



# FAMILY HANDBOOK 2023-2024



**Welcome to the Mini Adventures Child Care program! To assist you in knowing about the program, this handbook is for you to read and familiarize yourself with the policies and procedures. If you have any specific questions after reading through the handbook, you can reach the Early Childhood Coordinator at 763-528-4518.**

### **Mini Adventures Mission Statement**

The mission of Mini Adventures is to provide child care for children who are 3 to 5 years old that assures parents/guardians that their children will be in a safe, healthy, and creative environment where their developmental needs will be met.

### **Goals**

1. To encourage independence, friendship and responsibility through activities that stimulate creativity and individuality.
2. To provide Mini Adventures staff who are caring, creative, knowledgeable professionals who strive for a continuing positive interaction with parents/guardians and students.
3. To promote respect for self and others while responsibilities and social development are both enhanced and encouraged.

The Mini Adventures program is operated out of the Community Education Department, a program sponsored by Columbia Heights Public Schools. Mini Adventures is a self-supporting program. Mini Adventures does not discriminate on the basis of race, creed, sex or national origin. **The Family Handbook and Child Care Contract may be changed at any time by the Coordinator, with or without notice.**

### **Contact Information, Location & Parking Info**

Mini Adventures: 763-528-4452 (Bears, Rm 114) & 763-528-4451 (Bunnies, Rm 116)  
1460 49<sup>th</sup> Avenue NE (enter in door #2)

Staff:

Patty Pappas, Bears Day Supervisor  
Kiron Ramnarine, Bears Late Day Supervisor/Assistant  
Maria Gorde, Mini Adventures Assistant  
Kristen Dins, Bunnies Day Supervisor  
Khalindy Andrade, Bunnies Late Day Supervisor/Assistant  
Andy Lozado, Mini Adventures Summer Aide

Columbia Heights Community Education Office – 763-528-4517  
1440 49<sup>th</sup> Avenue NE

Office Hours: Mondays-Fridays, 7:30am-4:00pm

Staff: Kari Sawyer, Early Childhood Coordinator: 763-528-4518

Irene Ventura Solano, Community Education Administrative Assistant: 763-528-4517

Kristen Stuenkel, Community Education & Communications Director: 763-528-4515

Dates and Hours of Operation

Mini Adventures is a year-round program. Our hours are 6:30am to 6:00pm. Dates vary- please reference the calendar.

### Parking

Please park in the Family Center Parking Lot when you are dropping off and picking up your child. Please do **not** park in any numbered reserved spots in the U-shaped drive or at the curb in front of the building.

### Transportation

Mini Adventures does not provide transportation to and from the home. Students dually enrolled in PreK 3 will be walked to and from the PreK 3 classroom. Students dually enrolled in PreK 4 will have transportation to and from Mini Adventures.

## **Program Standards/Staffing**

Program standards for the Mini Adventures Child Care Program are adapted from guidelines developed by the Minnesota Department of Human Services and have been reviewed and approved by the School Board of Columbia Heights Public School District.

Mini Adventures is staffed with caring people experienced in the field of child development. Background checks, first aid, CPR and continued staff training are required of all staff. Mini Adventures is staffed by at least one supervisor, who is responsible for overseeing the operation of the site and children. Assistants are trained to help with the operation responsibilities. Mini Adventures is supervised by the Coordinator who directs and guides the staff in general site operation, including communication, organization, challenging behavior, teamwork, scheduling, etc.

All questions or concerns should first be directed to the Mini Adventures Supervisors. If you have further questions or concerns, they should be directed to the Coordinator.

Staff-to-child ratios are 1:10 for 3 to 5-year-olds. Adjustments may be made according to the needs of the children and staff.

## **Registration/Enrollment**

Children who are 3 to 5 years old may be registered for Columbia Heights Public Schools Mini Adventures program. Enrollment options are: 1-5 days per week. There is a \$25 non-refundable registration fee due at the time of registration.

