

# **Our Savior Early Childhood Center**



## **Parent Handbook 2018.2019**

## **Parent Handbook for Our Savior Early Childhood Center**

Including Duckys, Lambs, and Whales

*Kindergarten parents: see **The Kindergarten Supplement** as well.*

### **MISSION STATEMENT**

Our Savior Lutheran Church and School is committed to making disciples by reaching in to our congregation and reaching out to our community with a message that clearly presents the saving and healing Gospel of Jesus Christ. We accomplish this through a challenging and innovative program of education beginning with preschool/childcare at twenty-four months and continuing through the Kindergarten.

We believe:

1. Our Savior Lutheran Church and School is an instrument of Christ's Great Commission. Matthew 28:19-20 "Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded you."
2. Our Savior School is an arm of the Lord's church used to assist parents in teaching their children about the love of Jesus Christ, that through the Holy Spirit, they may come to know Him as their Lord and Savior.
3. Christian Education addresses itself to the basic problem of mankind: our broken relationship with God.
4. God alone has resolved the problem of sin through Jesus Christ. John 3:16 "For God so loved the world that He sent His one and only son, that whosoever believes in Him should not perish but have eternal life." Acts 4:12 "Salvation is found in no one else, for there is no other name under heaven given to men by which we must be saved."
5. Christian Education addresses the total needs of the individual: intellectual, moral, spiritual, social, emotional and physical.

We affirm: (Our goals:)

1. That the school, church and parents need to work together to provide a strong prayer and devotional life through daily study of God's Word.
2. That Our Savior School will provide children with a challenging, motivating and innovative curriculum taught by teachers who care about the children's best interests.

3. That Our Savior School will build an atmosphere of caring and sharing, where children learn to respect one another, and build the necessary social skills that will enable them to attain success as useful and productive Christian citizens.
4. That Our Savior School will utilize the abilities of teachers, parents, students, staff and others to achieve the above goals.

### **Objectives**

The objectives of Our Savior Early Childhood Center are to provide a Christ-centered environment for children with an opportunity to:

- \* Work and play in a Christian atmosphere with other children.
- \* Be aware of the daily presence of Christ in their lives.
- \* Be themselves and develop at their own rate.
- \* Express themselves through art and play materials freely and constructively.
- \* Provide opportunities to develop large and fine motor skills.
- \* Provide a healthy environment, proper nutrition, rest, and physical exercise.
- \* Provide developmentally appropriate curriculum including experiences in many areas (Readiness skills in reading, math, language skills, science)
- \* Learn to be independent--to solve their own problems and do things for themselves.
- \* Learn to establish relationships with adults other than family.
- \* Learn developmentally appropriate limits of behavior.
- \* Build feelings of self-esteem and security.
- \* Increase their ability to handle their emotions constructively.
- \* Learn respect for others' feelings and belongings.
- \* Enjoy a Preschool and/or Child Care Program experience that will simplify adjustment to elementary school and other social situations.

### **Licensing**

The Our Savior Early Childhood Center (24 months to 5 years of age) has been licensed by the Minnesota Department of Human Services and listed with the Preschools of the Lutheran Church-Missouri Synod. The license is issued every other year and a consultant from the Department of Human Services visits our center. The state allows us to care for 60 Toddler/Preschool combination; children 24 months to 5 years of age, between 6:30 a.m. and 6:00 p.m., Monday through Friday. The Department of Human Services recommends needed equipment, procedures to use in the operation of the center and general overall improvements.

The Hennepin County Department of Health inspects us. We have staff certified in first aid and CPR and in-service classes are always offered to our staff relating to the development and behavior of preschool children. We have chosen to pride ourselves in the extended education our staff has undertaken, and continue to explore new opportunities for the sole purpose of offering new ideas and exciting projects.

Department of Human Services  
Division of Licensing Phone No. 651-431-6500

## ACCREDITATIONS

### National Association for the Education of Young Children

NAEYC affirms that Our Savior Early Childhood Center is a high-quality program that provides a safe and nurturing environment while promoting the development of young children. NAEYC Accreditation is the mark of quality in early childhood education programming.

### National Lutheran Schools Accreditation

NLSA affirms that Our Savior Early Childhood Center is a high-quality, Christian program that provides a safe and nurturing environment while promoting the development of young children. NLS Accreditation is the mark of quality in Lutheran School programming.

