

*King of Kings Lutheran
Preschool Handbook
2017-2018*



*2330 North Dale Street
Roseville MN 55113
(651-484-9206)*

TABLE OF CONTENTS:

Mission Statement	7
Purpose	7
Philosophy	7-8
Licensing	8
Accreditation	8-9
Sponsorship/Ownership	9
Program	9
Staff	9
Non-Discrimination Policy	9-10
Data Privacy	10
Days and Hours of Operation	10
Ages Served	11
Enrollment/Admissions	11
Arrival and Departure	11-12
Release of Children	12
Communication	13-14
Fast Direct	13
Parent Orientation Meeting	13
Parent Bulletin Board	14
Parent-Teacher Conferences	14
Newsletters	14
Volunteer Opportunities	15

Classroom Visits	15
Class Lists	15
Special Events	15
Grievance Policy	16
Dismissal of Child	17
Changes in Policies or Procedures	17
Programming and Curriculum	17-19
Program Plan	17-18
Religion Curriculum	18
Daily Curriculum	18-19
Environment	19
School Supplies	19
Behavior Guidance	20
Children with Special Needs	21
Clothing	21-22
For Inside Play	21
For Outdoor Play	21-22
For Accidents	22
Meals and Snacks	22-23
Breakfast	22
Lunch	22
Snacks	23
Cooking Experiences	23
Birthday Treats	23
Rest Time	23

Health and Safety	24-27
Health Consultation	24
Required Forms	24
First Aid, CPR, and Bloodborne Pathogens	24
Accidents	24-25
Illness	25-26
Notification of Infectious Diseases	26
Medication	26-27
Universal Precautions	27
Reporting Policy	27-29
Permission Forms	29
Field Trips	30
Pets	30
Drug and Alcohol Policy	30-31
Inclement Weather	31
Tuition and Fees	31-32
TADS	31
Registration Fee	31
Tuition Rates	31-32
Late Pick-Up Fee	32
Withdrawal from Program	32

MISSION STATEMENT

In grateful response to God's grace and empowered by the Holy Spirit through Word and Sacrament, the mission of King of Kings Lutheran Church and School is to make known the love of Christ by word and deed within our church, community, and the world.

PURPOSE

King of Kings Lutheran Preschool is committed to providing a nurturing and safe learning environment for the development of all children in our program through a loving, Christ-centered, Bible-based preschool that prepares students for both Kindergarten and the world.

PHILOSOPHY

Jesus said, "Feed my lambs" and "Let the little children come to me for such is the kingdom of God." At King of Kings Lutheran Preschool, we believe that children count with Christ. Therefore, each child's spiritual needs and moral development are nurtured as an essential part of growth along with their social, emotional, intellectual, and physical development.

We believe that each child is a unique creation of God who is loved and forgiven through Jesus' death and resurrection. Within a Christian environment, the spiritual needs and moral development of each child is the center from which our living, loving, and learning together are planned. Jesus Time is an integral part of each day's program as our children learn about and experience God's love.

King of Kings values the home-school partnership. We recognize and support parents as the child's first and most important teachers. The role of both parents and our program staff is to support the child's decision-making capabilities.

Since children learn by doing, we will focus on the "process" of learning rather than the "product".

Every moment is a teachable moment, and our program is planned with the young child in mind. Children learn best about God's world through active experimentation and exploration. We value play as a vehicle for learning which enables each child to progress through developmental stages at his/her own rate. Additionally, the teachers carefully guide the interactions of the children to encourage and build healthy social skills and self-esteem.

LICENSING

King of Kings Lutheran Preschool is licensed by the Minnesota Department of Human Services. If parents wish to call the Department, the number is 651-296-3971.

SPONSORSHIP/OWNERSHIP

This organization is a non-profit preschool operated by King of Kings Lutheran Church in Roseville, Minnesota. The Board of Education, established by the congregation, manages the preschool. King of Kings Lutheran Preschool is an integral part of the church's mission, ministry and outreach. Enrollment is open to all members of the community.

If there is any way we can help, please do not hesitate to ask. Our Pastors and Director of Christian Education are available for help and can be reached at 651-484-5142.

PROGRAM

A full day and half day preschool programs are operated from September through May for children 35 months through 5 years. We are licensed for 34 preschool children from 7 a.m. - 5:30 p.m. Monday-Friday.

