



# St. Francis Xavier Child Development Center

Parent Handbook

2018-2019

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# Welcome

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It is indeed a pleasure to be able to share with you the development of your child. One of the most important issues in the educational world is the instruction of young children. Educational research indicates that the early years are the most crucial for learning and that the environment of these years permanently affects the child's total personality. Therefore, any effective educational program begins with the very young child in the family and then, the school.

The goal of this handbook is to:

Bridge the gap between home and school and establish a cooperative relationship between them. We hope it will answer any questions you may have, but if not, please feel free to contact us through the St. Francis Xavier School office at (764)-684-0075.

## Mission and Philosophy

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### **Mission Statement**

St. Francis Xavier Child Development Center serves the preschool-aged children from St. Francis Xavier Church and community. As a Christ-centered faith community, we foster spiritual growth, academic excellence and a commitment to justice in the name of Jesus as we educate our students.

### **Philosophy**

St. Francis Xavier Child Development Center is a Christian-oriented program that strives to provide a variety of experiences to stimulate the spiritual, intellectual, physical and social growth of each child.

- \*We believe all children are unique creations of God.
- \*We will foster an environment that focuses on growth in God's love.
- \*We are blessed with the opportunity to engage in all school activities.
- \*We will engage in Project Based Learning to enrich each child's learning experience.
- \*We always encourage expression of the Arts.
- \*We are committed to healthy and playful environments.
- \*We integrate technology into our classrooms as a tool for exploration and learning.
- \*We utilize our school specialists (music, physical education, technology) to expand learning opportunities.

Our goal is to allow children to develop socialization and readiness skills in a relaxed environment which encourages, play, discovery and creativity.

## **Preschool Objectives**

### Religious Development:

We will encourage spiritual growth through weekly lessons, prayer, praise, and celebration.

### Social-Emotional Development:

We will encourage the students to grow in their understanding of self and others through sharing, taking turns, including others in play and accepting differences in one another.

### Cognitive Development:

We will encourage the students' growth of cognitive skills through puzzles, blocks, patterning games, letter and number recognition, and cause and effect activities.

### Physical Development:

We will encourage physical development through large and fine motor activities. Fine motor skills include putting puzzles together, lacing, stringing, cutting, and writing. Large motor skills include walking, running, throwing, kicking, lifting, and using balance.

### Language Development:

We will encourage language development through talking, reading, and singing with children.

## **Licensing**

The St. Francis Xavier Child Development Center is licensed by the

Minnesota Department of Human Services, St. Paul, MN. Tel.: 651-296-3971.

## **Standards**

St. Francis Xavier Child Development Center is licensed and complies with the standards set forth by the State of Minnesota Department of Human Services, Division of Licensing. Our teachers are certified and licensed by the State of Minnesota, Department of Children, Families and Learning.

## **Liability Insurance**

Your child is covered by general liability insurance during the hours he/she is at St. Francis Xavier Child Development Center.

# Enrollment

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## Eligibility

Children who will be three years old by September 1 are eligible for the 2 Day a Week program. Children who will be four years old by September 1 are eligible for the 3 Day a Week program. The full day preschool option is available to students the year before entering Kindergarten.

Children must have independent bathroom skills and be out of training pants.

The St. Francis Xavier Child Development Center admits students, ages 3-5, of any race, color, creed, and national or ethnic origin.

## Admission and Registration

A non-refundable annual registration fee of \$50 is required to secure a place for a child.

For each enrolled child, we must have on file:

- A completed Registration Form

- An immunization/Health Care Summary (signed by a health care provider. Failure to provide this form will result in the exclusion of your child from school.)

- An emergency Medical Card

- Public Relations Parental Authorization

## Days and Hours of Operation

The preschool program operates on a Monday-Wednesday-Friday or Tuesday-Thursday schedule, depending upon the child's age.

Morning Session: 9:00 AM to 11:30 AM

Afternoon Session: 12:30 PM to 3:00 PM

Full Day Session: 9:00 AM to 3:00 PM (Monday-Wednesday-Friday only)

The classrooms will operate in conjunction with the school calendar and will not be available when school is not in session. Deductions will not be made for holidays, snow days, vacations or child illness.

License Capacity: 40 children, ages 3-5 years old.

There shall be a maximum of ten (10) children per session or twenty (20) children per session with an aide. A minimum of 6 children is needed for a specific session to be held.

## **Tuition and Fees**

Three Day Full Day Session: \$300.00 per month

Three Day Half Day Session: \$140.00 per month

Two Day Half Day Session: \$110.00 per month

Annual Snack Fee of \$30 to be paid by first day of school.

