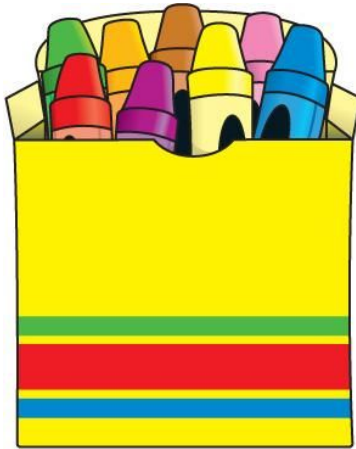


St. Andrew's Preschool Parent Handbook 2019-2020



St. Andrew's Lutheran Church
501 NW 16th St.
Grand Rapids, MN 55744
218-326-8508 ext. 5
www.saintand.org

Our Mission

- Our mission is to create opportunities for children to learn and grow: physically, intellectually, emotionally, socially, and spiritually. Christian values such as love, respect, trust and honesty will be encouraged.
- We will strive to help children develop positive self-esteem.
- A nurturing environment partnered with the support of family and church can make a difference in the lives of young children.
- Parents may review our child care program plan at any time. Please see the director for a copy.

Enrollment Age

- Children enrolled shall be at least three years old by September 1st of the enrollment year and not yet enrolled in Kindergarten.
- **Children must be toilet trained.** Our program is not licensed for changing facilities. Parents will be called if there is a problem.
- There will be a maximum of 16 children enrolled in each session.
- St. Andrew's Preschool offers two sessions of preschool. The first session (3 days per week) is strictly for children who could attend Kindergarten the following year. The second session (2 days per week) is for three year olds. Parents should talk to the director to get more information about which session may be right for their child.

Hours of Operation

- Monday, Wednesday, Friday 8:30 a.m. - 11:30 a.m. and Tuesday, Thursday from 8:30 a.m. - 11:30 a.m.

Tuition Fees

- Please pay on the first class day of each month.
- Tuition for the Monday/Wednesday/Friday session is \$150 per month. Tuition for the Tuesday/Thursday session is \$100.00 per month.
- If it is not possible to pay on the first class day of the month please make other arrangements with the staff.
- A reminder will be on the monthly calendar.
- Field trips may be extra. Checks should be made out to St. Andrew's Preschool and given to one of the preschool staff members.
- Receipts will be given upon request.
- End of the year statements will be given upon request.
- Please ask the director if you need the Federal Tax ID number.

Arrival & Departure

- Please enter and depart through the designated preschool entrance located on the southwest corner of St. Andrew's Lutheran Church.
- There is a parent board located in the entry with information about upcoming events, calendars, volunteer sign-up sheets, etc. for parents to look at each day.
- Parents must walk their children in and out of the classroom for preschool.
- Children may not be unattended.
- Children may not arrive earlier than 8:30 a.m. in order to allow adequate preparation and set up time for the teachers.
- Parents arriving to pick their child up prior to 11:30 a.m. should wait in the entry until preschool is dismissed at 11:30 a.m.
- Doors will be locked from 8:40-11:25

Volunteers

- Parents are encouraged to volunteer in the classroom. We would like one volunteer per session.
- If it is not possible to volunteer in the classroom, then those parents should try to be available as needed for special projects or fundraisers held throughout the year.
- Volunteer sign-up is done on a month by month basis.
- Volunteers should contact the director/teacher as soon as possible if not able to attend on their scheduled day.
- No young siblings are allowed in the classroom while a parent is volunteering; this is a licensing requirement.
- Volunteers must store purses or personal bags in the preschool storage closet.

Immunizations

- Children must be current and up to date on their immunizations and provide a copy of such a record at the time of enrollment.
- Documentation of a recent health care exam by a physician must also be submitted within 30 days of enrollment. Forms will be provided.

Birthday Celebrations

- Birthdays will be honored at snack time.
- If you would like to provide a birthday treat, please choose a bakery or store purchased snack.
- Summer birthdays will be arranged with the teacher for either a half year celebration (example 3½ year old birthday) or in May.
- Please see teacher if you have any questions. Watch parent information board or monthly calendar for your child's special celebration day.

