



Half-day Program

Family Handbook

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15915 Excelsior Blvd
Minnetonka, MN 55345

Phone: (952) 934-3552

Fax: (952) 934-3559

Email: preschool@allsaintsmtka.org

Table of Contents

Mission Statement, Goals, and Philosophy.....3

Curriculum.....4

Assessment.....6

Registration and Enrollment.....8

Hours of Operation and Classroom Options11

Arrival and Departure13

Daily Routine.....15

Tuition.....18

Family Communication & Participation.....19

Behavior Guidance.....20

Health, Safety, and Emergency Procedures22

Confidentiality Policies.....26

Steering Committee and Staff.....27

Grievance Procedures.....28

Mandated Reporting Policy.....29

Mission Statement, Goals, and Philosophy

Mission Statement: *All Saints Preschool and Child Care (ASPCC) seeks to provide exceptional early childhood education in a safe, nurturing Christian environment.*

Goals and Objectives:

- Each child will be provided with creative, innovative, and varied learning opportunities that facilitate his or her social, emotional, intellectual, physical, and spiritual development.
- Staff will develop and maintain supportive relationships with children and their families to better understand the unique needs and abilities of each child and to better partner with families in ensuring each child's successful development.
- The program will hire, develop and maintain qualified and nurturing staff who support the program's mission and goals while maintaining the highest ethical and professional standards and practices.
- Families will find a culturally inclusive and supportive setting that is responsive to their family perspectives and cultural traditions.
- Children will receive high quality care and education in exchange for a reasonable rate of tuition. We will offer tuition assistance as needed and as available, and we will work to provide opportunities to support at risk children.

These goals are reviewed annually by the program director, steering committee and staff and measured through reflection on student progress and family and staff feedback.

Educational Philosophy

At All Saints Preschool and Child Care we believe that children learn best through a combination of child-directed and teacher-directed hands-on experiences that match children's interests and abilities. We take into account family perspectives, culture, and traditions when planning activities and the environment. Through strong relationships with children and families, we encourage each child to develop their own unique personality and gifts.

Administrative Information

All Saints Preschool and Child Care is a non-profit ministry of All Saints Lutheran Church. Children are admitted regardless of ethnicity, racial identity, family structure, and religious beliefs. ASPCC is licensed by the Minnesota Department of Human Services as two programs: the full-day program is licensed as **All Saints Child Care Center** and the half-day program as licensed as **All Saints Preschool**.

Curriculum

All Saints Preschool and Child Care uses *The Creative Curriculum for Preschool* as the foundation and framework for learning. It includes research based goals and objectives to guide teachers in planning activities that are age and developmentally appropriate. Teachers carefully plan curriculum in the following areas:

Social-Emotional Development: Young children's social-emotional development involves learning how to understand their own and other's feelings, regulating and expressing their emotions appropriately, building relationships with others, and interacting in groups.

Physical Development: Physical Development includes children's gross-motor (large muscle) and fine motor (small muscle) skills. Motor development progresses from simple to complex and from head to toe. Children have many opportunities to practice their gross motor skills by pulling, climbing, running, kicking, throwing, jumping, and balancing and their fine motor skill by cutting, drawing, writing, grasping, and manipulating.

Language Development: Children use language to think and solve problems. The adults in children's lives are role models and are very important in helping children develop a strong foundation in language. Teachers influence language development through the language they use, the way they set up the environment, and the types of experiences they provide including activities in speaking, singing, listening, reading and writing. The opportunities children have for dramatic play and conversation with classmates also expand their language development.

Cognitive Development: Cognitive or intellectual development, includes the child's approach to learning and his or her ability to remember and connect experiences. Children have varied opportunities to expand attention skills and practice persistence and problem solving. Activities are designed to encourage curiosity, recognition and recall, and connection skills. Children explore classifying by observing similarities and differences in objects and the world around them and symbolic and abstract thinking through imaginative play.

Literacy: During the early childhood years, children engage in emergent reading and writing behaviors that form the foundation for conventional literacy. Children explore letter recognition and sounds, books and other print, beginning writing skills and expand vocabulary and comprehension.

Mathematics: First hand exploration of every day materials is important for learning mathematics. Children practice counting, number recognition, identifying shapes, patterns and relationships, measuring, simple fractions, sorting and problem solving.

Science and Technology: Science content during the early years focuses on living things, physical properties of materials and objects, and the Earth's environment and how we can care for it. Young children are natural investigators. They are curious about how things work and what will happen next. Hands on, in depth experiences are an appropriate way for children to learn science content, the basic use of scientific tools and technology, and process skills like classifying, measuring, and communicating. Children explore cause and effect and learn about various life-cycles, the human body, seasons and weather among other topics.

Social Studies: When young children explore social studies, they learn how to be researchers, critical thinkers, and active members of the classroom community. Teachers build upon children's interests and use them to introduce children to places, traditions and cultures. In-house and off-site field trips expand children's understanding of the greater community.

The Arts: Children express themselves creatively through the visual arts, music, dance and movement, and drama. In addition to using the arts to create, children can also develop an awareness and appreciation of art. Children's experiences with visual arts emphasize process over product and include exposure to a variety of media, including: painting with and on various materials; drawing with pencils, crayons, chalk, and markers; creating collages; cutting; gluing; print making; exploring textures; sculpting; and manipulating clay and dough. We also expose the children to various art masters and try out their techniques.

