

2025-2026

Parent Handbook

Policies & Procedures

Salem Lutheran Preschool exists to nurture the spiritual, emotional, social, physical, intellectual, and creative development of preschool children.

Our curriculum is based on biblical Christian faith, an understanding of child development, and a knowledge of each individual child. Bible lessons help the children develop a knowledge of Jesus.

At Salem Lutheran Preschool, children develop a love for learning through a variety of group and individual learning activities. Through pre-math, early language and simple, fun science and geography activities children gain an educational foundation for lifelong learning.

TABLE OF CONTENTS

Forward \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4

The Church & Affiliation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4

Mission Statement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4

Philosophy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4

Goals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4

Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5

Enrollment Policies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5

Individuals with Disabilities Education Act (IDEA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6

Registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6

Re-enrollment for Returning Students \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6

Tuition & Financial Policies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6

2025-2026 Preschool Tuition Rates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7

Curriculum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7

Daily Schedules \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8

Before Care \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8

After Care \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9

What to Bring & What to Wear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9

Snacks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9

Bag Lunch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10

Daily Arrival & Departure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10

Nap & Rest Policy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11

Field Trips \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12

Parent Communication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12

Parent Concerns \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12

Behavior \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12

Health & Safety \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13

Administration of Medication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13

Pandemic Planning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14

Photographs, Video & Audio Recordings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14

Singing in Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14

Snow Days & Class Cancellations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14

Involvement Opportunities for Parents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14

For More Information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 15

Note from the Pastor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 15

FORWARD

This handbook is designed to assist parents in understanding the programs offered at Salem Lutheran Preschool in Woodbury, MN. It communicates our philosophy, objectives, daily schedule, and practices.

THE CHURCH & Affiliation

Salem Preschool is supported and operated by Salem Lutheran Church, a member congregation of the Wisconsin Evangelical Lutheran Synod (WELS). Anyone, including all families enrolled in our preschool are invited to worship services at Salem. Salem has a “Family Worship” style, where children and parents worship together and learn about God’s Word.

Salem’s pastor, Bob Beaver, is available to answer any questions and spiritual concerns. The church phone number is 651-458-9861.

MISSION STATEMENT

The mission of Salem Lutheran Preschool is:

* Share the Gospel of Jesus, our Savior, with children and their families
* Guide children in showing and sharing their faith
* Provide a safe, caring, educational and creative environment in which children grow and learn
* Establish an educational foundation for future learning experiences and to foster readiness for the primary grades

PHILOSOPHY

The philosophy of Salem Lutheran Preschool is to foster the development of the whole child - spiritually, emotionally, socially, intellectually, physically and creatively.

GOALS

God gives parents the primary responsibility to “bring (children) up in the training and instruction of the Lord” (Ephesians 6:4). Salem Lutheran Preschool specifically assists parents by helping each child develop:

 *Spiritually*

* Know and love Jesus as Savior
* Reflect God’s love by showing respect and care for others
* Thank God for his many blessings
* Share the good news of Jesus the Savior with others

 *Emotionally*

* Develop independence and confidence in their abilities
* Be curious and interested in learning about the world around them

 *Socially*

* Learn to respect, work, play, and communicate with peers and adults
* Learn to love and serve each other as equals

 *Intellectually*

* Develop intellectually through large and small group activities and hands-on exploration and play
* Develop creativity and imagination
* Develop skills necessary for a successful school experience for years to come

 *Physically*

* Use large motor skills with confidence, control and coordination
* Learn to care for their own bodies
* Observe safety procedures
* Refine small motor skills

 *Creatively*

* Be curious and interested in learning about the world around them
* Be eager to try new ideas and activities
* Use imagination when playing and creating projects

PROGRAM

Salem Lutheran Preschool is licensed to operate Preschool Programs for children who are 3, 4, and 5 years old, and who are self-sufficient in the bathroom. Salem Lutheran Preschool is licensed for a maximum of 20 children per class. The school year runs from early September – late May. Enrollment options are 2, 3, or 5 days per week, and either half day or full day. The half day program runs from 8:45am – 12:00pm. The full day program runs from 8:45am – 2:45pm. Both classrooms include children aged 3, 4 and 5 years old.