## ADMISSIONS POLICIES

### Age Group

Children ages 24 months through 5 years of age are eligible for our program.

### Hours

The Center will be open Monday through Friday, 6:30 a.m. to 6:00 p.m. There will be a late charge for any child picked up after 6:00 p.m. You will be responsible to pay the staff person in charge IMMEDIATELY, as this cost cannot be included on your monthly billing. Doors will be locked at 6:00 p.m. Please allow yourself enough time to gather your child and his/her belongings **BEFORE** the 6:00 p.m. closing time. The late fee is as follows:

6:00-6:05	\$5.00
6:05-6:10	\$10.00
6:10-until pick-up	\$1.00 PER MINUTE

Hours for Preschool are 8:30 to 11:30 a.m.

### Security Procedure

The main entrance to our center is the glass doors on the west side of the building. Inside the atrium there is a reception area where parents will check in. The doors to the school and the elevator will be locked; except during normal school arrival and dismissal times. Each parent will be given a code number. Please **DO NOT** give this code number out to anyone else. (Spouses will share a code.) If a receptionist is not present, please enter the code number into the keypad provided. This code number will unlock the inside door.

### Child Pick-up Procedures

Parents must sign their child out when picking up the child from our center. If a parent cannot pick up their child and they need to send someone else, these procedures will be followed:

1. **CALL THE CENTER.** (952-474-5181, ext. 215)
2. If the Alternate Adult's name is not written on your child's **Application Form** then:

- A. Inform our Center using signed, written message with the following information: \*
1. Alternate Adult's Name.
  2. Phone number where this adult can be reached.
  3. A brief description of the adult.

\*If a parent's schedule unexpectedly changes and they are unable to pick up their child, then a phone call with the above information will be permissible.

B. The staff at OSECC will ask for ID's of alternate adult. They will need to sign your child out when they pick up the child. We will not let your child go unless these procedures are followed.

C. The staff at OSECC will not allow a child to go in a car with an incapacitated adult. We will offer to call a Taxi or alternate driver. We will not hesitate to call the Police. This is for the children's safety.

**Days Closed**

The Center will be open year round, except for the following holidays, parent/teacher conference dates, and CEU days for our teachers and staff:

- |  |                      |                    |
|--|----------------------|--------------------|
| * New Year's Day   | * Good Friday        | * Memorial Day     |
| * Fourth of July   | * Labor Day          | * Thanksgiving Day |
| * Friday after Thanksgiving Day  | * Christmas Eve Day  | * Christmas Day    |
| * Day after Christmas Day (The day after Christmas Day is an <i>option</i> based on the current enrollment needs.) | * New Year's Eve Day |                    |

**\*For 2018-2019 School year**

*\*Oct. 18 – CEU Day \*Nov. 9 – P/T Conf. \*March 1 CEU Day \*April 26 – P/T Conf.*

When a holiday falls on Saturday, the Center will close on the Friday before. When a holiday falls on Sunday, the Center will close on the Monday following. In the event of a double holiday falling on a weekend (e.g. Christmas Eve and Christmas Day), the Center will close on the Friday before and the Monday following. If a holiday falls on a Sunday/Monday, or a Friday/Saturday, we may take an additional holiday on that Tuesday and/or Thursday.

**Please Note:** There is NO credit given for Days Closed, you WILL be charged per your contract. Adjustments are NOT made to tuition payments in the event of a closure due to weather.

If we need to close due to extreme weather, we will notify WCCO Radio (830 on your AM radio dial). WCCO begins broadcasting school closures at 5:00 a.m.

**Tuition**

At the time of the pre-enrollment conference, parents will select the specific days and times their child will attend our Center. Parents may not switch days of attendance, however parents may

arrange with the Director to ADD days of attendance, which need to be paid for as the child arrives.

Tuition is paid for through automatic withdrawal. Upon a student's acceptance into our program, the school office will produce a contract stating the days and hours of attendance and the cost.

Parents must fill in the appropriate information, sign and date the form and attach a voided check from their current bank account.

Parents may request to receive a weekly report of their tuition activity from the school office.