STAFF

Our Preschool Staff have educational backgrounds and experience that meet or exceed the Minnesota Department of Human Services licensing requirements. Background checks are completed on all staff and volunteers.

NON-DISCRIMINATION POLICY

King of Kings Preschool admits students of any race, color, sex, religion, national or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to the children at King of Kings Lutheran School. It does not discriminate on the basis of race, color, sex, religion, and national or ethnic origin in the administration of its education policies, admission policies, and school-administered programs.

DATA PRIVACY

Records concerning your child - enrollment forms, health records, observation records, written parent-teacher conference reports, and all other information about your child is confidential information and will only be accessible to you, the Director, your child's teacher, a person designated by the state licensing department to review our records for licensing purposes, and the accreditation team personnel.

DAYS AND HOURS OF OPERATION

King of Kings offers a preschool program for children 35 months to 5 years of age that provides flexibility for working parents and those who work at home. Parents may choose a minimum of 2 half-days per week up to 5 full days per week with before and after school extended care. The full day preschool class is limited to 19 children with 2 staff members and the half day preschool classes are limited to 15 students with 2 staff members.

Morning Preschool	8:15 a.m. - 11:30 a.m.
Afternoon Preschool	12:30 p.m - 3:00 p.m.
Full-day Preschool	8:15 a.m. - 3:00 p.m.
Lunch Bunch	11:30 a.m. - 12:20 p.m.
Extended Day	7:00 a.m. - 8:00 a.m. 3:00 p.m. - 5:30 p.m.

We will follow the calendar of our elementary school. Days off are similar to Concordia Academy. A couple of times during the year the Preschool will not be in session while the rest of King of Kings is due to our own training needs and requirements per state licensing standards and laws. These dates are given to all parents in advance and reminders are made throughout the year.

AGES SERVED

Children between the ages of 35 months and 5 years are eligible for enrollment in our preschool.

ENROLLMENT/ADMISSIONS

To enroll a child at King of Kings Preschool or place a child on the waiting list, a conference or tour is required to acquaint the parent with the program and provide the Director with an opportunity to meet the family. The parents will receive a Parent Handbook and all registration needs to completed through TADS. General program goals will be shared and a tour of our building will be given.

To complete enrollment and/or place a child on the waiting list, parents must then submit a completed registration form along with appropriate fees:

Application fee: \$50.00 for every new student

Non - Refundable Registration fee: \$100.00 per student

Please note that all children enrolling in the preschool must be toilet trained. Pull ups are not permitted as they are considered diapers.

Each child is required to have a completed physical examination before school begins in compliance with state regulations for preschools. No child will be allowed to start school without a completed medical form and an up-to-date immunization record on file or proper paperwork for exemptions such as medical or belief.

ARRIVAL AND DEPARTURE

Parents and authorized persons are required to accompany their children into and from the school each day. Be sure you sign your child in for the day with your name (mom, dad, grandma does not count and will not be accepted as proper sign in) and arrival time. Help your child greet the teacher before leaving. If you are going to be away from your home or place of work for the day, be sure to leave a number where you can be reached in case you are needed for an emergency on the preschool emergency card or provide a new number in case it will be different on that particular day.

When you pick up your child at the end of their session, please be sure that you sign your child out in the attendance log. If the children are on the playground, please be sure to tell the teachers you are leaving with your child. If your child is engaged in a play activity when you arrive in the building, help us be consistent by reminding your child to clean up whatever activity they were involved in. We will release children to authorized persons only as indicated on the registration form unless other arrangements have been made with the teacher.

RELEASE OF CHILDREN

If someone other than the parent/legal guardian is to pick up your child, notification must be given to the program in written form. No child will be released to a person not authorized by a parent to pick up their child.

We must have written authorization before releasing a child. You may designate specific adults allowed to pick up your child on the registration form. If you suspect a certain unauthorized person may try to pick up your child, please notify the teacher. If it is a parent who is not allowed to pick up their child, you must show us written documentation (court order) that the parent is not allowed to pick up your child. The staff reserves the right not to let your child leave the school if they feel that the child would be placed in an unsafe situation.

COMMUNICATION

Fast Direct

Each Tuesday, the school newsletter, "Royal Register", will be Emailed, linked to the school website, and through the Preschool Classroom Website. Hard copies may be requested by contacting the school secretary. Look for it, access it, read it. This is our school's regular means of communicating with the home concerning daily, weekly, and monthly activities occurring in the school and congregation.