Tuition is payable monthly. Payments are due within the first week of each month for that month. Checks should be made payable to: St. Francis Xavier, CDC.

A late fee of \$5.00 per day may be assessed for payments more than a week past due. St. Francis Xavier Child Development Center reserves the right to dismiss a student when the payment is delinquent for more than three weeks.

As a 3-Star Parent Aware rated facility, we are approved to receive Pathway I Early Learning Scholarships. For more information regarding this scholarship, please contact St. Francis Xavier School.

If you are interested in learning about other community resources for families please go to [ParentAware.org](http://ParentAware.org).

## **Withdrawals/Dismissal**

A 30 day notification is requested for the withdrawal of a child from the program.

St. Francis Xavier Child Development Center staff reserves the right to dismiss any child if they feel the program no longer meets the needs of that child.

Tuition refunds will not be given for withdrawal or dismissal.

# Preschool Operations

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The St. Francis Xavier CDC Preschool Program booklet is available for review by parents and is located in the respective Preschool classrooms.

## Half Day Program Schedule (Explorers and Pathfinders)

9:00/12:30	Welcome and Arrival Morning/Afternoon Meeting Small Group Activity Center Exploration Snack Movement & Motion Weekly Specials: Show and Tell Computer Music Religion
11:15/2:45	Prepare for Dismissal
11:30/3:00	Dismissal

## Full Day Program Schedule (Trailblazers)

9:00	Welcome and Arrival Morning Activities: Center Exploration Morning Meeting Small Group Activity Movement and Motion
11:00	Lunch
11:30	Recess
12:00	Rest Time Afternoon Activities: Weekly Specials: Show and Tell Computer Music Religion Artistic Expression Small Group Activity Snack Centers Exploration
2:45	Prepare for Dismissal
3:00	Dismissal



## **Emergency Closing**

Should it become necessary to close school due to inclement weather, you will be contacted through Cornerstone, a broadcast system that will enable school personnel to notify all households/parents by phone within minutes of the emergency (or unplanned event). Announcements will also be made on WCCO (830) and KRWC (1360) radio stations and WCCO (Ch. 4), KSTP (Ch. 5) KMSP (Ch. 9) and KARE (Ch. 11) television stations stating that District 877 is closed. District 877 includes St. Francis Xavier.

If St. Francis Xavier School is closed, the Child Development Center is also closed.

\* If two hours late, NO AM Preschool. Full Day preschool sessions will begin at 11:00 AM.

\* If one hour late, Preschool starts at 10:00 AM.

Should it become necessary to close school during the school day, parents of those preschool students who are already in school will be notified via Cornerstone and/or called by teachers..

Please use good judgment concerning attendance during severe weather. Safety is important!

## **Visitation**

Parents contemplating enrolling their child in the Preschool Program may visit the Center by scheduling a tour with the school office.

Parents are encouraged to visit the Preschool anytime during the year. Please make arrangements with the teacher.

A parent or legal guardian of a child will be allowed access to their child at any time while their child is in our care.

## **Dress Code**

Students in the St. Francis Xavier Preschool Program do not wear uniforms. Please dress your child in comfortable play clothes. Outdoor/gym and art projects (including paint projects) will be daily activities, please keep this in mind when selecting clothes for preschool. The children should be able to manage their clothing independently in the bathroom. For safety, soft-soled shoes are appropriate.

To avoid losing personal belongings, please label everything with your child's full name.

## **Transportation**

Parents are responsible for children's transportation to and from the Center. Drivers must accompany children to the classroom and help them remove coats, etc. Parents involved in a car pool need to register with the teacher and sign an authorization form.

Children should not arrive at school before 8:50 AM or 12:20 PM. Parents must meet their child at the classroom door promptly at 11:30 AM and 3:00 PM. Children picked up late may be assessed a late fee of \$5.00 per 15 minutes.

## **Pick Up Authorization**

**If someone other than those registered will be picking up the child, written notification to the teacher/office must be done ahead of time.**

A child will not be released to an unauthorized person or person who is incapacitated or suspected of abuse. Staff are not expected to jeopardize their own safety or the safety of children in their care. If staff is threatened and/or forced to give up the child, emergency (911) will be called. If the person who is incapacitated or suspected of abuse is the parent, Child Protection or the police will be called.

If the child is not picked up by closing time, staff will call the parents or the emergency contact person. If neither can be reached, staff will remain at the center and continue to attempt to reach parents or emergency contacts. If no one can be reached, staff will call the police and follow their instructions. A note will be left on the preschool door for the parent regarding the situation and a phone number to call. Under no circumstances will staff transport a child. If staff is unfamiliar with persons authorized to pick up child, it is suggested that parents require authorized persons to show a picture ID to staff member.

