

# Preschool Handbook

## 2024-2025



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## 1. 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 world.

## 2. 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.

## 3. 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.

## 4. 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. Our license can be found on the door of Mrs. Adkins' classroom. Our license number is 1053543.

## 5. 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, Teachers, Preschool Director, and Director of Christian Education are available for help and can be reached at 651-484-9206.

## 6. Program

A full day and half day preschool programs are operated from September through May for children 33 months through 5 years. We are licensed for 39 preschool children from 7 a.m. – 5:00 p.m. Monday-Friday.

## 7. Staff

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

## 8. 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.

## 9. 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.

## 10. Days And Hours Of Operation

King of Kings offers a preschool program for children 33 months to 5 years of age that provides programming 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 3 and Young 4's preschool class is limited to 19 children with 2 staff members and the Older 4's and Young 5's preschool classes are limited to 20 students with 2 staff members.

Morning Preschool	8:15 a.m. – 11:30 a.m.
Full-day Preschool	8:15 a.m. – 3:00 p.m.
Extended Day	7:00 a.m. – 8:00 a.m. 3:00 p.m. – 5:00 p.m.

We will follow the calendar of our Kindergarten through Eighth Grade school. Days off are similar to Concordia Academy. One day during the year the Preschool may not be in session while the rest of King of Kings School 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.

#### 11. Ages Served

Children between the ages of 33 months and 5 years are eligible for enrollment in our preschool.

#### 12. Enrollment/Admissions

To enroll a child at King of Kings Preschool or place a child on the waiting list, a tour is required to acquaint the parent with the program. It also helps to provide the Director with an opportunity to meet the family. The parents will receive a Parent Handbook after they have been enrolled and all registration needs to be 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: \$100.00 for every new student

Non - Refundable Registration fee: \$175.00 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 student must be able to ask for help with wiping during toileting if they so need it.

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.

#### 13. 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 class 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 and the emergency contact list unless other arrangements have been made with the teacher in writing per licensing requirements.

#### 14. 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.

The authorized pick up list is everyone on the emergency contacts as well. All emergency contacts must be authorized for pick up of the student. Any written notices will place them on the emergency list as well as their authorized pick up list.

#### 15. Communication

##### 15.1. TADs Educate, Weekly All School Newsletter, and Seesaw

Each week the school newsletter, "Royal Updates", will be emailed. 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.

TADs Educate is a way of communicating to and from teachers and our families. It is a requirement that you become familiar with this program for all communication.

Furthermore, a separate Preschool Class Seesaws that 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)

#### 15.2. Back to School Night

Before school begins in the fall we have a Back to School Night. 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 will accompany their parents on this night. 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. This is also when our entire school gets their school pictures taken

#### 15.3. Parent Bulletin Boards

A parent bulletin board is located either on the door or just inside the preschool classroom wall. These communication areas include daily schedules, weekly 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. We also utilize Seesaw for your communication convenience.

#### 15.4. 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.

#### 15.5. Newsletters

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

#### 16. 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 will also be opportunities throughout the year to volunteer with our classrooms and the school as a whole.

#### 17. Classroom Visits

Parents of enrolled children are welcome to visit the preschool at any time during the hours of operation and are always allowed access to their child at any time while the child is at school. They are also encouraged to go on field trips as spots are available. 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 must check in at the office immediately upon entering the school building to receive a visitor's badge. No adult will be permitted on the property without the badge visible to all faculty and staff.

#### 18. Special Events

Several special family events are planned throughout the year. 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.

#### 19. Grievance Policy

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

- a. 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.
- b. 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.
- c. 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.

#### 20. 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.

In addition, a termination of a child may occur based upon the parent/guardian's behavior and conduct. Parents/guardians are held to the same safety and conduct actions as children. For more detailed information about parental/guardian behavior and conduct can be found in the additional document about parental conduct that is required to be signed by all parents prior to their child beginning school.

## 21. 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.

## 22. Programing and Curriculum

### 22.1. Program Plan

King of Kings Lutheran Preschool has a written program plan for children 33 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.

## 22.2. 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 day 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 composed of Preschoolers through Eighth Graders.

## 22.3. Daily Curriculum

Our daily curriculum is an in-house created curriculum based upon the Minnesota Early Childhood Indicators of Progress 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 engage 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. 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.

## 22.4. 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.

## 22.5. 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.

### 23. 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.

### 24. 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. Furthermore, an Individualized Child Care Program (ICCPP) plan will be developed with this same team and will include any IEP and medical documentation that is necessary. It will be reviewed annually or as often as needed based upon changes. All staff will be trained prior to working with the child that has the ICCPP and / or IEP on file.

## 25. Clothing

### 25.1. 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, hightops, shoes with laces, 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.

