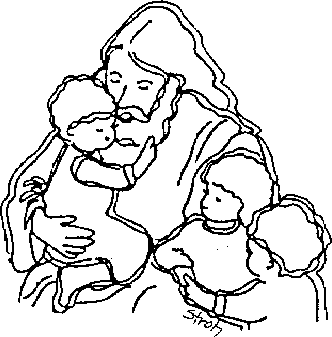
Christ Lutheran

Preschool



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Welcome to Christ Lutheran Preschool! We are delighted that you have chosen us to care for and educate your child. We look forward to getting to know your child and your family, and serve you in the best way possible. Please read over this Parent Handbook carefully and let the Director know if you have any questions. Thank you.

**MISSION STATEMENT**

Christ Lutheran Preschool partners with parents in nurturing young children in a Christian environment assisting them to grow spiritually, socially, emotionally, physically, and intellectually.

**PURPOSE**

Christ Lutheran Preschool offers to families, a caring, non-judgmental, supportive Christian environment. Children’s development is enhanced by opportunities that meet individual needs of the whole child: spiritual, social, emotional, physical, intellectual and creative. The lovingly secure, age-appropriate environment is culturally sensitive and encourages children to learn through their play.

**PHILOSOPHY STATEMENT**

Your child is one of the special “lambs” the Lord is equipping the teachers in this preschool to nurture. For those of us chosen to be teachers, sharing in the life of your child is a great joy, a large responsibility and a humbling opportunity.

At Christ Lutheran Preschool the whole child: mind, body and spirit will be nurtured in developmentally appropriate ways. Recognizing that the children are a gift from God to you, it is our goal to support you in your vital role. Parents and teachers work in a partnership of mutual respect. The staff is mindful of parental values and concerns.

In a very practical sense you and your child will experience the influence of our Savior, Jesus. Jesus time is part of the daily routine, where children gather at a small altar to learn about Jesus through fingerplays, songs, and stories. Holidays are taught in a Christian manner (Christmas is Jesus’ birthday). Prayer is used throughout the day, as a part of Jesus Time and Chapel, and before snacks and meals.

**LICENSING**

Christ Lutheran Preschool is licensed by the State of Minnesota through the Department of Human Services and, therefore, complies with the Child Care Regulations presented in MN Statute 9503 (Rule 3). We are licensed to provide care for 20 preschool children at any one time, with a 1:10 staff: child ratio. If parents wish to contact the DHS, the number is 612-296-3971.

**OWNERSHIP**

Christ Lutheran Preschool is a nonprofit, Christian preschool operated by Christ Lutheran Church, Eagan, MN. A board established by the congregation manages the preschool.

**STAFF**

In accordance with the Minnesota Department of Human Services (referred to as DHS) all staff of Christ Lutheran Preschool will meet or exceed the required qualifications and continuing education mandates.

Volunteers and members of Christ Lutheran Church may be found in the preschool from time to time. These helpers provide hands and hearts to assist in learning, and enhance your child’s day. The lead teacher will remain with the children at all times when a volunteer is in the room.

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**PROGRAMS AND FEES**

**DAYS AND HOURS OF OPERATION (beginning September 1, 2018)**

Christ Lutheran Preschool offers a preschool program operating during the academic year. The academic session runs September through May.

**Program Options:**

Half day 8:30 a.m. – 12:00 noon

Tuition $20.00/day

Full day 8:00 a.m. – 3:00 p.m.

Tuition $36.00/day

Morning Extended Care 7:00 a.m. – 8:00 a.m.

Tuition $6.00/hr

Afternoon Extended Care 3:00 p.m. – 5:00 p.m.

Tuition $6.00/hr

Christ Lutheran Preschool follows the major holiday schedule of Independent School District 196. We are closed for major holidays and staff workshop days. See the school calendar for specific dates.

**REGISTRATION**

Once your family has decided to enroll your child at Christ Lutheran Preschool, you will be asked to fill out a registration form and pay a non-refundable registration fee of $100.00 to hold your child’s spot.

**TUITION**

Tuition is prepaid for the days your child is contracted to attend, even if care is not provided (example: illness, preschool closing). The exception to this is Extended Care which is billed at the end of each month based on hours actually used.

