



Parent Handbook

(Policies and Procedures)

Hand in Hand West | 301 Peavey Lane | Wayzata, Minnesota 55391 | 952.300.7860

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BUSINESS AND ADMINISTRATIVE

Registration/Enrollment

Hand In Hand has a non-discriminating policy relative to sex, race, color, and national or ethnic origin with respect to the admission of students and the employment of faculty and staff. Hand In Hand considers all records to be confidential and only available to school administration, children’s teachers, and school health consultants to be used for educational or health care purposes.

Upon enrollment, parents are asked to sign a statement of understanding to the following:

- We, at Hand In Hand, are a Judeo-Christian educational institution.
- We proclaim the message of Jesus and teach the lessons Jesus taught through the Bible, liturgy, and prayer.
- We encourage a personal relationship with Jesus Christ for all students.
- We nurture the whole child through body, mind, and spirit.
- We affirm and teach God's design for creation, salvation, restoration, marriage, family, and sexual identity. God's design for these stated principles is found in God's Word; Genesis 1:1, Genesis 1:27, Exodus 20 (the Ten Commandments), John 8:3-13, I Corinthians 6:9-11, Ephesians 1:3-13, Ephesians 5:31, and II Timothy 3:16-17.

A Montessori-style, constructivist classroom is the framework for the curriculum. Our educational model values collaboration between parents and educators.

Families with children in the Homeschool Academy who are ages 7 and older are required to register with their local school district as homeschooling families and provide HIH with proof of district registration and yearly standardized test results. Children who are enrolled in the 5-day private academy will have to opportunity to have yearly state testing completed at HIH.

We want to ensure the best diversity of students' abilities and encourage multi-age social interaction. Students will be enrolled in order of their application with this balance taken into consideration. Returning students and families are given priority.

Known health, behavioral, and special learning needs of students must be disclosed during the registration process. Most classroom situations cannot accommodate more than one on-site student assistant (PCA or nurse) while maintaining the integrity of the Montessori classroom. Campus directors carefully consider space capacities and appropriate staffing ratios with student distributions among classrooms on campus.

To register, a parent must understand and agree to the above statements as the premise for our teachings and beliefs. Registration and enrollment processes are handled through the FACTS platform and overseen by HIHCM administrative staff. Registration process deadlines for the upcoming school year are published annually in the late fall/early winter months. The campus office staff are available to discuss ongoing opportunities and openings in individual programs with families throughout the year.

Admission Policies

We are licensed to serve children between the ages of 12 weeks and Kindergarten.

- 1. NIDO: Infant Program:** The Nido infant environment is carefully prepared with materials designed for specific areas of development: visual, tactile, auditory, and motor. The infant explores these areas through the senses and experiences offered at the opportune time. During these first months of life, the infant will acquire many skills from rolling over to cruising along the furnishings and materials designed to support these acquisitions. A caring, healthy attachment is supported by the adult through the experiences of feeding, diapering, sleeping, and waking. In the Nido Environment, an infant is observed to determine which need is present and then quickly met. This approach assists the infant in developing a basic trust that the world is a safe place and they have what they need to grow. What a special message to receive from the start!

Age Group: 12 Weeks – 16 Months
Legal Ratio 1:4 Preferred Ratio 1:3
Capacity: 8

- 2. NIDO: Toddler Program:** Toddlers are driven to explore their world in order to use it independently. With acceptance and consistency, gradually the toddler begins to meet their own needs for communication, feeding, sleeping, toileting, and caring for the physical environment.

Areas meant to support development are prepared so that the young toddler may participate in everyday life. Through the materials of practical life, the toddler develops language, gross and fine motor skills, confidence, and a deep sense of being a contributing member of the community. Language objects and experiences through music, art, and literature support the explosion of expressive language. Toddlers are offered opportunities for running, using riding toys, obstacle courses, and much more in both our multi-purpose "Pond Room" and outdoors. Learning to use the toilet is a critical milestone for the toddler and must be supported by both school and home. The phrase that encapsulates this magical time of physical, psychological, and spiritual growth is "Help me to do it by myself!"

