

**REDEEMER LUTHERAN  
PRESCHOOL AND  
PRE-KINDERGARTEN**

**PRESCHOOL HANDBOOK:  
PARENT INFORMATION  
POLICIES AND PROCEDURES**



**2011-12**

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# REDEEMER LUTHERAN PRESCHOOL AND PRE-KINDERGARTEN

115 W. Wayzata Blvd.  
Wayzata, MN 55391

## MISSION

The mission of Redeemer Lutheran School is to equip disciples for Jesus Christ with teachings for a lifetime: Faith, Knowledge, Character, and Responsibility. The Preschool and Pre-Kindergarten years provide children the opportunity to begin building educational and spiritual foundations in a safe and nurturing environment.

## EDUCATIONAL PHILOSOPHY

Our Preschool and Pre-Kindergarten classes provide the interactive learning environment, age-appropriate curriculum, and social development that children need at this age. To this end, each program and activity is intended to help the children grow in Faith, Knowledge, Character, and Responsibility.

## EDUCATIONAL GOALS

The activities, curriculum, and programs of Redeemer Lutheran Preschool and Pre-Kindergarten are designed to assist parents in their God-given responsibility and to help their children grow in the following ways:

### 1. *Spiritually* to ...

- realize the need for God's love and learn appropriate means to respond to His unconditional love.
- know Jesus as their friend and personal Savior.
- grow in their security of Salvation through their Baptism and as revealed by the Word of God, the Bible.
- grow in their personal relationship with Jesus Christ by the power of the Holy Spirit.
- begin to understand a sense of the Triune God.
- learn corporate worship skills and behaviors and better understand how they can praise God together and individually.

### 2. *Intellectually* to ...

- develop language use and understanding.
- develop pre-reading skills such as visual discrimination, auditory discrimination, and understanding of visual symbols.
- develop interest in books.

- develop pre-math skills such as sorting, classifying, seriation, understanding of symbols, counting, spatial relations, time, and sequencing.
- increase their level of attention.
- develop initiative in their own learning processes.
- experience hands-on interaction with age-appropriate technology.

3. **Physically** to...

- develop gross and fine motor coordination.
- develop eye-hand and eye-foot coordination.
- become aware of the unique nature of the body that God has given them.
- learn cooperation and sharing in games and other physical activities.
- understand a sense of rules and fair play.

4. **Emotionally** to...

- develop a positive self-concept in the light of God's unconditional love.
- be free to risk failure and be comfortable with mistakes.
- develop a sense of security and trust.
- show independence and self-responsibility.
- be more aware of their emotions and learn appropriate means of sharing them.

5. **Socially** to...

- learn to play, work and communicate appropriately with peers and adults.
- learn appropriate behaviors in group situations.
- accept others with God's unconditional love.
- develop a sense of belonging and community with fellow students.
- learn to adapt to change in environment and routines.
- better understand sharing and cooperation with others.

6. **Creatively** to...

- understand their uniqueness as a gift from God.
- express ideas in their own unique way.
- be free to create artistically using a variety of media.
- recognize and develop their God-given talents and abilities.

## PROGRAMS

Redeemer Lutheran Preschool and Pre-Kindergarten options include:

1. 3-year old Preschool: A 2-morning per week (Tuesdays and Thursdays) program that introduces children to a structured learning environment. A variety of age-appropriate methods introduce language learning skills, pre-math skills, art exploration, physical activities, learning centers, music, Jesus time, story time, and science concepts.
2. 4-year old Pre-Kindergarten: A 3-morning per week (Mondays, Wednesdays, and Fridays) program that builds on Preschool skills. This class delves deeper into pre-reading skills, including phonics, and works more on letter identification. Regular gym time, Spanish, and greater exposure to music and art also part of this experience. This class also includes chapel on Wednesday mornings "with the big kids" of the Day School.
3. 4-year old Pre-Kindergarten Flex Enrollment: In addition to attending the three mornings of the Pre-Kindergarten program, students may attend full days on Monday, Wednesday, and/or Friday. The increased level of learning included in this option allows for more exposure to skills necessary for transitioning to Kindergarten.

## **ACCOUNTABILITY**

Redeemer Lutheran Preschool and Pre-Kindergarten help extend the ministry of Redeemer Lutheran Church and School. Six members of the congregation are elected (two each year) to the School Board, which has direct oversight of the rules, policies, and procedures of the Prechool and Pre-Kindergarten. Any clarification or further definitions of policies which operate Redeemer Lutheran Preschool and Pre-Kindergarten shall be made by the School Board of Redeemer Lutheran Church and School.

Redeemer Lutheran Preschool and Pre-Kindergarten are licensed to serve a maximum of 16 children per class, ages 3-5, by the Minnesota Department of Human Services. However, class sizes may be smaller to optimize student learning.

## **CURRICULUM**

Formal curricular subjects are generally integrated into themes which may be taught weekly (e.g., one different letter may be taught each week) or may last as long as 6-8 weeks (e.g., the Preschool room may be converted into a "Jungle" to teach the scientific concept of environments and ecosystems). Occasionally "big books," worksheets, and other instructional materials are used to help reinforce the curriculum. The religion series used in our program is published by Concordia Publishing House.