## **Enrichment Opportunities**

Opportunities to enrich learning may take the form of field trips or in-house educational experiences (guest speakers, demonstrations, etc.) In the event of field trips, occasions of research, experimental procedure, or public relations activities, parents will be notified in advance and asked to sign a parental authorization form enabling their child to participate.

## **Sharing/Show and Tell Day**

We strongly encourage children to learn to share favorite stories or favorite items with others in their class. Children's personal toys, however, should not be brought to school on days other than "Sharing" or "Show and Tell" days. Teachers cannot be responsible for lost or broken items, so please make sure your child brings home what he/she brings to school.

## **Meals**

Students participating in the full day preschool class will have lunch at school. The students will eat lunch in the school cafeteria under supervision of preschool program staff. Students may bring a cold lunch from home or participate in the school lunch program. The school lunch program meets all federal and state guidelines. A menu will be sent home each month. Food allergies and special dietary concerns will be accommodated as much as possible, if proper paperwork is on file with the school nurse and preschool program. Milk will be served with each hot lunch and can be purchased to add to a cold lunch. Water is also offered during lunch.

Hot Lunch meals cost \$2.75 per meal. A lunch account will be set up through Cornerstone for each child in the full day program.

## **Snacks**

Snacks are served once during each half day session and up to two times in the full day session. The children will have opportunities to be involved in food preparation and learn about nutrition.

State law requires that a snack must include a beverage (milk or juice) plus one or more of the following: raw vegetables, cheese, cereal products, or fruit.

The cost of this snack is \$30.00 per year due by the first day of school.

## **Nap/Rest Time**

There will be a designated nap/rest time each afternoon for children in the full day program. All children will observe the quiet time, but children will not be required to sleep. Rest time provides the children with a much needed break during the busy day. A cot will be provided for each child. Parents may choose to provide a blanket, labeled with the child's name, for use during rest time. This blanket must be laundered each week. If soiled the blanket will need to be laundered that day. It will be the responsibility of the parent to launder and return the child's blanket. Children will not be required to rest on their cot for more than 30 minutes. Options to engage in quiet activities, such as reading books, will be given.

## **Behavior Guidance Policies**

In order to maintain a positive learning environment, the children will have an understanding of the expectations and rules. Positive reinforcement will be used rather than harsh or threatening methods.

The teacher shall note, recognize, and encourage appropriate behavior in order to provide each child with positive models of acceptable behavior, taking into account the developmental stages of three, four and five year old children.

The Assertive Discipline Plan encourages:

- Redirecting children and groups away from problems toward constructive activity in order to reduce conflict.
- Teaching children how to use acceptable alternatives to problem behavior in order to reduce conflict.
- Protecting the safety of children and staff persons.
- Providing immediate and directly related consequences for unacceptable behavior.

Continued disruptions by the child may require a conference with parents.

## Conferences/Progress Reports

Parent-teacher conferences will be scheduled twice during the year. Progress reports will be issued at this time indicating child growth and development. Additional conferences may be scheduled should there be a need.

## Health and Safety Policies

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### Preschool Physical Fitness Plan

St. Francis Xavier School offers daily Preschool classes. Children attend school for 150 minutes a day, either three times per week (ages 4-5) or two times per week (age 3) or for 360 minutes a day three times a week (ages 4-5). Preschool teachers incorporate fitness and exercise into each school day through the use of classroom materials, gymnasium space and equipment, and the use of an outside playground.

Healthy and regular activity for all Preschool students is strongly promoted at St. Francis Xavier School. **Current fitness goals for our Preschool program include:**

- **Allowing each child up to 30 minutes of active structured and unstructured playtime daily.** Active playtime allows children to develop physically, mentally, and emotionally through play activity.
- **Engaging children in structured, teacher-led physical activities at least once each day.** Children learn necessary skills and develop confidence in their physical abilities when taught by staff who model positive physical activity.
- **Regularly taking children outside to our school playground and open area (weather-permitting), or to our school gymnasium.** Group play promotes both physical and social development as the children have more space to move and interact with other children.
- **Never withholding active playtime as a negative behavior consequence.** Good behavior is encouraged through positive reinforcements, not through loss of active playtime.
- **Keeping inactive time (seated activity) limited to no longer than 5 minutes at a time, and no more than 15 minutes per day.** We support an active lifestyle by allowing children to interact with their environment, rather than sit for long periods of time.
- **Limiting the use of videos.** We rarely, if ever, use videos in the classroom. If used, their content is limited to those with lesson-enriching value.
- **Maintaining a variety of safe playground equipment.** Our playground equipment is routinely checked for safety. Repairs, if needed, are reported and completed promptly.

