

Preschool Parent Handbook

2014-2015

Mission Statement

The mission of Prince of Peace Lutheran School Association is to establish a lifetime educational ministry for children and their families based on the gospel of Jesus Christ, focusing on academic excellence and service to our community.

Vision Statement

The Prince of Peace Lutheran School Association is committed to the growth of God's kingdom by providing lifetime education to the glory of God through spirit lead disciples, a tradition of academic excellence and spiritual growth from generation to generation.

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Prince of Peace Lutheran Preschool Parent Handbook

Dear Parents,

This handbook is intended as a guide to answer many of the questions you may have about our preschool. At Prince of Peace Lutheran Preschool, children are under the supervision of a state licensed teacher at all times. Please read the handbook thoroughly and keep it as a reference.

Philosophy Statement

We believe

- The young child is a gift from God and learns best about God's world through experimentation, discovery and exploration through hands-on learning experiences.
- Each child is a unique creation of God. Prince of Peace Lutheran Preschool recognizes this and aids each child to reach their full potential and become all God intends for them to be.
- Children learn best through play and by engaging in developmentally appropriate activities.
- That Prince of Peace Preschool is a warm, loving Christ-centered environment where children can develop to their fullest potential physically, emotionally, socially, intellectually and spiritually.
- That Prince of Peace Preschool is here to encourage children's development with warm, consistent, loving encouragement in an atmosphere of grace.
- That families are the first and most important teachers of their children. We at Prince of Peace Lutheran Preschool wish to partner with parents to reach each child in the most effective ways.
- That parents are an integral part of the preschool and are welcome at all times.

Objectives

Prince of Peace Lutheran Preschool provides preschool children with the opportunity to:

- +Hear God’s Word and know Jesus as their Savior and friend.
- +Know that Jesus, and His love for them, is with them throughout their entire life.
- +Gain a feeling of self-worth as an accepted child of God.
- +Work and play in a Christian setting with children their age.
- +Appreciate the body as a beautiful creation and gift of God as they learn about the body, explore senses, and discover abilities.
- +Be themselves and develop at their own rate.
- +Express themselves through art and play freely and constructively.
- +Learn to be cooperative, imaginative and considerate.
- +Learn to be independent – able to solve their own problems and to complete tasks by themselves.
- +Learn limits of behavior regarding safety and health, and respect for other’s rights.
- +Increase their ability to handle their emotions constructively.
- +Build self-confidence.
- +Make their adjustment to school a happy and wholesome one.
- +Enjoy a preschool experience that will simplify the adjustment to Kindergarten and other social situations.
- +Learn to establish relationships with caring adults and children their age.

Main Goal

Our goal at Prince of Peace Lutheran Preschool is to help children achieve their full potential and become all God intends for them to be.

Program Plan and Review

Upon request, parents may request a program plan to review. To request a program plan please talk with the director or the teacher in your child’s classroom. A copy of the program plan is kept in the director’s office and a copy is also kept in each preschool room. The program plan is developed and reviewed yearly by the director.

Capacity

Prince of Peace Lutheran Preschool is able to serve up to 168 children from 3 years of age to 5 years of age. The Holy Cross site may have up to 32 preschoolers with 16 children present at any given time. The Prince of Peace site may have up to 32 preschoolers with 16 present at any given time. The Sauk Rapids campus may have up to 104 preschoolers with 56 present at any given time.

Hours and Days of Operation

Holy Cross Campus

2555 Clearwater Road, St.Cloud

8:30-11:30

Section 1: 4 – 5 year olds: Monday/Wednesday/Friday

Section 2: 3 – 4 year olds: Tuesday/Thursday

Prince of Peace Campus

4770 County Road 120, St. Cloud

8:30-11:30

Section 1: Monday/Wednesday/Friday

Section 2: Tuesday/Thursday

Class Ages: Mix of 3-5 year olds

Trinity Campus

2163 Mayhew Lake Dr. NE, Sauk Rapids

8:30 - 11:30

Section 1: Tuesday/Thursday for 33 months – 4 year olds

Section 2: Monday/Wednesday/Friday for 33 months – 4 year olds

8:30-3:00

Section 3: Monday/Wednesday/Thursday for 4-5 year olds

Curriculum

Play lies at the heart of the preschool curriculum. Children play to learn. They learn to use their bodies and to cope with the physical world as they play. They practice and develop many types of skills through play – physical, intellectual, social and emotional. They learn about other people and how to build relationships with them. In playing together, children share ideas and extend each other’s experiences.