Young children learn best by meaningful hands-on experiences. To this end, curriculum is developed by the Preschool/Pre-Kindergarten Director/Teacher to maximize exploration,

manipulatives, imagination, and tactile (sensory) experience. Learning centers and activities include dramatic play, introduction to technology, gluing, stacking, building, pouring, painting, cutting, creating, writing, coloring, and many others.

The Preschool/Pre-Kindergarten Director/Teacher is trained in early childhood education and knowledgeable regarding age-appropriate curricula. These materials are ordered under the supervision of the Redeemer Lutheran School Principal.

## DAILY SCHEDULE

A typical morning in Preschool/Pre-Kindergarten may be as follows:

8:15 a.m.	Arrival Time Children begin activity in Learning Centers
8:30	Starting Bell for School Day Group Time: Calendar, Weather, Helper-of-the-Day, Sharing time Rocking Readers Program (Parent volunteers read)
8:45	Jesus Time/Faith Lesson of the Day (Chapel on Wednesdays)
9:00	Lesson Unit Time
9:15	Gym Time/Large Motor Play
9:30	Bathroom Break and Snack Time
9:45	Book Time
10:00	Learning Centers/Art
10:30	Science/Social Studies (Friday: Music at 10:15)
10:45	Closing of Day/Outdoor Play
11:00	Dismissal.

**Morning classes** run from 8:30 a.m. to 11:00 a.m.

**Extended classes** run to 2:45 p.m.

Additions to the daily schedule may include from time-to-time:

- *Guests speakers:* "Officer Friendly," fire safety instructors, seeing-eye dog trainers, grandparents/parents with unique occupations, story tellers, etc.
- *Field Trips:* Apple orchard, trolley rides, picnics, Children's Theater, etc.
- *School Assemblies* with the Day School children: Concerts, plays, special performers or speakers, etc.

Preschool and Pre-Kindergarten events which occur off-site will require a guardian-signed permission form for each different event. Parents will be made aware of these "special events" via a weekly newsletter and/or via e-mail.

## ANNUAL CALENDAR

The annual Preschool/Pre-Kindergarten calendar is set in close conjunction with the calendar of Redeemer Lutheran School and follows the calendar of the Wayzata Public Schools as closely as possible. Copies of the calendar are distributed to parents through enrollment folders and back-to-school mailings. The calendar is also posted on the school's website.

## **POLICIES AND PROCEDURES**

### **Attendance and Tardiness**

Your child benefits from regular attendance because consistency in attendance creates structure and supports the learning foundation you want for your child. While short periods of absence for vacations, grandparent visits, and the like may also benefit your child, we want you to avoid extended periods of absence. If your child is absent or you find it necessary to have your child miss school for more than one consecutive class, please notify the teacher. Classes missed for illness or other reasons are not considered refundable.

Being present and on time are good life skill habits. Please respect the starting time of 8:30 a.m. Students should arrive after 8:15 and before 8:30, ready to learn when school starts. The seemingly unstructured learning center time at the beginning of their schedule will be important to their routine and social development.

Also respect the Teacher's need for time before class begins to prepare for the day. Please make an appointment if you need extended time to speak with the teacher.

If absenteeism becomes a chronic problem (i.e., more than 50% of any one quarter), the Director/Teacher will discuss the problem with the parent. If the problem continues, the Principal will be informed, and a conference will be scheduled to discuss the situation and the potential impact of the absenteeism on the child.

### **Birthday Parties**

Celebrating children's birthdays is a special event that is welcomed with proper advance notification. Please contact the Teacher at least one week in advance of the birthday so the Teacher may properly coordinate any activities, as well as advise of any food allergies with in the class. The desired "treats" parents may wish to provide for these days must be pre-packaged and store-bought. No homemade treats can be accepted.

Invitations for personal parties may be handed out at school only if all of the students (or all boys or all girls) are included.

### **Busing**

Busing is available for children enrolled in the elementary school and live in the Wayzata Public School District. Children in Redeemer’s Preschool and Pre-Kindergarten are not eligible for busing, nor may they ride home on the bus with older siblings or family friends.

### **Celebrations and Parent Helpers**

Special parties will be planned for Thanksgiving, Christmas, Easter, and Valentine's Day. Other celebrations will be planned, as time permits, by the room parents and the Director/Teacher. Parents are always welcome to help at our parties, as well as with projects throughout the year. Please let the Teacher know you are interested in being an “art” mom or a “science” mom. We need to hear from you in person in order to get you as involved as you would like. We have a busy environment and routine, and the children’s needs always come first.

### **Class Sizes**

The following class sizes will be maintained for all sessions:

5 or less	No Session
6-10	One Teacher
11-16	One Teacher and One Aide
17 or more	Waiting List

The only time a class size will exceed 16 is in the case of a full-time employee of Redeemer who has an eligible child and becomes employed after the class is full. An aide will be contracted when an enrollment of 11 is achieved.

### **Discipline and Behavior Guidelines**

The Preschool/Pre-Kindergarten program teaches developmentally appropriate behavior and self-discipline, which is part of God's plan for all of us. This is a learning process that includes learning self-control and appropriate conflict resolution with peers and adults. However, forgiveness must accompany consequences for children to fully understand God's plan to balance Law and the Gospel, which is also the foundation for the discipline plan at Redeemer.

