

SHAPE Center Child Care

Parent Handbook

STRIVING FOR HEALTHY ADOLESCENT PARENT EDUCATION



*Osseo Area Learning Center (OALC)
7300 Boone Avenue North
Brooklyn Park, MN 55428
(763) 391-8889*

S.H.A.P.E. CENTER PROGRAM DESCRIPTION

Childcare services are available to any students attending the Osseo Area Learning Center between the hours of 8:40 A.M. and 3:20 P.M. Monday, through Friday during the school year only. S.H.A.P.E. Center follows the Osseo Independent School District #279 calendar for days of operation. Transportation is provided for in district students and their children. Our program serves adolescent parents from age 15 to 21 that have children between the ages of 6 weeks until their first day of kindergarten.

- ❖ Parents must agree to apply for County Child-Care assistance OR PAY FOR CHILD CARE SERVICES THEMSELVES.
- ❖ Parents and their children must attend all classes regularly.
- ❖ Parents must agree to make at least a 6-week commitment to the program.
- ❖ Parents must agree to follow polices and procedures outlined in the S.H.A.P.E. Childcare Parent Handbook.
- ❖ Priority is given to students enrolled in school on a full-time basis, however independent study and part time maybe available.

We are licensed by the State of Minnesota to serve up to 20 children. Our staff to child ratio is 1:4 for infant and 1:8 for toddlers and mixed age groups. S.H.A.P.E. Center follows all DHS childcare-licensing requirements.

Program Philosophy: We believe parents are a child's first and most important teacher and therefore, encourage parental interaction and involvement. Our philosophy is based on providing a safe nurturing learning environment in which we can enhance the cognitive, language, physical, social, and emotional development of each child.

We believe each child is unique each one reaching developmental milestones at an individual rate. Children in our care are encouraged to explore, investigate, and learn by being surrounded by exciting irresistible materials and activities provided by staff that are trained in and dedicated to early childhood education. Parents are encouraged to participate in a weekly parent child interaction provided by a parenting teacher/staff member for an hour each week in the child-care or as it fits into the class schedule.

PARENT CONFERENCES

Parent conferences will be held in the fall and winter. The cognitive, language, physical, social and emotional progress of your child will be discussed during this time. Please feel free to ask your child's provider for some private time to discuss your child at any time.

Educational Methods: The early years are one of the most influential periods for growth and development. To best meet the needs of this critical time we rely on the following educational techniques:

- ❖ We create an environment that encourages exploration and invites interaction.
- ❖ We provide activities that are age appropriate and allow for children to learn as individuals.
- ❖ We allow children to use their senses that focus on each individual child's interests and needs.
- ❖ We maintain a schedule that provides both a daily routine and flexibility, which offer

stability for all children.

- ❖ We encourage staff to role model appropriate behaviors and guide children through positive behavior.

In addition to the above techniques, we will maintain an individual planning form. This planning form will consider each child's likes and dislikes, temperament, learning style, and special needs in adapting the environment, activities, schedule, and interactions.

Developmental Goals and Objectives: Our goals are based on the idea that children are active learners and develop at their own individual rate. We work to enhance all areas of development. Below are our goals in each developmental area:

Cognitive Development

- ❖ Provide opportunities in the child's environment where he/she can practice and master basic learning concepts.

Language Development

- ❖ Provide each child a variety of opportunities that enhance the development of language.

Physical Development

- ❖ Provide each child opportunities that develop fine and gross motor skills, and promote self-help skills.

Social Development

- ❖ Provide a wide range of opportunities for each child to develop positive social relationships among their caregivers and their peers.

Emotional Development

- ❖ Provide a supportive environment for each child to feel good about him/herself, and to develop positive ways to express his/her emotions.

Self-Help Skills

- ❖ Provide opportunities for children to practice self help skills

Parent Involvement

- ❖ To develop a parent-teacher relationship and provide opportunities for parents to be involved in their child's daily child care routine.