Age Group: 16 Months – 33 Months
Legal Ratio 1:7 Preferred Ratio 1:6
Capacity: 14

- 3. CASA: Preschool & Kindergarten Program:** Casa means "house" in Italian. This perfectly describes this space that is designed like a small house for children who are encouraged to be resourceful, respectful, and responsible. Children, ages 3 through 6 (preschool through kindergarten) are invited to work with the Montessori curriculum in a Christian context. Trained teachers give beautiful lessons daily to help children grow in independence.

The indoor environment has distinct areas of learning: Mathematics, Language Arts, Practical Life, Sensorial, Science, History, Geography, Fine Arts, and Faith. Mornings in the Casa involve an uninterrupted work time where children move freely from one presentation to another. They will eat lunch where grace and manners are emphasized. Then, the children are dismissed for recess and after enjoy a quiet siesta where stories will be read to them. Older children will receive enrichment lessons in language and mathematics learning extensions of the kinesthetic materials. This enables the child to enjoy and explore the world, and completely understand various operations which results in math and language concepts being easily attainable. Afternoons are spent in the outdoor environment or our indoor play space.

Age Group: 33 Months – Kindergarten (6 Years)
Preschool Legal Ratio 1:10 Kindergarten 1:15
Capacity: 24

Summer Enrichment is also available for the months of June, July, and August.

[Calendar](#)

Please see our website www.handinhandwest.com under the Events tab to view our current calendar.

[Financial Arrangements](#)

Financial arrangements are agreed upon prior to the beginning of the program and billed monthly through the TADS tuition management system.

Contracts

Family contracts are made on the FACTS platform. Once a student is enrolled and a contract is signed by the family for a school year, families are financially responsible to fulfill that contract. Contracts include up to one week of unforeseen closures (snow days, for example).

NIDO Departure Policy

If you decide to withdraw from the NIDO programs, we ask for a minimum **2-week notice** in writing and the agreement will be terminated. The invoice remittance date varies per family. We ask parents to be aware of this as we practice a pay-forward system allowing us to deactivate future invoices. We do not practice reimbursements with departures so we ask families, if possible, to inform us a month ahead of time so we can prorate your account accordingly. For our school year contracts, families are financially responsible to fulfill that contract.

Licensing Policies

We are required to be licensed by the Minnesota Department of Human Services in our Infant, Toddler, Preschool, and Kindergarten rooms (Children's Houses). If you have any questions or comments, the telephone number of the **Department of Human Services is (651) 296-3971**.

Security Policies

Hand In Hand-West Campus has policies in place for front door security, careful drop-off and pick-up procedures, and standard safety guidelines. In addition, we practice and continue to develop, along with Law Enforcement professionals, the latest in school safety and awareness. All our staff have been trained and will continue to be updated in security practices.

Grievance Policy

If a parent has a grievance with any policy or employee of Hand In Hand-West, the parent should follow the disputed practice outlined in Scripture. The first attempt to settle the dispute should be done in person with the offending party. If the grievance is not resolved, the parent should take the matter to the next person in the chain of command. A complaint in writing with an answer in writing should be given. If the grievance is still not resolved, the matter will proceed to the Director of Hand In Hand-West. It is our deepest desire to live in peace with all people and act in a professional and peace-making manner. There is a Hand In Hand-West Internal Review Policy in place to ensure truthful and open communication for all stakeholders.

Insurance Policy

Hand In Hand-West holds a \$2,000,000 insurance policy with West Bend Insurance Agency for General Liability, Workers Compensation, and for Directors.

Public Use of Children's Photos Policy

We will take pictures of the children in the classroom playing and working. These will be used for bulletin boards, newsletters, promotional flyers, memory books, social media, and websites. Families sign during permission in enrollment on FACTS and have the option to opt-out if the parent desires photos to **not** be published publicly or used on social media. The child will not participate in any individual or group photos if the parents choose this option.