An important part of our discipline plan occurs as clear boundaries and expectations are laid out and modeled by the Teacher. Consistency on the part of parents and Teacher is required for this process to be effective. It is the responsibility of the Teacher to make sure these boundaries are clearly communicated first to the child and then also to parents, especially if the boundaries are violated.

If inappropriate behavior exists, the following procedures will generally be followed in sequence. However, in the event of severe misbehavior (e.g., kicking, swearing, hitting, and the like) the Teacher may use any of the following interventions:

1. Identify unacceptable behavior and communicate this with child.
2. Re-direct the child to appropriate behavior and teach acceptable alternatives to problem behavior in order to reduce conflict.
3. Isolation from the rest of the group (time-out). No child may be separated from the group unless the staff has tried less intrusive methods which have been ineffective in guiding the child's behavior and/or the child's behavior threatens the well-being of the child or other children in the classroom. If a child is separated from the group, the child shall remain in an un-enclosed part of the classroom within continuous sight and hearing of the Teacher and/or aide. This isolation may last for up to as many minutes as the child is old.

If a child needs to be isolated from the group, it will be noted in the Teacher's daily log. Information included will be the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well-being of self or other children. If a child is separated from the group three times in one day, the child's parent shall be notified and notation of the parent notification will be indicated in the daily log, as well. If a child is separated five times or more in one week, eight times or more in two weeks, or displays behavior seriously threatening the well-being of other children, the following procedures will be followed:

1. Persistent unacceptable behavior requiring an increased amount of Teacher guidance and time will be documented by the Teacher. The Teacher will additionally document procedures used to respond to the unacceptable behavior.
2. A meeting will be conducted with parents and Teacher to address the documented behavior and develop a written plan to correct it. This plan may include the removal of the student from the class (suspension) if certain behaviors are not obtained. (Tuition during suspensions is not refundable.)

The safety of the children and staff is of utmost importance. Actions endangering children or staff will be addressed immediately. Injurious or threatening behaviors or safety concerns reported to parents should, in turn, be brought to the attention of the Teacher, who will submit a written explanation of the safety concern to the Principal.

If a child needs to have more than two of these plans developed in the course of one school year, the Director/Teacher may find it necessary for the well-being of the other children or the program to recommend that the child no longer be permitted to attend. This recommendation would require action by the School Board and would be taken by the Director/Teacher after consultation and intervention of the Principal.

The State of Minnesota regulations also state the following for early childhood centers:

1. No child shall be handled roughly, such as shoving, hair-pulling, ear-pulling, spanking, slapping, or kicking (corporal punishment).

2. Children shall not be exposed to any form of emotional abuse by staff or others. Emotional abuse includes, but is not limited to, name-calling, shaming, ostracism, and the like.
3. No child shall be shamed, humiliated or labeled.
4. No child shall be punished for lapses in toilet training.
5. No discipline shall be delegated to another child.
6. Withholding of snacks, light, clothing, warmth, or medical care shall not be used as punishment.
7. The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm is prohibited.
8. The use of mechanical restraints, such as tying, is prohibited.

### **Dress**

Children should be dressed in comfortable, washable play clothes. When dresses are worn, shorts, leggings, or tights should also be worn to encourage freedom of movement in large motor activities. During the various seasons, elements like dust, dirt, mud, snow, and ice requires the teacher to use good judgment about playing on the playground. However, students should always dress appropriately for outside play. Outside play wear in the winter includes boots, snow pants, gloves, hat, and a winter coat. Please send these items in a sturdy carry bag with each item clearly marked with your child's name for easy identification.

During weather that permits the wearing of sandals, socks must also be worn. Sandals should include straps that secure the foot during various physical activities.

### **Drop Off and Pick Up**

Students should be dropped off directly in the Prechool/Pre-Kindergarten room by the parents or other parent-authorized persons transporting them to their respective sessions.

For pick up, the Teacher and/or aide will bring the children to meet the parents. In inclement weather, children will be taken to the designated exit by the Teacher and/or aide. Curbside pick-up is allowed, or parents may park in the parking lot and walk over to the area in which their children will be waiting.

A child can be picked up from school only by custodial parents or persons authorized by parents. There are no exceptions to this rule.

If it is necessary to pick your child up before school is over, please sign out your child in the log located in the Office Lobby.

### **Enrollment**

#### Eligibility

Students who are toilet-trained and have reached their 3<sup>rd</sup> or 4<sup>th</sup> birthday before September 1<sup>st</sup> are eligible for enrollment into Redeemer's Preschool program. Students who have special needs or, who once enrolled, demonstrate the need for special assistance, may be required by the Preschool Director/Teacher to have testing (not provided by Redeemer) conducted by an outside consultant to help determine the learning needs of the child. If the needs of the child can be adequately addressed by the Preschool staff, an individualized learning plan will be developed by the teacher, parent, and other professionals as necessary. Redeemer reserves the right to deny or drop enrollment if this consultation demonstrates we cannot reasonably meet the needs of the child.