Fast Direct is a way of communicating to and from Teachers and ordering hot lunches for the next month. It is a requirement that you become familiar with this program for communication.

Furthermore, a separate Preschool classroom site will be available throughout the year with newsletters and forms that you are required to access for ease of communication and form sharing.

Each teacher also has an email account for King of Kings. The address is first initial, last name @kingofkingsroseville.org (Example: aadkins@kingofkingsroseville.org)

Parent Orientation Meeting

Before school begins in the fall, there will be a mandatory Parent Orientation Meeting. Important information about the year and paperwork required by licensing will be presented. Parents will be given a chance to meet the preschool staff and ask questions. Children are also invited to this meeting. They will get a chance to play in their new classroom and get acquainted with new friends while our educational team speaks with the parents. At this time any school supplies can be dropped off with a teacher.

Parent Bulletin Board

A parent bulletin board is located on the bulletin board inside the preschool classrooms. This bulletin board includes daily schedules, monthly newsletters, and notices regarding special activities or events. We encourage parents to take time on a daily basis to glance at any special notices that are posted there. There will also be an online bulletin board for your convenience.

Parent-Teacher Conferences

Conferences with each child's parent take place in fall and in the spring. The focus of the conferences will be on the individual development of the child in relationship to their spiritual, physical, emotional, social, and intellectual growth. A written assessment of the child's growth will be made available for parents and also be a part of the child's record. However, parents are urged to request a meeting any time during the year if a problem exists of which the teacher should be made aware.

Newsletters

In addition to these events, a monthly preschool newsletter and a weekly school-wide newsletter will keep parents informed about units of study, special activities, and upcoming events.

Volunteer Opportunities

Parents are encouraged to choose a day during the year to volunteer for their child's class. This will give parents the opportunity to connect with their child and their child's classmates on a new level. There may also be opportunities throughout the year where parents can take projects home to work on or suggestions of supplies needed that can be provided for the class.

Classroom Visits

Parents of enrolled children are welcome to visit the preschool at anytime during the hours of operation. They are also encouraged to go on field trips. If you have a special interest or talent that you would like to share with the children, please inform the teacher so that a special visit may be scheduled. Visitors (other than parents of enrolled children) must check in at the office immediately upon entering the school building.

Class Lists

Class lists will be formulated, with your permission, to help arrange car pools and/or playdates with friends.

Special Events

Several special family events are planned throughout the year. They may include a fall family picnic, the Children's Christmas Concert/Program, and the spring picnic. We encourage your participation in these events as they provide a great way to

meet other preschool families and see how your child interacts with his/her peers.

Grievance Policy

During the course of your child's attendance at King of Kings, a problem may arise that the parents feels must be corrected. If a parent has a grievance, it should be dealt with in the following manner:

1. If a parent has a grievance with any employee of the preschool, they should first talk to the employee about the grievance. Matthew 18:15 states, "If your brother sinned against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." The two will discuss the grievance and come to an agreement about how the issue should be handled.
2. If the grievance is not settled to the satisfaction of the parent, the parent should then document the grievance in writing and give it to the Preschool Director. The Director will attempt to reach a satisfactory agreement between the parent and staff person.
3. If after 10 days of written documentation to the Director the grievance has not been satisfactorily resolved, a meeting will be called with the parent, the staff person, the Director, and the Principal. The Principal will ensure a satisfactory resolution for the grievance.

Dismissal of Child

King of Kings makes every effort to provide a program that meets the individual needs of each child. However, at times it may be impossible to meet the needs of a child and family. If after working with the child and the family, we do not believe it is in the child's best interest to remain in our preschool, we will ask the family to make other arrangements for the care and education of their child.

The Director may ask a parent to take their child out of the preschool if the parent refuses to follow the policies set forth in this handbook.

A child will be asked to leave the program if there are three documented incidents of violence or excessive force. Physical violence and bullying is not tolerated here at the preschool. Upon three write ups and a conference with the Director and the Principal with no change, the child will be removed from the program immediately.

Changes in Policies or Procedures

Licensure by the Department of Human Services sometimes requires that current policies and practices be changed at times other than the beginning of the school year. These changes will be communicated through the monthly newsletter and special notices posted on the Parent Bulletin Board.