Prince of Peace Lutheran Preschool provides children with a variety of learning experiences. Our curriculum is based on the development and interests of the preschool child. The Creative Curriculum along with *Voyages* Christian curriculum and *Second Step* curriculum are used. We have a video and book explaining the Creative Curriculum on hand in the Preschool Director’s Office for your viewing. Each day the teacher presets the environment to include activities that foster growth from the following areas:

Spiritual	Social	Artistic
Musical	Language	Dramatic
Math	Cognitive	Physical
Science	Sensorial	Computer

The Daily Schedule

Self-Directed Learning
Opening Circle – Attendance, Pledge, Story
Clean-up Time
Calendar and Weather
Jesus Time
Mystery Box
Small Group
Snack
Large Motor Indoor or Outdoor Play

Fees

A yearly registration fee of \$100.00 is due at the time of registration. This fee is non-refundable. A place cannot be guaranteed for your child until the registration fee is paid. This fee also covers all field trips and events throughout the year.

Tuition is \$130.00 for the 2-day a week program, \$180.00 for the 3-day a week program and \$280 per month for the 3 full day program. Tuition is due from September 1 to May 1 for a total of 9 months of tuition payment. A two-week notice must be given if there is reason for you to withdraw your child from the program.

A 4% discount is given if tuition is paid in full for the upcoming year by August 1st.

There will be a \$30.00 charge for any returned checks.

Parent Conferences

Two conferences will be held during the year, one in the fall and one in the spring. The purpose of these conferences is to give the teacher and parent the opportunity to discuss the written assessment in regards to the child/s spiritual, emotional, social, intellectual, and physical development. A questionnaire will be sent home prior to the conference for the parents to fill out. Input from both parents and teacher will aid in the formation of goals for each child. These goals will be a focus for both teacher and parent in their interactions with the child.

School and Home Relations

Each day the staff will prepare the environment; model caring, sharing attitudes and behaviors; allow for both quiet and active times; observe the children as they work and play; and interact with them in a variety of positive ways. Each child develops at his/her own pace, so children are observed throughout the year in order to see the progress each child is making. The parents and the teachers meet together for 2 conferences to discuss their child's progress and to set goals for the child.

Parents are encouraged to volunteer in the classroom, for field trips, for special events and holiday parties and to share their occupation or hobby as their schedule allows. Parents are always welcome to visit the classroom. When a registration is received, the director will contact the family to verify the starting date. It is recommended that the child visits the preschool before their first day to meet the teachers and become comfortable in the classroom.

Building a caring relationship, nurturing growth, and stimulating curiosity and creativity are enhanced by home-school communication. By working together with the family, we strive to achieve the best outcome for each child in our care.

Admission Requirements

Prince of Peace Lutheran Preschool requires the following completed forms for each child:

- A. a Preschool Registration Form**
- B. A report on a current Physical Form signed by the child/s source of medical care (due before admission) – the information is reported on the Health Care Summary.**
- C. Documentation of Immunizations the child has received up to the present time. The State of Minnesota currently requires the following for all children before entering preschool:
 - 4 DTAP/Td/Tdap immunizations (Diphtheria/Pertussis/Tetanus)
 - 3 Polio immunizations
 - 1 MMR (Measles/Mumps/Rubella)
 - 1 HIB (Haemophilus influenzae B)
 - Varicella (Chicken Pox) or disease date**

The law mandates we must receive the above before the first day of school. Enrollment can be denied if they have not been received. (Exceptions: Medical reasons noted by a physician or a conscientiously held belief of the parent/guardian, which is notarized by a notary public.)

- D. A Procedures Form that lists who is authorized to bring and pick up your child from school, along with other important information needed.**

- E. An **Emergency Card** which lists the home, cell and work phone numbers, source of medical care, any medical problems of which the staff should be aware and permission to obtain medical care if the parent/guardian cannot be reached. The emergency cards are kept on file and taken on all field trips.