The first month’s tuition is payable by the first day of school. The monthly tuition is payable the first day of the month. An additional charge of $25 is assessed if tuition has not been received by the 15th of the month.

A one-month written notice must be given if you need to withdraw your child from the program.

If you have extenuating circumstances regarding payment of your tuition, please call the director. A scholarship is available for those who qualify, as funds are available. Please see the director for further information and an application form.

**RETURNED CHECKS**

Returned checks and declined credit/debit cards will be assessed a $30 surcharge. The surcharge and amount of the check must be paid in cash or by cashier’s check. If a credit card is declined, the surcharge and tuition must be paid by check, cash, or cashier’s check.

**ENROLLMENT**

Registration is first opened to Christ Lutheran Church members and returning families in early January. At the end of January/beginning of February registration will be open to the public. All forms must be complete and handed in by the first day of school.

**ELIGIBILITY**

Children need to be at least 33 months of age and fully potty trained by the time of enrollment.

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**PRESCHOOL PROCEDURES AND OPERATIONAL POLICIES**

**DAILY ROUTINES**

Christ Lutheran Preschool views all transitions as critical times in the life of a child. There are things the staff and the parent can do that will ease transitions to set the stage for each day to be a positive experience.

**ARRIVAL**

The door to the classroom will be open at 7:00 a.m. for our extended day children. If your child is attending the morning-only preschool portion, they may enter the class room any time after 8:20 a.m.

Parents are asked to take their child to the bathroom **before** the child enters the classroom. There are bathrooms in the hallway leading to the fellowship hall for this purpose. Please be sure to monitor your child’s hand washing to prevent the spread of germs to the classroom. Even if your child used the bathroom at home, hand washing before entering the classroom is required.

Please have your child hang his/her outerwear clothes on the hook in the hallway designated with his/her name. Backpacks with a **complete change of clothes** should be brought into the classroom and hung up in the child’s cubby. Blankets may also be placed in the cubbies.

Please help your child complete the Question of the Day as their part of the sign-in procedure and be sure to sign your child in on the sheets located on top of the cubby area directly beneath the Parent Board. Parents are asked to **print their name legibly** on the sign-in sheets. We need to be able to read the names.

Children and parents will be greeted by the staff upon arrival and directed to the large tables for Table Time between 8:20-8:35 a.m. Jesus Time will start promptly at 8:35 a.m.

The following predictable routine for you and your child is recommended:

* Take your child to the hallway bathrooms to use the toilet and wash his/her hands
* Arrive in plenty of time – class begins at 8:30 a.m. Walking in late when class has already started is intimidating to children and does not allow the teacher to properly greet the child and make them feel welcome.
* Help your child hang his/her jacket or other outerwear in the hallway
* Bring your child’s backpack (with a complete change of clothes) into the room and hang in child’s cubby
* Sign your child in printing your name legibly
* Help your child complete the *Question of the Day*
* Help your child greet the teacher and bid a brief farewell

**DEPARTURE**

If you are going to be late picking up your child (following the 12:00 noon, 3:00 p.m. or 5:00 p.m. pick-up times), please call and notify the staff. You may also wish to contact your emergency contact person, and have them pick your child up if you know you will be late. In the event you are more than 5 minutes late, a fee of $5.00 +$1.00 for every additional minute will be charged and will be payable before your child can attend the following day.

The following predictable routine is recommended at the time of departure:

* Be prompt
* Sign your child out (once again, please print your name legibly)
* Have a brief discussion with staff to see how your child’s day went
* Check your child’s cubby and art file for notes from the teacher, art projects to go home, soiled clothing, etc. If your child’s extra change of clothes was used, you are asked to re-stock your child’s backpack with a new set.
* Say good-byes to teachers and friends

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Please notify the teacher when:

* Your child will be absent
* Your child will be dropped off or picked up at a different time or by a different person (this must also be noted on the sign in sheet.)

**RELEASE OF CHILD**

At the time of enrollment, parents must list on the emergency card and registration form the names of individuals who are authorized to bring/pick-up their child. It is the parent’s responsibility to notify the preschool if the authorized individuals change.

Each day at arrival time the individual bringing the child will sign in and indicate the individual picking up the child. If there is a change in plans, the parents must notify the staff. The child will not be released without prior authorization from the parent that someone different will be picking up the child that day. Individuals listed on the emergency card/registration form can only pick the children up if this prior authorization is given. A picture I.D. is required before the child is released. The parent is responsible for any late pick-up fees incurred.