Music and Dance experiences offer opportunities for listening, singing and creating. Music activities help children develop auditory discrimination, increase the range of flexibility in their voices, and enhance physical development through dance. Through the use of singing, instruments, rhyme, rhythm, finger plays, dance, creative movement and listening to various types of music, the children also learn vocabulary, language skills, coordination and emotional expression.

Drama can take many forms, such as pretend play, puppets and acting out stories. Children identify themselves with people or things with which they have first-hand contact such as moms, dads, firefighters, shopkeepers, etc. Areas for housekeeping, family role-playing, various props and dress-up clothes, and other role playing activities provide opportunities for interaction and communication.

English Language Acquisition: We seek to help English Language Learners progress in listening, speaking and comprehension of English. We do this in many ways, for example, through role play, visual and picture cues, books, music, sign language, and conversation. We expose all of our children to different languages and cultures throughout our curriculum.

At All Saints Preschool and Child Care we believe that children learn the best through hands on play based experiences. Ask to see our handout, *What Does Your Child Learn from Play*.

Assessment

Goals and Methods

Assessment of children's progress and development is an on-going process that continues throughout the school year. We do assessment to:

- Monitor and describe children's developmental progress.
- To identify children's interests and needs.
- To guide and improve curriculum planning and decision making.
- To report to and communicate with parents or legal guardians.
- To identify children who might benefit from special services and to encourage and assist in referral to trained professionals as needed.
- To guide program improvement.

We use the research-based "Goals and Objectives" developed by the Creative Curriculum as the goals and objectives of our program. We assess and measure children's progress along those goals and objectives using the "Progressions of Development and Learning" continuum developed for the Teaching Strategies Gold Assessment System.

How Children Are Assessed

Assessment is part of our daily routine, and most often accomplished through integration into daily activities and current units of study. Children are assessed by staff they are familiar and comfortable with, in the classroom settings that they know, and in ways they understand. We use informal assessment methods including observation, checklists, and collecting samples of children's work.

Teachers work with families as needed to determine what assessment methods might work best for their child or how to adapt approaches for success. Parents are encouraged to ask questions about the assessment process and about how results are interpreted. Teaching staff are trained annually in assessment methods, how to integrate assessment into daily activities and current units of study, and how to interpret results to guide future learning. The Progressions of Development and Learning guide those interpretations.

Sharing Information with Families

Teachers share information informally with families at drop-off and pick-up times, through notes home, emails, and phone calls. Additionally, teachers exchange information with families about their child's progress and goals for future learning during the:

- Fall Orientation Meeting
- Fall "Get-Connected" Parent-Teacher Conferences which include written documentation.
- Mid-Year Parent-Teacher Conferences which include written documentation.
- Year-end portfolios of the child's work and experiences.

Communication with families about their child's assessment is sensitive to family values, culture, identity, and home language.

Confidentiality

Assessment data is considered confidential and shared only with the families and/or legal guardians of individual children and the staff working directly with them. Written consent from parents or legal guardians is required in order to share the information with anyone else who may be working with the child. Children's files are kept in a locked cabinet, and classroom assessment data is kept in a binder marked "Confidential" in the teacher's cabinet.

Early Childhood Screening

In Minnesota, children are required to have early childhood screening before they enter kindergarten. Early childhood screening is offered in the school district where your family resides. It is a free developmental check-up and is recommended to be completed between the ages of 3 $\frac{1}{2}$ and 4. The purpose of screening is to identify any needs that may require attention before your child enters kindergarten. School districts typically invite families to participate by mail. Please let the director or your child's teacher know if you need information about contacting your local district's screening program.

Registration and Enrollment

General Process

- Registration takes place annually beginning on January 1 for current and returning families and members of All Saints Lutheran Church. General registration for new families begins in mid-January. There is an annual registration fee of \$50 for each child to cover administrative costs and materials. This fee is non-refundable and does not apply towards tuition. Additional registration information:
- When a given class section is full, registrants will be placed on a waiting list for the section they prefer. In the meantime, they may choose to be placed on a class section list that is available.
- Once a child is registered, a \$100 deposit towards September tuition is due on May 31st. This deposit holds your child's spot and is non-refundable.
- Tuition is due on the first Friday of each month unless other arrangements are made with the director. Some financial assistance is available to families who qualify. Please see the director for more information.

Forms Required for Enrollment

1. Registration Form: This form provides basic contact information and general developmental indicators that will help staff work more effectively with your child. Parents/legal guardians have the responsibility to inform the program if their child has any special medical conditions, including allergies, dietary modifications, or special developmental needs so that we can provide appropriate care and support. (See below)

2. Emergency Card: This form is due on or before the first day of school. A parent/legal guardian will be asked to sign an emergency form which includes the source of medical and dental care, persons to contact in case of emergency, and medical and dental insurance information. This form also grants the program permission to seek emergency care for your child.

3. Immunization Record: A current immunization record is due on or before the first day of school. This record must list dates (month, day, and year) of immunizations your child has received. Any immunizations you conscientiously object to must be noted and your signature notarized. The record should be updated when your child receives additional immunizations.

PLEASE NOTE: Unimmunized children may be excluded from the program if an active case of an unimmunized illness is reported. The need for and length of the exclusion will be determined by the MN Department of Health.