Child Care staff plans Curriculum for daily learning and development on a monthly basis. Each child has an Individual Learning Plan with specific goal areas. This plan is evaluated weekly and available for parents to review at any time.

Daily Schedule:

Children are supervised at all times! We provide a variety of activities each day that are indoor and outdoor, quiet and active, teacher directed and child initiated. We also provide for the exploration of varied equipment and materials. Some of the activities that will be provided during free play time include: play-doh, painting, building with blocks, reading books, moving to music, putting together puzzles.

Daily notes are maintained to communicate each child's food intake, elimination, sleeping patterns, general behaviors and activities your child was engaged in for the day. The current schedule can be found posted in the classroom. The schedule primarily applies to toddler age children. Infant schedules are individualized in consultation with their parents.

Each day, weather permitting, the children will go for a walk and/or play outside. Please be sure your child has appropriate outdoor clothing each day. Infants and toddlers need shoes every day. Children should have mittens, snow pants, hats and boots each day during the winter months.

Supplies, such as cups, bowls, spoons, bibs, and toys will be provided for your child while in our care. Please do not bring these items from home. Meals and snacks are provided for all children. Jar foods are provided for children less than 1 year of age.

PROVIDED BY PARENTS

Parents will need to supply the following items for their child. All of your child's personal belongings should be labeled with his/her first and last name. These items will only be used for your child. We will notify you in your child's Daily Note when additional supplies are needed.

- ❖ Infant formula unopened to stay at the center
- ❖ Bottled water if you plan to use bottled water for baby's formula (unopened)
- ❖ three bottles that can stay at the center
- ❖ Diapers and wipes
- ❖ Diapering products, as needed
- ❖ If needed, pacifiers that can stay here
- ❖ A single layer receiving blanket, if you would like your child to use one during nap, if child is over 12 months of age.
- ❖ Two extra sets of clothing including pants, shirt and socks.

NECESSARY FORMS

The following forms must be completed and returned to the child care staff on or before the first day of child care services:

- ❖ Parent attendance contract
- ❖ Request to Receive Services
- ❖ Enrollment Form
- ❖ Helpful Information Sheet
- ❖ Permission Form
- ❖ Meal Plan
- ❖ Transportation Plan
- ❖ Immunization Record
- ❖ Health Care Summary
- ❖ Emergency Card
- ❖ Parent's class Schedule
- ❖ Free/Reduced lunch program if applicable
- ❖ Child Care Assistance application packet

These forms also need to be kept updated - if the phone numbers for you or your emergency contacts change, if the names of authorized persons to pick up your child

change, if your child gets an update to their immunizations, or if any other changes occur, please notify us so that we can better serve you and your child. If the required forms are not completed within the time schedule required by the Department of Human Services your child may be excluded from attendance until the papers are brought in.

PARENT VISITATION

We highly encourage parental involvement in our program and welcome you visiting at any time. We do ask the school day parent are encouraged to use the observation room during passing time, lunch, or as it is allowed by the school staff. We are school-based with goals for improving school attendance and achievement. We ask regular visiting to occur before or after school. Dropping in during class time or break periods is disruptive to the children and we are not allowed to give out passes to class. Furthermore, you are welcome to use the observation window during breaks. Due to liability you may not take your child out of child-care unless you are going home for the day. These policies are also outlined in the OALC Student Handbook.

Please watch the parent board near the door for menus, curriculum activities and any changes to the child care schedule and any other relevant news.