Salem Lutheran Preschool is also licensed to operate a Before and After Care program for children 3-5 years of age enrolled in the preschool. Before Care runs from 7:00am – 8:45am, Monday-Friday. After Care runs from 2:45pm – 5:00pm, Monday-Friday.

ENROLLMENT POLICIES

Enrollment is open to all children regardless of race, color, national and ethnic origin, gender and disability, with all the rights, privileges and activities generally made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies or other school-administered programs.

Enrollment is considered complete after a probationary period of one month to determine the child’s developmental readiness for the curriculum and daily routine.

Continued enrollment requires observance of all policies in the Parent Handbook.

Behavior or health issues which endanger the safety, health and general well-being of staff and other children at Salem Lutheran Preschool may result in limited exclusion or termination of enrollment.

A key component of the mission of Salem Lutheran Preschool is to teach the truths of Scripture regarding every aspect of life, including God’s will for marriage and family. Salem does not bypass biblical teaching for the sake of societal convenience or social acceptance, but adheres faithfully to scriptural teaching as held by the Wisconsin Evangelical Lutheran Synod (WELS). Should a parent or student, through their behavior, comments, or public displays, promote life choices contrary to the teachings of scripture held by Salem Lutheran Preschool, a respectful, loving discussion of God's teachings will be shared with the family.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

As a childcare provider, we continually monitor the development of all children in our care through ongoing observation and assessment. We want the best outcomes for all children. Childcare providers are considered a primary referral source for early childhood 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 your child and any concerns we have before a referral is made. We can assist you with the referral or partner with you in the referral process.

REGISTRATION

1. Complete and submit the Registration Form, Emergency Authorization Form, Food Allergy Disclosure Form, and Toilet Training Policy Form.
2. Submit a check for the non-refundable registration fee of $110 and the non-refundable last month’s tuition (checks payable to Salem Lutheran Preschool). If you would rather pay the deposit electronically, let the director know.
3. The following must be on file before the first day of school:
* *Registration Application*
* *Emergency Authorization Form*
* *Food Allergy Disclosure*
* *Toilet Training Policy Form*
* *Health Summary* (needs to be completed by a licensed physician, physician assistant or nurse practitioner who has seen the child within the last 12 months)
* *Copy of child’s immunization records*
* *Extended Care Anticipated Use Form (if applicable)*
* *Photo/Info Permission Form*

RE-ENROLLMENT FOR RETURNING STUDENTS

1. Fill out Re-Enrollment form. These are made available in early January.
2. Fill out new *Emergency Authorization Form, Health Care Form, Extended Care Anticipated Use Form* and provide any updated immunization records.

TUITION & FINANCIAL POLICIES

The costs of maintaining our program are dependent on regular and timely tuition payments. Tuition is due on or before the 5th of the month. Tuition is a set amount for the entire year. Parents have the option of paying the entire year in full or making monthly payments. *(Please note that monthly tuition amounts do not change according to how many days your child is in school in a given month. There is no discounted tuition if families take vacation during the school year.)* Tuition will be collected through the Brightwheel app. Parents are responsible for keeping their Brightwheel account up to date.

**2025-2026 TUITION RATES**

**Half Day (8:45-12:00)**

 ***5 Days (M-F)***  ***3 Days (MWF)*** ***2 Days (TuTh)***

Monthly $500 $310 $220

School Year $4500 $2790 $1980

**Full Day (8:45-2:45)**

 ***5 Days (M-F)***  ***3 Days (MWF)*** ***2 Days (TuTh)***

Monthly $840 $525 $365

School Year $7560 $4725 $3285

Extended Care: $9.50/hour, billed in 15 minute increments

Tuition is considered past due if not received on or before the 5th of the month. After the 5th of the month, a reminder email will be sent. If payment is not received by the 10th day of the month, a late fee of $15.00 will be added to the regular monthly tuition for that month.