### Process

#### *Enrollment Application Timing*

Enrollment for the following school year normally begins in January, as announced annually by school administration. Parents must submit the application documents along with the non-refundable tuition deposit to the office. Applications received between the opening of enrollment in January through March 15 will be prioritized and considered in the following order:

1. Currently enrolled students
2. Members of Redeemer Lutheran Church
3. Siblings of currently enrolled students
4. All others

After March 15, registrations will be considered on a first-come, first-served basis.

#### *Waiting List*

In cases where enrollment isn't granted or a waiting list is necessary (such as when a maximum class size is met), the parent will receive written notification. If a student is placed on a waiting list, the completed application documents must still be submitted to hold the child's spot on the list. Once an opening is available, the parent will be notified and has one week to submit the non-refundable tuition deposit. If the deposit isn't received on a timely basis, the child's spot on the waiting list will be waived.

#### *Enrollment Limitations and Probationary Period*

It is Redeemer's desire that any enrollment limitations be clearly stated and fairly administered. Certain limitations in educating students may determine whether or not a child is accepted. These limitations will apply equally to all students (both members and non-members) and, if accepted, every effort will be made by Redeemer Lutheran School to educate each child to the best of our ability. However, if Redeemer believes, in its sole and absolute discretion, that either the child's or Redeemer's best interests are not being served by enrolling the child, we retain the right to deny admission or re-enrollment to that child.

New students will be accepted on a one quarter probation period. If after one quarter, during which time the parent and child are kept informed about the child's behavior and academic

progress, it is evident that the child's behavior is detrimental to the other students or the child's academic needs cannot be met, the student will be denied continued enrollment.

### *Educational Assessments*

If a student has been accepted to Redeemer, the school retains the right to administer a test(s) which may best help the school diagnose the student's educational abilities. The cost of these tests will be the sole responsibility of the parents. These tests will not be used to determine eligibility for enrollment but rather as a tool to better assist the school and parents in meeting the needs of the student.

### *Non-Discrimination Policy*

Redeemer Lutheran School's enrollment policy and procedures reflect the Great Commission and ensure non-discrimination. Redeemer Lutheran School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

### **Extended School Care**

Extended School Care is offered to K-8 students of Redeemer Lutheran School. We do not offer Extended School Care to Redeemer Lutheran Preschool and Pre-Kindergarten students.

### **Field Trips**

Great educational value can occur through field trips. The purpose of these trips will be made known by the staff to parents in writing well in advance. Written parental permission will be obtained before taking a child on a field trip.

Safety is a priority on these trips. The Teacher will have available emergency information for each child, a first aid kit, and first aid manual for all field trips. At least one person trained in pediatric CPR will accompany the children on field trips. Children will be transported according to the Minnesota Passenger Restraint Act and Department of Health Services recommendations for transporting children on school buses.

Occasionally, a field trip may necessitate the use of a rented bus. In this case, there shall be no less than a one adult to five children ratio.

### **Fundraisers**

It is the general practice of Redeemer Lutheran Preschool and Pre-Kindergarten to participate in no more than one organized fundraiser per school year. The profits of this fundraiser are normally credited to classroom improvements such as computer software, blocks, games, and the like. This fundraiser must be approved by the School Board.

### **Insurance**

In the case of an accident or injury, such as on the playground, your private insurance is normally expected to cover the incident. Redeemer invests in liability insurance to help cover all students and visitors. If it appears you are not covered by your insurance in such a situation, please contact the Preschool Director/Teacher.

### **Kindergarten Readiness Screening**

As a service to students completing our Pre-K program, Redeemer conducts a Kindergarten readiness screening each spring. There is no cost for this service. It is not necessary that children apply to our Kindergarten program to have this screening conducted.

### **Parent Grievances**

When a parent has a personal grievance against a member of the faculty, staff, other parent, or School Board, the parent is expected to follow the Biblical teaching found in Matthew 18:

1. First, schedule an appointment to respectfully and privately address the issue face-to-face with the individual in question. If you are uncomfortable approaching the person in question, please ask the principal for guidance. Approaching the person in question may need to be done more than once.
2. If the issue is not resolved through the face-to-face meeting, the parent should bring the issue to the attention of the principal and request that the principal sit in on a conference with the person with whom there is a grievance.

If the problem has not been resolved after following the above steps, the parent should present the matter in writing to the principal. The principal will advise Redeemer's pastor and the School Board Chairperson about the situation. These three persons – principal, pastor, and School Board Chairperson – will consult with all involved parties and work together to resolve the situation. Grievances directed at people will not be discussed with the School Board in open forum sessions.

Parents are encouraged to keep concerns confidential and private while following the established lines of Christian communication. Any legitimate concern will be received with all due consideration so that a satisfactory solution can be reached.

For all grievances with policy matters, please refer first to the appropriate handbook, and consult with the principal for guidance.

## **Parent Meetings and Conferences**

Parent-teacher communication is a great contributor to student success. Parents are encouraged to set up private meetings throughout the year to discuss their child's progress. Before the school year begins, an open house will take place to help children, parents, and Director/Teacher become better acquainted. Parent-Teacher Conferences will be scheduled in the fall to discuss you child's progress and development.