CHILD CARE FACILITY CONCERNS

To ensure and maintain the safety of all the children in our child care we ask that all parents using our child care services agree to the following:

- ❖ All OALC policies outlined in the student handbook apply when in the child-care including the use of cell phones
- ❖ Only parents, whose children attend Child Care, Child Care Staff, or students volunteering or working on a related assignment for a class, are allowed in the child-care room and observation area. Please ask friends to wait for you in the hallway.
- ❖ The phone in Child Care is for business or medical calls only.
- ❖ No personal belongings, such as purses or coats except those of the children attending Child Care, may be stored in your Child's cubby
- ❖ No inappropriate language, gestures, or physical contact are allowed in the Child Care
- ❖ No food or beverages are allowed in the child-care room from outside, this is to ensure the safety and proper nutrition of all the children while in our care
- ❖ Sign your child in & out daily
- ❖ Complete the top portion of child's daily notes sheet daily
- ❖ Update forms including immunizations and class schedules regularly
- ❖ Notify child-care staff if your child is going to be absent, you will be charged for sick days and any days we are open for operation when your child does not attend.
- ❖ Notify child-care staff if someone other than you will pick up your child. Write full name on daily note.
- ❖ Notify child-care staff if your child contracts a contagious illness.
- ❖ Label all personal items with your Child's first and last name (bottles, diapers...)
- ❖ Ensure your child's provider has seen you and your child arrive.
- ❖ Say good-bye to your child and let him/her know you'll be back.

When picking up your child, please remember to do the following:

- ❖ Sign your child out
- ❖ Check/empty your child's cubby for things to bring home.
- ❖ Read your child's daily notes and ask any questions you have about your child's day.
- ❖ Ensure your child's provider knows you and your child are leaving.
- ❖ Please read the information found on the Parent News Board each day when dropping off and picking up your child.

BEHAVIOR GUIDANCE PLAN

Our behavior guidance plan is based on the idea that young children are in the process of developing positive behaviors by redirection and practice. Children learn about the world around them through touching, tasting, smelling, looking and listening. As caregivers and teachers we work hard to model positive behavior at all times. We work to provide an environment that allows children to explore while maintaining safety. The child-Care staff redirects children toward constructive activities to discourage negative behavior. Child-Care staff sets reasonable limits and provides immediate logical consequences for negative behavior that ensures the safety of both the children and staff. In order to prevent negative behavior we provide various stimulating activities, through out the day.

Parent Notification

If a child is displaying negative behavior all attempts will be made to redirect the child. If the negative behavior continues after reasonable attempts have been made to redirect the following steps will be taken:

- ❖ A staff member will observe and record the behavior of both the child and the staff member responding to the situation.
- ❖ Staff members along with the parent/s will work together to develop a plan to address the documented behaviors.

Unacceptable Guidance Methods

S.H.A.P.E. center does not do time outs, unless less intrusive methods have been tried and the child's behavior threatens the well-being of the child or other children in our care. Prior to separating a child from the group we will observe, record and have consultation with the director and parent. If separation is required the child must remain within sight and hearing of the staff and allowed to return to the group as soon as the behavior is under control. The separation will be documented in the child's Daily Notes and on the center's Separation Log. No child under 16 months of age will be separated from the group as a behavior guidance technique. At no time will any child in Child Care be subject to corporal punishment or emotional abuse. Nor at anytime will a child be punished for lapses in toilet training or negative behavior. Our focus is on helping children learn positive behaviors through redirection, encouragement and modeling. Withholding food, light, warmth, clothing, medical care, or the use of physical or mechanical restraint is prohibited.

Parent conferences will be held in the fall and winter. The cognitive, language, physical, social and emotional progress of your child will be discussed during this time. Please feel free to ask your child's provider for some private time to discuss your child at any time.

HEALTH AND SAFETY

It is our first and most important concern to ensure the health and safety of all children and staff at S.H.A.P.E. Center. We follow guidelines set by the Brooklyn Park Department of health as it pertains to food handling, diaper changes, center and equipment maintenance. The department of health requires sanitizing toys, dishes and equipment by using a three-step process. We maintain a clean environment and wash hands regularly. We also work with a Health Consultant to review these procedures monthly.

Illnesses:

If any of the following conditions exist, your child will not be allowed to attend childcare:

- ❖ A contagious illness or condition including but not limited to: pink eye, chicken pox, streph throat, impetigo, lice, ringworm, scabies...
- ❖ Has vomited two or more times in one day
- ❖ Has had three or more abnormally loose stools in one day
- ❖ Has unexplained lethargy
- ❖ Has a temperature of 100 degrees Fahrenheit (using an ear digital thermometer).
- ❖ Has an undiagnosed rash or a rash attributed to a contagious illness
- ❖ Has significant respiratory distress
- ❖ If your child becomes sick while in our care you will be called to pick him/her up right away.