School Closings

When bad weather makes it impossible to conduct preschool, an announcement will be made on the major television networks and over these local radio stations:

KCFB (91.5 FM)
KMXX (94.9)
KKSR (96.1 FM)
WWJO (98.1 FM)

WHWH (101.7 FM)
KXSS (103.7 FM)
KCLD (104.7 FM)
KNSI (1450 AM)

WVAL (660 AM)
WCCO (830 AM)
WJON (1240 AM)

The decision to cancel school is made jointly by the local public school superintendents. If the St.Cloud and Sauk Rapids public schools close because of weather, Prince of Peace Lutheran Preschool will also close.

If the public school district calls off school during the day, parent/guardians or designated alternates will need to pick up their children. In the event that an adult is unable to pick up a child, the child will be kept at school under the supervision of the teacher until the parent/guardian or designated alternate arrives. At least one staff member will be present for every 10 students.

If the public school district calls a 2-hour late start, there will be no morning preschool sessions. The full day session will start at 10:30. If the public school district closes school for the afternoon, the full day session will also close for the afternoon and children will need to be picked up.

ARRIVAL TIMES:

Children are allowed to arrive up to 10 minutes prior to the start of the class. This time would be 8:20 am. Please do not drop your preschooler off before this time.

DISMISSAL:

Dismissal time is at 11:30 for the morning sessions and 3:00 for the full day session. If the child is not picked up by 11:45/3:45, the staff will call the parents. If the parents cannot be reached, emergency contacts will be called. The staff will remain with the child until the child is picked up. Parents should call if they will arrive later than 11:45/3:45. Teachers and Aides have limited planning times and request parents promptly pick up their child.

Ill Children

Children should be kept home if they have any of the following symptoms or illness:

- Any children with a reportable illness or condition as specified by the health department that is contagious, and a physician determines has not had sufficient treatment to reduce the health risk to others.
- Chicken pox until all lesions are crusted over.
- Vomiting two or more times within the past 24 hours.
- Diarrhea two or more times within the past 24 hours.
- Undiagnosed rash or a rash attributable to a contagious illness or condition.
- Undiagnosed drainage from eyes and/or excessive ear drainage that cannot be contained.
- 100 degree Fahrenheit temperature or higher within the past 24 hours.
- Bacterial infection such as strep or impetigo and has not completed 24 hours of antibiotic therapy.
- Any child who has lice, ringworm, or scabies that is untreated and contagious to others.
- Significant respiratory distress: Fast, difficult, or different breathing, uncontrolled coughing and/or wheezing.
- Unexplained drowsiness.
- Any child who is unable to participate in child care program activities with reasonable comfort or who requires more care that the staff can provide without compromising the health and safety of the other children.

Child Becomes Ill at Preschool

If a child becomes ill during the day, the staff member will contact the parent or guardian. After the parent is notified, the child will be taken to a supervised, quiet area away from other children until the parent arrives. If the parent is unavailable, emergency contacts will be notified.

Communicable Illness:

Parents are asked to notify the preschool within 24 hours if their child contracts a communicable illness. Communicable illnesses will be reported to all parents the same day the information is received. The staff will post a notice in a prominent place stating the illness, incubation period, early signs to watch for, and exclusion recommendations. These postings will be updated with each new case of illness.

The preschool will notify the Public Health Department and their health consultant within 24 hours should an occurrence of a “reportable disease” take place.

Prevention Policies

Proper staff supervision is an essential with regards to accident prevention. The staff will provide safety training to the children.

Injuries

- Scissors, knives, and other sharp objects will be kept out of the reach of children.

- Rugs will have non-skid backing or be firmly fastened to the floor.
- Spills will be wiped up immediately.
- Children will be educated on equipment usage and have proper adult supervision.

Burns

- Center is smoke-free in accordance with MN Clean Indoor Air Act.
- Water temperature will not exceed 120 degrees Fahrenheit.
- All outlets will be covered with protective coverings.
- Electrical cords will be kept out of the reach of children and when in use, children will be closely supervised.
- Staff will not drink hot liquids when working around children. This includes covered containers of hot liquids.