PROGRAMMING AND CURRICULUM

Program Plan

King of Kings Lutheran Preschool has a written program plan for children 35 months through five years of age. The program plan focuses on the five areas of child development: spiritual, physical, emotional, social, and intellectual. It is based on developmentally appropriate research and practices.

We believe:

- ✓ God created young children who are capable and competent.
- ✓ Development occurs in predictable patterns.
- ✓ Children are individuals who develop at different rates.
- ✓ Many factors influence a child's development.
- ✓ Children exhibit a range of skills and competencies within any domain of development.
- ✓ Expectations for children must be guided by knowledge of children's growth and development.
- ✓ Young children learn through play, interaction with others, and active exploration of their environment.
- ✓ Families are children's first and most important caregivers and educators.

For a copy of our complete program plan, please contact the Director.

Religion Curriculum

Our preschool is a Christ-centered program. As such, we share Christ daily with the children during Jesus Time and in all our interactions with them throughout the day. We talk to them about God's creation, their Savior's love, and the gifts of the Holy Spirit. The children learn a specific Bible story each week through stories, flannel boards, songs, and fingerplays. They are taught to pray in various ways: songs, echo prayers, popcorn prayers, prayers before meals, etc. The children also attend chapel once a week and share their Christian lives in Family Groups comprised of Preschoolers through Eighth Graders.

Daily Curriculum

Our daily curriculum is an in house created curriculum that is capable of adaptation for our students and their particular skill sets based upon their age and skill levels. We also use a

theme-based approach to learning, setting up interest areas based on the theme of the week. We engaged our students in Circle Time, Stories, Pre-Reading, Math, Language and Literacy, Art, Music, Large Muscle, Science and Social Studies activities which are all built around the theme of the week. We use a balance of teacher-directed and child initiated activities, providing ample opportunity for each child to explore the environment and learn at their own rate and in their own way.

Environment

The types of materials in a classroom and the way in which they are organized convey important messages to children. We present a room that is attractive, orderly, cheerful, and filled with toys, learning activities, art supplies, pets, and other interesting objects to explore. The messages we want to convey through our environment are:

- ✓ This is a good place to be.
- ✓ You belong here.
- ✓ This is a place you can trust.
- ✓ You can do many things on your own and be independent.
- ✓ You can get away and be by yourself when you need to.
- ✓ This is a safe place to explore and try out your ideas.

School Supplies

Parents are asked to provide a material's fee in order to purchase necessary school supplies throughout the year. This money will be used to purchase markers, crayons, scissors, glue, glue sticks, Kleenex, and Lysol disinfectant wipes, as well as various art and curriculum supplies as needed throughout the year. A class supply list for each student will be given out to help enhance their learning throughout the year.

BEHAVIOR GUIDANCE

One of the goals of discipline is to help children develop tools to problem solve. Discipline is the external tool to help

children develop internal control. Young children learn by experimenting, testing limits, and experiencing the consequences of their behavior. The individual differences of each child will be taken into consideration when discipline needs to be administered. No form of physical or psychological abuse by a staff member will be used in any circumstance.

Guidance and discipline techniques that will be used with the children include:

- Setting clear and enforceable limits
- Modeling acceptable behavior
- Structuring the environment and schedules to maximize good behavior
- Recognizing children's efforts
- Redirection
- Good timing of teacher intervention
- Giving the child an opportunity to choose.

Children may be invited to work independently for a short time in order to regain self-control, and in those cases the child has an open invitation from the teacher to return to the group when he/she feels ready. Any separation from the group will always be within sight and hearing of the staff, and the length of time will be related to the child's age and maturity. It is the policy of our program that the teacher will record any and all disciplinary actions in a classroom log and that these actions can be reviewed with a parent at any time.

CHILDREN WITH SPECIAL NEEDS

Together, family and school staff will evaluate King of King's ability to meet the individual needs of each child prior to enrollment. If you wish to enroll your child with special needs, a planning session will be held with parents or guardians, health and/or education specialists, and the Director and classroom staff to plan an Individualized Education Plan (IEP). The same

committee will meet as needed to re-evaluate the child's progress. If at any time the committee determines that we cannot adequately meet the needs of the child, we reserve the right to remove the child from our program only for their best educational well being. We will at the same time do all in our power to refer the family to a program that will meet the child's needs and walk alongside the child and their family until the transition has been completed.