In addition a child may not attend child care if they are not able to participate in child care program activities with reasonable comfort, or if their care requires more than the program staff can provide without compromising the health and safety of the other children in care. **If your child comes down with a contagious illness or condition, notify the child-care staff within 24 hours so that we can notify other parents by posting an informational sheet on the illness in the Parent News area.**

Medication:

We do not administer any over the counter medications other than topical lotions and diaper creams. Any medications you ask to have refrigerated must be prescription and have the first and last name of the child on it. Prescription medications must be in the original container from the pharmacist. When picking up prescription medication that you know will need to be administered while your child is in our care it may be helpful to request two separate containers one to have at home and one to leave with us. A record of administration will be maintained and recorded on your child's Daily Notes. We will ask you to go to the nurse's office to administer the medication

Accidents and Injuries:

All child-care staff is certified to administer first aid. In the event of a minor injury, a staff person will treat it appropriately and complete an Accident/Injury Report that will be kept on file and a copy will be given to you on the day of the accident. In the event of an emergency requiring immediate medical attention, a staff person will contact 911 and then you. Your child will be transported to North Memorial Medical Center. The cost of transportation and medical care will be your responsibility. In case of accidental poisoning while in child-care, Poison Control and the child's parents will be notified immediately. Only under the advise of Poison Control, will syrup of Ipecac be administered and only if the child has a signed parental Permission Form on file.

Child Safety Policy

The child-care staff will not release your child to anyone not listed as “authorized”, on his/her enrollment form. If someone is picking up your child and they are not listed as “authorized” you must leave a note on your child’s’ daily note with the full name of the individual. Staff will not take any phone authorization for an unauthorized pick up person. When written permission is granted, but the person is unfamiliar to staff members, we will ask the person to show photo identification. If a person is minor written approval from the minor and parent of the minor is needed. The form: Minor Consent Form for Authorized Pick Ups must be completed before they are able to take the child from the day care. No one under the age of 16 years old is able to be an authorized pick up contact. If a person who does not have written permission to pick up your child attempts to pick up your child, a staff person will inform the person that they are unable to release your child and will contact you.

No child will be encouraged to leave childcare with any person who is under the influence of drugs, alcohol or suspected of abuse. If an authorized person under these conditions insists on taking the child, a staff person will inform the person that the police will be contacted and then will do so. Any Child Care staff person “who knows or has reason to believe a child is being neglected or physically or sexually abused shall immediately report the information to the local Welfare Agency, Police Department, or the County Sheriff.” Statute 626.556 mandates our reporting of suspected child abuse and neglect. If your child is not picked up within 10 minutes of the expected pick up time, a staff person will remain with your child and attempt to contact you and/or your emergency contacts.

DAILY CARE ROUTINES

A large portion of your child's day is spent attending to their daily care needs: sleeping, feeding, and diapering/toileting. Children have an Individual Care Plan that is devised in consultation with the child’s parent describing their specific needs. In addition to the Individual Care Plan we follow the following procedures:

Sleep Policy - All children in our care are encouraged to rest/nap each day for at least one half hour. In addition, a quiet area will be available throughout the day for children to rest/nap as needed. Each infant (up to 16 months) is encouraged to sleep in a crib. At times they may fall asleep in a bouncer seat, swing, or even high chair we assure you that we will move them to their crib or cot as soon as possible. Each toddler (16-33 months) and preschooler (33 months-kindergartens) is encouraged to sleep on a cot. It is important to remember that children sleep differently in different environments. It may take them time to adjust to sleeping here.

