

Lord of life



Preschool

Parent Handbook

2018-2019

Lord of Life Church Preschool

14501 Nowthen Blvd. NW, Ramsey, MN 55303

763-427-1100 ext. 215

EllenJ@lol.org

Child Care Program Plan

Children attending Lord of Life Preschool are supervised by adult staff at all times of the day when the program is in session. The program serves children 3—5 years old. There is a maximum of twenty (20) children per 4 and 5 year old classes; and 18 children per 3 year old classes.

Each class is taught by a State of MN qualified adult staff. The program operates morning sessions Monday through Thursday from 9:00am to 12:00pm and an extended option for 5 year olds M-Th from 9:00am to 1:00pm. In addition, we offer a once a week science enrichment class, Lab Coat Kids, that meets from 12:00-2:00pm.

Pick Up and Drop Off Policies and Procedures

Please enter the church through the main doors. Classroom doors open at 9:00am for arrival. **Please take your child to the bathroom BEFORE class starts.** The preschool doors remain locked all day and are for emergency use only.

An adult must accompany the child to his/her classroom and wait with child until classroom doors are opened.

Classroom doors will open at 12:00pm (1:00 p.m. extended day) for dismissal. **If you are more than 5 minutes late picking up your child, a late fee of \$5.00 will be withdrawn from your account.**

Tuition & Fees

A \$50 per child registration fee is due at the time you register your child. This fee is non-refundable and is not applied toward tuition. Tuition is paid through an automatic withdrawal program from an account you set up. Payments are made for 9 months (Sept. – May). If you would like to pay in full by cash or check a 3% discount will be given.

Transportation

Transportation to and from school is not provided by or arranged by the preschool. The staff must be informed in advance if your child is to be picked up by anyone other than the authorized person listed on the registration form. This person will be asked to provide a driver's license for identification.

Clothing

Please have your child wear tennis shoes everyday to preschool. We go to the gym or outside daily. Extended class and Lab Coat Kids must bring weather appropriate clothing each day, as they will go outside for recess.

We encourage you to dress your child in washable, comfortable, play clothes that appropriately allow for the child's self-help skills. If your child is still working on independence while using the bathroom, elastic pants are encouraged.

Spills and accidents happen! Please pack an extra change of seasonally appropriate clothes in their back pack everyday. Please label your child's backpack and clothing including jackets, hats, mittens, and boots.

Family Communication

Please check your child's mailbox daily for important preschool information and your child's artwork. Calendars and other information of interest to families are posted on the bulletin boards by each classroom. Emails are sent frequently to keep you up to date. Our website is full of useful information and downloads. You can find a digital copy of each month's calendar and newsletter, registration information and forms, parent links and articles, and more. The web address is www.lol.org/ministries/preschool.

We also update our Lord of Life Preschool Facebook page weekly with photos of the week. You can "Like" our page at www.facebook.com/199870460165524

Please update us if your family contact information changes.

Snacks

A snack is served during each class session. Lord of Life will provide milk or water. Families will be asked to provide store-bought snacks twice throughout the year (at the beginning of the school year and again around January). One snack must be enough to feed 20 people.

Please do not purchase items that contain or may contain peanuts or peanut oil, or is made on equipment that processes peanuts, as we have children with allergies to peanuts.

We also welcome having fresh snacks (cut up apples, cheese sticks, Go-Gurt, salami, bananas, etc) brought to school the day they will be consumed. Please sign up for fresh snack on the snack calendar outside your child's classroom.

Birthdays

A child's birthday is always special. If you would like to bring a **store bought** treat for the class on your child's birthday, please let the teacher know. We welcome fresh snacks or individually packaged items. If your child has a summer birthday we can celebrate half birthdays in the winter.

Families may select a day to bring a birthday treat and sign up on the snack calendar posted outside your child's classroom.

Family Conferences

Families are urged to consult with staff whenever problems arise regarding a child at home or at school. Please inform teachers of any changes at home, which may affect behavior at school. The better we understand your child, the more effectively we can work with him/her.

Individual conferences will be offered on twice a year to discuss your child's adjustment to preschool, the teacher's observations and their social and academic progress. Families should feel free to contact a teacher or the director any time during the school year with questions or concerns.