- **Providing portable common play equipment for shared use between Preschool classrooms.** Some examples of this play equipment are a play tunnel, a parachute, scarves, playground balls, and hula hoops.
- **Encouraging Preschool staff to join children in active play, whenever possible.** It is important that students see our Preschool staff joining them in active play and exercise, setting a positive example of a healthy lifestyle.

**St. Francis Xavier School believes providing additional active play and fitness equipment will help our students increase their opportunities for physical fitness during their school day. These opportunities will help the children improve attention and learning in the classroom.**

## **Health Record Information**

Two health record forms are required by the State of Minnesota:

Child Care Immunization Record: This record must be completed and on file before a child can begin Preschool. Parents should submit an updated Immunization Record whenever the child receives additional immunizations.

Health Care Summary: This report is also required before a child can begin Preschool. This is a summary of the child's general health, completed by the child's general health care provider.

Parents are also asked to complete the Current Health Information Form each school year, indicating any special medications, needs, or allergies needing to be considered during the school year. Any special dietary accommodations may require additional documentation by the parent and primary care provider.

## **Allergies**

When we are notified that a preschool student has a known allergy, the school nurse obtains information about this allergy from the child's parent or legal guardian or the child's medical care provider. A written individual health care plan is developed for the child, including a description of the allergy, triggers, symptoms of an allergic reaction, and procedures for responding to an allergic reaction. The parent or guardian is asked to provide the emergency medication ordered for treatment of this allergy. This medication is kept in a secured cabinet while in school, and brought along on field trips. The student's individual health care plan is given to and reviewed with preschool teachers, food service staff, and other school staff who may interact with the child during the school day. The child's parent or legal guardian would be notified if the child was exposed to an allergen or developed an allergic reaction which

required medical treatment. Emergency medical services would be contacted if epinephrine was administered to a child during preschool attendance.

At the beginning of each school year, the school nurse trains all school staff on the identification of allergy symptoms and how to administer epinephrine, if needed. The child's individual health care plan is updated and reviewed with school staff on a yearly basis.

## **Bloodborne Pathogens**

Our preschool staff follows universal precautions to prevent the spread of infectious disease, recognizing that any body fluid may hold contagious germs. Any surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit, are cleaned and disinfected. Blood-contaminated material is disposed of in a plastic bag with a secure tie. A sharps container is available in the health office, for disposal of sharps items.

At the beginning of each school year, the school nurse reviews with all school staff the appropriate use of gloves, handwashing, protective eyewear, and other protection needed whenever handling or risking exposure to blood or body fluids. This review also includes the OSHA mandates of having an Exposure Control Plan in place, determining exposure risk, reviewing methods of compliance, and exposure reporting procedures. Environmental sanitizing of surfaces and toys is done on a regular and as needed basis, as well.

## **Student Illness and/or Absence**

If a child will be tardy or absent for any reason, the parent/guardian should call our school attendance line (ext. 123) before the start of the school day. Report the child's name, grade level, and reason for absence (including symptoms, if applicable).

If a child becomes ill during the school day, a parent/guardian will be notified. The Preschool Student Emergency Data contact list will be consulted, if a parent/guardian cannot be reached.

## **Exclusion of Ill Children**

Children are excluded from school if they have an illness or condition that may be contagious or a health risk to others. Children must remain home, if ill with the following:

FEVER	If the fever is 100 degrees or higher, until fever-free for 24 hours without use of a fever-reducing medication
VOMITING/DIARRHEA	Until 24 hours after last episode of vomiting/diarrhea
CONJUNCTIVITIS (PINK EYE)	Until 24 hours of antibiotic treatment

STREP THROAT	Until 24 hours of antibiotic treatment
HEAD LICE	Until after the first treatment and no live lice can be seen. Nits, after treatment, are not a restriction to Preschool attendance.
IMPETIGO	Until 24 hours of antibiotic treatment
CHICKENPOX	Until all blisters have dried into scabs, usually 6 days from onset of rash
RINGWORM	Until 24 hours of antibiotic treatment
SCABIES	Until 24 hours of antibiotic treatment
RASH	If undiagnosed, until medical examination indicates rash is not attributable to a contagious illness or condition

We will notify parent of their child's potential exposure to any of the above-listed diseases, by written notice, as soon as reasonably possible.

It is important that parents contact the school nurse should their child be diagnosed with a communicable disease. If we are required to report this disease to the Minnesota Department of Health, we will follow their recommendations on providing information to parents of exposed children.