A crib and bedding will be provided for each infant. A cot and bedding will be provided for each toddler. Parents will need to provide a large single layer receiving blanket to cover their child. Parents will be asked to take their child’s blanket home each Friday to wash and bring back on Monday. The sheets and blankets will be washed weekly and as needed. You will be informed of your child’s sleeping pattern on his/her Daily Note

In an effort to reduce the risks of Sudden Infant Death Syndrome (SIDS) we take the following precautions regarding sleep all children are put to sleep on their back. If needed a parent directive for alternative infant sleep position will be completed and kept in your child's record. In addition, we also keep a monitor between the crib and play areas and we check on the sleeping children every 5-10 minutes.

We also ask parents not to go into the crib area. A number of children share this space and in order to respect their individual sleep patterns we try to limit interruptions. A child may be crying and a parent may go in to get the child thinking they are ready to be awake when in reality they were just laid down and fall asleep by fussing for a few minutes.

Feeding Policy: S.H.A.P.E. Center provides powdered Enfamil Lipil with Iron infant formula. If your child uses another brand of infant formula you must provide it. Or if you have WIC you will also be asked to supply it. You must bring in an **unopened** can to stay at the center. We will provide infant cereal, jar food and all meals for toddlers and preschoolers. We can only serve these foods according to the United States Department of Agriculture (USDA) guidelines and with you and your child's doctor's permission. A meal Plan will be completed and regularly monitored between you and your child's caregivers to ensure proper nutrition

A copy of the food menu will be posted in the Parent News Area for you to review. Each child will have their own bib, plate, cup, utensils, and napkin. Children are encouraged to feed themselves as much as possible. Each meal and snack will be served with milk unless the child is still on infant formula or is on a special diet. We cannot add things such as pedialyte, cereal or juice, into a bottle for your child and cannot prop bottles.

We ask that you keep us informed of any known food allergies and new foods your child tries. We will only serve your child foods we know they have tried at home to avoid any unknown reactions to food.

Diapering Policy: You must provide all diapers, wipes and diapering products including instructions for use. Diaper changes are completed in one of the diaper changing areas every two hours or as needed. The child care staff will wash hands before and after and a child's hands will be washed after each diaper change. The disposable paper covering must be used on the changing table and the diaper must be disposed of in the diaper pail. The time, elimination pattern, and any skin changes are recorded on the child's daily note. Our diapering procedures can be found posted near each changing table.

Toilet Training Policy: We are happy to work with your child in toilet training when they are ready. Some signs to look for that your child may be ready include: dry diaper between changes, willingness to sit on the toilet and try, the ability to communicate elimination needs. When it has been determined that your child is ready for toilet training we will assist them in the process by ensuring the following: Once every hour we will offer your child the opportunity to try on the toilet (For example, "Kayla, in two minutes it will be your turn to go potty/on the toilet)." We will try to do this during our transitional times (after snack, before going outside, before quiet time...) as to not interrupt their play. Because we have a number of children in our care, it is important to note that on some days we may forget to remind your child to try. Accidents are a learning opportunity and

are bound to happen. Please bring 2 or 3 extra sets of clothing (pants, shirt, underwear, socks and extra pair of shoes) and dress your child in clothes easy to take off and on (pull on pants, no onsies please) during this learning period.

FIELD TRIPS

All child care field trips are planned for the attendance of parents and children. A car seat is required to bring your child on the bus. Parents will be responsible for child's supplies for field trip. (diapers, wipes, food, cups/bottles, extra clothes, etc)

RESEARCH, EXPERIMENTAL PROCEDURES OR PUBLIC RELATIONS ACTIVITIES INVOLVING THE CHILDREN

If we were to participate in experimental research or public relations activities, you will be notified and written permission will be obtained prior to your child's involvement.

PRESENCE OF PETS

While we do not allow pets in our childcare program, we strongly encourage parents to notify the childcare staff if their child is allergic to or uncomfortable with a particular animal.

INSURANCE COVERAGE

A general liability policy for bodily injury is carried by District #279. This policy is in effect only if the school district is proved to have been negligent. No medical coverage is provided by District #279. If a child is injured while in our care, your own medical hospitalization coverage will apply.

