVE BEEN TURNED IN.**

The registration fee is due with your registration form. The registration fee is non-refundable.

Return all completed forms:

**Southeast Area YMCA, Attn: Y Preschool, 2175 Radio Drive, Woodbury, MN 55125.** This may be done by mail or in person.

## **Tuition**

Payments are due the Monday prior to the month of use. A \$10.00 late fee will be assessed on the Tuesday after the payment is due. Please reference billing guide for payment schedule.

## **Telephone Numbers**

The following numbers are provided for your convenience:

YMCA Child Care Coordinator	651-739-6596
Director	651-739-6591
One YMCA Business Center	651-230-9622
Southeast Area YMCA	651-731-9507
Minnesota Dept. of Human Services	651-296-3971
Parents Anonymous	651-523-0099
Crisis Connection	612-379-6363
First Call for Help	612-224-1133

## **Policies**

### **Behavior and Guidance**

All children need the assurance that they are loved and cared for in any situation. This positive guidance is given to the children through firm and consistent expectations. A child is given praise for acceptable and positive behavior. Reasons why certain behavior is unacceptable is explained to the child as situations arise. Guidance toward acceptable behavior is then given to the child. Methods of directing behavior include:

1. Praise for positive behavior.
2. Statement of classroom expectations to the group.
3. Staff consistency.
4. Assurance for the child that his feelings are important but his behavior needs to be appropriately expressed.
5. Explanation to the child to help his understanding of the natural consequences of his unacceptable behavior.
6. Separation of the child from the group if the child does not respond to the above methods.

There are certain types of childhood behaviors that are termed unacceptable within the program guidelines; these behaviors include biting, cursing, pinching, kicking, hitting, choking or other actions that may pose harm to another child or adult.

The State Department of Human Services Rule 3 requires specific procedures to be followed if a child must be separated from the group or exhibits “persistent unacceptable behavior”.

Any behavior, which requires an increased amount of staff guidance and time, will be handled in the following manner.

1. The staff will observe and record the behavior of the child and the staff’s response to the behavior of a minimum of two (2) weeks.
2. If praising for positive behavior, redirecting, teaching the child acceptable alternatives and natural consequences do not change the “unacceptable behavior”, the director or coordinator of the program will arrange a consultation with the child’s parents and the child’s teacher(s). The director, coordinator, teacher(s) and parents will implement a behavior management plan.
3. If the “unacceptable behavior” continues after two (2) weeks of implementing the above behavioral plan, another conference will be called. At that time the program has the right to require intervention of medical and/or professional counselors. The program must receive an evaluation and recommendation within three (3) weeks. The program will recommend using Washington County Human Services or South Washington County School District #833. Parents and staff will review the professional recommendations together; the parents and staff will cooperate with these professional recommendations.
4. If no behavioral change occurs, the school reserves the right to terminate the enrollment.

These actions will result in a parent having to pick up their child immediately:

1. Physical destruction of property.
2. Physical or mental harm to self, staff or another child.
3. Running away from the group.
4. Stealing.
5. Biting through the skin (a child will be asked to be withheld from class for a period of one week).

The staff of the YMCA will not use any of the following forms of punishment: rough handling, shoving, hair pulling, shaking, slapping, kicking, biting, pinching, ear pulling, hitting or spanking. Nor will the staff of the center use any of the following types of emotional abuse: name calling, threatening language, ostracism, shaming or derogatory remarks about a child and/or his or her family, using language that threatens, humiliates, or frightens the child.

There will be no punishments for lapses in toileting. No withholding of food, light, warmth, clothing or medical care as a punishment for unacceptable behavior.

No use of physical restraint other than to physically hold a child where containment is necessary to protect a child or other from harm. No use of restraints such as tying.

No child may be separated from the group unless the following has occurred: Less intrusive methods of guiding the child's behavior have been tried and were ineffective. The child's behavior threatens the well being of the child or other children in the program. A child who requires separation from the group must: Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

### **Emergency and Accident**

The Y Preschool program is taking the necessary precautions to assure the safety of your child while attending this program. In the event of an emergency requiring medical treatment, the center will call 911 for assistance in treating the emergency and request the child is taken to Woodwinds Hospital. Parents will be notified immediately of the medical treatment. If the emergency is less serious, a staff person will administer first aid and contact the parent or designated person listed on the child information form. If it becomes necessary, at any time, the YMCA will call the child's doctor or the child's dentist. The staff of the YMCA is certified in the administration of First Aid and Infant/Child CPR.