Poisoning

- All poisonous/hazardous substances will be stored out of the reach of children.
- All poisonous/hazardous substances are stored in the original container with intact label.
- All plants will be checked. If poisonous, they will be removed.
- Lead paint will not be used on equipment or walls.
- Food is not stored near or next to poisonous/hazardous substances.
- Aerosol sprays are not used in the presence of children.
- The phone number of the Poison Control Center (1-800-222-1222) will be posted along with other emergency numbers in a prominent place.
- Staff will be knowledgeable about Poison Control Center services.
- Children will be taught poison prevention.

Medication

- All medication administered by the staff of Prince of Peace Lutheran Preschool must be labeled with child's name, prescription information and dispersion instructions.
- Written permission to dispense medication will be secured from the child's parent prior to dispersion.
- Medication will only be dispersed if written instructions are followed per doctor's instructions.
- All medication must be kept in its original container and have a legible label stating the child's name. The medication must be given only to the child whose name is on the label. The medication must not be given after an expiration date on the label, and any unused portion must be returned to the child's parent or destroyed.
- The staff will record the administration of medication giving the name of the child, name of the medication or prescription number, date, time, dosage, and the name and signature of the person who dispensed the medicine.
- Medicines will be stored according to directions on the original container and inaccessible to children.

Choking/Suffocation

- Plastic bags will be kept out of the reach of children. When discarded, they will be tied in a knot.

- Toys will be age appropriate. Items that can be choked on will be removed.
- All water play in the classroom and outside will be closely supervised.
- No wading pools will be allowed.
- All food given to the children will be age-appropriate and/or cut into small pieces. Allergy protocol will be followed. Children will sit while eating.
- Preschool will not use balloons for play.

Pedestrian/Traffic Safety

- Children will be taught traffic safety.
- No child will cross the street without staff or parent.
- Children will not cross until the teacher tells them it is safe and crosses with them.
- Staff will have children cross with lights or in crosswalks whenever possible.

Playground Safety

- Staff teaches children how to use play equipment properly.
- Maintenance checks are done at the beginning of play session by the staff and broken equipment is removed until repaired properly.
- The playground area is free from clutter and tripping hazards.
- Playground equipment is appropriate for age and size.
- Play area is fenced in and away from high traffic areas.
- Equipment is installed over approved material with appropriate fall zone which provides a safer place to fall reducing the severity of injuries.
- Children will be supervised during play to ensure equipment is used appropriately.

Daily Inspections for Hazards

The teacher will visually scan the room each day for broken toys, missing outlet covers, and other hazards. Broken toys will be removed and repaired. Any other repairs needed shall be reported to the director daily. The outdoor play area will also be scanned on a daily basis and broken or hazardous equipment will be fixed or reported to the director to be fixed. Children will not be allowed to play with or on broken or hazardous equipment or toys.

Diapering Policy

Prince of Peace Lutheran Preschool does not allow children that are wearing diapers to attend. Children can wear a pull-up but must be able to take care of their own toileting needs. Children will be coached in taking care of these needs. If a toileting accident occurs children will be aided by staff as needed with emphasis placed on the child caring for self. If a child is experiencing continued accidents, the parents will be consulted. If a child is unable to “bathroom” independently the child may be asked to leave the program. All children will wash their hands with soap and water after toileting.

Allergy Information

Information about food allergies of the children will be posted in each room. All staff providing care to a child will be informed of any allergy.

Allergies

Parents with children with allergies should state so on each form that asks about allergies or significant medical information. A medical doctor's order must be presented to the director by the parent. It must list the protocol that should be taken to protect the child and what steps should be taken in case of accidental exposure. The doctor's note should also indicate it is known that a nurse is not on staff during preschool and placement in our program is acceptable to meet the child's needs. Parents will be asked to provide an Epi-Pen along with a Food Allergy Action Plan.

To Prevent An Accidental Exposure

No food or treats will be given to the child unless it is brought in by the child's parent. We suggest the parent bring in something appropriate for the child that the teacher will keep for times when treats are passed out. The child's name must be on the packaging by the parent.

Special Needs

If your child has any special needs for which they are receiving any services, Prince of Peace Lutheran Preschool will need to have a copy of their IEP (Individual Education Plan) or IFSP (Individual Family Service Plan) on file. If accommodations are needed for your child, a staffing will take place for this purpose.

First Aid Procedures

All staff are required to have first aid training every three years which must be completed within 90 days of employment.