Weather-related Closing Criteria

Our weather-related policies reflect the independent transportation practices and challenges of our own community. We will be looking at the information provided by the National Weather Service (NWS). We follow the Wayzata Public School district closures while also taking into consideration the safety of our staff faculty's commute.

*****The Center Director will decide whether to call a snow day or more commonly a late start/early close based on predicted frigid cold temperatures, snow accumulation, or severe weather.**

Closings Communication: If Hand In Hand-West closes or issues a late start, the information is communicated via school app and an all-program email blast.

Staff, Faculty, and Volunteer Policies

Upon being hired, the Teaching and Support Staff members are given

- staff role & responsibilities
- extensive orientation
- personnel policy training
- on-the-job training for their position.

Throughout the year, staff members are given continuing education opportunities, community resources, and staff development funds to foster growth both personally and professionally as incentives. Staff members are encouraged to work on teams – defined by our four age levels: Infant; Toddler; Preschool & Kindergarten.

All staff members and volunteers who work directly with children must:

- pass a criminal record and background clearance check before being left alone with children
- be free from any history of substantiated child abuse or neglect
- have completed their high school diploma and be 18 years of age
- have provided personal references
- have a current health assessment that attests to their ability to perform the tasks required to carry out the responsibilities of the position

EDUCATIONAL PROGRAMMING

Program plan

Concentration is a primary goal of the Montessori classroom. To achieve this, children need consistency and order as much as possible. Careless disregard for the child's learning time and the quiet classroom greatly impairs the teacher's ability to teach properly and the student's ability to learn. Parents, grandparents, and all adults must be mindful of this upon entering the classroom. Parents who are visiting are asked to be seated, use a quiet voice, and not interfere with children by engaging in casual conversation. If concerned about something, the parent may visit the room of their child at any time during the hours of operation, in keeping with the statutes set by the Minnesota Department of Human Services and our "open door" policy. Parents are more than welcome to set up an observation visit through the Hand In Hand-West office. At any time we welcome parents to review the Parent Handbook in the Hand In Hand-West office.

Educational Method & Religious Basis

The general education method used by the Hand In Hand-West program is a Christian Montessori school. We believe all children are unique and special creations of God and worthy of respect and acceptance of their similarities and

differences. We see that developmental stages in children of all ages are an important consideration in creating an appropriate atmosphere of learning. Guides will use the method of observation to design appropriate objectives and lessons for the children. Acceptance of each individual is of paramount importance as each person grows in favor of God and fellow human beings.

Arrival and Departure Policies

Full-day Program: **7:30 a.m.-5:30 p.m.**

Hours of Operation: **7:30 a.m.-5:30 p.m.**

Office Hours: **8:00 a.m.- 4:00 p.m.**

Parents are encouraged to the drop off lane from 8:00 – 8:30 am. Outside of those time parents park and escort their children into/out of the building. If you leave your car parked in the parking lot, remove all valuables from sight to discourage theft. Do not leave young children unattended in your parked vehicle.

For late arrivals or absences, families should either call the school office at 952.300.7860 or message on school app. The most important thing is to drive carefully, use seat belts, refrain from using cell phones while driving in the parking lot and lock your doors. Cross the parking garage with caution, especially when children are with you. Do not rush and hurry, walk at the child's pace because "life is more precious than time."

If a person, other than those indicated on your registration form, is picking up your child(ren), please inform the office by filling out the Alternative pick-up slip so that it can be placed in your child(ren)s file for record. This form can be obtained from the office. Any changes in transportation must be in writing. An email to the Office Director or Office Administrator from the parent is required for last-minute changes. Anyone we do not recognize will be asked to provide a photo ID in the office before retrieving the children.