Preventive measures are being taken by our Y Preschool staff to assure that potential poisons are out of reach of the children. In the event of accidental ingestion, the staff will consult with the Poison Control Center.

### **“Same Day” Doctor Visits**

A child who is returning from a well child check-up, or has a note from the doctor allowing the same day return, will be admitted to the center.

## **Inadequately Immunized Children**

If a case of measles, mumps, rubella, pertussis, polio, or diphtheria occurs in the child care setting, children who are inadequately immunized will be excluded for the incubation period of the disease. The exclusion is necessary because these children may become infected and contribute to further spread of the illness. This exclusion also applies to children who have not been immunized for conscientiously held beliefs or medical contradictions. The center office has a list of the diseases for which this applies.

## **If Your Child Has a Communicable Illness**

- ◆ The center should be notified within 24 hours.
- ◆ Notice will be posted for parent information. This notice will include the illness, incubation period, early signs to watch for, and exclusion recommendations.
- ◆ The center will notify the Public Health Department within 24 hours should an occurrence of a “reportable disease” take place.

## **Health and Safety**

The health and safety of the children attending the Y Preschool is a matter of major importance to all of us. The center’s health and safety policies and procedures are reviewed by the Washington County Department of Health in accordance with their requirements.

A current Health Care Summary Form and a current Immunization Record Form must be on file before a child is permitted to attend the center. All immunizations must be up-to-date and current according to Minnesota statutes. Parents must notify the center of any special medical conditions and must update their child’s immunization record throughout the school year.

The center will exclude a child for any of the following reasons:

1. Thick mucus or pus draining from eye of nose.
2. A serious illness or condition that is termed contagious and has not had sufficient treatment from a physician.
3. Chicken pox as long as infectious.
4. Vomited two or more times since admission that day.
5. Had three or more abnormally loose stools that day.
6. Contagious conjunctivitis of the eye (pink eye).
7. Bacterial infection, until 24 hours of medication.
8. Unexplained lethargy.
9. Lice, ringworm or scabies.
10. An elevated temperature of undiagnosed origin or fever of 100 degrees or higher.
11. Undiagnosed rash or rash due to a contagious disease.
12. Respiratory distress.
13. Not able to participate in program activities with reasonable comfort.
14. Requires more care than staff can give without compromising health and safety of other children.

If the child exhibits any of the above symptoms during the day, a parent will be called to pick up the child. If fever is suspected, the child's temperature will be taken under the arm. The child will be isolated from the other children and provided a rest mat if necessary. He/she will be offered appropriate activities to do yet being supervised at all times. Any indication that a child is too ill to comfortably carry out the day's routine including outside play will result in a request for the child to be picked up.

If a child is obviously sick, he/she will not be accepted for the day's program. Parents are advised to inform the child's teacher if the child has been ill in the few days prior to his/her attendance at the program.

If a child becomes sick while at our program every effort will be made to notify the parents by phone. If we can not reach the parent we will try the persons listed on the child information form. If no one can be reached, a staff person will attend to the child until someone can be reached.

Parents will be notified if there is an outbreak of an infectious or communicable disease. Parents are required to inform the staff within 24 hours if their child is diagnosed as having a contagious disease or infection such as chicken pox, impetigo, lice, strep infection, pink eye, etc. Parents are also required to inform the YMCA when their child is diagnosed as having a more serious disease or infection.

Before we can administer any prescribed medication, a written permission form from the child's doctor and from the child's parent are required. The permission form must contain directions for administering the medication. Also, a written permission form must be on file.

Annually the Ypreschool is audited by a Health Care Provider. The YMCA has a pandemic plan on site for parents to review at anytime.

Traffic and pedestrian safety are the responsibility of the people transporting the children to and from the center. Children are to be supervised at all times when entering and leaving the YMCA.

