

# NORTHSIDE

## CHRISTIAN SCHOOL

804 131<sup>st</sup> Ave. NE, Blaine, MN 55434; 763-755-3993; e-mail: [office@northsidemn.org](mailto:office@northsidemn.org)

---

### **NCS Pre K First Day Documents to Read before First Day**

Northside would like to welcome your family to the Pre-K program. The Minnesota Department of Human Services (MDHS) for Licensing and Northside Christian School Administration to read and be familiar with all of the attached documents. This packet is to be read **before your child may enter the classroom**. The final due date to complete NCS Pre-K First Day Readings and Documents for a child enrolled is five days before their first day of class.

**Read** the following policies that are **posted on the web-site** for familiarity and understanding the NCS Pre-K program

**Preschool Handbook**

**NCS Yearly Calendar**

**MN Department of Human Services/NCS Child Care Emergency Plan**

**Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs**

**NCS Lunch Guidelines / Cold Lunch Ideas**

**Policy for After Care**

After reading the above policies, please fill out the 'Parent Signature of completion in the Document section.

## Child Care Emergency Plan

Instructions: State law requires the following providers to use this form to create an emergency preparedness plan: (1) licensed child care centers (Minn. Stat. 245A.41, Subd. 3), (2) licensed family child care providers (Minn. Stat. 245A.51, Subd. 3), and (3) certified child care centers (Minn. Stat. 245H.15). Please refer to the Keeping Kids Safe planning guide for guidance in creating your emergency preparedness plan.

### 1. Provider Information

<b>DATE CREATED</b> 03.19.18	<b>DATE(S) REVISED</b> 07.28.21; 08.01.21; 01.05.22; 08.15.22; 08.01.23
---------------------------------	---

**PROVIDER NAME**  
Northside Christian School

<b>ADDRESS</b> 804 131 <sup>st</sup> Ave. NE	<b>CITY</b> Blaine	<b>STATE</b> MN	<b>ZIP CODE</b> 55434
---	-----------------------	--------------------	--------------------------

<b>PHONE NUMBER</b> 1.763.755.3993	<b>EMERGENCY PHONE (Classroom Teacher)</b> 1.651.353.6042
---------------------------------------	--

### 2. Shelter-in-Place / Lockdown Procedures If we need to stay in the building due to an emergency, the following procedures will be followed

<b>LOCATION 1 (IN-BUILDING)</b> Preschool/Prekindergarten Classroom	<b>LOCATION 2 (IN-BUILDING)</b> Library or Church Nursery; depending on the situation and position of the class at a time of transition during the school day.
--	---

#### **PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)**

**TORNADO** we relocate to the Church Nursery (end of the hall, right next to the Preschool Classroom). **TORNADO DRILLS** along with **FIRE DRILLS** are practiced and documented on a monthly basis.

**LOCKDOWN** situation occurring while the children are in the classroom, the steps should be executed as follows:

- 1) Teacher yells “Bathroom game!”
- 2) Boys run to the boy’s bathroom while the girls run to the girls’ bathroom.
- 3) Once inside of the bathroom, children shut the door and remain as quiet as possible.
- 4) Teacher immediately turns off the classroom lights.
- 5) Teacher grabs something sharp/hard to attack shooter upon potential forced entry of the classroom. Teacher positions herself to protect the children upon a potential forced entry.
- 6) Remain quiet and out of sight. Goal is to make the classroom appear vacant. Lockdown procedures are practiced during the preschool schedules. This is introduced and conducted as a “game” that the children look forward to as they compete with their fellow classmates, racing to the bathroom and remaining still and silent until the teacher opens the door.

#### **SHELTER-IN-PLACE/LOCKDOWN FOR CHILDREN WITH DISABILITIES/CHRONIC MEDICAL CONDITIONS** Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions

Upon gathering information from parents regarding any special medical needs of their child, a safety bag containing basic first aid, emergency contacts, and any necessary medication for the child/children will be safely stored out of reach of children, but easily accessible to the teacher for such emergency situations. This bag will accompany the teacher anytime the children have transitioned outside of the classroom for a separate activity (recess, library, etc.)