Persistent late payments may result in suspension or dismissal. Please discuss any serious financial situations with the preschool director so alternative payment arrangements can possibly be made.

If your child is withdrawn from the program, a 30-day notice is necessary to refund unused tuition. There will be no refund of tuition once your child has started a month. There are no refunds for absences due to illness, weather or vacation.

CURRICULUM

The curriculum is based on current practices in early childhood education, an understanding of child development, and the interests, needs and abilities of the children.

The Gospel message of salvation through Jesus Christ is integrated throughout the curriculum. *Bible Lesson Time* includes Bible lessons, songs and prayers.

Children participate in both group and individual activities. These activities foster listening, comprehension and verbal skills. Teachers act as facilitators during individual learning and play times, guiding and supervising to foster learning. Children are encouraged to make choices, engage in active learning, and build relationships with their peers and teachers.

Interest centers are available to the children. Centers include: Building, Pretend, Library, Quiet, Discovery, Toy Table, Sensory Table, Writing and Creative Art. The children plan, carry out and share their experiences in the centers.

A complete *Child Care Program Plan* is available for review upon request.

Group activities include: language & math activities, story time, games, music & singing, dramatic play, pre-reading, pre-math, geography and science activities. There are both active & quiet times, and both indoor & outdoor activities.

Sample DAILY SCHEDULES

**Full Day**

8:45-8:55 Drop Off

8:45-9:10 Sign in, Table Activities/Outside Time

9:10-9:20 Morning Circle / Calendar

9:20-9:35 Bible Lesson

9:35-9:50 Daily Activity

9:50-10:45 Planning & Work Time, Bathroom Break, Snack

10:45-11:00 Clean Up & Recall

11:00 -11:10 Get dressed for outside

11:10-11:30 Outside Time

11:30-11:50 Stories

11:50-12:00 Wash Hands

12:00-12:30 Lunch & Bathroom Break

12:30-2:00 Nap/ Rest Time

1:45-2:20 Table Activities

2:20-2:35 Music / Movement

2:35-2:45 Stories

2:35 -2:45 Pick Up

**Half Day**

8:45-8:55 Drop Off

8:45-9:30 Centers / Small Group

9:30-9:45 Morning Circle / Calendar

9:45-10:00 Bathroom Break

10:00-10:20 Snack

10:20-10:30 Read Aloud

10:30-10:35 Movement Break

10:35-10:55 Bible Lesson

10:55-11:10 Daily Activity

11:10-11:15 Morning Closing Circle

11:15-11:30 Get dressed for outside

11:30-11:50 Outside Time

11:50-12:00 Pick Up

**BEFORE CARE**

7:00-8:45am – If you scheduled your child for Before Care, you may drop them off anytime. Please follow your child’s morning routine (as posted on the classroom door) and drop your child off in the classroom. Please sign your child into their classroom using the Brightwheel app on your phone or kiosk. Children will be engaged in quiet activities and crafts during Before Care. Note: No breakfast or snack is served during Before Care. Any children clocked in before 8:45am will be charged for their time in Before Care. We ask you to inform the director of your anticipated usage of Before Care by the 25th of the month for the next month to ensure we have appropriate staffing scheduled. Parents will be billed only for the time they used Before Care in the previous month.

**AFTER CARE**

2:45pm-5:00pm – Children will have a snack and be engaged in quiet activities and crafts. Please sign your child out of their classroom upon arrival. **Any child not clocked out by 2:45pm AND not previously scheduled for After Care will be charged the late pick up fee of $5/minute.** Due to the large number of students utilizing our After Care program, we need to ensure we have enough staff available to maintain our licensing ratios for After Care. If your plans change and you need to utilize After Care, please let us know through the Brightwheel app ASAP. We ask you to inform the director of your anticipated usage of Before Care by the 25th of the month for the next month to ensure we have appropriate staffing scheduled. Parents will be billed only for the time they used After Care in the previous month.