### **Attendance**

The classroom teacher or aide takes attendance when your child arrives in our center. **Parents must sign their child in when they arrive** and then present their child to the teacher for the day. *Do not allow children to come in on their own.*

1. Please call by 9:00 a.m. if your child will be absent. (No credit is given for being absent.)
2. Children who are contracted to attend the center either full time or part time may earn **consecutive** vacation days after six months of enrollment. (Eg. Contracted 5 days – earn 5 **consecutive** days, Contracted 4 days – earn 4 **consecutive** days, Contracted 3 days-earn 3 **consecutive** days, and so on.)
3. The “Preschool Contract” begins the Tuesday following Labor Day and concludes the Friday before Memorial Day. There are no vacation days earned in the preschool program, however there are a Christmas and Spring Break in addition to a few Mondays. **Please refer to the *Unit Schedule* for the exact dates.** Preschool parents who need care for their child during the Christmas and/or Spring Break should contact their child's teacher. **As space allows**, a child may attend. An additional tuition fee will be negotiated with the parent.
4. Any extended absenteeism will require a \$35.00 holding fee to guarantee a space upon return.
5. Flexible contracts are available, but parents must contract with our center at least two days a week, either full time, part time, or preschool.

### **Health Notes**

If a child becomes ill while at the Center, the parent will be notified to take him/her home.

The symptoms include:

1. Fever: A temperature registering above 100° (oral) or 99° (axially).
2. Nausea or vomiting.
3. Diarrhea: an increase in number (2 or more) of loose stools.
4. Undiagnosed rashes (other than mild diaper or heat rash).

Until the parent arrives, the child will be isolated from the group and provided with a cot for rest. We will be able to take the child's temperature, administer cold cloths, but not administer Tylenol or aspirin, etc. without written consent. In case of serious accident, staff will administer FIRST AID, and 911 will be phoned if an ambulance or concern of the type of injury is in question. The parents will then be notified, or the designated person on the EMERGENCY FORM. Emergency procedures may also be for the Center to call your child's doctor. If an injury occurs and does not require the above attention, an accident report is always filled out and kept on file. Parents will be asked to sign accident report following any significant injury.

See Health Policy Handbook for further details.

### **Sick Children**

Please notify the Center immediately if your child has been diagnosed as having a contagious disease. Please also notify us if your child has flu symptoms or a virus, etc. We will post this information for the parents to see.

Please DO NOT send your child to our Center ILL. If your child becomes ill in our care, we will inform you and expect him/her to be picked up promptly. The length of time an individual should be excluded from a program will vary depending on the illness or disease. The current guidelines for readmitting children for specific communicable diseases are:

CHICKEN POX: Until all the blisters have dried into scabs, and no new blisters or sores have started within the last 24 hours; usually by day 6 after the rash began.

CONJUNCTIVITIS: WITH PUS AND/OR FEVER OR EYE PAIN: Until the child has been evaluated by healthcare provider and until 24 hours after antibiotic treatment begins, or until the healthcare provider has cleared the child for readmission.

WITHOUT PUS: (clear, watery discharge without fever, eye pain or eyelid redness): No exclusion necessary.

HEAD LICE: Until first treatment is completed and no live lice are seen.

IMPETIGO: Until treated with antibiotics for 24 hours, and sores are drying or improving.

INFLUENZA: Until the fever is gone, and the child is able to participate in routine activities.

PINWORMS: Until 24 hours after treatment has been started.

RINGWORM: Until 24 hours after treatment has been started. Children with Ringworm SHOULD NOT participate in gym, swimming, or other activities likely to expose others.

SCABIES: Until 24 hours after treatment begins.

STREP THROAT: Until 24 hours after antibiotic treatment begins, and until the child is without fever.

### **Medical Forms**

State law requires that we NOT administer medication unless we have a written permission form from the parent. Written and signed parental permission is required for nonprescription medicine, prescribed medicine, sunscreen, insect repellent, and syrup of ipecac. Medication is refrigerated and a tag is put on your child, indicating the name of the medication, dosage, and time. \*Medication should be taken home daily.

A Health Care Summary must be signed by your child's source of medical care. The Health Care Summary as well as an up-to-date immunization record must be completed at the time of enrollment. All student health information is available to parents upon request.

Immunization Note: Please be aware that from time to time there may be unvaccinated or under-vaccinated children in attendance.