### Enrollment Requirements

**All children are required to be screened through Early Childhood Screening within the first 90 days of beginning child care if the child has not been screened. Please contact the office at 763-528-4517.**

1. Contract form
2. Emergency/Authorized Pick-Up form
3. Child Information form
4. Child and Adult Care Food Program form
5. Copy of Current Immunization record
6. Application for Educational Benefits
7. Sunscreen/Wipe Permission form
8. Child ID form
9. Prox Card form(s)
10. County Assistance/Scholarship Information (if applicable)

Parent/Guardian Prox Cards – For security and safety purposes the Family Center doors are locked at all times. You will receive a parent/guardian prox card that will allow you to enter the building. Each family receives up to two prox cards that must be returned on your child's last day. The prox cards are the only way for you to enter the building, especially before 7:30am or after 4:00pm. You will need to have a state-issued driver's license or photo ID ready to provide the clerical staff to scan your photo. This will apply to anyone who has a prox card and/or is picking up.

Parental Access- Any child's parent or legal guardian will be allowed access to the parent's or legal guardian's child at any time while the child is in our care, unless otherwise stated in a court order. Court order documentation needs to be provided to the Coordinator.

Changes to Registration Information - For safety reasons, it is imperative that children's files include current data at all times. Should a change occur to address, telephone numbers, emergency contact information, or other data, please let the child care supervisor know of these changes.

Visitors to Program - Due to liability and staffing, children registered in the program may not bring friends or guests to the program who are not registered.

Days Closed -During the school year, Mini Adventures will be open on most non-school days from 6:30am-6pm and in the summer. See calendar at the end of this handbook. Families are not charged fees for the scheduled closure days.

Vacations – Each child is allowed two weeks of vacation time per year, depending on the child's schedule in our program, where tuition will not be charged. The year time frame begins on the child's first day and starts over one year later. For example, if a child starts in the program on October 1, 2023, families have two weeks between that date and October 1, 2024 in which to choose vacation “weeks” and not be charged. A week is considered a regular, 5-day business week. A written notice must be given 10 business days before your requested vacation time.

Withdrawal – A 10 business day written notice of withdrawal is required. If this is not received by office staff, tuition will be charged to you.

Release of Children- **Your child will be released only to the people listed on your authorized pick up form.** Staff are required to ask for identification from anyone unfamiliar attempting to pick up your child. If an unauthorized person attempts to pick up your child, you will be contacted. If you cannot be reached, your child will be held until you or your emergency contact person arrives. Please notify the Mini Adventures supervisors in writing if you want to authorize additional adults to pick up your child.

Communication at Drop Off and Pick Up: Staff will be able to communicate with families for a brief period of time (5 minutes or less) at drop off and at pick up for the safety of all children. Any conversation that needs more time, staff will be able to set up a time with the family.

Absences: Please call the Mini Adventures rooms directly or message via SeeSaw if your child will be absent.

Bears Room: 763-528-4452. Bunnies Room: 763-528-4451.

Attendance Information: If your child is absent without prior notification or communication for 10 consecutive program days, you will be notified that your child will be unenrolled from our program. It is important to communicate with our staff about your child's attendance and any absences.

## **Food and Nutrition**

Breakfast & Lunch – Breakfast is served at approximately 7:30am and lunch will be served at approximately 11:30am. Times are subject to change. Meals will be served and eaten in the rooms. We ask that you notify your child's teacher by 9:30am if your child will not be attending Mini Adventures that day, so we can order lunches accordingly.

Snacks – A snack is served at approximately 2:45 pm each day.

Mini Adventures believes that nutrition is very important for health and learning, because children who are given a variety of healthy food options during early childhood are more likely to continue healthy eating habits when they are older. We strive to provide a school environment that promotes and protects students' health, well-being and ability to learn by supporting healthy eating choices. Children need a variety of healthy foods, especially fruit, vegetables and whole grains with limited access to high sugar and high fat foods.

We ask that you do not bring food to share for celebrations, including birthdays. Please consider celebrating by donating a book or other non-food item (stickers, pencils, etc.)

### **General Information**

Equipment – It is the policy of Mini Adventures Child Care that if a child misuses or damages Mini Adventures equipment, the parent/guardian will be assessed a replacement fee, price to be determined.

Lost & Found – Please check the lost and found area. To minimize our lost and found collection, we recommend that you label all of your child's belongings.

Movie Videos/DVDs –We will be showing movies various times throughout the year. All movies are G-rated. If there is a movie that is PG, we will ask parent permission.