4. Health Care Summary: This form is due on or before the first day of school and must be signed by your child's health care provider based on the most recent physical exam. An updated form is required if there are changes to your child's general health. Staff will contact families to determine how to support any health concerns.

5. Parent Permission Form: This form is distributed at Orientation and includes permission requests for class lists, photos, hand wipes, and sun screen application.

*****PLEASE INFORM THE DIRECTOR OF ANY CHANGES TO THESE FORMS*****

Children with Special Health or Developmental Needs

If you have a child with identified special health or developmental needs, please discuss these needs with the director prior to enrollment so we can determine how and/or if ASPCC can meet your child's care and/or educational needs. (Examples might include food allergies, vision or hearing challenges, developmental delays, sensory processing disorders, or autism.)

If a special health or developmental need surfaces after enrollment, staff and parents will work together to form an action plan that may include classroom and at home accommodations and/or outside assessment. If an IEP (Individualized Education Program) is developed with the local school district, or a diagnosis is made by a private practitioner, a copy should be provided to ASPCC. At this time the director will work with staff and parents to determine if ASPCC can reasonably accommodate those needs within our program. If so, an ICCP (Individualized Child Care Plan) will be developed to guide staff and families in how to best support the child. In the case of a child who qualifies as having a developmental disability as defined in MN Rule, Ch 9544, ASPCC will follow the law for developing services for that child.

In the case of special health needs—for example allergies, asthma, diabetes, or seizures—an updated Health Care Summary form will be needed. The director will work with staff, families, and ASPCC's health consultant to determine if ASPCC can reasonably accommodate the child's health care needs within our program. If so, parents will be informed about any required forms that are needed, and staff will be trained in any special procedures that need to be followed.

If it is determined that ASPCC cannot meet the child's care and/or educational needs, the director will work with the family to find appropriate and available programming.

English Language Learners and Their Families

If your child's home language is other than English, please inform the director personally or on the Enrollment Form. ASPCC strongly encourages the development of your child's home language. We support the importance of your child knowing more than one language and the cognitive value of maintaining and preserving your child's home language. While ASPCC classes

are generally taught in English, staff use many non-verbal forms of communication to support learning. Your child's teacher will work with you to determine your child's understanding of English, the best forms of instruction for your child, and may ask for your support in the teaching and assessment of your child.

Receiving Materials in a Language Other Than English

Please inform the director if you require any school communication materials in another language. Staff will work with you to identify translation or interpretation resources.

Reporting Absences

Please inform us whenever a child will be absent for any reason. If your child is ill, please report the nature of the illness including symptoms. Communicable diseases must be reported so that parents of other children can be made confidentially aware of possible exposure. The Department of Health also requires that certain illness be reported to them in a timely manner. See the Health and Safety Section on page 22 for more information.

Publicity and Research Policy

Written permission from parents will be received before allowing any photography or interviewing of the children at All Saints Preschool and Child Care for publicity or research purposes.

Withdrawal from All Saints Preschool and Child Care

A written, two-week notice is required for withdrawal from ASPCC for any reason. Tuition that is due will be prorated to the last day of the notice. Any outstanding balance must be paid by the last day of the notice period.

From time to time, ASPCC may determine that the program is not the best fit for the child or family, which would result in program-initiated withdrawal. To review the specific policy and procedure, please see the director.

Hours of Operation and Classroom Options

Hours of Operation

- Operates from 8:00 am-4:30 pm from September - May .
- Classes meet from 9:00-12:00 pm with before and after class care options.
- Some extended care is available after Memorial Day, with a summer school option the last three weeks of June.
- We may serve a maximum of 67 children at any one time, ranging in age from 30 months up to kindergarten.

Classroom Options:

Age as of 9/1/16	1 half-day class	2 half-day class	3 half-day class	4 half-day class
30-32 months	Fri. am*	T/Th am	n/a	n/a
33 - 47 months	Fri. am	T/Th am	MWF am	n/a
48 months	n/a	n/a	MWF am	MTWTh am

*If there is availability, toddlers may join the one day class as they turn 30 months old.

Class Assignments and Teacher-to-Child Ratios

Children are assigned to a specific teacher and classroom based on family preference and availability and other factors including age, the child's needs, and boy/girl ratios. Most of our classes are made up of 10-11 students with a full-time teacher and a classroom assistant.

Extended care options for children 33 months & older:

We have several extended care options. All extended care is supervised by licensed teaching staff and state staffing ratios are followed. **A daily sign-up book for extended care is on the Hall Monitor's Desk.** There are per half-hour fees for these options that will be added to your monthly tuition statement. (Lunch Bunch is a one hour fee.) See the Extended Care Options Handout for a discussion of fees.

- **Early Morning Drop-off (Early Birds)**, Monday - Friday from 8:00 - 8:55 AM. Early Birds is held in one of our classrooms where children will have a chance to pick from a variety of activities.

- **Lunch Bunch from 12:00 – 1:00**, Monday-Friday. Children play for a short time, wash hands, eat a lunch brought from home, and then have more time for open play. Lunches are refrigerated. Milk is available each day. A healthy lunch is encouraged. More information is available on the "Welcome to Lunch Bunch" flyer.
- **Stay & Play:** Mondays - Thursdays from 1:00- 4:30 PM and Fridays from 1:00 - 2:00 PM. Children will be brought to one of our classrooms following Lunch Bunch and will have the opportunity to choose from a variety of planned and free-choice activities. Children who stay past 2:30 PM Monday - Thursday will have a light snack followed by a 20 - 30 minute quiet period and more time to choose among the variety of planned and free-choice activities offered.