CLOTHING

For Inside Play

Think of your child's comfort and independence, and provide clothing that is free from complicated fastenings. Expect toileting accidents if clothing cannot be removed quickly by your child or an adult. Remember that messy art materials and other sensory activities are part of early childhood education. All clothing should be easily laundered.

Boots, slippers, Crocs, flip flops, etc are not permitted in the classroom for the safety of the child and their fellow peers. Please ensure that your child has proper footwear for the classroom.

For Outdoor Play

We will go outside on most days unless it is raining or below 20 degrees F. Please dress your child in sturdy clothing and shoes suitable for climbing, running, rolling, and swinging. Keep in mind our ever-changing Minnesota weather where it might be bright and warm when you leave the house, but turn cold and windy throughout the day. Please do not send your child in flip flops or other backless shoes. Provide sweaters, jackets, hats and light mittens during the spring and fall. Snow pants, mittens, hats, boots and warm coats will be needed for winter play. All outdoor clothing needs to be labeled with your child's name for easy recognition.

Dress Code Policy

We follow the K-8th policies on the following overall dress code:

It is the parent's responsibility to take the leadership and guidance for what their child/children wears to school. Please make yourself familiar with these Board-approved guidelines.

King of Kings requires all students to wear clothing that is a reflection of their Christian training and does not disrupt or distract from the educational process. As Christians, we should want to take certain pride in the way we present ourselves to the public. Therefore, the following guidelines are given to reflect our beliefs and values:

1. Students are encouraged to "dress up" for chapel services to show respect.
2. Clothing should be neat, clean, in good taste, and functional.
3. Clothing should be of the appropriate size for the wearer. Clothes may **NOT** have any offensive words or pictures on them. **NO** halter or midriff tops may be worn. A T-Shirt must be worn under any tank or spaghetti strap top. Close fitting leggings or pants may only be worn underneath long shirts or sweaters, dresses, skirts, or shorts.
4. There should be **NO** holes in clothing worn by both boys and girls. **NO** clothing with skulls.
5. Shorts and skirts should be of the appropriate length. An appropriate length for shorts and skirts is halfway between the waist and the knee.
6. Pants with any type of writing on the backside may **NOT** be worn. Pants must **NOT** drag on the ground or fall in folds around the feet. They must fit at the waist. They may **NOT** look baggy.
7. Shoes should not present a danger to the wearer. Flips flops are **NOT** to be worn at any time during the school day. For student safety, tennis shoes that tie or are

secured in some way must be worn. Shoes with wheels are **NOT** allowed.

8. Ears may be pierced but other parts of the body may not be pierced.
9. Make-up may **NOT** be worn prior to seventh grade.
10. **NO** hats are to be worn in the building during the school day.
11. Coats are not to be worn in the classroom. Students should wear warmer clothing if the building seems cool.
12. Students should come prepared for outdoor activities by having the appropriate outer wear.
13. All items should be labeled with the student's name.

If there is a violation of the above rules, the student will be asked to change or remove the offending clothing. If this can't be done the student will call home to get appropriate clothing. Recurring problems will result in detention.

For Accidents

Please provide a minimum of one complete change of clothes in case of spills, messy art, and/or toileting accidents. An extra pair of shoes may be needed, as well.

MEALS AND SNACKS

Breakfast, lunch and 2 snacks are served daily. Menus are posted monthly. **Please notify your child's teacher of any food allergies.**

Breakfast

Breakfast is served to children arriving before 8:00 a.m. It consists of cereal, provided by the parents, as well as milk and juice/fruit provided by the preschool.

Lunch

Parents have the option of providing a bag lunch for their child or participating in the hot lunch program. Hot lunch is catered

by Lancer Dining which follows all guidelines set forth by the Child and Adult Care Food Program (CACFP). Lunches may be purchased for an additional cost of \$3.75/day. If a parent chooses to send a bag lunch, they will be inspected by the staff. Children must have a nutritious and well-balanced meal that consists of a grain, protein, fruit, and veggie offered daily. Milk is provided for all meals. Menus will be posted monthly online on Fast Direct.

Snacks

They will be simple and nutritious in nature. Menus will be posted monthly. Parents will also be asked to supply a snacks for the class each month in order to help our teaching efforts on manners and sharing.

Cooking Experiences

Many cooking experiences also take place during the year as part of the preschool curriculum. When such an experience takes place this will be used for snack.