**TOYS FROM HOME**

Christ Lutheran Preschool asks that no toys be brought from home. Central to the preschool experience is playing with the toys provided in the environment. We would also like to avoid personal toys getting mixed with the preschool’s toys. The only time toys may be brought from home would be at the request of the teacher for a special learning event.

**CLOTHING**

At Christ Lutheran Preschool children will play and get dirty. Remember that play is a child’s work. They need to wear “work clothes” so clothing does not hamper their learning. Clothing needs to be sturdy, washable, and simple to get off and on. Elastic-waist pants are recommended. Children will attend to their personal needs when using the bathroom and snaps, zippers, and suspenders oftentimes hinder this independence. Velcro shoes are also highly recommended.

The children will go outside daily, weather permitting. If the actual temperature, or the wind-chill, is lower than 10 degrees above zero, the children will not play outdoors.

Suggested outdoor attire for fall or spring: sweatshirt, light jacket, or sweater

Required outdoor attire for winter: warm hat, mittens (no gloves), boots, warm coat, and snow pants

Please label children’s outerwear, particularly snow pants. It is difficult to know who belongs to which pair of black or navy snow pants! You may also wish to include a dry pair of socks in your child’s backpack.

**REST TIME**

As an alternative to noisy and involved activities, rest time is an important part of the full day program. We request that each child lie quietly on his/her cot for 30 minutes. Soft and soothing music will be played. Children who fall asleep during this time, will be allowed additional time to sleep. Please provide a small blanket for your child to use during this time. These blankets are to be brought home to be laundered once a week and will be put in your child’s cubby each Friday.

**PRESCHOOL VISITORS**

Visitors are welcome, and from time to time prospective parents, staff from other preschools and individuals providing service to the church will be in the building. Such visitors will be allowed entrance only after providing adequate identification.

**TOUCHING AND NURTURING**

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted, and supported through the sensations of touch by nurturing adults and peers. However, physical touch should be respectful of children’s body cues and only occurs with their permission. Staff members are sensitive to the children’s responses

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and requests for physical interactions and model appropriate nurturing touches. Except for safety of cleansing, children will always have the right to refuse touch. Children are also taught to respect adults’ and other children’s touch preferences. It is our policy to inform parents of the nature and type of routine physical contact that their child will experience. Please feel free to discuss or question anything you read in this section.

* Nurturing touch is necessary for every child’s emotional growth. Affectionate nurturing touch includes: hugging, holding on lap, rocking, carrying, rubbing, patting backs, cuddling and hand holding. Children always have the right to refuse these touches. While tickling may be an appropriate form of playful touch, it is kept to a minimum because of its potential for getting out of hand.
* Personal care touch includes cleaning and dressing, and is done in a gentle and respectful manner. It will also include face and hand washing, assistance with toileting, examining rashes and unusual marks, nose blowing and assistance with necessary clothing changes. First aid is administered as gently as possible and is always accompanied by verbal explanation and appropriate comfort.
* Physical interaction is used only to protect the safety of children and staff or to provide the least restrictive guidance necessary in a given situation. Children are taught through modeling and verbal guidance to use words rather than physical interaction to settle their differences with others.

**OUR PARTNERSHIP WITH PARENTS**

A key to the well being of each child is the communication between the staff and parent. Trust, honesty, Christian love and confidentiality are components of the communication. The events and experiences of each day affect children’s development and behavior. Staff and parent are encouraged to share events or experiences that impact the child’s life so that the best care possible can be provided for the child.

**PHONE CALLS**

If you have to call the preschool for any reason, please understand that the teacher will not be easily accessible. If the message is urgent (change in pick-up person) please leave a message with the secretary who will bring the message directly to the teacher. If the message is not urgent, please leave a voicemail and the teacher/director will return your call at the earliest convenience.

**NEWSLETTERS**

A monthly newsletter will be placed in your child’s cubby. Please be sure to read through it when you get it and keep it someplace where you can refer to it throughout the month for special events.