School Calendar

The half-day program follows a school-year (September - May) calendar generally based on the calendar of the Minnetonka School District. Families will receive the calendar at Orientation.

Weather Conditions and Closing

Winter Weather: Minnesota winters occasionally bring storms which make travel very hazardous. ASPCC will close when the Minnetonka School District #276 closes their schools. Listen to WCCO (830 AM) radio station or WCCO TV (Channel 4) for Minnetonka School District #276. There may be unique occasions when the Directors make a decision separate from the school district to close for the day or to close early due to weather. In that case, staff will call you at the numbers you have provided on your emergency cards notifying you of the close. Any children in the programs will be kept inside and staff will remain with them until everyone has been picked up. Adequate food and water is always available for the children during these occasions.

Tornadoes: Tornado drills are practiced every month, April through September. In the event of a tornado, all children will be taken to the tornado shelter located in the choir room on the west side of the church basement. No one will leave the shelter until the all clear is given.

Pandemics and School Closure

We will work with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak. In the event school would have to close for a week or less due to an emergency or pandemic, parents will be notified. Tuition will not be reimbursed for short-term closures of a week or less. In the event of a more lengthy closure the Steering Committee will determine tuition policies.

Arrival and Departure

Parents are responsible for transporting their child to and from ASPCC or arranging for transportation.

Parking Lot Safety Procedures

We ask that special care and caution be practiced in our parking lot. Please drive slowly at all times, watching for children and others. Park in the lot and hold children's hands as you walk in and out of the building. **To avoid dangerous distractions, we ask that you do not use cell phones as you are driving in and out of the parking lot or escorting children in and out of the building.**

Drop-off Procedures

Please arrive at school promptly with time to wash children's hands and help them get organized. Teachers will be ready to receive children up to five minutes before class begins at 9:00 am.

TO ENSURE SAFETY, YOUR CHILD MUST BE WITH YOU OR ANOTHER AUTHORIZED ADULT AT ALL TIMES UNTIL SIGNED-IN AND HANDED-OVER TO THE TEACHER OR CLASSROOM ASSISTANT. Please do not leave children in a classroom without staff present and aware of your child's presence.

1. After you arrive in the building, please drop off your child's backpack and any outwear at the location designated by your teacher.
2. Then bring your child to the restroom to wash their hands. This is the most effective step we can take to keep children healthy and prevent illness from spreading. **PARENTS MUST ACCOMPANY CHILDREN TO AND FROM THE BATHROOM.**
3. Sign them into their room on the Sign-In/Out Sheet in the entry to the classroom indicating when they will be leaving and who will be picking them up.
4. Help them bring any needed items, such as folders, classroom snacks, or sharing into their classrooms.

LUNCH BUNCH:

Parents of children staying for Lunch Bunch place lunches on the Lunch Bunch Cart in the hall. Lunches will be checked-in and refrigerated in the church's commercial refrigerator until Lunch Bunch begins.

PICK-PROCEDURES

Thank you for picking your child up promptly each day. Children often worry when parents are late, and staff are working to close their classrooms and begin their next assignment.

1. Sign your child out on the sign in/out record near the classroom entrance. Wait for the teacher to hand-over responsibility for your child back to you. This applies to classroom, Lunch Bunch and Stay and Play pick-up.
2. We recommend stopping in the bathroom for handwashing before you go home to reduce the spread of germs.

Only parents or legal guardians may pick-up a child unless we have written permission for another person and the authorized person is 18 or older. There are two written ways to authorize pick-up by an adult other than the parents or legal guardians:

- **Carpool Permission Form** listing other adults who are authorized to pick up your child. This form should be used for adults who may be picking your child up more than once or on a regular basis.
- **Authorized Daily Pick-up Form** or a **hand written note** for one-time pick-up of child by someone other than a parent or legal guardian.

In both cases, the authorized person(s) will be required to show identification at the time of pick-up unless or until staff is familiar with them.

Illness and or Emergency Pick-up

The Emergency Card you fill out for your child at the time of enrollment includes a written listing of adults who are authorized to pick up your child in the event of an illness or emergency when you cannot be reached.

Drive-up Option

Most of our families bring their children into their classrooms and pick them up inside the building. However, in order to help our families with infants and toddlers, sick siblings, or other special situations we do offer the option to drop your child off and pick them up curbside (door near toddler playground). A staff member greets your child and takes them to their classroom. At the end of the day they are brought to the drive-out. Please contact the director or hall monitor to sign up for this service.

Daily Routine

School Clothing and Backpacks

It is best to wear comfortable, washable play clothes to school. Paint aprons are provided as needed, but with children's creativity and our varied supplies clothing can still become soiled.

We also recommend clothing that is easy for the child to get off and on for toileting purposes.

Please mark the child's name on all outerwear including shoes, boots, mittens and hats.