Child/Teacher Connection Policies

Meaningful educational connections are built on trust and understanding. Hand In Hand-West makes every effort, from the initial registration to graduation, to build connections between home and school. The teaching staff provides ongoing personal contact with children and families, meaningful learning activities, supervision, and overall protection of the child's well-being. Legal ratios are maintained throughout the classrooms and with specialists, recess, and lunch. We organize the days and work cycles so that minimal transitions are experienced. Each child will be observed. These observations will be tracked for growth and development. These observations will be written by the lead Montessori Guide and communicated to parents in writing and verbally during conferences. There are two opportunities for parents to discuss these observations with the teachers, one in the fall and an optional one in the spring. A daily log of pertinent information about the child's care will be communicated to the caregivers of NIDO children using the HiMama app.

Specific procedures to help children with connection are:

- Parent-Teacher Initial Conferences
- Phase-In Experiences
- Small Ratios for Environments
- Memory Books Based on Development, to Establish Home and Hand In Hand-West Connection
- Three-Year Cycle in Casa
- Life Celebration

Maltreatment Reporting Policy

If you know or suspect that a child is in immediate danger, call 911. The MN Department of Human Services also requests us to make known to parents that any concern of suspected abuse or neglect should be reported to the Licensing Division’s Maltreatment Intake line at 651.431.6600. The county social services agency can be contacted at 651.266.4444. All families are given a copy of this policy during intake.

Behavior Redirection Policy

Our Christian Montessori philosophy emphasizes the need for children to have “inner discipline” and “normalized behavior.” We believe discipline comes from the root word “disciple,” which means “one who follows out of love.” Children are meant “to be seen and heard and believed”. They are encouraged to talk and move, and they can express their feelings and be understood. Grace, understanding, and restoration are of utmost importance. We believe the child will do what the child can do. It is our purpose to encourage each child in the unique way God has created him/her and seek to help a child to do what is appropriate.

We encourage and teach the following attitudes	We will not tolerate the following behaviors
Respect	Destructive
Responsibility	Disruptive
Resourcefulness	Dangerous

On a first offense, we will redirect negative behavior and talk to the child gently and positively. We teach by “guiding” not correcting. Physical discipline is NEVER used. On a second repeated offense, we will notify the parent in writing at the end of the day. On the third repeated offense, a Parent/Guide/Director conference will be called to discuss positive remedies. If the pattern continues, mutual consent will determine Hand In Hand-West is not the best fit for the child. If dismissal occurs, fees will be prorated. (See biting policy).

Biting Policy

Biting is a very common behavior among children birth to three years of age. Biting is a form of communication and is almost always a response to the child’s needs not being met or coping with a challenge or stressor. At Hand in Hand, we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviors by the environment which we create for the children. We understand that children biting other children are one of the most common and most difficult behaviors to deal with within a group childcare setting. It can occur without warning, can be difficult to defend against, and provokes strong emotional responses in the biter, the victim, the families, and the caregivers involved.

See full policy: [BITING POLICY](#)

Peacemaking Policy

Beyond our redirection policies, we are developing procedures to help children become peacemakers, practice peace and become more peaceful even amid trials and hardships. Dr. Montessori discussed this issue considering her generation and troubles in the world. She offers some unique principles, and the Hand In Hand-West staff continually seeks to develop school-wide strategies to encourage peacemaking in our community.

Because it is our intention to cultivate a peaceful and secure environment for the children in our community, Hand In Hand-West has a zero-tolerance policy for any toys resembling weapons, such as airsoft guns. Any items that fall into that category will be confiscated, and the student will be suspended for a determined length of time.

Food Policy

Nurturing the growth and development of our children is what Hand In Hand-West is all about. Our food policy is designed to nourish our students in the best way possible. Our eating habits are formed at an early age and carry with us into adulthood. These habits have a significant impact on our health. Research shows that 70% of disease in the U.S. is diet-related. What we choose to feed our children today is important to their health now and in the future.