### **Release of Children**

Parents are asked to notify the YMCA if someone other than themselves or those authorized will be picking up their child. The YMCA reserves the right to ask any person for identification when he/she is picking up a child.

## **Unauthorized or Incapacitated Person Pick-Up**

- ◆ At the time of enrollment, you may provide the YMCA with the names of persons NOT authorized to pick up your child.
- ◆ Copies of legal documents must be provided to the YMCA before a staff member can actively prevent a child from being picked up by a non-custodial parent.

In the event that the person picking up the child is considered incapacitated by the staff, the staff will ask for a name and number of someone who may transport them safely, or will use emergency contacts. If a person resists, the staff are instructed to call 911 for assistance.

### **Changes in Emergency Contacts**

If changes in emergency contacts need to be made, they can be made at any time. If you need to have a party removed as an authorized contact person, this change needs to be made in person with the child care coordinator.

## **Parent Grievance Policy**

Open and direct communication between parents and staff is encouraged. The YMCA Child Care staff expresses a commitment to provide an environment that encourages a child's growth and learning. Parents are encouraged to identify to the childcare director if they feel their child's needs are not being met by the staff. The following is an efficient and effective procedure to follow to voice your concern.

### **A. Grievance by a Parent, Guardian, or Staff**

1. If there is a grievance over the child care program or procedure, direct contact with the teacher or Child Care Coordinator should be made. The complaint should be made either verbally or in writing and should allow 7 business days for a response.
2. If the individual making the complaint feels that it is being ignored or if it is of a serious nature, the complaint should be made in writing to the child care director or to the executive director of the YMCA. Depending on the nature of the complaint, the director or executive director will either handle it personally or refer it to the Department of Human Services. The director and/or executive director will be responsible to see to it that the grievance is handled properly and expeditiously.

*If steps one and two have been taken and the grievance or complaint is still unresolved, the parent, guardian, or staff has the right to inform the Department of Human Services.*

### **B. Grievance Over a Staff Member**

There may arise a situation where a parent or guardian has a personal grievance against a staff member. Due to the personal nature of such a grievance, the director will approach the staff member and give them a chance to explain their actions.

If an unsatisfactory resolution of the problem occurs, then the next step should be taken.

1. Within 7 days, the lead teacher or director will provide in writing how the problem will be resolved.
2. If the complaint is about the director, the parent will notify the executive director of the YMCA.
3. If the complaint is not handled properly or to the satisfaction of the person with the grievance, they may send it in writing to the Department of Human Services.

### **C. Grievances Over Facilities or Equipment**

For complaints about the facilities or equipment, the director should be consulted. He/she will see to it that proper repairs are made promptly.

### **Curriculum/ Parent Involvement**

Our curriculum covers numbers, letters, colors, shapes, weather, calendar, community helpers, concepts and values, conflict resolution, problem solving, music and movement, beginning sign language, and much, much, more. The children learn to make choices through learning stations, and with those choices sometimes come consequences. Teachers design themes and curriculum according to ages and ability. Daily schedules are the responsibility of individual teachers and are posted in every classroom. The YPreschool curriculum is based on the Creative Curriculum foundation. Please let us know if you would like more information on this. The YMCA has a copy of our program plan on site for parents to view at anytime.

Parents of enrolled children may visit the program at any time during the hours of operation. Making time to share your favorite hobby or your occupation are just some of the many ways you can become directly involved.

**Children must be potty trained to be registered in the 3, 4, & 5 year old classes.**

**Children must be fully potty trained and self -sufficient in the bathroom. The Ypreschool staff reserves the right to ask parents to pick their child if the child has 2 or more toilet accidents in one day.**

### **Enrichment Programs**

A Kidfit program will be taught with various fitness exercises taught to the children.

Children will participate in our music & movement program and an introduction to the Spanish language.

### **Pets**

Please get permission prior to bringing in pets. If your child has an allergy please indicate this on the emergency card and notify the teacher.

## **Conferences**

The Y Preschool will hold two parent/teacher conferences during the year which will comprise of written assessment to a parent of a child's intellectual, physical, social and emotional development. You will receive more information at conference time. We encourage the input of parents to help make sure our program is as beneficial as possible to your children.