Behavior Guidance Policy

Children will not be subjected to any form of physical or emotional punishment. Discipline will not be associated with food and children will not be punished for toilet accidents.

Separation from the group is permitted only when other methods of guidance have been ineffective. All separation must be noted in a log. **If a child is separated from the group three or more times in one day, the child's family will be notified.**

When persistent unacceptable behavior occurs, staff will observe and record the behavior of the child and the staff's response to the behaviors. Staff will then develop a plan to address the documented behavior in consultation with the family, other staff persons and professionals (when appropriate).

Suspected Child Abuse or Neglect

All preschool staff are mandated reporters of suspected child abuse, sexual or otherwise, neglect, or endangerment of which they become aware. If they have reason to believe a child is being or has been neglected or abused they must immediately make a report to one of the following agencies:

- To make reports concerning suspected abuse or neglect within a licensed facility call the Department of Human Services at (651) 431-6600.
- For concerns of suspected abuse or neglect of children occurring within the community or a family call our local Child Protective Services at (763) 422-7125.

Any person may voluntarily report abuse or neglect. Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act, which is available upon request.

Health Policies—Fever & Illness

All children must have a completed emergency card, completed health form signed by their doctor, and an up to date record of immunizations on file by the first day of school.

Families are responsible to protect their own children and the health of others by **keeping a child at home when they show signs of an infectious illness**. Please notify the preschool if your child comes down with a contagious disease. We will inform families of others in the class either verbally or in writing of any exposure to or onset of a contagious disease.

A child who has had a fever of 100 degrees or higher or who has vomited must be kept home until they have been fever and vomit free, without medication, for a full 24 hours.

If your child will not be in school, please call (763) 427-1100 x215 or email EllenJ@lol.org.

If the staff feels that the child's health is such that he or she should not be in school, the child will not be admitted. We are required by the Department of Human Services to exclude any child:

- With a reportable illness (specified by the Department of Health)
- With chicken pox until lesions are crusted over and the child is no longer contagious.
- Who has fever or vomited one or more times in 24 hours.
- Who has had three or more abnormally loose stools in 24 hours.
- Who have contagious conjunctivitis or pus draining from the eye.
- Who has a bacterial infection such as strep throat or impetigo and has not been on antibiotics for at least 24 hours.
- Who has unexplained lethargy.
- Who has lice, ringworm, or scabies that is untreated and contagious.
- Who has an undiagnosed rash or a rash attributable to a contagious condition.
- Who has significant respiratory distress.

If a child becomes ill while at school, we will isolate him or her from the other children, within sight of staff, and call the parent. If parents cannot be reached, the names on the emergency card will be called.

Health Policies: Allergies & Medication

If a child has an allergy, the physician must note it on the health form. A special plan will be in place for allergy situations and additional forms may need to be filled out by the doctor.

We do not administer medication unless it is directed by a doctor for an emergency situation (epi-pen, benadryl). The following procedures are mandated by licensing regulations:

- Non-prescription medication can be given only with written parental permission.
- Prescription medicine can be given only with a doctor's instructions – child's name and current prescription information on the label constitute instructions.
- Administration of medication will be recorded on a form, which is kept in the preschool log.

Lord of Life Preschool's Health Care Consultant will review the health policies and procedures annually.

Health Policies: Toilet Training

Lord of Life preschool is not licensed as a diapering facility. Therefore, all children attending Lord of Life Preschool must be toilet trained by the first day of the classes. Parents will be called in if a child has a bowel movement in their pants. Children wearing pull-ups will not be changed at school.

Emergency & Accident Policies

Safety rules are followed to prevent injuries.

- Children are to walk, not run in the classrooms, hallways and on the sidewalks.
- Children are allowed outside only with staff supervision.
- Frequent inspections of stored items, cleaning supplies, and potentially dangerous materials are completed regularly.
- Children are not allowed in the kitchen, storage areas, janitorial closets, furnace room, etc.
- All toys and equipment are checked frequently for needed repairs.
- Preschool children are always seated while eating.
- All food is served in pieces appropriate size for preschoolers.