## Medications

All medication is kept in the health office. A completed Medication Permission Form is required should your child require prescription or over-the-counter medication during school hours. The following procedures will be followed, in order to ensure these medications are given correctly and safely:

LABELING	All medication must be sent to school in a current, labeled prescription bottle or the original over-the-counter container.
PRESCRIPTION MEDICATION	Both a physician order and a parent/guardian authorization are required for the administration of prescription medication.
OVER-THE-COUNTER MEDICATION	Parent/guardian authorization is required.

All medication is stored as instructed on the medication label. Refrigerated medication is stored in the health room refrigerator. Non-refrigerated medication is stored in the locked medication

cabinet in the health office, out of reach of children and away from heat sources. Documentation of medication administration is made on the students Medication Record.

### **Suspected Child Abuse/Neglect**

All child care staff are required by Minnesota law to report any suspected incidents of child abuse or neglect to appropriate authorities. (See Pages 16 & 17).

### **First Aid**

In the event of any injury or illness, appropriate first aid will be administered by trained staff. If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport the child to a medical facility as designated by emergency services. A parent or alternate listed on the Emergency Card will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made. Staff will not transport children.

### **Care of Ill or Injured Children**

If your child becomes ill or injured while in the care of the Center, he/she will be isolated away from other children under the supervision of a staff person. You or your designated alternate will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If staff thinks it necessary, the child's health care provider will be contacted.

### **Food Brought From Home**

If food is brought from home to share with other children (i.e., for special occasions) it must be commercially prepared and packaged.

### **Pets**

Parents will be informed of pets in the center at the time of admission. Center staff will care for pets following proper sanitation procedures. All pets will be licensed and vaccinated following local health departments requirements.

In the event that a unit on pets is introduced, parents will be notified. Advance permission is required if a pet is going to be brought to the Center.



## **Seat Belts and Transportation**

There is no transportation provided for regular attendance for children while enrolled in our program. When planned activities at our Program (i.e., field trip) require transportation, the methods used will be in accordance with the Department of Human Services regulations and Minnesota law. Minnesota law requires federally approved age-appropriate car seats and seat belts to be used to transport children. Our program ensures that a staff member has satisfactorily completed training and is certified on the proper installation and use of child restraint systems in motor vehicles.

## **Health Consultation Services**

Our Program receives health consultation services from Wright County Public Health. The phone number is 763-682-7466. The Child Development Center source of medical care, if unable to contact your child's source, is Buffalo Hospital, 763-682-1212 and the Buffalo Dental Group, 763-682-2363.

# **Emergency Procedures**

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## **Fire Drills**

Monthly fire drills take place at varying times and days to allow encounters with a variety of activities. Specific directives are given regarding fire drills. Students are instructed accordingly.

## **Tornado Drills**

Tornado drills take place in the months of September, April and May. Protective measures and techniques are taught in the event that a tornado or other severe storm might strike. Students will be kept in school under protective supervision until the all-clear is given. The Buffalo Police Department contacts the school about severe weather warnings and watches in the area.

## **Nuclear Power Plant**

There is a nuclear power plant in Monticello, approximately 10 miles north of Buffalo. If the public needs to take shelter or evacuate, warning sirens will sound. The Emergency Broadcasting System will give up to the minute information on what to do and where to go.

During an evacuation, school children will be bussed directly to the reception center at the ROCKFORD COMMUNITY CENTER ATTACHED TO THE ROCKFORD ELEMENTARY SCHOOL. The address is: 7650 County Rd. 50 in Rockford. PARENTS/GUARDIANS must pick up their child/ren from that location. DO NOT CALL ST. FRANCIS XAVIER SCHOOL. TELEPHONES NEED TO BE AVAILABLE FOR EMERGENCY PERSONNEL. DO NOT COME TO ST. FRANCIS XAVIER SCHOOL.

## Severe Weather, Fire, Lock Down and Evacuation Drills

Drills are conducted throughout the school year to ensure the safety of all who are in the building or on campus at the time of any emergency. Should such an emergency occur, protective measures are used and students will be kept in school or in a safe place until the “all clear” is given. In the event of such an emergency, DO NOT come to school or call. Children will NOT be released until the “all clear” is given.

## Reporting Policy for Programs Providing Services to Children

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### Who Should Report Child Abuse and Neglect

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

### Where to Report

- If you know or suspect that a child is in immediate danger, call 911. All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-431-6600
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 763-682-7400 or local law enforcement at 763-682-1162.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at 651-431-6500.

### What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556).

- 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 or 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.