## **Pictures**

Individual student pictures are professionally taken of each Redeemer student in the fall and spring – including Preschool/Prekindergarten students. These pictures are made available to parents for purchase at your discretion and cost. These photos are also used in the annual school yearbook, which is made available for purchase in the spring.

Throughout the year, photographs are taken of the children in action. These are periodically displayed on bulletin boards or other “in-house” displays. Occasionally, pictures of students are used for news releases or marketing purposes. You are provided a form that you complete and submit if you are willing to give us your consent to use your child’s photo.

## **Playground**

Students will occasionally play on the playground immediately north of the school building. Students will not be taken off-site to play on any other playground without written parent permission. Students will not play on the playground if the wind chill goes below 0 degrees.

## **Progress Reports**

Written progress reports of student development will be provided to the parents no less than twice a year.

## **Records**

Redeemer Lutheran Preschool and Pre-Kindergarten maintain permanent records of its students including:

1. Registration Information
2. Progress Reports
3. Health and Immunization Records
4. Birth Certificate (copy)
5. Other pertinent information related to the child's educational development.

Transcripts will be forwarded to the child's next school upon receipt of a Release of Records Form signed by an authorized parent/guardian at the child’s next school.

## **Research, Experimental Procedures, and Surveys**

Occasionally, students may be requested to participate in child research, experimental educational procedures, or surveys. Parents will be notified ahead of time in writing and given opportunity to allow or withhold their child's participation in these activities.

## **Sharing and Telling (Sharing Bag)**

In bridging the gap from home and school, it frequently helps the child to bring an item that coincides with the letter of the week. Please leave valuable toys and objects, play weapons, and toys that can be placed in the mouth (balloons, whistles, horns, etc.) at home.

## **Snacks**

Properly prepared, nutritious snacks are provided daily for children. While we appreciate parent involvement, state law requires a certified food preparer to provide these snacks. The cost of these snacks (including milk) are assessed once a year at the beginning of the year and is non-refundable if the student withdraws.

## **Supervision**

Children will be under the direct supervision of a Preschool/Pre-Kindergarten staff members at all times.

## **Supplies**

A supply list of needed school items (such as smocks, crayons, markers, etc.) will be given to families prior to each school year. A pair of gym shoes, Velcro or slip-on and marked with your child's name, should be left at school for gym activities or recess. From time-to-time, supplies such as egg cartons, facial tissues, milk lids, and other items may be requested by the teacher. Each student should also carry a Backpack for notes, art work, etc.

## **Tuition and Fees**

Members and non-members pay a tuition deposit at the time of enrollment, a one-time snack fee before school begins, and then the remaining tuition balance. Other fees may occasionally be requested for special field trips or events.

Tuition and snack fee levels, as well as payment procedures and policies for all programs, are included in enrollment folders distributed annually to parents. In summary:

- A Tuition Deposit is due at the time of enrollment and is credited to the child's tuition.
- A one-time Snack Fee is due prior to the first day of school.

- Monthly tuition is due the first of the month, and no later than the 15<sup>th</sup>, September through May.
- Accounts exceeding 30 days past due will be assessed 1.5% late fee. Accounts exceeding 60 days past due will also be assessed 1.5 %, and a letter will be sent to communicate the seriousness of the delinquency. Upon 90 days past due, the the School Board can withdraw the student's enrollment and turn the account over to a collection agency.

## **Visitation**

Parents of current students are welcome to visit their child's room any time during hours of operation and be involved in the educational life of their child. Please limit these visits to no more than one per month and limit them to no more than one hour. Please wait one month from the start of your child's time in the classroom before asking to visit to help your child with any separation issues they may have.

Parents of potential students are asked to schedule visits for no longer than 15-20 minutes. Please schedule visits with the Principal or Office at least 24 hours in advance.

Basic rules regarding visitations are:

1. Visitors need to log in at the Reception Desk in the Office Lobby.
2. Please do not bring any siblings along.
3. Please remember that the Teacher's attention needs to be focused on the classroom. Keep conversations with the teacher to a minimum. It may be helpful to keep a record of questions which can be asked of the Teacher at a later time.

## **Volunteers and Background Checks**

Parents may volunteer as Rocking Readers, room parents, craft helpers, snack helpers, or fill other roles by simply making the teacher aware of your desires. Child protection laws require that a background check be conducted for any volunteers who help regularly or work one-on-one with students. So if you are asked to do this, please understand that it is for your protection, as well as that of the students, to have a background check completed.

## **EMERGENCY GUIDELINES**

## **BLIZZARDS**

In the event of a blizzard, students will remain at Redeemer Lutheran Preschool under staff supervision until parents can pick them up.

## **CHILD ABUSE**

Redeemer Lutheran Preschool expresses a commitment to provide an environment that encourages the child's growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to identify your concern to the teacher and/or the school administrator.

Should you have difficulty in providing for your child's emotional or physical needs, you are encouraged to ask for help. Our staff will make every effort to put you into contact with the County Child Protection Agency for them to help you.

In a rare instance when we feel that your child's needs are consistently not being met, our staff will work with you to identify your child's needs and assist you in meeting those needs. If you are temporarily unable or unwilling to meet your child's minimal needs, our staff is mandated by Minnesota State Law to file a report with the County Child Protection Agency. It then becomes the rule of the Child Protection Unit to work with your family to insure that your child's needs are being met.