AFFIRMATIVE ACTION STATEMENT

District 279 will not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital or parental status, or status with regard to public assistance or handicap.

GRIEVANCE PROCEDURE

If at any time you have a concern regarding practices of the Child Care program, you should submit a written grievance, within 7 days of the event giving rise to the grievance, to the following persons: Program Manager, Child Care Staff, Building Staff (Principal, Nurse, and Social Worker). Any grievance filed will be responded to within 2 days.

DATA COLLECTION PRIVACY

We respect each family's right to privacy and make all efforts to protect those rights. When information is shared it is for purposes of operating our childcare program. Each time data is collected we will inform you of how the information will be used, who will have access to the data, whether you may refuse or are legally required to provide the data, and the consequences of supplying or refusing to supply the data.

The following agencies are ones in which we work with regularly and will share data with for purposes of maintaining services: Hennepin County's Children and Family Services Department, State of Minnesota - Department of Human Services - Division of Licensing,

State of Minnesota - Department of Children's, Families, and Learning - Food and Nutrition Program, and Osseo Area Schools - District #279.

MINNESOTA STATE CHILD CARE LICENSING

We believe that compliance with the applicable licensing standards set forth by the State of Minnesota is in the best interest of the children we serve. We are licensed to serve up to 20 children each session. A maximum 6 children on the infant side and 14 on the mixed age side are allowed. Our staff to child ratio is 1:4 for infant and mixed age groups.

If you have any questions about licensing you may contact the Department of Human Services, Division of Licensing at (651) 296-3971.

USDA Child Nutrition Programs (including the CACFP) nondiscrimination statement:

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, sex or disability. To file a complaint write USDA, Director of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue SW, Washington D.C. 20250-9410 or call (202) 720-6382 (TTY) or 1-800-795-3272 (VOICE). . USDA is an equal opportunity provider and employer.

PAYMENT FOR SERVICES

All parents using our childcare services are expected to apply for County Child Care Assistance. If the child's mother and father are not living together this application requires cooperation with Child Support Services. If the county assigns a fee, the method of payment will be handled on an individual basis. Payment is expected on days when your child is absent and for all paid staff holidays. Our current rates for services and list of paid holidays are available upon request.

ABSENCE POLICY

Attendance is key to your eligibility for Child Care Assistance and therefore your child's enrollment in our program. Please let us know when your child is going to be absent. Payment is expected on all days in which your child is scheduled to receive services. If your child is absent for 10 consecutive days they will be dropped from our program. At that point you may re-enroll your child but will need to re-apply for Child Care Assistance and may be put on a waiting list. A two-week notice is required when discontinuing use of our childcare services. This gives us time to fill your child's space.

DHS-4961-ENG 2-08 Maltreatment of Minors Mandated Reporting

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 Minnesota 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 612-348-4111 or local law enforcement at 763-493-8222.

If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota • Statutes or Rules that govern the facility, 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.

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.

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.

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

Internal review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

Related policies and procedures were followed. i.

The policies and procedures were adequate.ii.

There is a need for additional staff training. iii.

The reported event is similar to past events with the children or the services involved.iv.

There is a need for corrective action by the license holder to protect the health and safety of children in care.v.

Primary and secondary person or position to ensure internal reviews are completed

The internal review will be completed by Community Education Program Manager. If this

individual is involved in the alleged or suspected maltreatment, Community Education Coordinator will be responsible for completing the internal review.

Documentation of the internal review

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

Corrective action plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff training

The license 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 license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, Section 245A.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS

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 612-340-3552 or local law enforcement at 763-493-8222
- 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) 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.

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.

MN Department of Human Services
Division of Licensing
December 2011

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.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

The internal review will be completed by SHAPE Center Program Manager (name or position). If this individual is involved in the alleged or suspected maltreatment, Community Education School Age Care Coordinator (name or position) will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license 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 license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.