### 25.2. 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.

### 25.3. 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 is needed as well.

### 25.4. 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 wear 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 outerwear.
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.

## 26. Meals And Snacks

Lunch and 2 snacks are served daily. Menus are posted monthly. **Please notify your child’s teacher of any food allergies as well as a full doctor’s note about the allergy, triggers, and warning signs.**

### 26.1. Breakfast

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

## 26.2. 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 CKC Dining Services which follows all guidelines set forth by the Child and Adult Care Food Program (CACFP). Lunch may be purchased for an additional cost of \$4.75/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 whole grain, protein, fruit, and veggie offered daily. Milk is provided for all meals.

## 26.3. Snacks

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

## 26.4. 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 a snack.

## 26.5. 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. State law requires that all treats must be commercially prepared and packaged. No homemade treats can be accepted.

## 27. 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.

## 28. Health and Safety

### 28.1. Health Consultation

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

### 28.2. Required Forms

The following forms must be on file when school begins:

- ✓ Enrollment Application through TADS
- ✓ Health care summary filled out by health care provider
- ✓ 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 prior to their admittance to school and an Individualize Child Care Program Plan (ICCPP) will be developed and staff will be trained prior to the child's first day of attendance. Also, immunization records must be updated with each vaccination and record must be given to the Preschool Director to keep on record.

### 28.3. First Aid, CPR, and Bloodborne Pathogens Training

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

### 28.4. 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.

### 28.5. 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 100.4 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.

#### 28.6. 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.

#### 28.7. Medications

The preschool must have written permission from the parent and physician before administering any medication both over the counter and via pharmacy, and will only be administered according to the pharmacy label and doctor’s note. All medication must be in its original container and have a current pharmacy label and/or doctor’s medical note issued to the child with the prescribed dosage, time to be administered, and the current date. All medications will be stored in the respective classroom. Medication slips are available from the Director.

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.

## 29. 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.

## 30. 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 for 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 within 72 hours, exclusive of weekends and holidays.

### **Failure to report**

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

### **Retaliation Prohibited**

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

### 31. Permission Forms

Written parental permission will be obtained from a parent before each public relations activity, research, or experimental procedures involving their child. Each instance will be obtained through separate written permission forms and will be obtained prior to each occasion or a form that will annually summarize all research and public relations activities that will be undertaken. The permission form will be maintained in the child's records.

### 32. Field Trips

Children will participate in off site 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).

### 33. 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.

### 34. 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.

### 35. Inclement Weather

In the event of extreme weather any day during the year, you will be notified in the following ways: WCCO, Facebook, Twitter, Seesaw, and an all school email. If King of Kings Lutheran School is closed King of Kings Lutheran Preschool will also be closed. If we are delayed by 2 hours, there is no morning preschool class and no morning extended care.

### 36. Tuition and Fees

#### 36.1. Payment Options 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)

#### 36.2. Registration Fee

Non-refundable registration fee: \$175.00

Application fee for new students: \$100.00

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

### 36.3. Tuition Rates Per Year

**Morning Preschool** 8:15 a.m. – 11:30 a.m.

2 day: \$1,950      3 day: \$2,630      5 day \$4,300

**Full-day Preschool** 8:15 a.m. – 3:00 p.m.

2 day: \$3,600      3 day: \$5,050      5 day: \$7,750

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

3:00 p.m. – 4:00 p.m. (\$7.00/hour)

4:00 p.m. – 5:00 p.m. (\$10.00/hour)

Preschool Tuition is paid through TADS. For more information on this program, please see Principal Schutte and Mrs. Katie Miller, school secretary.

### 36.4. Half Day Drop Off and Pick - Up Fees

**Morning half day program: 8:15 - 11:30 am**

If your student is not picked up within 5 minutes after class has ended your account will be immediately charged \$5/minute that you are late. Class promptly ends at 11:30 am

### 36.5. Late Extended Care Pick-Up Fee

A late fee is charged for any parent arriving at the preschool after 5:00 p.m. The charge is \$15 for every 10 minutes or fraction thereof after 5:00 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 5:15 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.

### 37. 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.

### 38. Second Semester Preschool Enrollment

Any student that will not attend school until Spring Semester will be required to agree to the following requirements:

- Registration and Enrollment must be completely finished and all application and registration fees to be fully paid
- Their Tuition Agreement is set up prior to August
- Must be willing to pay tuition for the entire school year to hold the student's spot

If any part of this agreement is not fulfilled then the student's spot will not be held. If tuition is not paid on time this contract becomes null and void and there is no refund of any prepaid tuition or fees or any kind.

If a family is not willing or able to participate in this agreement they may contact the Preschool Director in December to see if any spots are available for January. If there are no spots available they will have to wait until the following school year to enroll in the program.