WHAT TO BRING & WHAT TO WEAR \*\*PLEASE LABEL EVERYTHING!\*\*

* ***Complete change of clothing*** including shirt, pants, socks and underwear in a gallon-sized Ziploc bag with the child’s name on the bag.
* Wear durable ***washable play clothes*** that they can manage independently in the bathroom.
* ***School tennis shoes***. The shoes should be safe for movement activities both indoors and outdoors. School shoes will be left at school.
* ***Outdoor clothing*** appropriate for the weather: In the winter months, children need: ***winter coat, snow pants, waterproof gloves or mittens, hat, and snow boots* daily.** We go outside daily, weather permitting. Please label all items and send in a ***labeled*** reusable bag (provided by Salem).
* ***Backpack*** big enough to carry a one inch binder and other belongings to and from school.
* If helpful, children may bring a ***small comfort item*** to help them make the transition away from home. When they have adjusted, staff will help the child to put the comfort item in their backpack.
* **Full Day children**
	+ ***Blanket***- Salem will provide a cot and sheet for use during rest time. The blanket will be sent home each week to be washed. If blanket does not fit in the child’s backpack, please send it in a ***labeled*** reusable bag (provided by Salem).
	+ ***Lunch***- Please see the list of bag lunch requirements in the Bag Lunch section of the handbook. Please be sure your child's lunch is cut into bite-size pieces, if necessary, and ready to be served. **Please label the lunch box.**

SNACKS

A monthly snack schedule will be planned by the teacher and will be emailed to parents monthly and included in weekly newsletters. The children will take turns providing store-bought, nutritious snacks (still in their sealed packages) and 100% fruit juice or 1% milk for the entire class. We try to accommodate food allergies, but please be prepared to send snacks with your child that he/she can enjoy if the teacher asks.

Birthday treats are welcome. Your child will automatically be scheduled to bring a snack as close to their actual birthday as possible. Summer birthday children will be scheduled as close to their half-birthday as possible or during the months of September and May.

BAG LUNCHES

Parents of full day students are required to provide their child’s lunch. Parents will be assigned on a rotating basis to provide a gallon of skim or 1% milk for the class to use at lunch time, so no beverage is needed in the lunch box. According to licensing policies, lunches are to meet the requirements listed below.

**Bag Lunch Requirements (by licensure):**

\*\*Note: No water bottles or juice boxes in the lunches, please. \*\*

1. Fluid Milk (provided) 3/4 cup (Unflavored 1% or skim milk)
2. Meat, poultry, fish, tofu, soy products, or cheese 1.5 oz
	1. or egg ¾
	2. or cooked dry beans, or peas 3/8 cup
	3. or nut, soy, or seed butters 3 T.
	4. or nuts and/or seeds 3/4 oz
	5. or yogurt 3/4 cup or 6 oz