**PARENT BULLETIN BOARD**

The Parent Bulletin Board is located in the preschool room above the first set of cubbies on your right. Please check this board daily to ensure that you are aware of anything that may affect your child’s day and preschool experience. This board may include some or all of the following information:

* Daily Schedule
* Upcoming Special Events such as field trips or classroom visitors
* Special notes
* Unit themes
* Weekly Lesson Plans
* Communicable Diseases
* Current Newsletter
* Etc.

**PARENTAL VISITS**

Parents are welcome to visit the preschool at any time as long as their presence does not become a distraction to the children’s learning. Advance notice is appreciated but not required. We want you to feel welcome!

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**PARENT/STUDENT ORIENTATION**

A mandatory parent/student orientation session will be held the week before school begins. One morning and one evening session will be offered to provide parents a choice as to which best fits their availability.

**CONFERENCES**

Formal conferences with the lead teacher discussing the child’s spiritual, physical, social, intellectual, emotional and creative development will be scheduled two times yearly. The fall conference is a goal setting conference between the parents and teacher. The spring conference is a progress report. If you have questions at any time about your child, please feel free to set up a time to talk with the teacher in person at a later time, as it may not be possible for her to have a lengthy discussion at the beginning of the day when the children are arriving.

**OUR EXPECTATIONS FOR PARENTS**

As professional educators, we strive to meet and exceed your expectations. Listed below are expectations that we have of you as parents in order to provide the highest quality care and education for your child.

1. Make sure that you sign your child in and out on a daily basis.
2. Read all materials that are sent home with your child. These include: monthly newsletters, emails from the Director, notes in your child’s cubby, and anything posted in/outside your child’s classroom and on the Parent Board.
3. Provide the following items for your child on a daily basis: a backpack with a complete change of clean clothes in case of accidents or spills, a lunch if they are staying for extended day hours, and a small blanket for rest time on M, W, and F. Small travel pillows are also allowed for rest time.
4. If your child is ill, please keep them home so that you don’t infect the other children. Also, please call by 9:00 a.m. if your child will not be in attendance. In that same light, families are expected to reply to all communication attempts made by the center.
5. Attend parent-teacher conferences when they are offered. If you have any questions or concerns, please do not hesitate to speak with your child’s teacher or the Director at any time. Realize that our first priority is your children, so we may have to schedule a time for later in the day when the children are absent.
6. Keep the preschool up-to-date on changes for any Emergency Information such as new phone numbers, emails, addresses, authorized pick up persons, allergies, medications, or immunizations.
7. Your child is your responsibility while you are here at school. Please make sure you know where they are at all times. Children left unsupervised can get themselves in trouble or hurt.
8. Help your child learn respect for staff, families, equipment, materials, and you by modeling that behavior yourself. Also, please help your child clean up the equipment they were playing with when you pick them up for the day.

**GRIEVANCE PROCEDURE**

The children served by Christ Lutheran Preschool, through their authorized representative, are permitted to bring a grievance to the Director. The grievance will be addressed within seven days. If this grievance is not satisfactorily resolved it may be taken to the Preschool Board of Education of Christ Lutheran Church, the highest level of authority, with response time being seven days.

**CUSTODY ARRANGEMENTS**

When parents do not reside in one household, the parent listed on the registration form will be considered the child’s primary parent. All communications about the child will be with the primary parent.

The preschool will abide by all court-ordered custody or visitation arrangements. Please share these orders with the Director when appropriate. The Director will ensure all staff members are aware of the limits around access to the children. If, however, there is no such order, the preschool must remain neutral on all issues relating to the custody dispute, and – by law- we cannot restrict access to the child or their records from either parent.

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**SPECIAL EVENTS**

During the year special events will be planned and may include some of the following:

* Envelope Fundraiser
* Family Fun Nights and Potlucks
* Children’s Christmas Service
* Graduation Service and Potluck
* Singing in Worship Services

All families are invited and encouraged to participate in these events as it provides an opportunity to meet other families in the preschool.

Preschoolers will occasionally sing in a Saturday night or Sunday morning worship service. Though it is not required, participation in these special singing events is encouraged. It provides an opportunity for the children to share what they are learning and it also allows the congregation to see that the preschool they support is making a difference in the lives of young children and their families.

**CHAPEL**

Chapel is held in the sanctuary at 8:35 a.m. on the first Wednesday and Thursday of each month. Pastor Hahn will serve as the chapel leader, helping the children to become more familiar with him as our church leader. Songs, a brief message, the Lord’s Prayer, and other prayers will be part of this chapel service. Parents are welcomed and encouraged to attend.