Currently, only 1% of children in the U.S. eat the recommended levels of fruits, vegetables, and grains. Processed foods devoid of nutrients, and fiber, and loaded with chemicals have become the norm. Meat and dairy products, which are high in saturated fat, have pushed the health-promoting, disease-fighting, plant-based foods off our plates. Hand In Hand-West strives to inspire our children to develop a taste for truly healthy food—food that is healthy for our bodies and clears our minds for optimal learning. We select whole foods that are fresh and organic when possible. Foods that are avoided or modified during both snack and lunch, because of the imposed threat to younger children include the following: whole hot dogs, whole grapes, whole nuts, peanut butter, raw peas, and carrots that are not cut into sticks. We strictly avoid peanuts, high fructose corn syrup, and food coloring, and are able to offer gluten-free and dairy-free options on most days of the week.

Meals/Snacks

Children 12 months and older will also receive two healthy snacks each day. The provided snack is part of the learning experience at Hand In Hand-West. Snacks are offered to children between 9:00 a.m. and 12:00 p.m. during the children's three-hour work cycle and 1:00 p.m.-3:00 p.m. These snacks will follow the aforementioned food guidelines.

Parents of infants (12 Weeks – 12 Months) are responsible for sending food with their child each day once the infant begins the process of weaning.

Hand In Hand-West will make lunch available for all students and staff -including children 12 months and older. Students may participate in our hot lunch program or choose to send their own lunch. Please consider the nutritional value of what you are sending, should you choose to send your child's lunch, consider homemade healthy options or packaged organic/natural alternatives. 1% Milk and non-dairy soy milk, as well as water, will be provided at lunchtime for all students. Lunch is served between 11:30 a.m. and 12:00 p.m. (Snacks and meals are spaced so that they are at least two hours apart but not more than three hours apart.)

Our prep kitchen is regulated by the Minnesota Health Department and our caterer/food specialist is licensed and certified. The staff discards foods with expired dates, and documents compliance with any corrections that have been made according to the Health Department, School Health Consultant, Director, and other applicable food safety standards.

Menus can be viewed on the school app and are cycled on a monthly basis.

Hand Washing Policies

Every effort is made to reduce the spread of germs and bacteria.

- ❖ To promote such efforts, the staff, children, and families will incorporate the following practices:
 - Children learn proper hygiene methods and hand-washing lessons. (Vigorously rub hands for 10 seconds with liquid soap and running water. Drying with a paper towel.)
 - Hand washing is required by all staff, volunteers, and children when it can reduce the risk of infection.
 - Staff will assist children with hand washing when necessary.

- ❖ Children and staff wash hands:

- Upon arrival.
- After toilet use, assisting others in the bathroom, and diaper changes.
- After handling body fluids.
- Before meals or snacks.
- Before food preparation.
- After playing in the water.
- After handling pets or another animal contamination.
- When moving from one group to another.
- After handling garbage.
- Food Service personnel wash hands continuously throughout food prep and delivery.

Restrooms

Hand In Hand-West has designated bathrooms for each age group to comply with licensing policies and follows these practices to minimize the vulnerability of our children:

- The multiple-use restrooms in the classrooms at Hand In Hand-West are designated for the children.
- No person shall enter a restroom that is designated for one sex unless they are a member of that sex with the following exceptions:
 - For custodial and maintenance purposes when the facility is not occupied by a member of the opposite sex.
 - To render medical assistance
 - During a natural disaster, emergency, or when necessary to prevent a serious threat to good order or student safety.
 - A Guide/Assistant to assist a toddler or preschool child.
- Staff has its own bathroom.
- We ask that other Hand In Hand-West family members also use the facilities in the foyer and refrain from using the bathrooms designated for regular use by children.