Proper Clothing – Children should be adequately dressed for indoor AND outdoor activities during the time they are at Mini Adventures. Children use the outside fields and playground area every day except in inclement weather. It is recommended to have athletic shoes available and discouraged to have children wearing flip flop sandals for safety reasons. Winter gear includes: snow pants, boots, mittens (not gloves), hats, and coats.

Toys from Home –Children are allowed to bring one small, plush lovey/stuffed animal for quiet time. Please keep all other toys from home at home. On specific days, children may have an opportunity to bring toys from home. Toys brought must be developmentally appropriate in nature. Toys that promote violence in any way (guns, knives, swords, magazines, etc.) will be confiscated and must be picked up by a parent/guardian. Mini Adventures will not assume the responsibility for loss or damage to items brought from home. Mini Adventures supports the Columbia Heights Public Schools policy involving actions and items of a violent nature.

### **Early Childhood Advisory Council**

The Early Childhood Advisory Council is composed of parents/guardians involved in the Family Center's programs. The council meets monthly to provide input and feedback about programming and community needs, plan events and raise funding for classroom materials. Please contact the Coordinator if you are interested in joining!

### **Separation Strategies**

Learning to separate is a necessary part of growth and development for families, and can be difficult for both children and parents/guardians. By working together, we can help children move more smoothly through this transition. These tips may be helpful:

1. Always tell your child that you are leaving and will come back. Your child needs to trust you and the staff.
2. Tell your child where you are going. Explain how long you will be gone.
3. Leave something special with your child. A "lovey" or a blanket work well. A family picture or something your child identifies with you, such as your sweater, can also be helpful. Please label with your child's name.
4. Talk with your child about feelings. "I see you're upset (worried, angry, etc.). Everyone will keep you safe."
5. Get your child involved in an activity or with a staff member.
6. Finally, with a confident smile, say, "I am leaving," or "I'll be back soon." Then leave. If necessary, you can physically hand over your child to a staff member.
7. When you do return, greet your child with a smile and a tone of confidence. "See, I came back. I told you I would."

### Toilet/Bathroom Independence

Children must be fully toilet/bathroom independent to attend Mini Adventures Child Care. We define toilet independent as having the ability to notify an adult when they need to use the bathroom, pulling pants up and down, wiping independently, and cleaning hands after using the toilet. Most children are ready to start toilet training between 22 and 30 months of age. If a child starts in Mini Adventures and it is deemed that they are not fully toilet/bathroom independent, Mini Adventures reserves the right to place the child/family on a hold/waiting list and not have the children return until fully independent in the bathroom/toileting.

### Quiet/Rest Time

Quiet/Rest time approximately starts at 12:30pm. Quiet/rest time is approximately two hours in length. Children rest on cots and it is recommended for families to bring in a small, light blanket. All blankets must be taken home weekly and when soiled or wet to be laundered. Children are able to have a small plush/soft "lovey" or stuffed animal that they rest with. Children will not be required to stay on their mat after 30 minutes of quiet rest or napping. Quiet activities will be available for children during this time.

Outdoor Play – Outdoor play is an important part of our program. We spend time outside every day (weather permitting). Please have your child dressed in appropriate clothing including footwear.

Weather Policy - No outdoor play if the temperature is below zero degrees F or wind-chill below zero. 0 – 10 degrees F temperature and/or wind-chill: up to 10 minutes outside.

### Building and Physical Premises: Free of Hazards

Mini Adventures physical premises are free of hazards and the areas used by the children are clean and in good repair. The furniture and equipment is structurally sound and is appropriate to the age and size of the children who use the area.

Mini Adventures keeps all hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants and chemicals out of the reach of children.

Mini Adventures safely handles and disposes of bodily fluids and other potentially infectious fluids by; using gloves, disinfecting surfaces that come in contact with potentially infectious bodily fluids; and disposing of bodily fluid in a securely sealed plastic bag.

### **Emergency Preparedness**

Mini Adventures has an emergency preparedness plan that is written using the Child Care Emergency Plan form and is available for review upon the request by the child's parent or legal guardian.

Mini Adventures trains all staff at the time of orientation and at least once each calendar year on the emergency plan and documentation of this is kept in each staff personnel file.

Quarterly, Mini Adventures will conduct one evacuation drill and one shelter-in-place drill.