**FIELD TRIPS**

Nature walks are an important part of the educational program and will be taken periodically on church property.

Other off-site field trips that enhance the curriculum or unit of study may be planned throughout the school year. The cost of the bus and the event will be billed to the parents. If you do not want your child to take part in any particular field trip, you will have the option of keeping your child at home for the day. No tuition reimbursement will be given for that day should you decide to keep your child home.

**GUIDANCE AND DISCIPLINE POLICIES**

**BEHAVIOR GUIDANCE**

The goal of using guidance techniques in early childhood programs is to help children develop safe and appropriate ways to interacting with others and with the environment.

One of the goals of discipline is to help children develop tools to problem solve. Discipline is the external tool to help children develop internal control. Young children learn by experimenting, testing limits and experiencing the consequences of their behavior.

In the process of setting and enforcing limits, our teachers assist the children in developing self-control and respect for the rights and property of others. Children need to learn the rules of getting along in a group, and adults need to balance the need for individual rights and self-expression with the needs of the group. Rules and limits in a preschool setting are likely to differ from those in a child’s home because of the need to protect the rights and safety of other children. Children new to the preschool are not expected to immediately understand or fully comply with all the rules. Rather, they are reminded and redirected.

Guidance and discipline techniques that will be used with the children include:

* Setting clear and enforceable limits
* Modeling acceptable behavior
* Structuring the environment and schedules to maximize good behavior
* Recognizing the children’s efforts

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* Redirection
* Good timing of teacher intervention
* Giving the child an opportunity to choose

Children may be invited to work independently for a short time in order to regain self-control, and in those cases the child has an open invitation from the teacher to return to the group when he/she feels ready. Any separation from the group will always be within sight and hearing of the staff, and the length of time will be related to the child’s age and maturity.

It is the policy of our program that teachers will record any and all disciplinary actions in a classroom log and that these actions can be reviewed with a parent at any time.

**POSITIVE SUPPORTS RULE**

Christ Lutheran Preschool (The license holder) will use positive support strategies and put them in writing, incorporating them with any other existing plan (IEP) for all children who qualify as having a “developmental disability” as defined in Ch 9544. At least every six months the license holder will evaluate the strategies on the basis of meeting the written standard and will make changes as needed. The license holder will also incorporate principals of person-centeredness in services and at least every six months evaluate with the person as to whether services are meeting their needs and supporting their activities. Changes will be made as needed.

The license holder will use professional standards for positive support strategies that are fully consistent with Ch 9544. A functional behavior assessment will be conducted whenever a “professional” develops or modifies a written intervention to change a target behavior. The license holder will verify and document that the “professional”  
 doing the functional behavior assessments meets the criteria of qualified professional or external qualified professional.

The license holder will document in writing the addition of a “permitted procedure” as defined in Ch 9544 to an existing treatment, service, or other individual plan required of the license holder. The license holder will retain documentation of emergency use of manual restraint for at least 5 years. The license holder will develop a positive support transition plan for a person subjected to three incidents of emergency use of manual restraint within 90 days or four incidents within 180 days. The license holder will provide notice to a person receiving services regarding their rights under the chapter regarding the use of emergency use of manual restraint. An acknowledgement of the receipt of notice will be received and documented.

The license holder will ensure that staff responsible to develop, implement, monitor, supervise, or evaluated positive support strategies, a positive support plan, or the emergency use of manual restraint complete 8 hours of training from qualified individuals prior to assuming these responsibilities. The core training will meet all requirements as stated in Ch 9544. The license holder will ensure that staff receives additional training based on their level of responsibility and qualifications:

* Minimum of 4 hours for those who develop positive support strategies and license holders, executives, managers, and owners on the topics stated in Ch 9544.
* Minimum of 2 hours of additional training for license holders, executives, managers, and owners on following topics stated in Ch 9544.
* The license holder will ensure staff complete 4 hours of refresher training annually covering areas listed in Ch 9544.

The license holder will document in each personnel record (date of training, testing/assessment, number of training hours per subject area, name and qualifications of the trainer/instructor) the completion of core training, additional training and competency testing/assessment, the education and experience qualifications relevant to the staff’s scope of practice, responsibilities assigned to the staff person, the needs of the general population of persons served by the program, any professional licensure, registration, and certification when applicable.