All staff members are trained in pediatric CPR and treatment of obstructed airway and at least one trained staff member will be in the preschool building at all times the children are present.

If first aid procedures are required, the first teacher on site will administer them. The child will be attended to first and the director will be notified. All first aid procedures administered will be documented on an injury report form. The Injury Report form will contain the name and age of the person involved, date and place of the accident, injury, or incident, type of injury, and action taken by staff. This form will be signed by a parent or guardian and kept in the center for annual review.

If a child receives a minor cut or abrasion at the preschool, staff will wash the area with soap and water and apply a band-aid. Any further treatment of the wound must be done at home.

For more serious emergencies, the director or teacher will notify the parents and call 911 if necessary. If EMS decides to transport the child, the child will be taken by ambulance to the St. Cloud Hospital. A full incident report will be written by all witnesses on site and submitted to the director.

The first aid kit and manual are kept in the classroom. It will be the responsibility of the director with the compliance check made with a certified health consultant, to check the kit monthly and keep the kit stocked with all the items required by state licensing.

Annual Analysis of Accidents

All Injury Report forms will be logged into the computer and a report will be run annually. This report will be analyzed and modifications may be made to the program plan and/or center policies to reduce future accidents and/or injuries.

Procedures for Fire Safety and Interventions

All staff are trained in fire prevention procedures along with appropriate interventions should a fire occur.

Fire drills are held every month. These are recorded in a log which documents drill times, dates, number of children and staff, evacuation time, and any other comments.

Fire Evacuation

- Primary and secondary exits are noted on the floor plan that is posted in a prominent area in each classroom.
- The person detecting the fire will pull the nearest fire alarm and call 911.
- The teacher will evacuate the children by means of the primary exit. Should fire, smoke or debris block this door, the children will be led to a secondary exit.
- The teacher's aide will attempt to close off the fire by closing windows and doors and shutting off lights when leaving.
- The teacher will attempt to take the first aid kit and the emergency cards.
- Staff and children will proceed outdoors, away from the building to the designated waiting area. Attendance will be taken and any missing children will be reported to the Fire Marshall. No one is to re-enter a building until the all clear is given.
- A report will be made to DHS (MN 651-431-6500) within 48 hours of a fire that requires the fire department.

Fire Extinguisher

- Staff is trained in the use of and is aware of the location of fire extinguishers in the preschool.
- Directions for the use of a fire extinguisher:

1. Remove from holder.
 2. Hold upright and pull pin.
 3. Stand back 10 feet, aim at base of fire.
 4. Squeeze trigger, sweep from side-to-side.
- Fire extinguishers are checked annually.
 - Written instructions on the use of the fire extinguisher, fire evacuation plans, and duties of staff are posted in each classroom.

Procedures for Other Emergencies

Blizzard

In the event of a blizzard occurring during preschool hours, parents will be called and asked to pick up their children early. Children will be kept inside and staff will remain with them until everyone has been picked up.

Tornado

In the event of a tornado warning, all children will be taken to the designated safe area away from glass. The shelter areas will be posted along with the fire evacuation plans in each classroom. Specifically, the shelter areas are the following for each campus:

Holy Cross Campus: bathroom

Prince of Peace Campus: hallway outside of door

Trinity Campus:

Mrs. Friedrich's Class: in the sacristy

Mrs. Petty's Class: in the hallway outside and across from the classroom

Tornado drills are practiced each month, April through September. These are recorded in a log which documents drill times, dates, number of children and staff.

Other Natural Disasters

In the event of any other natural disasters, staff will insure that children are safe and protected from the disaster. Children will remain with staff until everyone has been picked up.

Missing Child

If a child is missing, the director or staff will conduct a thorough search of the area (building and grounds). If unable to find the child within five to fifteen minutes, the police will be notified immediately at #911 and then the parents will be contacted.

If possible, a staff person will accompany the police to help identify the missing child. The remaining children will never be left unattended when trying to locate a missing child.

Unauthorized or Incapacitated Person Pick-Up

No unauthorized person shall take a child from the center. Picture ID's will be required if staff is unfamiliar with anyone picking up a child. If an unauthorized person should

attempt to take a child from the center, staff will firmly state to him/her that this is not allowed for the safety of the child. The parents will be called immediately. If unable to reach the parents, the emergency contacts will be called. If there is still a problem, staff will call the police at #911. If there is any sign of danger to the child or staff, a call to #911 will be made immediately!