All staff are informed that the law requires them to report any suspected cases of child abuse or neglect. That is, anyone suspecting abuse or neglect of a child regardless of where it occurred must comply with the law and report (CHILD PROTECTION – phone: 651-523-0099). If there is a doubt about whether you should report an incident to Child Protection – REPORT! If a staff person suspects that a child is in danger, the police will be notified immediately (Wayzata Police – phone: 952-404-5340).

## **EMERGENCIES**

Emergency numbers are posted in a prominent place by the telephones and on the Preschool bulletin board.

In the event of an emergency or accident:

1. For a minor accident, first aid will be administered and the parents will be contacted.
2. For a major accident requiring immediate medical attention, first aid will be administered and 911 will be called. The center's source of emergency care is North Memorial Hospital. After calling 911, the child's parents will be contacted.
3. Staff will not transport children.

## **EMERGENCY SHELTER AND EQUIPMENT**

If emergency shelter is needed outside of this facility, staff and children will proceed to the Wayzata Community Church at 125 East Wayzata Blvd., Wayzata, MN (phone: 952-473-8876). A battery-operated radio and flashlight are kept in the classroom.

## **POWER/UTILITY FAILURE**

In the event of a power/utility failure, parents will be contacted to take their child home. Supervision of all children will be maintained by the staff until all children are picked up.

## **SCHOOL CLOSING**

During times of inclement weather, Redeemer Lutheran School will follow the lead of Wayzata Public Schools. If Wayzata Schools are closed, are closing early, or will be starting late, Redeemer Lutheran School will normally do the same. However, there may also be circumstances that will find Redeemer Lutheran School open, closed, closing early, or starting late independent from what Wayzata Schools may do. School closing announcements will be broadcast by phone to the home and mobile phones of Redeemer families and also made on WCCO Radio (AM 830) and local TV stations (Channels 4, 5, 9, and 11). Parents need to check these media outlets on days when inclement weather is either forecast or imminent.

Parents may pick up their child anytime they feel the weather is a threat to safe travel home.

## **TORNADOES**

In the event of a tornado, students will be directed by the staff to the girls' locker room. They will be directed to sit facing the wall, with their hands held over their heads. Tornado drills will be practiced to familiarize the students with the procedure. The drills will be conducted regularly, particularly during prime fall and spring storm seasons, and a log will be kept of dates and times of the drills. A diagram with tornado procedures is posted in the Preschool Room.

## **HEALTH SERVICES, POLICIES, AND GUIDELINES**

### **ACCIDENTS**

All staff members review emergency and accident procedures during a faculty/staff orientation prior to each school year, with the procedures themselves reviewed annually, as well.

All accidents, injuries and emergencies that occur to children, staff, or visitors at Redeemer are recorded on an accident report form. Information recorded includes name, age, date, and place of incident, type of incident, action taken by staff, and to whom the incident was reported. The accident reports are reviewed annually to determine in any modifications in property or procedures are needed.

A report will be made to the Department of Health Services (phone: 651-296-3971) within 24 hours of the death of a child at Redeemer or of any injury to a child in care at Redeemer that requires treatment by a physician or any emergency medical service.

Prevention is the most important aspect with regards to promoting a safe environment. A daily inspection for potential hazards is done at Redeemer by the Preschool teacher. When hazardous equipment or areas are found, they are removed, repaired, or disposed of. All staff persons are always on the look out for potential hazards on the premises or on field trips.

### **ANIMAL BITES**

In the event a child is bitten by an animal while in the care of Redeemer Preschool, the staff will immediately notify the Wayzata Police (phone: 952-404-5340) and the child's parent. Care and treatment of bites in the child care setting will follow standard first aid practices.

### **FIRST AID**

All teachers and aides are required to have 8 hours of first aid training every three years. One staff member who is trained in pediatric CPR will be at Redeemer at all times the children are present.

If first aid procedures are required, they will be administered by the first staff member at the site. A second staff member will remain with the rest of the children. If additional help is needed, staff from other rooms will be called. All first aid procedures administered will be documented and kept on file on an accident report form at Redeemer.

A first aid kit and manual are kept in the Preschool cupboard above the sink. It is restocked regularly and contains all items required by the Department of Human Services.

### **FUSE BOX**

The fuse box is located in the custodial closet next to the Preschool classroom. The location is known by all staff. Circumstances for cutting the power include flooding, a smoking outlet, flying spark, electrocution, or similar incidences.

### **HAND WASHING PROCEDURE**

The following procedures for hand washing will be observed by all staff and taught to students:

1. Wet hands with warm running water and liquid soap.
2. Rub hands vigorously
3. Wash all surfaces: backs of hands, between fingers, wrists, under fingernails.
4. Rinse well.
5. Dry hands with single-use, disposable paper towel.
6. Turn off water using paper towel.

### **HEALTH CONSULTANT**

A health consultant will review health and safety policies stipulated by Rule 3 on a yearly basis. Additionally, if there is a proposed change in health practices or policies, or if an outbreak of a contagious illness should occur, a health consultant will be contacted for review.