*Or an equivalent quantity of any combination of the above meat/meat alternates*

1. Vegetables 1/4 cup
2. Fruit 1/4 cup

 *Must have vegetable + fruit or two different vegetables*

1. Grains/ Bread or bread alternate 1/2 slice
	1. or cereal, pasta, noodles, grains 1/4 cup

*Whole grain-rich, enriched or fortified*

DAILY ARRIVAL & DEPARTURE

* School doors open at 7:00am. Before Care children may arrive anytime after 7:00am.
* The regular school day drop off time is 8:45-8:55am. Any child that arrives before 8:45am will be charged for Before Care. If your child will be late or absent, please let the staff know.
* Upon arrival, please have your child use the restroom. All children **must** wash their hands in the bathroom or the classroom. This is for the health and safety of all Salem students.
* Please bring your child into their classroom for drop-off.
* Check your child into their classroom using the Brightwheel app either on your own device with the app or through the preschool kiosk device located outside the director’s office door.
* Encourage your child’s independence- the staff will give the necessary assistance when arriving and departing.
* **Half Day Preschool** ends at 12:00pm. **Please pick up your child between 11:50-12:00**. **Any child not clocked out by 12:00pm, will be charged the late pick up fee of $5/minute.** We have a staffing change at 12:00 each day, and our full day children transition into lunchtime. Our afternoon classroom is at maximum capacity to stay within our licensing ratios, so we do not have space for any extra half day children. Upon your arrival, sign your child out of their classroom using the Brightwheel app. Please pick up your child in the classroom or on the playground (weather-dependent).
* **Full Day Preschool** ends at 2:45pm. **Please pick up your child from 2:35-2:45**. **Any child not clocked out by 2:45pm AND not previously scheduled for After Care will be charged the late pick up fee of $5/minute.** Due to the large number of students utilizing our After Care program, we need to ensure we have enough staff available to maintain our licensing ratios for After Care. If your plans change and you need to utilize After Care, please let us know through the Brightwheel app ASAP. We will do our best to accommodate any changes. Upon your arrival, sign your child out of the classroom using the Brightwheel app. Please pick up your child in the classroom.
* Out of love for your child and courtesy for the teachers, please be on time to pick up your child. Exceptions for unusual circumstances should be discussed with the teacher or director as early as possible. If children are not picked up on time, they will be charged a late fee of $5/minute.
* **After Care** ends at 5:00pm. Parents will be billed $5/minute for every minute after 5:00pm.
* Before leaving the building, children should wash their hands. Hand washing is the single best way to protect your family’s health.
* If someone else will be picking up your child, please notify the teacher in advance. Otherwise, your child will only be released to those designated on the Emergency Authorization Card.
* If your child will be absent, please let the staff know through the Brightwheel app as soon as possible. Please also let the staff know if it is due to illness or for another reason. \*If your child has a contagious illness (strep throat, COVID, RSV, influenza, pink eye, lice, etc), please let the staff know. We are required to inform other parents if their child has been exposed to a communicable illness. No child is ever identified by name in these notices.

Nap aNd Rest Policy

The nap and rest policy is consistent with the developmental level of the children enrolled in Salem Lutheran Preschool.

* Naps and rest time are in a quiet area, separated from activity areas.
* A child who has completed a nap or rest for 30 minutes will not be required to remain on a cot.
* Children’s heads must be uncovered while sleeping.
* Children must sleep in footwear to ensure safe evacuations in case of an emergency.
* Blankets are provided by parents and kept in a small cubby when the children are not napping. They will be sent home at the end of each week for washing, to be brought back the following week.

FIELD TRIPS

Salem Lutheran Preschool might occasionally take walking field trips or bring in guest presenters for in-house field trips. This might involve parent volunteers. Information will be sent home prior to all field trips, informing parents of the date, cost (if applicable) and purpose of the outing. A permission slip signed by a parent/guardian will be necessary for any child to participate in any field trip.

PARENT COMMUNICATION

Newsletters will be emailed weekly to give updates about classroom activities, upcoming classroom events, snack schedule, items needed and more. If you aren’t receiving the newsletter, please inform your child’s teacher.

Parent/Teacher conferences will be held in the Fall and Spring to discuss your child’s spiritual, emotional, social, intellectual and physical development. However, parents are welcome to talk with the teacher any time there are concerns.

Parents of children enrolled in Salem Lutheran Preschool Programs may visit at any time. The courtesy of notifying the staff prior to the visit is appreciated.

Parents are encouraged to use the Brightwheel app to communicate with the staff. Classroom teachers will post regular communications about the class and individual students through the Brightwheel app. The director will post school closings and other important information through the app as well.

PARENT CONCERNS

The goal of Salem Preschool Program will be to resolve all conflict so that God-pleasing peace and harmony may prevail.