Birthday Treats

Children enjoy bringing treats and celebrating birthdays at school. Your child will be asked to provide a snack for his/her classmates on or around your child's birthday. Summer birthdays are celebrated in May. We ask that you do not send candy. If you are wanting to provide a pizza lunch you must ask 1 month prior to the date of your child's birthday or the answer will be no. State law requires that all treats must be commercially prepared and packaged. No homemade treats can be accepted.

REST TIME

After a busy morning, all children attending a full day of preschool will participate in a rest time following noon lunch.

Each child is assigned a cot and will be expected to rest quietly for 30 minutes. If not asleep after that time, state laws require that the child be allowed to get up and participate in quiet activities while the other children sleep. Each child may bring a crib-sized sheet, small blanket, small pillow, and a stuffed animal for rest time. These items will be sent home weekly for laundering.

HEALTH AND SAFETY

Health Consultation

King of King's Preschool receives health consultation services from the Roseville Public Schools.

Required Forms

The following forms must be on file when school begins:

1. Enrollment Application through TADS
2. Emergency Card (filled out through google spreadsheet document for each student)
3. Health care summary filled out by health care provider
4. Up-to-date Immunization Form

It is the parent's responsibility to inform the preschool of any special medical condition, needs, or allergies for their child. Immunization records must be updated with each vaccination.

First Aid, CPR, and Bloodborne Pathogens Training

All staff are trained in First Aid every two years, CPR every two years, and Bloodborne Pathogens every year.

Accidents

When needed, first aid will be provided to an injured child. If your child receives a minor injury (cut or abrasion), the teacher will wash the area with soap and water and apply a

bandage. Any further treatment must be done at home. Parents will be informed either verbally or in writing.

If your child receives a serious injury and the teacher feels that your child needs medical attention, the staff will perform the necessary first aid, and then contact the parent immediately.

In case of an emergency, when immediate attention is needed, the staff will perform the necessary first aid and call 911. Every effort will then be made to contact the parent or designated adult responsible for the child. After 911 has been called it is up to the emergency medical personnel to decide on appropriate treatment. A child needing emergency medical treatment will be taken to the nearest available medical facility. Parents are responsible for all medical expenses incurred. Every effort will be made to send a staff person with the child if staff-to-child ratios allow.

Illness

Certain symptoms in children may suggest the presence of a communicable disease. Often, but not always, excluding the ill child will decrease the spread of the disease to others. Parents are encouraged to establish a plan for back-up care should their child be ill or become ill while at preschool. Please do not send your child to preschool if he/she exhibits any of the following symptoms:

- Fever of 100 degrees or more **WITHOUT** fever reducing medication
- Vomiting, nausea, diarrhea, or sore throat
- Undiagnosed discharge from eyes and/or excessive drainage from ears that cannot be contained
- Any undiagnosed or contagious rash
- Significant respiratory distress
- Unexplained lethargy

- Any child who is unable to participate in preschool activities with reasonable comfort
- Any child who requires more care than the staff can provide without compromising the health and safety of the other children
- Any child with a reportable illness or condition as specified by the health department that is contagious, and a physician determines that the child has not had sufficient treatment to reduce the health risk to others

If a child develops one or more of these symptoms while at preschool, he/she will be provided with a "sick" cot and blanket and will be separated from the group. The child will remain under adult supervision until the child can be picked up. We ask that all sick children be picked up within one hour of being contacted. Children who are sent home must be symptom free without medication for 24 hours before returning to preschool.

Notification of Infectious or Communicable Diseases

Parents are **REQUIRED** to notify the preschool within 24 hours if their child is diagnosed as having a reportable communicable disease. All other parents will be notified of the disease with a Fact Sheet placed in their child's folder and posted on the parent bulletin board. No names will be given. The public health department will be notified of reportable diseases.

Medication

The preschool must have written permission from the parent and physician before administering any medication, and will only be administered according to the pharmacy label. All medication must be in its original container and have a current pharmacy label issued to the child with the prescribed dosage, time to be administered, and the current date. All

medications will be stored in the office. Medication slips are available from the office and in the classroom.

Parents are required to sign a permission slip for the use of Syrup of Ipecac. This information will be kept in the child's file. Sunscreen lotions and insect repellents require only a parent signature.