Redeemer is served by a Health Para Professional who is onsite during the middle of the day on a daily basis. Our Health Para Professional, among other duties, reviews immunization records and monitors students' diseases, providing notices when contagious conditions exist.

### **ILL CHILDREN**

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

- vomiting or diarrhea
- undiagnosed rash
- drainage from eye or ears
- 100 degree Fahrenheit temperature (axillary) or higher
- bacterial infection such as strep or impetigo and has not completed 24 hours of antibiotic therapy
- any contagious illness, such as lice, scabies, chicken pox, ringworm, or any reportable disease
- significant respiratory distress
- inability to participate in child care program activities with reasonable comfort or requiring more care than the staff can provide without compromising the health and safety of the other children.

If a child becomes ill during the day, he/she will be kept isolated from the other children. A staff member will remain with the child and make him/her as comfortable as possible. A parent will be notified and asked to pick up the child.

Parents are asked to notify Redeemer within 24 hours if their child contracts a communicable illness. Communicable illnesses will be reported to all parents the same day the information is received. The staff will post a notice in a prominent place identifying the illness, incubation period, early signs of detection, and exclusion recommendations.

Redeemer will notify the Public Health Department (phone: 612-348-2741) within 24 hours should an occurrence of a "reportable disease" take place.

### **IMMUNIZATIONS , PHYSICAL EXAM, AND EMERGENCY INFORMATION**

The state law requires immunizations for all children entering a school in Minnesota. A Child Care Immunization Form **must be completed and submitted to the Office by the first day of your child's attendance.**

The State of Minnesota requires every student enrolled in a licensed Preschool to have a physical exam before entering school. A Health Summary Form **must be completed and submitted to the Office by the first day of your child's attendance.**

An Emergency Referral Information Form, which includes Health Status Update information, **must be completed and submitted to the Office by the first day of your child's attendance.** Please make sure the information is accurate.

Also remember to contact the Teacher and the Office (952-473-5356) if there are any changes during the year. It is vital that we have current contact information and names of people you authorize to provide care and transportation for your child.

### **MEDICATION**

NO medication will be given at school.

### **MISSING CHILD OR PARENT**

If a child is missing, the Preschool Director/Teacher, with help from available Redeemer staff, will conduct a thorough search of the area (building and grounds). If we are unable to find the child, the police will be notified (#911 or Wayzata Police – phone: 952-404-5340) and then the parents. If possible, a staff person will accompany the police to help identify the child.

If a parent has not picked up a child, the staff will attempt to contact the parent (home, work, mobile phone numbers as provided on the Emergency Referral Information Form). If attempts to contact the parent are unsuccessful, emergency contacts will be called. If we are unable to reach these persons within one hour, the police will be notified to pick up the child.

### **PETS**

Parents will be informed at the time of admission if a pet is present. The pet will be properly housed, cared for, inoculated, and licensed in accordance with the local health ordinance. The GMDCA "Guidelines for Pets in Child Care Settings" will be followed.

### **PREVENTION POLICIES**

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

#### Poisoning

- All poisonous/hazardous substances will be stored out of the reach of children.
- All poisonous/hazardous substances are stored in their original container.
- All plants will be checked. If poisonous, they will be removed.
- Lead paint will not be used on equipment or walls.
- Food is not stored near or next to poisonous/hazardous substances.
- The phone number of the Poison Control Center (612-347-3141) is posted along with other emergency numbers by the telephones and on the Preschool bulletin board. Staff will be knowledgeable about Poison Control Center services.
- Children will be taught poison prevention.

#### Burns

- Water temperature will not exceed 120 degrees Fahrenheit.
- All outlets will be covered with protective coverings.
- Electrical cords will be kept out of the reach of children, and when in use, children will be closely supervised.

- Staff will not drink hot liquids when working around children.
- Food will be checked before serving to children. Food will be warm and not hot.
- The staff will protect the children from over-exposure to the sun by using protective clothing (sunscreen with parental permission) and by limiting time in direct sunlight.
- Children are generally not allowed in the kitchen. Should they be allowed in the kitchen for a cooking activity, they will be closely supervised.

#### Choking/Suffocation

- Plastic bags will be kept out of the reach of children. When discarded, they will be tied in a knot.
- Toys will be age-appropriate. Items that can cause choking will be removed.
- All water play in the classrooms will be closely supervised.
- All food given to the children will be age-appropriate and/or cut into small pieces.
- Children will sit while eating.
- No balloons will be used, due to choking potential.
- Window blind cords will be adjusted to prevent strangulation.
- To prevent strangulation, drawstrings on children's outerwear should not be worn.

#### Pedestrian/Traffic Safety

- Children will be taught traffic safety.
- No child will cross the street without a teacher/parent present. Children will not cross the street until the teacher tells them it is safe and crosses with them.

#### Other Injuries

- Scissors and knives and other sharp objects will be kept out of the reach of children.
- Rugs will have non-skid backing or be firmly fastened to the floor.
- Spills will be wiped up immediately.
- Children will be educated about equipment usage and have proper adult supervision.