In the event that the parent picking up a child is in any way incapacitated, staff will state firmly that they do not feel it is safe for that person to transport the child. Staff will ask for a name and a number of someone who can safely transport them or use emergency contacts. It is the policy of Prince of Peace Lutheran Preschool not to release a child to anyone who appears to be incapacitated in any way. If this person resists all staff's efforts, a call to #911 will be made. Also, Child Protection must be notified at (651) 431-6600 and the incident will be fully documented.

Missing Parent

If a parent fails to pick up their child at the end of the day or if a child is not picked up within 15 mins. of their scheduled time to be at the center, staff will try to contact the parent at work or at home. If parents cannot be reached, emergency contacts will be called. Staff will stay with the child until an authorized person picks them up. If you know you will be running more than 10 minutes late in picking up your child or if you have an emergency and cannot get to the school on time, please call the campus your child attends.

Drug and Alcohol

Staff members will be instructed on the no tolerance drug and alcohol policy of Prince of Peace. This policy states that staff members and volunteers are not allowed to consume or be under the influence of alcohol or a controlled substance while on duty. Further they must not abuse prescription medication or be in any manner under the influence of a chemical that impairs the individual's ability to provide services or care. Staff that violate this policy will be called into the director's office with documentation of the incident placed in their personnel file. Termination of employment may occur dependent on the severity of the violation. If employment is continued after the first altercation and a second occurrence happens, the employee will be immediately terminated.

Field Trips

A written permission form will be sent home with each child for each field trip. It will state the destination, date, and purpose of the field trip. **The form is to be signed and returned the next school day.** If the permission slip has not been returned the child will not be able to go. Parental permission is required for a child to be taken from the preschool center. This helps parents know where their children are at all times.

A first aid kit, first aid manual, and the children's emergency cards are taken on all field trips. All preschool children will ride the bus to and from each field trip. Only preschoolers and teachers will ride on the bus. Parents are invited to chaperone field trips but will need to provide their own transportation.

Field trips are a privilege not a right and therefore may be denied.

Transportation to and from School

Parents or person they designate (written notice must be on file) are responsible for bringing children to preschool and taking them home again. When coming to preschool, the driver should accompany the children into the classroom each day. When children are being picked up from preschool, the guardian is to come into the school and pick up the child at the designated area.

Participation in Research, Experimental Procedure, or Public Relations

Any time that a child participates in research, experimental procedures, or public relations, written parental permission will be obtained.

Snacks

A snack will be served each class session. All snacks will be nutritious. They will include two of the following four components:

- Fluid Milk – ½ cup
- Juice, fruit or vegetable – ½ cup
- Meat or meat alternate – ½ cup
- Bread, bread alternate, or cereal – ½ slice

All food will be prepared in the kitchen. Children and adults will wash their hands prior to food preparation. Fruits/Vegetables will be washed before staff preparation. All utensils used will be clean. The Prince of Peace Preschool allergy procedures listed on pages 12-13 will be followed.

Staff will eat with the children as able to demonstrate proper table manners and encourage social interactions.

Birthday Snacks

On a child's birthday, the child may wish to bring a treat for the entire class. For students whose birthdays come when school is not in session, a special day will be set aside for them to celebrate their birthdays, typically around their "1/2" birthday.

All Snacks must be purchased from a store or bakery. They cannot be homemade!

Behavior Guidance Policies

Our goals at Prince of Peace Lutheran Preschool are to help children feel good about themselves, to help children develop self-discipline, and to learn to consider the needs and desires of others. To help achieve these goals, we use the following guidelines in working with children:

1. We prepare the environment so that there are enough choices of activities for all the children to do and enough materials available to prevent arguments over them. Teachers and Aides model the behaviors that are acceptable and emphasize those that are challenges for children.
2. Expected behaviors are tailored to the developmental level of the children in the class.
3. We state the rules as clearly as possible and in a positive way. If a child acts inappropriately, we will address the behavior and provide positive redirection. We remember to catch children being good and following rules. Children are taught to use acceptable alternatives to problem behaviors in order to reduce conflict. We give clear and precise reasons and explanations for why we want a child to do something. Our first action is to redirect a child to an appropriate activity or behavior. If necessary we will remove a child from the situation. We will never threaten, hit, or shame a child.
4. We give choices only when a choice really exists for the child, but we will encourage the child to make decisions. Cooperation is emphasized and competition is minimized. We feel it is important that children know it is okay to have positive and negative feelings. We help the child label and deal constructively with feelings.
5. At all times the safety of all of the children and staff is upheld.
6. Immediate and directly related consequences will result when children continue in the display of unacceptable behaviors.