---

**Notification**

---

**EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN**

As soon as possible.

---

**PARENTS / GUARDIANS WILL BE NOTIFIED WHEN**

As soon as children are safe, and the incident has been resolved and secured by authorities.

---

**Emergency Kit for Shelter-in-Place / Lockdown Situations**

PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during shelter-in-place and lockdown situations

Contains: Copy of Emergency Contact information for each child; copy of Emergency Preparedness Plan; basic first aid items; 2 blankets; gloves; Zip-lock bags; large towel

---

---

**3. Evacuation and Relocation Procedures****IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED**

---

**EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building**

- 1) Teacher blows whistle, states what drill is being executed (TORNADO, FIRE, ETC).
- 2) Children line-up behind Teacher.
- 3) Teacher conducts head count to ensure all children are accounted for.
- 4) Teacher grabs emergency bag.
- 5) Teacher leads children quickly and quietly to exit the classroom's back door, leads them through the Fellowship Hall, heading towards the EXIT SIGN located near the back entrance of the school.
- 6) Exit back door entrance of the school and walk children to a safe central location in the parking lot.
- 7) Teacher conducts a final head count.

\*Map on the wall displays best route for safety drills

---

**EVACUATING INFANTS / TODDLERS** Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building

Not applicable.

---

**EVACUATING CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS** Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child's medically necessary medicine

Upon gathering information from parents regarding any special medical needs of their child, a safety bag containing basic first aid, emergency contacts, and any necessary medication for the child/children will be safely stored out of reach of children, but easily accessible to the teacher for such emergency situations. This bag will accompany the teacher any time the children have transitioned outside of the classroom for a separate activity (recess, library)

---

## Notification

**EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN**

As soon as possible.

**PARENTS / GUARDIANS WILL BE NOTIFIED WHEN**

As soon as children are safe, and the incident has been resolved and secured by authorities.

---

## Emergency Kit for Evacuation and Relocation Situations

**DESCRIBE YOUR EMERGENCY KIT.** Please review Keeping Kids Safe for more information about how to use your emergency kit during evacuation and relocation situations

Contains: Copy of Emergency Contact information for each child; copy of Emergency Preparedness Plan; basic first aid items; 2 blankets; gloves; Zip-lock bags; large towel

---

### Relocation - Location 1

<b>BUILDING NAME</b> The Office	<b>REASON(S) TO EVACUATE</b> <b>TOLOCATION 1</b> Fire/Gas Odor		
<b>ADDRESS</b> 804 131 <sup>st</sup> Ave NE	<b>CITY</b> Blaine	<b>STATE</b> MN	<b>ZIP CODE</b> 55434
<b>PHONE NUMBER</b> 1.763.755.3993	<b>EMERGENCY PHONE (Classroom Teacher)</b> 1.651.353.6042		

---

### TRANSPORTATION TO LOCATION 1

By foot, walking distance across the parking lot

---

### OTHER DETAILS

8/1/23

---

---

**Relocation - Location 2 (optional)**

<b>BUILDING NAME</b> Givand Home (NCS Board Member)	<b>REASON(S) TO EVACUATE TO LOCATION 2</b> If Location 1 is also unsafe due to Fire/Gas Odor		
<b>ADDRESS</b> 13037 Van Buren St NE	<b>CITY</b> Blaine	<b>STATE</b> MN	<b>ZIP CODE</b> 55434
<b>PHONE NUMBER</b> 1.763.208.7107	<b>EMERGENCY PHONE</b> 1.763 452-8460		

---

**TRANSPORTATION TO LOCATION 2**

By foot, walking distance across the parking lot

---

**OTHER DETAILS**

---

**4. Parent/Guardian and Child Reunification Procedures**

If we need to evacuate, shelter-in-place, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

---

**PARENTS / GUARDIANS WILL BE NOTIFIED WHEN**

As soon as children are safe, and the incident has been resolved and secured by authorities.