Personal Belongings

- Children will be provided with a cubby to store jackets and other belongings.
- St. Andrew's is not responsible for lost or broken items brought from home. However, care will be taken to ensure belongings are kept in the child's cubby when not in use.
- Toys from home are not permitted unless requested by staff for a specific reason.
- Please dress your child in play clothing.
- Shoes must be worn at all times.
- Please bring outdoor clothing appropriate for the weather (example: snow pants, hat, mittens, and boots in winter).
- We go outside when the weather permits.

Field Trips

- Field trips may be held through the year.
- Due to the difficulty of installing a large number of car safety seats on a bus, field trips will be limited to the M/W/F group.
- Extra volunteers are needed as chaperones.
- There may be an extra fee associated with some field trips.
- We will use Arrowhead Transit buses for transportation. There may be an extra fee for the bus.
- Written parent permission will be needed in order for a child to participate in each field trip.
- Permission sheets will be on the clipboard.
- Adult to child ratios of 4:1 will be maintained on field trips.

Open Door Policy

- Parents of an enrolled child are welcome at any time.

Parent Conferences

- Scheduled parent-teacher conferences will be offered two times per year in November & April to discuss your child's progress and development.
- If a parent or teacher has a concern, a special conference can be set up at any time.

- Please see the teacher with any questions or concerns about your child.

Absences

- If your child is going to be absent, please let the staff know ahead of time or call and leave a message on the preschool voice mail at 326-8508, extension 5. We appreciate you keeping us informed.

Illness

- If a child is sick, they will be separated from the rest of the group and the parent will be called immediately.
- **Children with the following symptoms will be excluded from attending St. Andrew's Preschool:**
 - Vomiting two or more times 12-24 hours before attendance
 - Child with chicken pox will be excluded until the child is no longer infectious or until the lesions are crusted over
 - Three or more abnormally loose stools 12-24 hours before attendance
 - Discharge draining from eyes
 - A bacterial infection that has not been treated with 24 hours of antimicrobial therapy
 - Unexplained lethargy
 - Lice, ringworm or scabies that are untreated and contagious to others
 - 100 degree Fahrenheit axillary (101 degrees orally) or higher temperature of undiagnosed origin before fever reducing medication is given
 - An undiagnosed rash
 - Significant respiratory distress
 - Child that is not able to participate in regular activities including outdoor play
 - Child that requires more care than program staff can provide without compromising the health and safety of other children in the group
- **Parents must notify the teacher within 24 hours if their child has contracted a contagious reportable illness or condition such as lice, scabies, impetigo, ringworm, or chickenpox.**
- Parents will be notified in writing on the parent's information board in the lobby if their child has been exposed to a contagious disease.

Emergencies

- 9-1-1 will be called if a child is in danger or a life-threatening situation.
- Parents will be notified immediately if their child is in need of medical attention or has been transported by emergency services.
- Teachers will be trained in first aid and CPR.
- Parents will be notified in writing of any accidents requiring first aid.
- In case of poisoning the Poison Control Center will be called.

Behavior Guidance Policies

- Each child will be provided with a positive model of acceptable behavior.
- Behavior guidance will be appropriate to the child's developmental level.
- Children will be redirected away from problems and toward constructive behavior.
- Children will be taught how to use acceptable alternatives to problem behavior in order to reduce conflict (problem solving techniques).
- The safety of all of the children and the program staff must be protected.
- Consequences for a child's unacceptable behavior will be immediate and directly related. For example, if a child is running indoors they will need to find a sitting activity.
- Children will be encouraged to share, get along with others and be patient with others.
- Christian values and behavior will be taught and encouraged.
- A child will be separated from the group if their behavior is harmful to themselves or others. The child can rejoin the group once the behavior is under control. If this occurs more than three times in one day the parent will be notified.
- Persistent unacceptable behavior will result in a parent-teacher conference and a specific behavior guidance plan will be formulated.
- At no time will physical or corporal punishment be used.