Universal Precautions

Universal/Standard Precautions are enforced at this center:

- All body fluids will be treated as if they are known to be contaminated with an infectious disease.
- All staff must always use disposable gloves when handling body fluids.
- Staff and children must wash their hands often and at the appropriate times.
- Strict guidelines are followed regarding the sanitizing of contaminated surfaces.

REPORTING POLICY FOR PROGRAMS PROVIDING SERVICE TO CHILDREN

Who should report

- Any person may voluntarily report abuse or neglect.
- Those who work with children in a licensed facility, are legally required or mandated to report and cannot shift responsibility of reporting to a supervisor or to anyone else in the facility. If you know or have reason to believe a child is being 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 Minnesota 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 Ramsey County Social Services Agency at (651) 266-4500, or the Roseville Police at 651-767-0640.
- If your report does not involve 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). A copy of this statute is available in the school office.
- 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 with 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.

PERMISSION FORMS

Written parental permission will be obtained before each public relations activity, research, or experimental procedures involving their child.

FIELD TRIPS

Children will participate offsite field trips each year. Advance notice will be given outlining details of the trip, the cost, and a parental permission notice. No child will be taken on a field trip without written permission from a parent or legal guardian. Transportation will be provided by a school bus. Other times, we will walk to our destination (weather permitting).

PETS

The health benefits of animals have been praised for years. Pets lower blood pressure, relieve stress, and prevent depression. There are also many educational benefits for preschoolers.

- ✓ Caring for a pet teaches responsibility and empathy
- ✓ Preschoolers can learn about the life cycle first hand
- ✓ Animals get preschoolers excited about learning
- ✓ Pets can relieve stress in the classroom

A pet will be allowed into the preschool only if it is properly housed, cared for, inoculated and licensed in accordance with local health codes. Parents will be informed of all pets within the preschool. Pets from home may visit with approval by the teacher prior to visiting.

DRUG AND ALCOHOL POLICY

There shall be no drugs or alcohol on the premises of King of Kings Lutheran School. No employee shall be under the influence of any illegal drugs while working at King of Kings. No employee may work under the influence of a prescribed medication that impairs their judgment or ability to work with children. Any violation of this policy will result in immediate dismissal. The employee will not return until appropriate measures have been taken and the Board of Education deems the employee fit to return to work.

INCLEMENT WEATHER

In the event of extreme weather any day during the year, and you have doubts that school will be in session, please listen to local TV and radio stations. If King of Kings Lutheran School is closed King of Kings Lutheran Preschool will also be closed. It will also be posted upon the facebook page.

TUITION AND FEES

TADS

Payment of Tuition to TADS:

Annual: One Payment

Semi-annual: Two Payments (August & January)

Ten month: Monthly Payments (August - May)

Twelve month: Monthly Payments (June-May)

Registration Fee

Non-refundable registration fee: \$100.00

Application fee for new students: \$50.00

The registration fee applies to all students and must be paid before a student will be enrolled.

Tuition Rates

Morning Preschool 8:15 a.m. - 11:30 a.m. (\$20.00/day)

Afternoon Preschool 12:30 p.m. - 3:00 p.m. (\$20.00/day)

Full-day Preschool 8:15 a.m. - 3:00 p.m. (\$38.00/day)

Lunch Bunch 11:40 a.m. - 12:30 p.m. (\$7.00/day)

Extended Day 7:00 a.m. - 8:00 a.m. (\$7.00/hour)

3:00 p.m. - 4:30 p.m. (\$7.00/hour)

4:30 p.m. - 5:30 p.m. (\$10.00/hour)

Preschool Tuition is paid through TADS. For more information on this program, please see school Principal Mr. Maser or Diane Kohler, school secretary.

Late Pick-Up Fee

A late fee is charged for any parent arriving at the preschool after 5:30 p.m. The charge is \$7.50 for every 10 minutes or fraction thereof after 5:30 p.m. This late fee is to be paid directly to the teacher caring for your child.

The following steps will be taken if you have not picked up your child by 5:45 p.m.

- We will continue to contact the parent at work, home, or the location listed in the sign-in book.
- We will begin calling the emergency contact numbers listed on your child's Emergency Form and have them pick up your child.
- If after one hour we have not been able to contact the parent or emergency contact we will call the Roseville Police.

Withdrawal from Program

A written 2 week notice is required for any withdrawal. Parents will be responsible for these two weeks of tuition even if the child stops attending preschool prior to the end of the 2 week notice.