Outer clothing should be as easy to manage as possible so children can dress and undress themselves. **Soft-soled tie, Velcro-closure shoes are preferred for safety reasons. Please avoid sandals and slip-ons.** We ask that you send a backpack or tote bag with your child to carry things to and from school. Your child's school bag should be large enough for your child's projects and papers to fit easily.

Daily Snacks

We very appreciatively ask families to take turns providing nutritious, store bought snacks for the classroom. Snacks must be commercially prepared and sealed and contain choices from two food groups. **Because we have several children in our program with life-threatening allergies, we provide a very brand-specific list of approved healthy snacks. Please bring only the items and brands listed.** You will be given a list at the beginning of the year and a list is also attached to the snack bucket that is sent home with your child. We follow the same list for birthday days, but please feel free to send special napkins, plates, and/or cups that day if you would like.

* We supply the daily cups and napkins, but donations are welcome! We use 5 oz. cups.

* Please send snacks sealed in the original container (box or bag) or in commercially packaged individual snacks for each member of the class.

* Please send fresh or packaged fruit that does not require staff preparation. Bananas, small oranges or tangerines, applesauce or low sugar fruit cups make good choices.

* We have filtered water available for all students. We will no longer be serving juice.

Outdoor Play, Sunscreen, and Insect Repellent Procedures

Outside play is an essential part of our program. Please send your child appropriately dressed for Minnesota weather keeping in mind that it is often cooler in the mornings. Layering clothing works well. We try to get outdoors daily and will use director and teacher discretion with hot

or colder temperatures. During the winter time, teachers will inform you of outside play days and indicate how to prepare your child for the day.

In hot, sunny, or rainy weather, general precautions will be taken in determining outdoor time. At times when a heat, weather, or smog advisory has been issued, the children will be kept indoors.

We ask parents to apply sunscreen and insect repellent at home as needed. An SPF of 15 or higher with UVA & UVB protection is recommended. With parental consent, staff will apply additional sunscreen as needed for children who are in the program after 3:00 PM.

Diapering for Toddlers

Parents of toddlers (age 30 up to 33 months) will provide disposable diapers and any diapering ointment needed for their child. All Saints Preschool will provide wipes. Written permission from parents is required to use wipes or ointment. We change diapers following the procedures set by our Health Care Consultant.

Early Birds, Lunch Bunch, and Stay & Play

Before- and after-school care is available for children 33 months and older on a first come, first served basis. The Sign-up Books for these programs are located on the Hall Monitor's desk. You may sign-up in person, over the phone, or by email. **It is important that students are signed up for extended care both in the sign-up book in the hall AND on the classroom daily sign-in sheet.** Families provide a bag lunch for children. Milk and water are provided by the school. These programs are staffed by qualified teachers and classroom assistants. Curriculum is planned across all areas of learning. This is a great way to extend your child's learning and social experiences. See the handout in your Welcome Folder for more specific information and fees.

Nap Policy

Preschoolers who stay in extended care past 2:30 pm will have a light snack followed by a 20-30 minute quiet time. If your child would benefit from a nap time, please see director and we will discuss accommodations. A school provided snack is offered after the quiet time.

Pets

We have a pet hamster, Snickers, living in a cage in the main hallway. Please let the director know if this is a health concern for your child. Due to allergies and safety, any pet visits to the school must be approved by the Director, and if approved, will be held outside. Family pets are not allowed in the building.

Sample Daily Schedule

5 minutes	Arrival Time
15 minutes	Circle Time—schedule of day presented, new concepts introduced
45 minutes	The children work and play in learning centers offering a variety of activities including art and writing, science, math, and manipulatives, puzzles and games, building blocks, and sensory and dramatic play.
10 minutes	Pick up room and wash hands for snack.
20 minutes	Bathroom and snack time.
10 minutes	Books, puzzles, and story time.
25 minutes	Large muscle play either on the outside playground or in the large muscle room ("Big Room").
25 minutes	Small/large group activity or centers
15 minutes	Songs, other musical activities, rhythm instruments, and movement.
10 minutes	Review of the day and preparation for dismissal.

Intentional transitions are planned into the day. The exact schedule will vary from class to class and could change based on the children's needs and special events. All Saints Preschool and Child Care has a general Child Care Program Plan available for review at any time. Please see the director for more information.

Tuition

Monthly tuition rates are determined by taking the total cost per child per school year and dividing that by 9 months to make equal payments. There is no reduction for illnesses, family vacations, or other absences. You will receive a monthly tuition statement in your child's backpack on the first school day of each month, including charges for any extended care used in the previous tuition period. Tuition is generally due on the first Friday of each month, September* through May, unless other arrangements are made with the Director.

Tuition payments may be placed in the tuition box in the hall or mailed to the office. Checks or cash are acceptable, with checks made payable to "All Saints Preschool and Child Care." You may use on-line bill pay to have your bank send us checks directly.

2015-2016 school year rates are:

1 day program --- \$90 per month

2 day programs --- \$180 per month

3 day programs --- \$255 per month

4 day programs --- \$330 per month

5 day program---- \$400 per month

*Most families have paid a deposit towards September tuition as part of the enrollment process. Your September statement will reflect any deposits received.

Activity Fee

We charge an annual activity fee in the fall to help off-set the cost of field trips and the portfolios that the teachers prepare for each child. The amount is determined based on your child's schedule and estimated costs.