---

**PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION**

**Classroom:** Stored in yellow folder, placed on wall near teacher's desk, labeled "Emergency Plan"

**Black Emergency Bag:** to be taken anytime children transition outside of the classroom with their teacher.

---

**Release Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)** OTHER DETAILS ABOUT REALEASE OR REUNIFICATION

Upon parent/guardian arrival for pick-up, an ID must be provided to confirm the first and last name matches the Emergency Contact List information provided by the parent before a child will be released into their care. Persons not listed on the contact list must be identified by the parent at the time

---

## 5. Continuing Operations Procedures

In the period during and after a crisis, the following procedures will be followed regarding continuing operations

---

### Notification and Decision Making

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS

- 1) Northside Office call phone # 763.755.3993
- 2) Way of the Lord Office Audrey Halverson call phone # 763.755.4800
- 3) Principal Beth Dvorak call phone # 612.209.1882
- 4) Assistant Principal, Marjean Halverson cell # 763.226.6334

---

**THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED OPERATIONS AFTER A CRISIS**

- 1) \*Same as stated above\*
- 2) If deemed necessary based upon the situation and circumstances, Northside's MN DHS Licensor Joy Saengmany  
Phone: 651-431-5729      Email: [joy.saengmany@state.mn.us](mailto:joy.saengmany@state.mn.us)

---

**ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS**

Not at this time



## **MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENCED PROGRAMS – MN Department of Human Services, Division of Licensing 2014**

### **Who Should Report Child Abuse and Neglect**

- ❖ Any person may voluntarily report abuse or neglect
- ❖ The staff is legally required or mandated to report and cannot shift the responsibility of reporting to the program director or to anyone else at the school. If the staff knows or has reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, he/she must immediately (within 24 hours) make a report to an outside agency.

### **Where to Report**

- ❖ If the staff knows or suspects that a child is in immediate danger, call 911.
- ❖ All reports concerning suspected abuse or neglect of children occurring in the school 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 Anoka County or local law enforcement at (763)427-1212.
- ❖ If the report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the school, the staff 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 are found on pages 31-37.
- ❖ 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 the pre-school program, the report should include any actions taken by the school 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, 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.

## **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 within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in the program. The internal review must include an evaluation of whether:

- ❖ Related policies and procedures were followed
- ❖ The policies and procedures were adequate
- ❖ There is a need for additional staff training
- ❖ The reported event is similar to past events with the children or the services involved
- ❖ There is a need for corrective action by the license holder to protect the health and safety of children in the program

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

The internal review will be completed by the Northside Christian School Pre-school Director. If this individual is involved in the alleged or suspected maltreatment, Northside Pre-school Lead Teacher will be responsible for completing the internal review.

## **Documentation of the Internal Review**

The school must document completion of the internal review and make internal review accessible to the commissioner immediately 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 school provides 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 school 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 available upon request. This policy is part of the reading found in the Northside Preschool First Day Packet.**





## NCS Lunch Guidelines

Under the Minnesota Daycare Licensing bag lunches may be provided by parents. Each lunch should provide one-third of the child's daily nutritional needs; please see the attached sheet for a list of ideas and proportions. The Minnesota requirements state that there should be **no peanut** related items in any lunches or snacks because of students who have peanut allergies.

If any child has allergies that would be affected in a public environment, the parent is required to fill out the "Individualized Child Care Program Plan (ICCPP)" that is part of this "First Day Packet".

Lunch bags will be stored in the child's designated classroom cubby.

Parents are asked to follow the following guidelines in order to provide well-balanced and nutritional needs as specified by the USDA guidelines:

1. Small thermos container of 1% milk to drink at lunch time. If the child has dairy related allergies, they should bring either a juice box or a bottle of water.
2. NO peanut related items
3. The lunch should only include a small amount of sugar
4. Keep everything simple: child size portions, child-easy to open containers, bite size pieces, and items that minimize a possible mess.
5. Items must be non-microwavable
6. Provide plastic spoon or fork that would be 'ok' if thrown away
7. If child brings a lunch box, parents are to wash it out at the end of each week.

There will be a staff person or a classroom parent aid that will sit with the children as they eat lunch to provide help as needed and to monitor safety. All children will be required to stay seated until all children have completed eating their lunch (the lunch block is approximately 30 minutes). Students will not be allowed to touch another student's lunch or share any food items.