### **PROCEDURES FOR FIRE SAFETY AND INTERVENTIONS**

All staff are trained in fire prevention procedures along with appropriate interventions should a fire occur. Fire drills are held regularly and are recorded in a log to document drill times, dates, number of children and staff, and any comments.

#### Fire Evacuation:

- Primary and secondary exits are noted on the floor plan which is posted in a prominent area in each work unit.
- The person detecting the fire will call 911.
- The teacher will evacuate the children, taking the attendance sheet along and attempting to take, also, the first aid kit and emergency cards.
- The group will proceed outdoors, away from the building to the designated waiting area (far side of parking lot by light pole) and await further instructions.

- Attendance will be taken and any missing child reported to the school administrator or Fire Department official, if on hand. No one is to re-enter the building until the “all-clear” is given.
- A report will be made to the Department of Health Services (phone: 651-296-3971) within 48 hours of a fire that requires the Fire Department to be present.

#### Fire Extinguisher:

- The staff is trained in the use and is aware of the location of the fire extinguisher.
- Directions for the use of the fire extinguisher:
  - Pull pin.
  - Point extinguisher toward the base of the fire.
  - Squeeze trigger/sweep side to side.
- Fire extinguishers are checked annually.
- Written instructions on the use of the fire extinguisher, fire evacuation plans, and duties of staff are posted in the Preschool classroom.

#### **SAFETY GUIDES**

The teacher will daily inspect the classroom and other areas used by the children for any hazards. Guidelines followed include:

- No cleaning materials containing any chemicals will be kept in the classroom.
- Children will be instructed in safety rules, such as not running in the classroom or hallways to prevent injury.
- Snacks will be appropriate to the age level avoiding such foods as grapes, peanuts, popcorn, and other foods on which children could easily choke.

#### **SANITATION PROCEDURES**

- All staff and children will wash their hands after toileting, coughing, sneezing, or blowing their noses.
- All staff and children will wash their hands before preparing or eating any food.
- The staff will have minimal direct contact with food.
- Tables used for eating will be cleaned and sanitized before and after eating.
- Toys and other equipment will be cleaned and sanitized on a weekly basis or more often if necessary.
- Eating and cooking utensils will be either disposable and discarded after each use or properly cleaned and sanitized, utilizing the four-step process or run through a commercial NSF dishwasher.
- Floor of food service area will be properly swept and cleaned after each use and cleaned with a sanitizing solution daily.
- Bleach water used for food service area will be checked with test strips during the day.
- Any equipment used for food preparation or food service is kept completely separate from toileting procedures and equipment.
- Toilets will be cleaned and disinfected when soiled or at least daily.
- Bathroom sinks and floors will be cleaned and sanitized at least daily.

- Proper procedures will be utilized for cleaning up spills of bodily fluids.
- Proper procedures will be utilized for preparing bleach solutions.

#### **UNAUTHORIZED OR INCAPACITATED PERSON PICK-UP**

No unauthorized person shall take a child from Redeemer Preschool. If an unauthorized person should attempt to take a child from Redeemer Preschool, they will be firmly informed that this is not allowed. The custodial parent(s) will be called immediately. If the parents cannot be reached, the emergency names will be called. If there is still a problem, the police will be called. If there is any sign of immediate danger, 911 will be called. The staff will be instructed to ask for a picture ID of anyone picking up a child that the staff does not know.

In the event that the person picking up a child is in any way incapacitated, they will be firmly told that the staff does not feel it is safe for that person to transport the child. They will be asked for the name and number of someone who can safely transport them, or the staff will use the emergency numbers.

If this person resists the efforts of the staff, the vehicle (color, model, and license plate number) will be provided to the Police Department. Child Protection will be notified, and the incident will be documented and kept on file at Redeemer.

#### **HANDBOOK AND POLICY REVIEW**

Redeemer Lutheran School Administration, in conjunction with the Day School Board, reserves the right to amend the policies and procedures of the *Preschool Handbook* at any time.

**PRESCHOOL/PRE-KINDERGARTEN STAFF**

Director/Teacher	Marit Esterberg
Aide	Wendi Bottiger
Principal	Bill Souza
Pastor	Joel Sund
Secretary	Peggy Byers
Parish Administrator	Daisy Johnson
Custodian	Jim Menzel
	Tom Donelon

**PRESCHOOL/PRE-KINDERGARTEN DIRECTORY**

Redeemer Office ..... 952-473-5356  
..... 952-473-1281

Redeemer Lutheran School Fax..... 952-473-3186

EMERGENCY..... 911

Police..... 952-525-6210  
    Non Emergency Police..... 952-404-5340

Fire..... 952-525-6210  
    Non Emergency Fire..... 952-473-0234

Poison Center..... 612-347-3141

Division of Licensing & Health Inspector..... 651-296-3971

Web site: [www.RedeemerWayzata.org](http://www.RedeemerWayzata.org)

Redeemer Lutheran Church Ministry:  
    Sunday Worship  
    8:00 a.m. – Traditional Service  
    10:30 a.m. – Contemporary Service  
    9:15 a.m. – Sunday School/Bible Classes

    Wednesday Midweek  
    6:00 pm – Light Supper  
    6:30 pm – Praise and Worship  
    6:45 pm – Kids’ Club/ Adult Bible Study