All staff have current CPR and First Aid training. In the case of minor accidents, the staff will administer needed first aid.

In the event of a serious accident, the staff person will call 911 if necessary, and then the child's parents or other authorized persons listed on the emergency card. When 911 is called and the paramedics find it necessary to take the child to a hospital emergency room, Mercy Medical Center will be used unless the parent is there to designate otherwise. A staff person may accompany the child to the hospital if a parent or other authorized person is not present.

Emergency & Accident Policies, cont.

If suspected accidental poisoning occurs while the child is at preschool, the Poison Control Center will be called (800-222-1222). Further action will be determined by what the Poison Control operator instructs.

In the case of a missing child, one staff person will stay with the children while the other staff member initiates a search for the child. Other staff will be notified and asked to help. If the child is not located, parents and police will be contacted.

In the event that an unauthorized person arrives to pick up a child, the child must remain at preschool until a parent or authorized person comes. Staff will telephone parents to inform them. Likewise, if a person who is incapacitated or a person suspected of abuse attempts to pick up a child, staff will keep the child at preschool and notify the parent. Police will be called for assistance, if necessary.

If no one comes to pick up a child within 15 minutes at the end of a session, staff will begin making phone calls. Parents will be called first, followed by a person authorized to pick up the child, and any additional people listed on the child's emergency form. If none of these persons can be reached, police will be notified.

Emergency & Accident Policies: Fire & Tornado Safety

All fire extinguishers are labeled with directions for correct use. The preschool phone posts all the emergency numbers including 911.

Monthly fire and tornado drills are held by each class. Fire areas are closed off by closing doors that contain the fire area. Tornado shelters are listed on the building diagram posted in classrooms. Staff persons are instructed to take their class and attendance sheets to the designated shelter areas.

Emergency & Accident Policies: Weather

We follow District #11 for any school closings due to weather. Information about school closings can be found on the local news channels or on the Anoka-Hennepin website at www.anoka.k12.mn.us/weather.

In the event of a blizzard, children will be cared for at preschool until parents or authorized persons come to pick them up.

Special Needs Children

Children with special needs may be enrolled at Lord of Life Preschool, provided that all Department of Human Services standards regarding special needs children are followed.

Confidential Information

It is the policy of Lord of Life Preschool that no information of a confidential nature is to be released without written parental consent. This includes information to medical facilities and other schools.

Other Permissions

Written permission will be obtained from a parent before a child is involved in an experimental research or public relations activity while at preschool.

Drug and Alcohol Use Policy

(Part 9542, 1020, subpart 14)

Lord of Life Preschool prohibits individual, employees, subcontractors, and volunteers (while directly responsible for children served by the program) from abusing prescription medications or being under the influence of a controlled substance or alcohol in any manner that impairs or could impact the person's ability to provide care or services to the children. This complies with Minnesota Statutes, chapter 152.

Discrimination

It is the policy of Lord of Life that it shall not discriminate based on race, color, or national/ethnic origin in access to its programs and services and that the staff and volunteers of Lord of Life shall act in a racially non-discriminatory manner with respect to access to its programs and services.

Insurance

The children are covered by the church's insurance policy while at preschool.

No Touch Policy

Lord of Life has a no-touch policy that applies to both staff with children and children with children for physical contact going beyond a slight shoulder hug, hand holding, or light hugs to show praise, affection or consoling.

Grievance Procedure

If any conflict or concern arises, please bring it to the attention of one of the teachers. They will have a conversation with the director. If an agreement or resolution that meets the satisfaction of all parties cannot be met, your concern will be taken to Michelle Anderson, the Director of Operations and Administration. If there are concerns involving possible violations of the license that governs this facility, call the Department of Human Services at (651) 296-3971.

Lord of Life Preschool complies with the standards set forth by the Minnesota Department of Human Services. (651-296-3971).

Mission Statement

Lord of Life Preschool strives to:

Offer God's grace and acceptance to each child, guide and instruct children reflecting God's love and compassion, develop relationships of trust, and create a welcoming environment centered on the nature and needs of the children.

Please notify us if your child is going to be absent.

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