# School Lunch Packet



## Prekindergarten

## Cold Lunch Ideas



### Main lunch

(Meat/Grains/Cheese)

Meat and Cheese Sandwich

Meat & crackers

Cheese & crackers

Bagel

Muffin

Sandwich Wrap

### Veggies

Celery

Broccoli

Peppers

Carrots

Cucumber

Cauliflower

### Fruits

Strawberries

Mango

Banana

Pear

Peach

Grapes

Apple

Kiwi

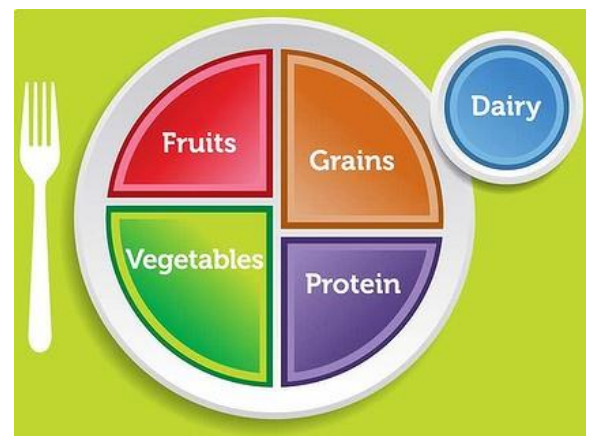
Blueberries

### Dairy

Yogurt

Cottage Cheese

Cheese Sticks



## NCS Policy for Eagle's Club Program

(Formerly NCS Extended Care)

### Eagle's Club Procedures as stated in the NCS Pre-K & K-8 Handbooks:

Extended school care is a separate program from Northside's regular school hours.

- **Hours:** Half Day Students 11:00 am to 2:15 pm; Pre-K Classroom  
Full Day Students 2:15pm to 4:45pm; Fellowship Hall or outside
- **Form:** Each child who uses the Eagle' Club program on a regular basis must fill out and sign the Eagle's Club Signup. Application provided by the Program Director or on NCS website.
- **Sign in and out:** Children are signed into the Eagle's Club program each day by the Program Director. A phone number for the Program Director will be provided to parents to contact the time they arrive for pick-up since the doors are locked, and the program is held downstairs.
- **Cost:** The charge is based per hour that the child is in the program. Parents should note that if the child is picked up past 4:45 the cost will increase. The monthly charges will be added to the family's TADS billing account the beginning of the next month. See Eagle's Club Fee Schedule for costs.

**Unscheduled Eagle's Club Requests:** If an Eagle's Club schedule has not been established with the NCS Office for your child, parents are to follow the below steps to establish Eagle's Club:

- 1) Unscheduled requests for Eagle's Club must be submitted to your child's Home Room Teacher and the school office **by 11 am. Please note that half day Pre-K students will not have a lunch unless the extended day was preplanned the day before.**
- 2) Please provide the Pre-K Teacher and the school office with the estimated time of pick-up, full name and contact information of person picking-up student that day.
- 3) Program Director will contact pick-up person, stating who they are and how to contact them upon pick-up time from Eagle's Club. Doors are locked at all times.
- 4) Pick-up person must provide ID (drivers' license) for child to be released from the property. This includes **PARENTS** as Program Director does not know each student's parent or primary contact.
- 5) Text the Program Director (Sarah Hunt) @ 763-744-6073 when you arrive.

If any child is not picked up by 2:15 they will be signed in by the teacher to the Eagle's Club Program and the family will be charged per hour. The parent will be contacted by the Program Director for how to contact him/her when the parent arrives for pick-up of the child. ***\*Automatic \$12 charge once placed in Eagle's Club\****  
**During Eagle's Club Hours:** Parents are responsible to contact the Program Director for any scheduling changes such as running late or changing who will pick-up their child. ID must be provided for child to be released from the property.

**Additional Late Fee:** \$12 past 4:45pm, additional \$12 every 15 minutes thereafter.