### **Inclement Weather Procedures**

In the event of severe weather, the Mini Adventures Child Care Program will follow the procedures listed below:

1. If the school district is closed, **Mini Adventures is closed**. School closings are announced on: the district website, KARE-11 TV (Channel 11), WCCO-TV (Channel 4) and KSTP-TV (Channel 5). Please note: The Columbia Heights School District stands alone and is not a part of any other school district. When listening to school closings, specifically listen for mention of the "Columbia Heights School District."
2. If the school district is opening late, Mini Adventures will open at the same time as the Columbia Heights schools.
3. If the school district closes early, during the school day, Mini Adventures will close at the same time.

Please do NOT bring your child to the program when it is closed; staff members will not be at the site to provide child care. There is no reduction of child care fees for the first 2 days during the school year if Mini Adventures is closed due to inclement weather or other events that cause the closure of Columbia Heights Public Schools. After that, a reduction of fees will be applied for each full inclement weather day.

**For the benefit of your child(ren) and yourself, please have an alternative plan for child care should any of these situations arise.**

### **Health**

Allergies/Medical Conditions – Parents/guardians will indicate while registering if their child(ren) has an allergy or medical condition. It is important that staff be informed as to the nature and severity of the allergy/condition. Some conditions will require a medical plan from your child's doctor. Mini Adventures will require this before admitting a child for care, the center must obtain documentation of any known allergies from the child's parent or legal guardian. Mini Adventures will maintain these records in the child's record, and the allergy information must include: a description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction; and procedures for responding to an allergic reaction, including medication, dosages, and doctor's contact information.

A child's allergy information must be available at all times including on site, when on fieldtrips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to the child.

Mini Adventures will inform all staff of each child's current allergy information. At least annually, and when a change is made to allergy-related information in a child's record requires updated forms. Documentation will be kept on site that all staff were informed of the child's current allergy information.

Contagious Disease – If your child becomes ill with a contagious disease such as pink eye, impetigo, strep throat, chicken pox, lice, etc., parents/guardians will be expected to notify the supervisor of the disease/conditions immediately. Mini Adventures follows the same policy that the school district has established for the various diseases.

Emergencies – The Mini Adventures program will take whatever emergency measures that are judged necessary for the care and protection of all children while they are under our supervision. In case of a medical emergency, a child will be transported to an appropriate medical facility by the local emergency resources before the parents, the child's physician, and/or other adults, acting on behalf of the parents, are notified. Any expenses incurred in emergency care will be the responsibility of the child's family. Mini Adventures will inform the commissioner within 24 hours of any injuries to a child in the program that required treatment by a physician or if a death of a child in the program.

In Case of Illness (not COVID-19) – If a child becomes ill while attending Mini Adventures, parents/guardians will be notified by phone immediately and asked to pick up their child from the program within 60 minutes. If staff are unable to reach parents, the emergency contacts will be called. Children will be in a supervised rest area, not actively participating in activities with other children until the authorized person arrives. Children need to be fever/vomit/diarrhea free for 24 hours before returning to Mini Adventures. If a body rash does not subside on its own, your child may return with the rash still present as long as you have a doctor's note stating the rash is not contagious. If your child has any of the following symptoms, please keep them at home or make appropriate arrangements for their care:

- Diarrhea: exclude from program until diarrhea-free for 24 hours
- Vomiting: exclude from program until vomit-free for 24 hours
- Persistent cough or breathing difficulty
- Cold related runny nose (green or yellow mucous)
- Ringworm: exclude from program for 24 hours after antibiotic treatment begins
- Undiagnosed rash or contagious rash
- Lice: exclude from program until first treatment is completed
- Pink eye (conjunctivitis) or eyes with pus or mucus draining from them: exclude from program until treated or cleared
- Fever of 100 degrees or more: exclude from program until fever-free without medication for 24 hours
- Sore throat, especially with fever or swollen glands
- Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable
- Streptococcal: exclude from program until 24 hours after treatment begins and child is without fever
- Hand, foot, and mouth disease: exclude from program until fever-free for 24 hours

If a child becomes ill with a contagious reportable illness, Mini Adventures will post notice the same day we are notified, so families are aware what contagious exposure was in the classroom. Bringing a child to Mini Adventures with any of the symptoms listed above, will result in further inconvenience to the parent/guardian who must come back to pick up their child, possible exposure of illness to other children/staff, and a general uneasiness for the sick child.