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The license holder will use the behavior intervention report form to report any of the following to the commissioner.

* An emergency use of manual restraint
* Medical emergency occurring as a result of the use of restrictive intervention which leads to 911 call, seeking physician treatment or hospitalization
* Behavioral incident that leads to 911
* Mental health crisis accusing as a result of use of restrictive intervention which leads to 911 or mental health crisis services
* Incident that requires call to mental health mobile crisis intervention service
* Person’s use of crisis respite service due to restrictive intervention
* Use of medication to intervene in a behavioral situation
* An incident that the transition plan requires to be reported
* Use of restrictive intervention as part of a positive support transition plan

The license holder will adopt a program improvement process to assess the ongoing implementation of positive support strategies and person-centered planning and to identify program strength and opportunities for improvement.

The license holder will perform these activities at least every six months and take action to remedy problems/concerns identified in the positive supports strategies and person-centered planning program. The license holder will document program improvement activities and submit process/outcome data as requested by the commissioner.

**REFERRALS**

As a child care provider/preschool, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Child care providers/preschools are considered a primary referral source for early intervention under federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concerns we have before a referral is made. We can assist the parent with the referral or partner with them in the referral process.

**DISMISSAL OF A CHILD**

We believe that parents and teachers must work together to deal with persistent behavioral issues such as hitting, pushing, kicking, and other unusual or dangerous aggression. Anytime a child appears to be unusually stressed, anxious, or otherwise motivated to engage in negative behaviors, a meeting will be called to discuss further options for working with your child. We will make every effort to provide a program that meets the needs of each child.

However, there may be a time when that is impossible. If, after working with the child and the family, we do not believe it is in the child’s best interest to remain at the preschool, we will ask the family to make other arrangements for their child’s care and education. The decision to dismiss a child from the preschool will be made only after speaking with the preschool board.

Parents may also be asked to take their child from the program if the parent refuses to follow the policies as described in this handbook.

**HEALTH AND SAFETY POLICIES**

**HEALTH CARE SUMMARY AND IMMUNIZATION FORMS**

Minnesota State Immunization Law requires children in preschool to have regular physical examinations and be current on their immunizations. The Health Care Summary Form must be signed by the child’s source of medical care. Written verification of immunizations and current Health Care Summary is required prior to the first day of preschool. It is the parent’s responsibility to inform the preschool of any special medical conditions, needs or allergies of their child.

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All staff receives and maintains current training in First Aid and CPR. An injured child will be administered first aid by staff. Documentation of any incident will be made and parents will be notified when child is picked up.

If an emergency requiring medical attention should arise during school hours, the procedure is as follows:

* Parents will be notified
* If parents cannot be reached, the emergency contact will be notified
* In the event of a life-threatening emergency, 911 will immediately be contacted and the individual will be transported to the nearest hospital; parents will then be contacted as circumstances permit

**ALLERGIES**

Please make us aware of any and all allergies or special dietary needs your child has. Food allergies and special dietary restrictions will be posted by the snack and lunch prep area.

**EXCLUSION OF ILL CHILDREN**

Christ Lutheran Preschool follows the health guidelines of the local Public Health Department. In order to protect your child and all children in preschool, we request that children not attend preschool if symptoms of illness are present. If a child develops one or more of the following symptoms while at preschool, he/she will be separated from others but remain under adult supervision until the child can be picked up (within one hour). Parent are encouraged to establish a plan for back-up care and/or pick up should their child become ill while at preschool. The symptoms include:

* Fever of 100 degrees F or more (under the arm).
* Vomiting, nausea, diarrhea, or sore throat.
* Discharge from any bodily opening.
* Any undiagnosed or contagious rash.

If a child does not seem well enough to participate in activities, parents will be called. When the parent or emergency contact cannot be reached, the staff will continue to assess the child’s condition. If the staff feels the child’s condition warrants medical attention, the child’s source of health care will be contacted. In the event the child becomes extremely ill and the staff feels care is needed immediately, 911 will be called.

In the event you take your child to the doctor, please call the preschool to notify us of the child’s condition as soon as possible.