Scholarship Fund

A Scholarship Fund has been established to provide support to half-day preschool families in need of financial assistance. The amount of assistance depends on family need and available funds. If it becomes difficult to pay tuition, contact the director to discuss the Scholarship Process.

Withdrawal from All Saints Preschool and Child Care

A written, two-week notice is required for withdrawal from ASPCC for any reason. Tuition that is due will be prorated to the last day of the notice. Any outstanding balance must be paid by the last day of the notice period.

Family Communication & Participation

At All Saints Preschool and Child Care, we understand you are your child's first and primary teacher(s) and that our role is to partner with you in fostering your child's growth and development. We truly value the family-teacher connection, and work hard to form close relationships with both the children and the parents we serve. **Families may contact the director, their teacher, or other staff at any time with questions or concerns. Written thoughts may be placed in our Tuition Box or the school office, or e-mailed.**

Communication

Beginning of the year: Relationships with children and families begin with a phone call and letter in late summer and an individual Family Orientation Meeting held at school a day or two before the year begins. Once school starts, teachers are available most weekdays via phone or email. There are also daily opportunities to connect before or after class, but we are careful not to discuss sensitive issues with parents when children or other families are present.

Weekly and Monthly: Teachers send out a weekly email at the beginning of each week summarizing the learning activities ahead and any reminders about special activities. The director sends out a weekly memo with more general information and reminders and a monthly calendar of events. Families are encouraged to ask any questions as they come up and to share any information that will help us better support your child and family.

Progress Touch Points/Conferences: Teachers sit down with parents or legal guardians two times a year, once in the fall for "Get-Connected Conferences" and once mid-year. Additionally, teachers are available anytime throughout the year as needed and will provide year-end feedback as appropriate.

Receiving Materials in a Language Other Than English

Please inform the director if you require any school communication materials in another language. Staff will work with you to identify translation or interpretation resources.

Classroom Participation

Parents/legal guardians are welcome to visit any time their child is in preschool. We encourage you to help with school celebrations, field trips, special projects, or reading a story, for example. Teachers have sign-up sheets for some of these events in the fall and other opportunities during the year. Also, please let us know if you have an interest, talent, or profession you would be willing to share with the children.

Parents/legal guardians who help in the program are asked to follow our Confidentiality Policy and Procedures and sign in on our Visitor Log and wear a Visitor badge.

Behavior Guidance

An ultimate goal for all individuals is the acquisition of self-control. Gradually, children learn how to identify and handle their emotions and feelings in appropriate ways, and develop an awareness of how their behavior affects others. All Saints Preschool and Child Care has adopted the following guidelines for developmentally appropriate guidance of young children from the position statement by National Association for the Education of Young Children (NAEYC).

- Children are in the process of learning acceptable behavior.
- An effective guidance approach is preventive because it respects feelings while addressing behavior.
- Adults try to determine the reasons for children's behavior.
- A supportive relationship between an adult and the child is the most critical component of effective guidance.
- Adults use forms of guidance and group management that help children learn self-control and empathy.
- Adults model appropriate expression of emotions.

Teachers work with children to develop and learn classroom and program rules and expectations. Each child will be provided with a positive model of acceptable behavior. Teachers will tailor their approaches to the developmental level of the child and with the goal of preserving a positive self-concept for the child. Teachers use a variety of techniques including redirection, coaching, role or play-acting, stories, puppets, and modeling.

For example, children who are over-stimulated may be guided to choose a different activity for a while. A child who disturbs the entire group may need to be removed from the group activity for a short period of time.

Challenging Behavior

Sometimes children exhibit behaviors that interfere with their learning and friendships, are harmful to themselves or others, or that put them at risk for school success. If a child exhibits challenging behavior on a recurring basis, teaching staff will work with families to define the behavior, identify reasons for the behavior and possible triggers, and problem solve strategies and modifications for school and home. A family meeting will be held either in

person or over the phone, and a **Family Meeting Summary** will be created summarizing the behavior, suggested strategies for school and home, and a follow-up plan.

If the behavior persists, ASPCC will work with families to pursue outside resources (with the family's written permission) to support the child, the family, and the teaching staff as needed. If the needs of the child are found to be outside the scope of the services and expertise of ASPCC staff, the director will work with the family to find another preschool placement for the child.

Generally, children are not separated from their group unless they are endangering themselves or someone else. If separation is required, the child will be supervised and allowed to return to the group when the behavior ceases or is under control. Separations are noted in a log and reported to families. More specific information on separations is available to view in the preschool office.

At no time will children be subjected to corporal punishment, emotional abuse, punishment for lapses in toilet habits, withholding of food, lights, warmth, clothing, medical care, or the use of physical or mechanical restraints.

Health, Safety, and Emergency Procedures

All Saints Preschool and Child Care develops health, safety and emergency procedures in consultation with Health Consultants for Child Care. (Phone number: 952.472.3915). These procedures are based on the requirements of the Minnesota Departments of Health and Human Services.

When Your Child is Ill

Besides correct handwashing, the best step we can take to help keep all children and staff healthy is to keep children home when they are ill. The Department of Health has developed criteria to help us know when a child should be at home instead of preschool.