***For COVID-19 specific guidance-separate information will be provided.***

Medication Procedure – All prescription and over-the-counter medications must be accompanied by a written order from the doctor. All medications must be in the medicine's original container with a legible label stating the child's first and last name. All medication will only be given to the child whose name is on the label. It will not be given after an expiration date on the label. The medication will be returned to the child's parent or legal guardian or destroyed, if unused. Mini Adventures staff will document in child's record the administration of medication, including: child's first and last name; name of medication or prescription number; date, time and dosage; and name and signature of the person who administered the medicine.

Written permission will be obtained from the child's parent or legal guardian before administering prescription medication, sunscreen, diapering products (wipes), lotion and insect repellent.

Nonprescription medicine, sunscreen, diapering product, lotion and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently. All medications, insect repellents and sunscreen products will be stored according to the directions on the original container.

Nurse – The Columbia Heights Public Schools has a district nurse available to answer questions or concerns as needed. The District Nurse can be reached at 763-528-4580.

Sunscreen Usage

Permission is needed for staff to apply sunscreen to any child. The sunscreen used on a child shall be provided by the parent/guardian. On days where sunscreen is needed, please have your child arrive with sunscreen already applied, as staff will only reapply in the afternoon.

Immunizations

State law requires that all children registered to submit immunization records each programming year. These will be reviewed by a nurse and returned to parent if immunizations need updating. A doctor's signature is not required.

Hand and Toy Washing

In order to help in the health of all participants, please wash your child's hands at the beginning and end of each class. This has been shown to significantly cut down in transmission of the common cold and other germs! Many diseases are carried in mucous and saliva. Using a disinfectant, the staff washes toys and tables before and after meals/snacks. The staff assist children in washing hands before meals and snacks.

**Tuition/Fees**

Tuition- payments are due biweekly before care is provided. See calendar at the end of this handbook. Families are required to pay regardless if the child is absent or not, unless pre approved vacation time is being used.

Assistance Programs/Scholarships – When fees are paid by an assisting agency, the parent/guardian is responsible for notifying the Coordinator of this assistance. If there is a co-payment fee the parent/guardian is responsible to pay their co-payment biweekly. All policies and procedures in this handbook and on the Mini Adventures contract apply to parents/guardians receiving assistance and will be charged accordingly. Scholarship paperwork is required for any scholarship. Families receiving scholarships need to follow the guidelines of the scholarship.

Late Payments – The Mini Adventures program operates on a non-profit, self-supportive basis. A charge of \$5 will be assessed to your bill if payment is not received within three days of the due date and/or your check comes back to us NSF. Please keep accounts in good standing, as a delinquent account is grounds for termination from the program. After two NSF checks, you will be required to pay cash at the Community Education office or with a money order. If you leave our program and you fail to pay your balance, you will be expected to pay the balance in full upon returning.

Late Pick-up Fees – Parents are required to pick up their children before 6pm. A \$5 fee will be assessed for the first five minutes after 6pm and a \$2 per minute fee after 6:05pm will be added. This is a per child fee. If you are unable to pick up your child(ren) by 6pm, please notify the Mini Adventures classroom to authorize release of your child(ren) to another adult before 6pm and thereby prevent a late fee. At 6:30pm, if you have not picked up your child(ren), the authorities will be called and you may need to pick up your child(ren) at the Columbia Heights Police Department. Three late pick-ups could result in the dismissal of your child(ren) from the Mini Adventures program. Please remember, staff have families and commitments after 6pm.

Tuition Payments – Visa/MasterCard payments are accepted with the Community Education department (front desk) and online. Please call 763-528-4517 if you have questions or would like to set up an auto-pay schedule. Tuition checks should be made out to Mini Adventures. Checks and money orders can be left at the front desk of the Family Center between 6am and 6pm. If the person making the payment has a last name different than that of the child, please note the child's name on the check. Parents/guardians are expected to pay their biweekly fee regardless if the student(s) or the program is in session. If you make a payment in cash, you must bring the payment to the Community Education department (front desk) in the Family Center between the hours of 6am and 6pm.