### **Nutrition**

This program provides a hot lunch each day for children. Mid-morning and mid-afternoon snacks will also be served each day. There is a snack menu posted in each room. The menu for lunch will be given to each child and be posted in each room. We are under the Federal Lunch Program. See Food Service fall handbook for further details. If your child is lactose intolerant, we will serve lactose reduced milk after a parental written request.

### **Bag Lunches from Home**

This program is licensed through the Department of Human Services and as such we are mandated to assure that student lunches meet USDA requirements. Therefore parents must prepare a sack lunch that provides students with a meat/meat alternative, a fruit, and a grain. Students are also required to have milk offered to them at lunch. Parents may provide this in a thermos or purchase a milk from the school for \$0.45. *Please refer to the guide at the end of the handbook (pg 18) for suggestions with meeting these requirements.* Lunches that do not meet the USDA requirements will be supplemented by Our Savior School at the expense of the parents.

### **Nap and Rest Time** (24 months to 5 years of age)

Children nap every day after lunch, approximately 1:00-2:30. Each child at the Center during naptime, up to the age of 5 years, will have to rest on a cot that is supplied by the Center. Cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each cot. Cots will be placed directly on the floor. A separate cot will be designated for each child. Children will need a crib sheet, small blanket, and a pillow during rest time. ***Please bring a small, flatter, travel size pillow only.*** Nap items will be sent home every Friday for washing. Please return them for use on Monday. Please label your child's nap items. It is very helpful if you send the same sheet every week. It is also helpful if "blankies" and "lovies" can be left on the children's cot all week instead of taking them home every day. The Center will provide alternate quiet activities off the cots after 30 minutes of quiet rest. If you have any special naptime requests, please speak with your child's teacher.



### **Birthdays**

We make your child's birthday a special time with singing, crowns, etc. However if you would like to send a special treat to be shared by his/her class it must be a non-food treat. (E.g. book, puzzle, music CD for the classroom, a treat bag containing non-choking items, stickers, etc.). Please check with your teacher if you need more specific ideas.

### **Field Trips**

Our AM Preschool classes periodically go on field trips, by bus. Permission slips must be signed by parent or guardian and returned before your child can go on the field trip. Our field trips vary. Some examples include: Arboretum, Apple Farm, Cub Foods Store, Gale Woods Farm, Lowry Nature Center, Orchestra Hall, and the Westwood Center. The field trips will have an extra charge that will be needed by the date of the field trip. The extra charge helps to pay for transportation and entrance costs. All children enrolled in OSECC are invited to attend field trips on non-contracted days at no additional tuition costs. Extra supervision is always needed on field trips. If parents are able to join us, we love it! All children should be dressed properly, and no "extra" items will be able to go on the trip. (E.g. blankets, toys, etc.)

### **Child Assessment Plan**

Assessment is an important element of the preschool student's learning experience. It helps the teacher and the parent to celebrate success in learning and physical development as well as to identify areas of intervention, scaffolding, or enrichment. Assessment of the student begins with the family as they visit with their family health care provider. These visits are important in screening students for potential cognitive and physical concerns. Our Savior will request, in writing, a report from the family health care provider confirming a student's health with respect to vision, hearing, and speech. This report will also screen for any important health problems such as known allergies and/or medications the student may be taking. This Health Care Summary becomes part of a student's permanent record here at Our Savior and serves as prescreening to future assessment. The preschool children will be assessed by the classroom teacher throughout the school year. The teacher will use a variety of tools: checklists, observations, photographs, and anecdotal notes. These pieces of data are assembled and become the individual assessment or Student Portfolio. This form of authentic assessment will take place within the classroom setting. The development of the Student Portfolio begins in September and concludes in May. Parents will be notified through the classroom newsletter of when the Student Portfolio results will be shared with them. Most commonly the results are part of the fall and spring parent teacher conference, but teachers or parents may request opportunities to confer anytime throughout the school year. Student Portfolio results will be stored in the student's permanent record. The fully assembled Student Portfolio becomes the property of the parents.

Student Portfolio results are used to enable the teacher to measure student mastery and begin to differentiate instruction to meet each student's individual needs. Lesson plans may be changed or adapted to respond to results whether that means improving student mastery by building a scaffold or stretching student learning through enrichment activities. Student Portfolio results will always be shared with parents. Assessment results will also be shared with other professionals in this program who work with the student. Student Portfolio results may warrant further, developmental screening and possibly the referral for diagnostic assessment by

professionals outside this school. Such a determination would only be made by teachers and parents working together. Our Savior teachers continually train to improve the implementation of Student Portfolios, as well as the interpretation of results and how these impact the use of curriculum materials and the development of future classroom activities.