**NOTIFICATION OF INFECTIOUS OR COMMUNICABLE DISEASES**

Parents are required to notify the preschool within 24 hours if their child is diagnosed as having a contagious reportable disease, such as, but not limited to, lice, scabies, impetigo, chicken pox, ringworm, measles, mumps, etc. The preschool is required to share this information with the public health department. A copy of the Fact Sheet will also be posted on the Parent Board and a copy will be placed in each child’s cubby so that parents can watch for any symptoms of the disease in their own child.

**MEDICATION ADMINISTRATION AND STORAGE**

1. *Prescription Medication –*

* No prescription medication will be given without authorization from the child’s physician or dentist.
* The medication is given only if it is in the original prescription container listing the child’s name and current prescription information (name of doctor, prescription number, name of medication, date dispensed, and instructions for use) on the label. This includes vials for nebulizers.
* Parents must write medicinal instructions on the Prescription Medication Authorization/Administration Form and sign it before a teacher can administer ANY medication.

*Note:* *When possible, please give your child’s medication at home. If asked, your pharmacist will provide a separate container to be left at the preschool. Any unused medication will be returned to the parent.*

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1. *Non-prescription Medication –*

* We follow the manufacturer’s directions on all medications unless differentiating instructions are accompanied by a doctor’s authorization.
* Parents must write medicinal instructions on the Non-Prescription Medication Authorization/Administration Form and sign it before a teacher can administer ANY medication.

1. *Physician’s notes –*

* Prescriptions and doctor’s notes are only good for two weeks and each separate instance of needing the prescribed medication.
* If your child needs to be on medication longer than two weeks, we will need a new doctor’s note or an Individualized Child Care Plan (ICCP). See #4.

1. *Individualized Child Care Plans –*

* If your child needs to be on a long-term health care plan, (i.e. severe allergies, asthma, special needs) we will need the doctor to complete an ICCP form. These forms need to be updated every year, or sooner if your child’s prescription changes.
* An ICCP will be coordinated with either the service plan, education plan, and/or with the physician, psychiatrist, or psychologist. The parents must be involved and approve all aspects of the planning. In order for a Christ Lutheran Preschool staff person to be involved, and IEP (Individualized Education Program), or IFSP (Individual Family Service Plan), the parents MUST request their presence.

**ACCIDENTS**

If a serious accident occurs and the child requires immediate medical attention, an attempt will be made to reach the parents or the emergency contacts of the child. If none can be reached, the paramedics will be called and the child will be taken to the nearest source of emergency medical care. A teacher will accompany and stay with the child until a parent arrives. Staff are not authorized to transport children.

**INCLEMENT WEATHER**

In the event of inclement weather, Christ Lutheran Preschool will close when School District #196 closes. Local radio and television stations will broadcast such announcements. If School District #196 has a two-hour late start, Christ Lutheran Preschool will be closed for the day. If a situation unique to Christ Lutheran preschool (no heat/water/power) occurs, staff will make every attempt to contact each family. Payment is due for the closed day.

**FIRE/TORNADO SAFETY**

The procedures, as posted in the preschool, will be followed in the event of fire or the sounding of the sirens for severe weather warning. Practice drills are conducted throughout the school year.

**INTRUDER/SHELTER-IN PLACE/LOCKDOWN**

We have procedures in place to deal with any intruder or possible violent situations. Our Emergency Plan is posted on the Parent Bulletin board in the classroom. Lockdown drills are practiced several times/year.

**SMOKE FREE ENVIRONMENT**

Christ Lutheran Preschool complies with the Minnesota Clean Air Act, Minnesota Statutes, Section 144.411 to 144.417, and Minnesota Rules, Chapter 4620.

**HEALTH SOURCE**

This preschool uses the consultation services of Health Consultants for Child Care, Inc – Barb Stoll.

**REPORTING ABUSE**

Each staff member of Christ Lutheran Preschool is a mandated reporter of child abuse. This means if they “know or have reason to believe” that a child is being physically or sexually abused, they are required to contact Child Protection Services. Reports of suspected abuse or neglect of children, occurring within a family, be reported to the Dakota County Social Services Agency at 952-891-7459, or the county of the child’s residence. Reports, verbally and in written form, include the child’s name, the name and address of the alleged perpetrator (if known), the extent of the injuries, and

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their own name. Any person may voluntarily report suspected abuse or neglect. If you have any concerns of possible violations of Minnesota Statutes or Rules that govern this facility, call the Department of Human Services, Licensing Division at 651-296-3971.