Age Group: 12 Weeks – 16 Months

Legal Ratio 1:4 Preferred Ratio 1:3

Reusable Water Bottles and Reusable Cups

Hand in Hand may provide drinking water to a child in a reusable water bottle or reusable cup. If a reusable water bottle or cup is used, we will:

1. Each day the water bottle or cup is used, the HIH will clean and sanitize the water bottle or cup using procedures that comply with the Food Code under Minnesota Rules, chapter 4626.
2. A water bottle or cup is assigned to a specific child and labelled with the child's first and last name.
3. Water bottles and cups are stored in a manner that reduces the risk of a child using the wrong water bottle or cup.
 - HIH will store water bottles by classroom, in a container, with name labels, and colored coordinated labels/tape/stickers to minimize error.
4. A water bottle or cup is used only for water.

[Nap & Rest](#)

All children are offered nap and rest time daily on a cot in a space designated for a period of rest. Children who have completed a nap or rested quietly for 30 minutes are not required to remain on their cots. Each child is provided with a napping cot which, embracing Montessori philosophy, the child can independently manipulate for the nap. Cots are sanitized regularly by the staff. Each child provides his or her own bedding, which is returned home every week for washing, or as needed when soiled or wet.

[Recess](#)

Children should be prepared with necessary outdoor clothing to go outside for daily recess—snow, cold, wind, rain, and sun. Hand In Hand-West staff refer to a National Recess Guide that utilizes the temperature and windchill/heat index to make a recommendation for the number of times children may spend outside on a given day. For example, a general guideline that Hand In Hand-West practices is that children do not go outside when the temperature is below 10°F or, with windchill, is below 0°F.

[Field Trip Policy](#)

Hand In Hand-West occasionally takes walking field trips off-premise to nearby playgrounds, walks to the downtown area, or to the surrounding community. Parents give permission for field trips on FACTS during enrollment. Parents are notified on if the walking field trip is more substantial.

[Reporting Absences and Tardiness](#)

Staff will keep attendance of Hand In Hand-West children. As a courtesy, parents need to send a message via school app or call the office to report an absence and/or illness. We encourage grace-filled mornings without rushing children, while simultaneously discouraging patterns of lateness where classroom experiences may get missed. Refer to individual classroom practices as defined by your child's classroom teacher for late entrance into the classroom.

[Observations/Conferences](#)

Observation guidelines will be given at the time of your arrival to help focus your observation. After observing, if you wish for a further discussion, you can contact the Guide or Director. Conferences are offered in the fall and in the spring(optional). Additional conferences may be scheduled upon request of the Parents or Guide/Director.

Concentration is a primary goal of the Montessori classroom. To achieve this, children need consistency and order as much as possible. Careless disregard for the child's learning time and the quiet classroom greatly impairs the Guide's ability to teach properly and the student's ability to learn. Parents, grandparents, and all adults must be mindful of this upon entering the classroom. Parents who are visiting are asked to be seated, use a quiet voice, and not interfere with children by engaging in casual conversation. If concerned about something, the parent may visit the room of their child at any time during the hours of operation, in keeping with the statutes set by the Minnesota Department of Human Services and our "open door" policy. Parents are more than welcome to set up an observational visit through the Hand In Hand-West office. At any time, we welcome parents to review the Childcare Program Plan book in the Hand In Hand-West office.

[Special Needs](#)

Hand In Hand-West welcomes and will admit a child with exceptions (either special needs and/or who is gifted & talented) on an individual basis. We require consultation with the director, teachers, and other pertinent professionals prior to enrollment. All written assessments and pertinent medical history including prescriptions are required prior to

admission. Any child with a medical condition or diagnosis is required to reveal such information upon admission. Unfortunately, not all children thrive in the Montessori environment when other needs are more pressing. Therefore, when we are unable to meet a child's needs, the Director, and a parent-teacher conference will be held. If dismissal occurs, fees will be prorated. Please refer to the Behavior Policies. The building is handicap accessible and is open for all children of various needs.

Hand In Hand-West Preliminary Visit Policy

At Hand In Hand-West, we practice a preliminary visit for families that are trying to navigate what program best suits their child. This process would be scheduled with the administrator once a conversation has been held with our Center Director. Application is required prior to scheduling. The preliminary visit gives our Center Director and Lead Montessori Guide the chance to observe the child within the environment. At Hand In Hand-West, our goal is to provide every child an equal opportunity to succeed, and therefore why we offer this prior to a contract and agreement being signed. After the preliminary visit, our Center Director and Lead Montessori Guide will meet and discuss observations and communicate to families what the next steps are.