Persistent Unacceptable Behavior

If persistent unacceptable behavior continues and takes an increase in staff guidance and time, parents will be asked to come in for a meeting with the director and all staff involved with that child to work together to set up a positive behavioral plan. The staff will observe and record the behavior of the child and staff response to the behavior prior to this meeting.

Prohibited Actions

- A. At Prince of Peace Lutheran Preschool, staff will never use discipline methods such as rough handling, shoving, hair pulling, ear pulling. Shaking, slapping, kicking, biting, pinching, hitting, spanking, or other forms of corporal punishment. Nor will children be subjected to emotional abuse such as name calling, shaming, derogatory remarks about the child or the child's family, ostracism, or using language that threatens, humiliates, or frightens the child.
- B. Other unacceptable forms of punishment include separation of a child from the group. Exceptions may be made that are in the separation policies. We will not punish for lapses in toileting. We will not withhold food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior. We will not use physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm. The use of mechanical restraints, such as tying is also prohibited.

Appropriate Actions

Staff at Prince of Peace Lutheran Preschool will use redirection as the primary source of discipline, mixed with praise, Christian love for one another, and prayers.

Separation From The Group

Although separation from the group will be used as a last resort, it may happen at times if the following has occurred:

1. When less intrusive methods of guiding the child's behavior are ineffective.
2. When a child's behavior threatens the well being of the child or other children.
3. A child who requires separation will:
 - a. Remain within an enclosed part of the classroom where the child can be continuously seen and heard by a program staff person.
 - b. The child's return to the group will be contingent on the child's stopping or bringing under control the behavior that precipitated the separation.
 - c. The child will return to the group as soon as the behavior that precipitated the separation abates or stops.

Separation Report

All separations from the group will be noted on a daily log and will include the following: the child's name, the staff person's name, time, date, information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children.

If a child is separated from the group three or more times in one day, the child's parent will be notified and the parent notification will be indicated on the daily log. If a child is separated five or more times in one week, eight times or more in two weeks, the procedures for unacceptable behavior will be implemented.

Grounds for Dismissal

If the child needs more service than Prince of Peace Lutheran School can provide a staffing will be held. This staffing will include the parents, teachers, preschool director and other professional staff that may be needed. A child may be asked to leave the program if Prince of Peace can not meet the child's needs. The preschool director in consultation with the school administrator will make the final determination.

Pets

Pets are an integral part of many lives and can be a great educational tool. Children may want to bring in pets from home and the center may have pets on the premises. However, some children may be allergic to some animals, so all parents will be notified before a pet is brought into the center. Parents must notify the center if their child is allergic before

the date of the pet arrival. All children having contact with pets will be monitored closely for the safety of the child and of the pet.

Clothing

Please dress your child in clothing appropriate for play and for the weather. Children may get dirty throughout the day and Minnesota weather can be unpredictable. Prince of Peace Lutheran Preschool will play outdoors unless the temperature and/or wind chill is 0 degrees or below. Holy Cross will be going outdoors on Mondays. It is better to overdress your child than to under dress them. Staff can always remove layers of clothing if the child becomes warm.

If your child may need extra clothing to change into during their time at preschool, please provide the clothing and place it in their cubby or backpack. Please label your child's outdoor clothing so staff can keep your child's clothing separate from other's clothing.

Items brought from Home

At times, a child may want to bring something special from home. Please be sure to mark the item with the child's name. Items brought from home will be stored in the child's cubbie area except during sharing time or possibly free play. Although every effort will be made to keep the toy secured in a child's cubbie, staff will not take responsibility if the toy does get lost or broken. Please do not send toy guns, knives, or other weapon like items to the center with your child.