### **Conferences - Open House** (24 months to 5 years of age)

We will have a pre-enrollment conference with each parent and child. We will schedule two parent-teacher conferences during the school year. *See Days Closed for the exact dates.*

### **Parent Involvement**

We encourage you to check on your child's progress at any time, and feel free to come and visit us during the day. Maybe you would like to read a story, share your career, bring in special items of interest, or help with an art project, etc. You may also want to come along on a field trip. We do have classroom parties and special events for Mother's Day, Dad & Me Day, and Grandparent's Day, etc., in which you may want to participate. The children also celebrate the school year with a special Spring Program in May. Parents may speak to their child's teacher to learn more about volunteering.

### **Newsletter**

Our newsletter, **The Eagle Print**, contains Center news, School news, and announcements. We will also use the newsletter to mention community workshops that are available to parents and children, information and referral services available in our county, and other services, which may be of interest to you. Parents will receive **The Eagle Print** through email.

### **Behavior Guidance Policies**

1. These are the procedures we practice at OSECC.
  - \* Setting clear and enforceable limits.
  - \* Modeling acceptable behavior
  - \* Recognizing each child's individual needs
  - \* Structuring the environment and schedules to maximize good behavior
  - \* Recognizing the children's efforts
  - \* Anticipating and eliminating potential problems
  - \* Redirection
  - \* Good timing of teacher intervention
  - \* Planning the daily schedule in such a manner as to allow the children successful mixture of choice and structure
  - \* Use of natural and logical consequences
  - \* Tailoring behavior guidance to the developmental level of the child
2. Persistent unacceptable behavior procedures. When a child's unacceptable behavior requires an increased amount of staff guidance and time, the staff will implement the following procedures:
  - A. Observing and recording the behavior of the child and the staff response to the behavior.
  - B. Formulating a plan to guide the behavior, consulting with child's parent, other staff

- persons, and other professionals when appropriate.
- C. Implementing the plan to guide the behavior.
  - D. If the persistent unacceptable behavior cannot be managed, the parent and child will be referred to an outside resource.
3. When a child is suspected of having a developmental delay or other special need, the staff will implement the following procedures:
- A. Observe and record the behavior of the child and the staff response to the behavior that is causing the inquiry.
  - B. Formulate a plan to guide the behavior and lessons in consultation with the child's parent, other staff persons, and other professionals as and when appropriate.
  - C. Implement the plan for a specific period of time, (E.g. Two weeks) observing and recording any changes to the child's behavior and learning. Reevaluate the plan and determine to continue its use or,
  - D. If the suspected developmental delay or other special need continues to cause concern to the staff, the parent and child will be referred to an outside resource for further evaluation.
  - E. Our Savior staff members will work with the parent and outside resources to determine the best course of action for the child and their education.

### **LOCKERS/CUBBIES**

Lockers are provided for children to store their outdoor clothing. Cubbies are provided for children to store their personal items and schoolwork. Parents need to clean these out on a daily/weekly basis.

### **Extra Set of Clothing and Sharing Toys (Show and Tell)**

An extra set of clothing must be left in your child's cubby, to be used in the event of an accident. Please label each item so as not to lose them.

We also have a show and tell time during our preschool morning. Please check your class schedule to see when show and tell is offered. If your child brings an extra special item, please let the teacher know, so we can use special precautions.

### **Special Notes**

**Toddlers** – Parents must provide disposable diapers, wipes and diapering ointments to the center. The center will store these items and notify the parents when a new supply is needed.

**Lambs and Whales** – Children in the Lamb Room or the Whale Room must be toilet trained and wearing underwear before they may be enrolled. If and when an accident does happen, the child's needs will be cared for immediately. If the Center's clothes are used, please wash them and return them as soon as possible.

Children will not be allowed to bring **MONEY, CHEWING GUM, OR TOY WEAPONS** to the Center.

OSECC will obtain written parental permission before each occasion of research, experimental procedure or public relations activity involving a child.

Parents may not allow children to open or close any doors in the classrooms or hallways.

Hot beverages are not allowed in areas where children are receiving care including field trips.