Generally, children who are not able to participate in routine activities of the day or need more care than staff can provide should stay home. More specifically, if your child has any of the following symptoms, they are to stay home as stated:

Fever

Children who have a fever (as defined below) or have had a fever within the last 24 hours:

Auxiliary (armpit) temperature: 100 degrees F. or higher

Oral temperature: 101 degrees F. or higher

Rectal temperature: 102 degrees F. or higher

Temperatures should be taken before using fever reducing medication. Children may return to preschool when they have been fever free for 24 hours without the use of fever reducing medication. Only auxiliary (armpit) temperatures will be taken at ASPCC.

Vomiting

Children should not be in preschool if they have vomited in the last 24 hours.

Uncontrolled Diarrhea

Uncontrolled diarrhea is defined as an increased number of watery stools and/or with a stool form that cannot be contained by the use of the toilet (or a diaper for children younger than 33 months). Children will be sent home after three or more episodes since arriving at school. Exclusion is necessary until there has been no diarrhea for 24 hours and the stools have returned to normal.

Eye Drainage

Exclusion until 24 hours after treatment has started when purulent (pus) drainage and/or fever or eye pain is present, or a medical exam indicates that a child may return.

Mouth Sores

Exclusion until a medical exam indicates the child may return or until sores have healed.

Undiagnosed Rash or a Rash with fever or behavior changes

Exclusion until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.

Signs/Symptoms of Possible Severe Illness

Uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, unusual tiredness, or unusual color may be symptoms of severe illness and may result in exclusion based on the diagnosis. Exclusion will vary based on the illness.

Chicken Pox

Exclusion until all of the lesions are crusted over.

Bacterial Infections (Strep or Impetigo, for example)

Exclusion until the child has completed 24 hours of antibiotic therapy

Lice, Ringworm, or Scabies

Exclusion until treated and no longer contagious to others.

Others

There are many other illnesses and conditions that may require exclusion. A more complete list is available in the preschool office. If you are wondering about whether or not to send your child to preschool, please contact the director for assistance.

Please Notify Us If Your Child is Ill

Please call or email if your child is ill and will not be at preschool. Please indicate your child's symptoms and any medical diagnosis. Notify us **within 24 hours** if your child contracts a communicable illness. Communicable illnesses will be reported to all parents the same day the information is received. A note will be posted in the Family Information Center at the preschool entrance, and notes will be sent home to the families in the class the child attends stating the illness, incubation period, early signs to watch for, and exclusion recommendations. The child's

identity will be kept confidential. The Department of Health also requires that certain communicable illnesses be reported to them in a timely manner.

If Your Child Becomes Ill at School

If your child becomes ill during the day, you will be notified and asked to pick up your child as soon as possible. Your child will rest away from the other children and will be monitored by a staff person in the office until pick-up. Some injuries may also result in an early pick-up. If parents or legal guardians cannot be reached, contacts listed on the child's emergency card will be called.

Medications

Generally, only emergency medications (for allergies or asthma, for example) may be administered by the All Saints Preschool and Child Care Half-day Program. Specific written instructions from a physician and the signed consent of a parent are required. All prescription medications must be in the original container with prescription label. Non-prescription medications must also be in their original container and labeled with the child's first and last names. Medications will not be given after the expiration date, and any unused portion will be returned to the child's parent or destroyed.

Please inform the director before school begins if your child requires emergency medication. All medications and required forms must be on hand before your child begins school. For your child's protection, we require that the medications remain in the possession of the preschool until the school year ends, the medications expire, or your child's health needs change. **Medications may not be left in your child's backpack or brought to and from school.**

See the section headed Children with Special Health or Other Needs for More Information under Registration and Enrollment for More Information.

Medical Emergencies

The staff at All Saints Preschool and Child Care are trained in procedures to prevent accidents. In the event of a minor injury, care will be given by staff, all of whom are trained and certified in first aid and CPR procedures, and parents will be notified.

For a major accident requiring immediate medical attention, first aid would be administered and 911 would be called. The source of emergency care is typically Methodist Hospital in St. Louis Park. After calling 911, the child's parents and physician would be contacted. Staff will not transport children.

Insurance

Children are to be covered by their own medical insurance. All Saints Preschool and Child Care maintains comprehensive liability insurance. Current policy details are available from the director

or the church administrator. For field trips, the bus company carries insurance coverage for transportation our groups.

Field Trip Transportation

Transportation during field trips will be provided by qualified bus companies and drivers. ASPCC follows the Minnesota Department of Transportation guidelines regarding seat belts. Written parental/legal guardian permission is required for any off-site field trips and for certain on-site field trips (for example, visits by animals).

Emergency Procedures and Risk Reduction Policies

ASPCC has emergency procedures in place in the event of fire or tornadoes. Children practice fire drills monthly and tornado drills in April, May and September. We also have a Risk Reduction Plan in place that address safety issues specific to our facility. Staff are trained in the plan and it is available for review by families. ASPCC is currently working with All Saints Lutheran Church to update our Disaster Preparedness Plan.

Drug and Alcohol Policy

No employee or volunteer for All Saints Preschool and Child Care may be under the influence of a controlled substance or alcohol in any manner that impairs or could impair the person's ability to provide care or service to the children of ASPCC.

Weapons

All Saints Preschool and Child Care and All Saints Lutheran Church bans guns in their premises.

Non-Smoking Facility

All Saints Lutheran Church is a non-smoking facility. No smoking is permitted on church grounds.