## **Clothing**

It is important that the children be dressed according to the types of activities they will be participating in while at the YMCA. Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Think of messy art materials and other messy activities. Think of safety (**no sandals, clogs, jellies or dress shoes**). Please send an extra set of clothing each day in your child's bag or backpack, as accidents do happen.

For our Toddler Preschool program please send your child with a sleeping mat, comfort item, and anything that would make your child feel more at ease.

## **Sharing Time**

The YMCA requests that children leave their toys at home. Toys become lost or broken. Also, children have difficulty sharing these toys.

## **Outdoor Play**

Outdoor play is an important part of your child's day. We believe it is vital for the total health of a child. We will be going outdoors every day, weather permitting. The general temperature guidelines for cold weather are at least 10 degrees F. for preschoolers and 15 degrees F. for Toddlers. In the winter, please include labeled boots, hats, mittens and scarves. All children who are well enough to be at the YMCA are expected to participate in outdoor and swimming activities.

## **Special Celebrations**

It is always fun to have a celebration. Teachers will plan simple and appropriate ways to celebrate holidays. If parents would like to bring in food items, they must be purchased from a store, left in the original wrapper and approved by the child/rens' teachers. We would like to encourage parents to bring a healthy snack item or an item to be shared in the classroom i.e. a book.

## **Field Trips**

Field trips will be an important part of the Y Preschool and will be scheduled considering the age and development of the group. All field trips will be announced to the parents.

Written permission will be obtained from the parents prior to any field trip.

## **Donations**

During the course of the year we may ask for your help in collecting items needed for craft projects.

Any other donation of toys, books, etc. in good condition would be greatly appreciated.

## **Toddler Program (24-35mo)**

Through play, we help your toddler learn to joyfully master language, motor skills, and social development. Classroom experiences develop self-control, cooperation and communication.

## **Preschool Program (36 mo-Kindergarten)**

This program is designed for each stage of preschool development. Our special learning activities encourage your child to make choices and further social, physical, emotional, and mental growth.

## **Ratios**

1:7 Toddlers; 1:10 Preschool

## **Sample Class Schedule**

### **Monday - Friday**

9:15 - 9:45 drop off/free choice  
9:45 - 10:00 welcome/circle time  
10:00 - 10:30 wash-up/snack  
10:30 - 11:15 Enrichment activities  
11:15 - 11:45 large motor  
11:45 - 12:00 wash-up and clean –up  
12:00 - 12:30 lunch  
12:30 - 2:00 learning centers; naptime or quiet activities  
for toddlers  
2:00 - 2:15 clean – up and dismissal

Our **Toddler Preschool Program** (24 - 36 months old) will incorporate a rest time. Rest time is provided daily as a time for quiet and to gather energy. If a child does not sleep, she/he will not remain resting for more than 30 minutes after other children are asleep.

**Schedule is subject to change.**

## **Confidential Data Information**

In compliance with Minnesota Government Practices Act, the YMCA has developed a policy stating that all data recorded in each child's records will not be disclosed to any person or any agency unless prior written consent has been obtained from the parents.

The YMCA will not disclose a child's record to any person other than the child, the child's parents/legal guardians, the child's legal representatives, employees of the YMCA and Commissioner of the Department of Human Services unless prior written consent has been obtained from the parents or legal guardians.

## **Research/Public Relations Activities**

Parents will be notified in writing in the event that a child or the YMCA is to be involved in any research or public relations activities. Written parental permission is necessary before a child will be involved in any type of activity.

## **General Information**

### **Swimming**

The YMCA aquatic staff has developed a curriculum called *Splash* that will be implemented. Parents will be notified prior to the date children will go to the pool. Children will be learning water safety and basic swimming skills. Children in the 3, 4, and 5 year olds class participate in swimming. **Children must be fully potty trained and self-sufficient in the bathroom.** The Ypreschool staff reserves the right to ask parents to pick their child if the child has 2 or more toilet accidents in one day. We will maintain a ratio of 1:10 in the pool.

### **Attendance**

If a child will be absent from school on any day for any reason (illness, vacation, etc.) parents are requested to notify the YMCA in advance of the absence 651-739-6596. The staff would also appreciate knowing if a child will be arriving late or leaving early.