Medication

- Prescription or non-prescription medication requires that parents complete a permission/instruction form.
- No medication will be given without a permission/instruction form completed.
- If a medication must be refrigerated, please verbally tell the teacher.

Public Relations

- Written parent permission will be obtained before any public relations activity involving their child.
- The preschool does have a private Facebook page for family of students, as well as a regular Facebook page.

Snack

- A midmorning snack will be provided at each session including water.
- Parents will be asked to bring specific snack foods 1-2 times per month.
- A calendar will be provided to indicate each family's day to bring in snacks.
- A list of acceptable snacks will be provided.
- Foods must be store purchased and unopened.
- Any food allergies should be brought to the teacher's attention upon enrollment in the program.
- Parents may be asked to provide the snack for their child with a food allergy. Water from the drinking fountain will be offered as needed to children. Teacher and volunteers will sit with the children during snack time.

Activities

- Activities provided will include but not be limited to: large motor, dramatic play, fine motor, sensory, creative art, science, math, language & literature, Christian holidays, music, blocks, cognitive and field trip experiences.
- Small group activities will be provided to specifically work on Kindergarten readiness skills.
- Every attempt to ready a child for the future will be made.

Pets

- Parents will be notified if a pet is being brought into the program.
- If a child wishes to share their pet, the teacher must be notified in advance so all parents can be notified.

St. Andrew's Preschool Policies for Reporting Abuse & Neglect

Who Should Report Child Abuse & Neglect

- Any person may voluntarily report abuse or neglect.
- St. Andrew's Preschool staff are required by law or mandated to report abuse or neglect.
- Any staff member cannot shift the responsibility of reporting to anyone else at St. Andrew's Preschool or St. Andrew's Lutheran Church.
- If a staff member knows or has reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years they 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 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to Itasca County Health &

Human Services at 218-327-2941 or 1-800-422-0312 or to the Itasca County Sheriff's Department at 218-326-3477.

- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern a facility (St. Andrew's Preschool), 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 (MN Statutes, section 626.556).
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations.
- For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Retaliation Prohibited

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

Failure to Report

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

Internal Review

- An internal review will be completed if any reports of suspected maltreatment have been made.
- This review will ensure that the health and safety of the children at St. Andrew's Preschool are protected.
- This internal review will include an evaluation of whether:
 - Related policies and procedures were followed.
 - The policies and procedures were adequate.
 - There is a need for additional staff training.

- The reported event is similar to past events with the children or the services involved.
- There is a need for corrective action by the license holder to protect the health and safety of the children in care.

Primary and Secondary Person to Ensure Internal Reviews are completed.

- Primary person to perform internal reviews is the director of St. Andrew's Preschool.
- Secondary person to perform internal reviews is the senior pastor of St. Andrew's Lutheran Church (Pastor David Anderson), if the primary person is involved in the suspected maltreatment.

Documentation of the Internal Review

- The internal review shall be completed and documented.
- This review may then be given to the DHS Division of Licensing 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 (MN 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 MN Statutes, section 245A.04, subdivision 14.
- These policies and procedures are available to parents of all children enrolled in St. Andrew's Preschool upon enrollment and upon request.

Grievance Policy

- Parents who have a grievance should report it to the teacher or director first.
- If not resolved to their satisfaction within a reasonable amount of time they should then report it to a member of the preschool advisory board and/or Pastor David Anderson.
- If not resolved by the preschool advisory board or pastor within 30 days, the issue should be reported to the St. Andrew's Church Council president.
- If parents have concerns about their child's care they may call the Department of Human Services-Division of Licensing at 651-296-3971.

IMPORTANT NUMBERS

Staff:

- Kelly Olsen, teacher 218-360-0293
- Missy Gray, teacher 218-398-4902
- Sarah Litchke, director/teacher 218-259-3043

Advisory Board:

- Pastor David Anderson
- Kim Jantgaard (Council Member)
- Heather DeVries (Chair)
- Heidi Gugisberg (Secretary)
- Amy Adamson
- Myrna Peterson
- Betsy Trevena

**Department of Human Services/Division of Licensing (DHS):
651-296-3971**