Confidentiality Policies

ASPCC's work with children and families will bring program staff into contact with confidential information. We respect the privacy of your children and family. Our goal is that all parents/guardians feel comfortable sharing information that may enhance their children's experience in our program and that children's records remain private. There are several systems in place to maintain confidentiality:

- Children's files are kept in a locked file cabinet in the preschool office. Only parents/legal guardians and staff working directly with a child will have access to the files. Files generally include enrollment forms, health and immunization records, and assessment data.
- Any concerns or evidence relating to a child's health or safety will be kept in a confidential file and will only be shared with staff working with the child.
- Parents/guardians will only have access to the files and records of their own children.
- Staff will not discuss individual children with people other than the parents/guardians, except with staff working with children for the purposes of curriculum planning or classroom management.
- Written permission from the parent/guardian is required if they wish staff to discuss their child with others (e.g. grandparent, nanny, outside professional, medical source, etc.)
- Children's' assessment data and conference forms are considered confidential and shared only with the families and/or legal guardians of individual children and the staff working directly with them. See **Assessment Section** for more information.
- All visitors to the preschool are made aware of our confidentiality policy through posting in the **Family Information Center** and the **Volunteer Code of Conduct** handout.
- Information relating to staff employment will remain confidential to the people directly involved with making personnel decisions.

Student files are available for review by the commissioner of the Department of Human Services or his or her representatives as part of licensing process.

Steering Committee and Staff

All Saints Preschool and Child care is a non-profit program serving as a ministry of All Saints Lutheran Church. It is governed by the Church Council and the Senior Pastor with the support of the Business Administrator. A Steering Committee comprised of education-oriented church members, past or present parents of students, a church council representative, a church pastor, and the co-directors of the preschool and child care helps to guide long range planning and policy development.

Steering Committee

Chair, Marge Schaffer

Lead Pastor, Jon Pederson

Half-day Preschool Director, Carla Nelson

Full-day Child Care Director, Heather Charmoli

At large members: Robyn Gilbertson, Amy Stratton, Heidi Northrup, Laura Pederson, and Katie Avenson.

2016-17 Half-day Program Staff:

Director - Carla Nelson; Assistant Director, Katie Avenson

Teaching Staff

Katie Avenson, Paula Furlich, Cathy Hawes, Amy Krane, Joanie Mitchell, Roberta-Roy Arndt, Kristen Schlegel, Nancy Summers, and Sandy Trettel.

Assistant Teaching Staff

Rachel Alexander, Courtney Ballin, Carol Brezczinski, Dorothy Buckman, Laura Busche, Christy Coyer, Lois Girgis-Coyle, Cathy Hawes, Abby Krueger, Laura Peterson, Roberta Roy-Arndt, and Jackie Wolff.

Administrative Assistants

Paula Furlich, Dorothy Buckman, and Rachel Alexander

Grievance Procedures

It is our hope that families always feel comfortable voicing questions and concerns. We encourage parents to first to their child's teacher about educational related issues and to the director for all other concerns. However, if a parent/legal guardian of a child enrolled at All Saints Preschool and Child Care child does have an unresolved grievance; the following procedures will be followed:

1. The parent will bring their concern to the Director. The two shall discuss the grievance and come to an agreement about how the issue should be handled.
2. If this meeting does not satisfactorily address the grievance, the grievance must then be put in writing, and will be reviewed by the Preschool and Child Care Steering Committee Chair and if necessary, the entire Steering Committee.
3. After reviewing the grievance, the Preschool and Child Care Steering Committee Chair will set up a meeting with the parent to discuss an agreement or solution.
4. If this meeting does not satisfactorily address the grievance, the written grievance will go before the Senior Pastor, and a meeting with the parent will be scheduled.
5. After a meeting has taken place, and a plan agreed upon, there will be a follow-up meeting scheduled for two weeks later. The parties will meet again to discuss whether the grievance has been properly addressed.

Mandated Reporting Policy

Maltreatment of Minors Mandated Reporting Policy

Following is a summary of this policy as prepared by the Department of Human Services for licensed programs such as ours.

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- 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) 297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (612) 348-3552 or local law enforcement at (952) 939-8500.
- 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) 296-3971.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and are as follows:

Neglect is usually the failure of the child's caregiver to supply the child with necessary food, clothing, shelter, medical, or mental health care, education, or appropriate supervision; or failure to protect the child from conditions or actions that endanger the child; or failure to take steps to ensure the child is educated according to the law. Exposing a child to certain drugs during pregnancy and causing emotional harm to a child

may also be considered neglect. Physical abuse is any physical injury or threat of harm or substantial injury, inflicted by a caregiver upon a child other than by accidental means. Physical abuse can range from minor bruises to severe internal injuries and death. Mental injury that is harmful to the child's psychological capacity or emotional stability evidenced by an observable and substantial impairment of the child's functioning is considered abuse in Minnesota. Sexual abuse is the subjection of a child to a criminal sexual act or threatened act by a person responsible for the child's care or by a person who has a significant relationship to the child or is in a position of authority.

- 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.

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.

Retaliation Prohibited

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

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. 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 ASPCC Half-Day Preschool Director . If this individual is involved in the alleged or suspected maltreatment, the Steering Committee Chair 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.

The policies of All Saints Preschool and Child Care comply with and have been approved by the Minnesota Department of Human Services, Department of Licensing (651-296-3971).