Confidentiality Policy

It is the policy of Prince of Peace Lutheran Preschool to maintain confidentiality at all times with regard to the Christian preschools clients and staff. At no time, should employees discuss information shared with them about any child or parent with someone not that child's guardian. For example, a discussion of a particular child's behavior should be done only with the parent or with another staff member for professional advice; always making sure they take place away from "listening ears". Maintaining confidentiality ensures the privacy of those we serve.

Child Abuse

Prince of Peace Lutheran Preschool expressed a commitment to provide an environment that encourages children's growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to identify your concern with the teacher and/or director.

Should you have difficulty in providing for your child's emotional needs, you are encouraged to request for help. Our staff will make every effort to put you in contact with the Lutheran Social Services or other appropriate agencies who work with parent/children in their counseling needs.

Our staff is mandated by Minnesota State Law to file a report with the County Child Protection Agency. It then becomes the role of the Child Protection Unit to work with your family to insure that your child's needs are being met.

If maltreatment of the child occurs while in the care of the center, a maltreatment report will be made to the Department of Human Services, Divisional Licensing Maltreatment Intake Unit (1-651-431-6600).

Reporting Policy for Programs Providing Services to Children

Who Should Report Child Abuse and Neglect

- Any person suspecting abuse or neglect must report.
- Staff who work with children in a licensed facility, are legally mandated to report and cannot shift the responsibility of reporting to a supervisor or to anyone else at the licensed facility. If there is a reason to believe a child is being or has been neglected, physically, or sexually abused, you must immediately (within 24 hours) make a report to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.

Where to Report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651)431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency in Benton County at 968-5087 or in Stearns County at 656-6000 or local law enforcement at 9-1-1.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651)431-6500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. If a Prince of Peace employee is the one suspected they will be put on an immediate suspension pending the outcome of a full investigation. The internal review must include an evaluation of whether:

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

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

The internal review will be completed by the Preschool Director. If this individual is involved in the alleged or suspected maltreatment, the Prince of Peace Administrator will be responsible for completing the internal review.

Documentation of the Internal Review

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

Corrective Action Plan

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

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Grievance Procedure

During the course of your child's attendance at Prince of Peace Lutheran Preschool, a problem may arise that you as a parent feel should be corrected. The problem should first be discussed either verbally or in writing with the teacher. If the problem is not resolved to your satisfaction within 7 days, the problem should be brought to the attention of the director. If the problem still is not resolved after another 7 days, the problem should be brought to the Prince of Peace Administrator.

Licensing

Prince of Peace Lutheran Preschool is licensed by the State of Minnesota, Department of Human Services (DHSD) and is governed by DHS rule 9503. If you wish to contact DHS, their telephone number is 651-431-6500.

Non-Discriminatory

Prince of Peace Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis or race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

Tuition Payment Guidelines

Prince of Peace Lutheran School operates on funding from tuition, congregational support, and fund-raising/donations throughout the year. It is extremely important that our families understand this and remain current on their financial commitment to Prince

of Peace Lutheran School. The following guidelines have been established by the Administration and the Board of Directors:

1. Families are expected to adhere to the tuition payment plan arranged with the Administrator. The payment plan options are:

a. Annually, Due by July 1st (5% discount) or August 1st (4% discount) [prior to the beginning of school]

b. Smart Tuition- will collect our monthly payments. All parents making monthly payments will send their payments to Smart. Information on the Smart program will be given out in August. Smart will notify parents when payment is late and assess a service charge to the account. If a payment is going to be late the parent must contact Smart to make arrangements to avoid a late fee. Normally preschool parents make payments for 9 months (September-May).

c. The first month an account is past due a notice of late payment will be sent out by Smart. When an account is past due 2 months, there will also be a notice sent from school to parent with the following notification: If your account is not caught up within 30 days (3 months past due) the child will be sent home and withdrawn from the school. If there has been a substantial change in your family income, a payment plan may be made with the administrator to avoid your child being withdrawn from school. After students have been withdrawn from school 30 days (4 months past due) notice will be given that the account will be turned over to a collection agency within another 30 days (5 months past due).

d. Students with past due balances, and no payment plan in place, will not be allowed to re-enroll for the next year.

e. Exceptions to the above guidelines must be preapproved in writing by the School Administrator.

God's blessings to you and your family!