<b>Fee Schedule (every 2 weeks)</b>	<b>10 Days</b>	<b>8 Days</b>	<b>6 Days</b>	<b>4 Days</b>	<b>2 Days</b>
<b>6:30am-6pm</b>	<b>\$616</b>	<b>\$520</b>	<b>\$410</b>	<b>\$290</b>	<b>\$146</b>

*\*these fees begin in the fall 2023*

### **Staff, Student & Parent Responsibilities**

#### Staff's Responsibilities:

I will:

1. Provide a safe and caring environment for your child.
2. Provide an educational and recreational environment conducive to the physical, cognitive, emotional and social development of each child.
3. Communicate regularly with you, the parent/guardian, concerning your child.
4. Work with parents/guardians to support children as needed that may include meetings, plans, and strategies for the child care room.

#### Parent's/Guardian's Responsibilities:

I will:

1. Escort my child to the Mini Adventures room.
2. Drop off my child no earlier than 6:30am. Pick up my child before 6pm.
3. Notify the Mini Adventures staff of absences and family situations that may affect my child's care experience.
4. Notify in writing any changes to my child's enrollment forms (phone numbers, persons permitted to pick up my child, schedule changes etc.).
5. Remember to apply sunscreen to my child prior to arrival during applicable months of the year.
6. Work with Mini Adventures staff to support my child as needed that may include meetings and strategies in the home.

7. Check for regular communication from Mini Adventures staff, program, and district via phone, email and Seesaw.

### Child's Responsibilities:

I will:

1. Work on self-help skills (dressing, eating, toileting).
2. Use my hands and feet in a safe manner.
3. Use materials safely.
4. Use an indoor voice and kind words.
5. Pick up my area before I go on to another activity.
6. Use outdoor equipment safely.
7. Use walking feet in the room and in line.
8. Follow directions

Children are supervised in a group setting. ***Their behavior is not expected to routinely require one-on-one supervision.***

### Room and Program Rules/Expectations

Rules for group time and room rules may vary. Expectations in the building, field trips, busing, playground, and meal times may vary. Staff will provide rules and expectations to parents/guardians.

### Behavior Practices:

The following is a description of model and behavior practices staff are expected to utilize in all classrooms:

- Develop and nurture positive relationships
- Provide supportive environments This includes the use of schedules, visuals, group times, planned transitional activities, clear rules created mutually and posted in the room.
- The intentional teaching of social emotional skills through the following strategies:
  - Developing friendships/positive relationships through the use of greetings and learning names of peers.
  - Teaching of emotion words/feelings.
  - Teaching children how to recognize feelings
  - Teaching the skills of how to calm down.
  - Teaching the skills of how to control anger and impulses.
  - Teaching and supporting students in learning how to problem solve.
  - Supporting children in practicing their solutions with one another: share, take turns, play together, ignore, saying: "please stop", get an adult, get a timer, say "please", and trade.

We will work with families to support children who may have challenging behaviors by creating plans and incorporating strategies in the home and in the child care room.

If a child endangers self and/or others, de-escalation strategies will be used. Dependent upon the severity, the child may be moved away from other children until the child is calm and not endangering self/others. Administrative staff may determine, with Mini Adventures staff, that a situation warrants the parent/guardian pick up the child from the program. The program reserves the right to make this determination.

## **Reporting Maltreatment of Minors**

Mini Adventures Maltreatment of Minors Mandated Reporting Policy

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.

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

#### Where to Report

□ If you know or suspect that a child is in immediate danger, call 911.

□ Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services. Anoka County Child Protection agency for reporting suspected maltreatment of a child occurring within a family or in the community 763-324-1400. Or after hours 612-852-0935.

□ Reports concerning suspected abuse or neglect of children occurring in centers certified by the Minnesota Department of Human Services 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 or local law enforcement at.

□ If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes that govern the facility, you should call the Department of Human Services Licensing Division at (651) 431-6500. 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 person(s) 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. 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 or certified by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations. MN Department of Human Services Division of Licensing December 2017 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. Staff Training The certification holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The certification holder must document the provision of this training in individual personnel records, monitor implementation by staff.

### **Employment and Services Criminal History Background Checks – Notice to Parents and Guardians**

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of the students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive and offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals who

are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

### **School Board Policies**

For a complete listing of school board policies please see the Columbia Heights School District Website: [www.colheights.k12.mn.us](http://www.colheights.k12.mn.us) under School Board. For Directory Information of student photos and information, please see Policy 515.