The first step in a conflict situation will be to resolve the matter quickly and privately between all members involved. This includes relationships between: 1) staff 2) staff and parents 3) staff and/or parents and director.

All unresolved grievances should be brought to the attention of the director. If the situation is not resolved, it will be brought to the attention of the Church Council either by the director or in writing.

Parent concerns may be directed to the Minnesota Department of Human Services, Division of Licensing at 651-296-3971.

BEHAVIOR

To help children learn self-control and to show love for their Lord, appropriate behavior is expected of every child. Respect for those in authority is necessary. The teachers will not permit children to hurt one another either physically or verbally.

If inappropriate behavior occurs, the first step in correcting behavior is through redirection and positive reinforcement of acceptable behavior. This positive approach encourages self-control, self-respect and cooperation among children. Corporal punishment will not be administered under any circumstances.

If misconduct occurs, it will be dealt with promptly, fairly and lovingly. If it reoccurs, a child may have to be removed from the group for a time in order to regain self-control.

Persistent misbehavior will be observed and recorded. The staff response to the behavior will also be recorded. This information will be brought to the attention of the parents/guardians, so that we can work together for positive changes.

Parents will be contacted and consulted if problems persist. Parents will be called to pick up their child if he/she exhibits uncontrollable behavior or threatens his/her own safety, or that of another student or staff.

If our program cannot adequately fill the behavioral needs of a child, the director may dismiss the child from the program after consultation with the Church Council and the parents of the child.

HEALTH & SAFETY

As required by the state of Minnesota, Salem must have on file a current health report and immunization record of each child before the first day of school.

If a child becomes ill at school, he/she will be made comfortable in a place away from the other children. Parents will be called to pick up their child. If they cannot be reached, the child’s emergency contact person will be called.

**We ask you to keep your child home with a temperature of 100 degrees or higher, diarrhea or vomiting in the past 24 hours, or who has a contagious illness such as strep throat, pinkeye, etc. We also ask to keep your child home if they have an excessive cough, frequent runny nose and/or excessive sneezing. Please wait 24 hours after a fever subsides before returning your child to preschool.**

**Please inform the staff if your child is diagnosed with any infectious disease or illness.** In the case of communicable disease, Salem will notify all parents that your child may have been exposed.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with an ice pack. Medication will be administered only when necessary and with written direction and permission of the parents.

If there is a need for emergency medical treatment, parents will be called and children will be taken by ambulance to Woodwinds Health Campus, 1925 Woodwinds Dr., Woodbury, MN. Parents are responsible for the costs of medical services.

To avoid occurrences of allergic reactions, Salem Lutheran Preschool will not have any permanent pets that will cause allergies. Parents will be notified prior to any special programs involving animal appearances.

By Minnesota State Law, Salem staff is required to report any suspected neglect or physical or sexual abuse of the children in their care. See the attached document for our Maltreatment of Minors policy.

ADMINISTRATION OF MEDICATION

**Non-Prescription Medications**

Written permission from the parent is required for the administration of any non-prescription medication such as Tylenol, insect repellant, sunscreen, etc. These will be administered according to the manufacturer’s instructions unless there are written instructions for their use provided by a physician or dentist.

**Prescription Medication**

* For prescription medication to be administered, staff will follow written instructions from the physician or dentist before administering. Signed authorization for the parent is also required. The pharmacy label on a bottle constitutes the prescription.
* Medication must be kept in their original container and be properly and legibly labeled with the child’s full name and current prescription. Medications will not be given after the expiration date and unused portion will be returned to the child’s parent.
* Parent must state dosage, time, and duration the medication is to be given on the signed authorization form. Parents should inform the staff of the last time the medication was given.
* Medications will be kept out of reach of children. All controlled substances such as Ritalin, will be locked.

PANDEMIC PLANNING

Salem Lutheran Preschool will cooperate with state and local government disaster planning agencies to prepare for or react to emergencies presented by a pandemic outbreak.