We are committed to preventing child abuse and neglect by supporting parents. If you feel you are having difficulty dealing with stress or providing for your child’s emotional or physical needs, the staff or director can help you find church or community resources that offer assistance. Some 24-hour community resources that can help you include:

Parents Anonymous 612-347-2223

Dakota Helpline 952-431-2424

Family Support Network [www.familysupport.org](http://www.familysupport.org) 651-523-0099

Parent Warmline of Mpls. Children’s Med. Center 612-863-6336

**ABUSIVE HEAD TRAUMA**

Each year the staff is trained on abusive head trauma. We watch and discuss videos on these subjects before each school year, as required by law. The video trains us on symptoms a child may show that is caused by shaking, such as seizures, inability for eyes to focus or track movement, or unequal size of pupils. It has been shown that bruising from the grabbing and shaking is rare. Many times the person who shakes a baby or child is not necessarily the mother or father, but instead a baby-sitter or other care giver. We want to help you, the loving and caring parents of your child, make sure that your child is safe and cared for.

**PETS**

Christ Lutheran Preschool currently has one classroom pet – a guinea pig. It is cared for by the teaching staff, but children are allowed to pet and/or hold the guinea pig if they desire to do so. If your child has an allergy to guinea pigs, it is important for the parent to inform the Director at enrollment time. Children who pet or hold the guinea pig are required to wash their hands following handling of the pet.

**FOOD POLICIES**

**LUNCH**

Lunch is served at 12:00 p.m. When bringing in a cold lunch, please follow the USDA nutritional guidelines for lunch which include:

* Milk (the preschool will provide)
* Meat or meat alternate (nuts and seeds, yogurt, eggs, legumes, tofu, nut butters, cheese)
* Grains or bread (crackers, cereal, etc.)
* One serving of fruit
* One serving of vegetables

**SNACKS**

At the beginning of the school year, each child’s family will be asked to provide 2 – 64 oz. containers of 100% juice and a 2 commercially prepared and packaged snack items. When our supply gets low, families will be asked to provide again. The preschool will supply milk and a few staples, as well. Suggestions for healthy snacks will be given at the Parent Orientation. Please make sure staff is aware of any food allergies prior to the start of the school year.

**BIRTHDAY AND PARTY TREATS**

Birthdays are a special time for children, providing an opportunity to celebrate on or near each child’s birthday. Summer birthdays may be celebrated on or near the half-year date as parents’ desire. On the day of the celebration your child may bring a simple treat for snack. These treats must be commercially prepared and packaged. It is helpful to let staff know ahead of time if you plan to bring treats. If you forget, we can be flexible! **(Note:** **Please do not bring large cupcakes with tons of frosting as the children tend to eat only the frosting and throw the cake away. Thanks.**)

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**LEGAL STATEMENTS**

**DATA PRIVACY AND PARENTAL CONSENT**

Records concerning your child, i.e. enrollment forms, health records, observation records, written parent-teacher conference reports, and all other information about your child is confidential and will only be accessible to you, the

Director, your child’s teachers, and a person designated by DHS to review our records for licensing purposes.

If, at any time, an outside party is deemed necessary to observe or work with a child at the preschool, parental/guardian consent is always required before any action can be taken. This includes behavioral and cognitive assessments, as well as observations done by students or other early childhood professionals. A special consent form would be given to parents in any such instance. Parental consent is also needed for field trips and any special activities outside the center.

**INSURANCE**

Guide One Insurance Company insures Christ Lutheran Preschool. While the Church carries liability insurance, families are encouraged to have medical insurance for their child enrolled in Christ Lutheran Preschool.

**NON-DISCRIMINATION POLICY**

Christ Lutheran Preschool does not discriminate against anyone because of race, color, national or ethnic origin, religion, or gender in the administration of its education policies, admission policies and school-administered programs.

**CHANGES IN POLICIES OR PROCEDURES**

Licensure by the Department of Human Services sometimes requires that current policies and practices be changed at various times of the year. Existing policies and fees are subject to change. These changes, should they occur, will be communicated through the newsletter, parent board, and by email.

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