### **Withdrawal During the School Year**

Each child is enrolled for the entire school year or the balance of the year. If a parent chooses to withdraw a child from the program we require 2 week written notice and remainder of monthly tuition if applicable. Parents are financially responsible for all contracted schedule amounts.

### **Nutrition**

**The YMCA is dedicated to the health of all children and has implemented a Healthy Initiative Program.** Milk will be provided by the YMCA for lunch and 100% juice will be available at snack time. Each child will be asked to bring one non-perishable snack. Please bring a non-refrigerated lunch to class. Lunches need to include 2 items from the food groups and should be child friendly. All lunch items should be child friendly to open.

## Children's Basic Needs

Children need a safe, nurturing environment that assists them to grow, learn, and feel loved by their caretakers. In order to grow and learn, a child's minimum needs for safety, good nutrition, shelter, medical attention, bathing, clean clothes, intellectual stimulation, appropriate discipline, love, and a feeling of important must be met. When these needs are not met, a child cannot grow and learn as easily.

The YMCA Preschool expresses a commitment to provide an environment that encourages the children's growth and learning. If you feel that our staff members are not meeting your child's needs, we encourage you to identify your concern to the director.

Should you have difficulty in providing for your child's emotional or physical needs, you are encouraged to ask for help. Our staff can help you find a community resource, which can offer assistance.

In the rare instance when we feel that your child's needs are consistently not being met, our staff will work with you to identify your child's needs and assist you in meeting those needs. If you are temporarily unable or unwilling to meet your child's needs, as described above, our staff is mandated by Minnesota State Law to file a report with the Ramsey County Child Protection. It then becomes the role of the Child Protection Unit to work with your family to ensure that your child's needs are being met.

It is essential that you keep us informed about your child's health history, illnesses, injuries, etc., so that our staff can be aware of your child's needs. Please make a point of informing us if your child develops a health problem, communicable disease, or is injured. Children's behavior may change during periods of family stress (illness in the family, death of loved ones or pets, unemployment, divorce, etc.). Our staff is available to help children with their concerns at these times. ***All communication is confidential.***

### Child Abuse

If a child is a suspected victim of physical abuse, neglect, or sexual abuse the YMCA is mandated by the State of Minnesota to report such information to local county child protection.

As defined by Human Services "*physical abuse*" means any physical or mental injury inflicted by a person responsible for the child's care other than by accidental means, or any other physical or mental injury that can not reasonably be explained by the child's history or injuries, or any aversion and deprivation procedures that have not been authorized.

"*Neglect*" means failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, or medical care when reasonably able to do so, or failure to protect a child from conditions or actions which imminently and seriously endanger the child's physical or mental health when reasonably able to do so.

"*Sexual abuse*" includes threatened sexual abuse and subjecting a child to any act of sexual abuse.

## **Responsibilities of the Y Preschool, Parents and Children**

### **Preschool Responsibilities**

1. Provide a positive, safe and enriching environment which meets the developmental needs of children.
2. Provide a caring staff, which show genuine respect for children and provide positive role models.
3. Continually evaluate the program in relationship to the needs of children, parents and staff.
4. Keep parents informed through regular newsletters, flyers, and verbal communication.

### **Parent's Responsibilities**

1. Observe the rules and policies of the Y Preschool.
2. Share concerns with the staff about your child's needs in the program.
3. Listen to concerns of staff about your child's behavior, and help work toward an agreeable solution to any problems.
4. Keep your child's records complete and up to date.
- 5.

### **Children's Responsibilities**

1. Have fun.
2. Be friendly.
3. Be safe.
4. be honest.

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

### Who Should Report Child Abuse and Neglect

- *Any person may voluntarily report abuse or neglect.*
- *If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.*

### Where to Report

- *If you know or suspect that a child is in immediate danger, call 9-1-1.*
- *All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.*
- *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 (651) 430-6455 or local law enforcement at (651) 714-3600 or (651) 739-4141.*
- *If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 296-3971.*

### What to Report

- *Definitions of maltreatment are contained in the reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.*
- *A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.*
- *An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours exclusive of weekends and holidays.*

### Retaliation Prohibited

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

### Failure to Report

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

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