HEALTH AND SAFETY

Health, Safety, & Wellness

Immunization Forms and a Medical Release Form are required before a child can attend class. Each parent must submit a Medical Exam Form completed by a Physician indicating immunizations and health care summary within 30 days of admittance into the program. Please review our "Immunization Policy" [Immunization Policy](#)

We ask that all children who are not feeling well be kept at home for the duration of the illness. Please notify our health office at Hand In Hand-West about any communicable disease within 24 hours, if possible. We will contact you immediately if your child becomes ill while at Hand In Hand-West. The child will be kept comfortable in our office until a parent or authorized contact person arrives. Upon the onset of or exposure to a contagious illness or condition or when there is an emergency or injury requiring medical attention, the parent(s) will be notified. To help prevent the spread of disease, the Minnesota Health Department sets these guidelines as reasons to keep your child at home:

- Fever of 100-degree Axillary or More in the Last 24 Hours
- Constant Cough
- Vomiting or Diarrhea
- Heavy, Greenish, or Yellow Nasal Discharge
- Rashes
- Overly Tired
- Fussy, Cranky, Generally Not feeling well
- Head Lice

Weather-appropriate clothing is requested from parents to protect against cold, wet, sun injury, and insect-borne illness. Clothing for winter play should be layered and dry for warmth in cold weather. Rain gear is requested for damp, wet weather. In the fall, spring, and summer parents are asked to consider sun-protective clothing for prolonged outdoor play. We also give children the opportunity to play in shaded areas. Hand In Hand-West staff does not apply the first layer of sunscreen to children during school hours. They will reapply mid-day.

Environmental hazards such as air pollution, lead, and asbestos is reduced or eliminated according to public health requirements, by maintaining the property and grounds, yearly inspections, and routine professional care.

Written emergency and accident policies are given to all staff members during Staff Orientation and include procedures for maintaining the children's safety, avoiding injuries, and administering first aid. The staff will also practice appropriate monthly fire and tornado drills with the children to ensure that in this unlikely event all children are well cared for.

Our staff is fully trained in First Aid and CPR. In the case of any medical emergency 9-1-1 will be called.

First Aid Policies

All Guides and assistant teachers are trained within 90 days from the start of work. Hand In Hand-West recognizes that at a minimum for initial licensure, there must be an individual trained in first aid present in the facility during all hours of operation as well as on field trips and when transporting children. Within 90 days of the initial licensure of any new program, all lead teachers and assistant teachers must be trained.

1. Records of illnesses, accidents, and injuries, along with any first aid treatment, non-prescription/prescription medication, or treatment is given to a child, are kept and filed accordingly.
2. Parents are notified immediately if a child has an accident including a head injury or becomes unwell.
3. Any injury to a child at school that requires a physician's treatment, and/or the use of any emergency medical service will be reported to the **Minnesota Dept. of Human Services (DHS) Division of Licensing within 24 hours 651.431.6500.**
4. Although we do our very best to ensure each child's safety, accidents do occur. In all cases, an "Incident Report" should be completed to document exactly what happened.

Medication Administration

We can administer medicine at Hand In Hand-West. It is preferred that children take prescribed and over-the-counter medicines before and after school with parental supervision. However, some medications are necessary during school hours. The Hand In Hand-West office oversees medication administration at school. If a student needs any kind of prescription or over-the-counter medication (including diaper cream or fever-reducing medication), parents should contact the office for a digital version of our medication administration form. Guidelines include written instructions and the safe keeping of the medications. **For the safety of every student, no student should be carrying medication at school without following school protocol.** The school health care consultant reviews procedures and medications and consults with families as needed.

Hand In Hand Health Office Email: healthoffice@hihcm.org