PHOTOGRAPHS, VIDEO & AUDIO recordings

Salem Lutheran Preschool may wish to photograph or record children for educational or promotional purposes. Parents will have the opportunity to sign a permission form to indicate where their child’s picture may or may not be used.

SINGING IN CHURCH

Singing in Salem Lutheran Church’s worship services will be scheduled several times throughout the year. This gives the children an opportunity to express their love for Jesus by singing his praises. Parents will be notified in advance of upcoming singing dates, and are encouraged to support these opportunities by bringing their children to church for those services.

SNOW DAYS & CLASS *CANCELLATIONS*

Salem Preschool Program will close for snow days and extreme cold weather when South Washington County School District, #833 closes. In the event of a late start for the public schools, Salem Half Day Preschool students will not have school on that given day. Full Day Preschool will begin at the stated time of the late start for the public schools. Closures will also be posted in the Brightwheel app.

There is no tuition reduction for weather-related closures or late starts.

If an emergency necessitates the cancellation of class for anything other than weather, parents will be notified by the director or teacher through the Brightwheel app.

INVOLVEMENT OPPORTUNITIES FOR PARENTS

Parents are invited and encouraged to volunteer. Please speak to your child’s teacher about volunteer opportunities.

Parents may also support Salem Lutheran Preschool with donations of quality toys no longer being used at home. All donations require the approval of the director of Salem Preschool.

**For More Information**

Please feel free to call or email Salem Preschool if you have any questions or would like more information. We will be happy to assist you. The preschool number is 651-458-9861. Thank you for choosing Salem Preschool!

Darci Shoemaker, Director

Salem Lutheran Preschool

director@salemofwoodbury.com

**NOTE FROM THE PASTOR**

Salem Lutheran Church is a member congregation of the Wisconsin Evangelical Lutheran Synod. The following is a statement of what we believe.

We believe in the Triune God, Father, Son and Holy Spirit.

• We believe that God the Father has made all things, both seen and unseen (Genesis 1:1-31; 2:1-2).

• We believe in Jesus Christ, His only son, our Lord, True God who came to earth born of Mary, a virgin, to be our Savior. We believe Jesus was crucified for us and for our sins. He died and then rose again in power from the dead. He then ascended into heaven and reigns there for us. He will come back as promised to judge the living and the dead (John 1:14; Isaiah 9:6; 1 John 1:7; Galatians 4:4-5; Mark 10:45; 2 Timothy 1:10). Jesus promises that he will be with us always to the end of the world (Matthew 28:20).

• We believe in God the Holy Spirit, who gives life and builds his church of believers with power through his Word (Ephesians 2:8-9; 1 Corinthians 3:16, 12:3; Matthew 28:9; Titus 3:5; 1 Peter 4:14).

We find our church’s teaching in the Bible, God’s Word, not human opinion or philosophy. We believe that God has given His Word to mankind to show the way to eternal salvation through Jesus Christ, and that the whole Bible is God’s truth in all its parts (John 20:31). This truth sets us free from slavery to sin and guides us in every path of life.

**An Invitation to You**

The pastor and members of Salem are happy to support the high-quality education provided at Salem Preschool. We welcome families of all faiths, or no faith, to our preschool as a service to the community. As we serve families with worldly care, we also open our doors to provide spiritual care for Salem Preschool families.

Basic study courses in what the Bible says are offered regularly by Salem’s pastor. We encourage you to attend a session so that you can become familiar with what your child is learning at our preschool. Please speak to our director or pastor if you would like more information.

We invite you to our church services, Bible studies, and church activities at any time. An up-to-date calendar of activities can be found at Salem’s website: www.salemofwoodburyn.com.

We wish you God’s blessing as you care for your children and raise them in strength, in spirit, and God willing, in Christian faith.

Pastor Bob Beaver

Salem Lutheran Church

pastor@salemofwoodbury.com