Parents must be diligent in supervising their children in the hallways and exterior areas of this campus.

### **Allergies and Fears**

If your child is allergic to any foods or clothing materials, please let the center know in writing. This should also be stated on their Emergency Form and on their Health Care Summary form. If your child has experienced reactions to bee stings or bug bites, we should have in writing symptoms that may appear while at the Center along with treatment procedure. The Center will provide parents with a copy of our Allergy Policy to guide our working relationship under this kind of situation.

OSECC has the right to limit what foods can be brought into the school based on the current allergies of students in attendance. OSECC will notify parents through a letter sent home in your child's folder, and through signs posted in the hallways.

We should also be aware of symptoms and treatment procedure for conditions such as nosebleeds, seizures, asthma attacks, etc.

If your child is afraid of loud noises, like fire alarms or sirens, please note these on the Personal Information Form included in your enrollment packet.

### **Fire Drills**

We will have fire drills once a month, weather permitting, so that the children become aware of the urgency of EMERGENCIES. An escape route is used as approved by the Fire Marshall. We hold tornado drills April through September.

### **Outdoors**

We will play outdoors each day, weather permitting. Please dress your child accordingly and send proper outdoor clothing for them. If your child is well enough to come to childcare, he/she will be expected to go outside with the class.

### **Discrimination Policy**

Our program will not discriminate in admissions or demission on the basis of race, color, creed, sex, religion, national origin, or source of payment. We will accept for employment for educational positions, applications from individuals without discrimination on the basis of race, sex, color, national or ethnic origin, and no applicant will be denied employment for these causes. We will not reveal any confidential information to anyone or any source, without the written permission of parent or legal guardian.

### **Enrollment of Children with Disabilities**

Our Savior Early Childhood Center will integrate children with disabilities if the facility, in its present condition, and the teaching staff are able to meet the special needs of the child. Children with speech needs, behavioral problems, or developmental needs will be referred for Early Preschool Screening or other agencies in the community providing such services for children.

As a child care provider, we continually monitor the development of all our students through ongoing observation and recording. We want the best outcomes for all the children. Child care providers are considered a primary referral source for early intervention under federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with our parents and caregivers about their children and any concerns we have before a referral is made. We can assist the parent with the referral or partner with them in the referral process.

How does one make a Referral? Make a referral by calling 1-866-693-4769 or go online at: <http://www.parentsknow.state.mn.us/parentsknow/Newborn/HelpMeGrow>

### **Insurance**

We will provide general liability coverage for bodily injury of \$100,000 per person; \$300,000 per suit. We will carry automobile insurance when transportation is provided by the Center for field trips, etc. Secondary coverage on automobiles owned by staff members and used to transport children on field trips of \$100,000 per person; \$300,000 per suit.

### **Health and Safety Policy**

We have copies of our Health and Safety policies to hand out upon request.

### **Program Plan**

There is a copy of our Program Plan in Lamb and Whale rooms and in the office. They are available for anyone to read.

### **Chapel**

The children will attend a Chapel Service. An offering is collected and given to a charity selected by the teachers and staff.

## **Curbside Service**

When parents contemplate the process of building a relationship with their preschooler's teacher, it is essential for them to consider the drop-off and pick-up times carefully. These special classroom visits promote good communication with the teacher and aides. They allow parents to see art projects, learning centers, and science projects, etc. These classroom visits also give your child something to look forward to as they share their experiences of school with you. All parents are strongly encouraged to come in and experience the classroom everyday with your preschooler.

When this sort of visit is not possible, Our Savior offers a Curbside Service. The purpose of our Curbside Service is to assist the preschool parent who may be transporting multiple infants and toddlers, pregnant moms, or individuals with physical circumstances that would limit their ability to escort their child to the classroom.

### **What is Curbside Service at Our Savior?**

- A service to only our *preschool* students and their parents.
- Preschool parents must sign up in advance. Ask your teacher for the form.
- Each meeting at the Curb is \$0.50. (\$1.00 a day maximum)
- AM Service is defined as: Drop-off between 8:20 and 8:25am at the West End of the Circle Drive using door #12. Please place the car in park, unbuckle your child, give hugs and hand off your child to the OSS staff member.
- Dismissal Service is defined as: Pick-up will be done between 11:30 and 11:35am at the West End of the Circle Drive using door #12. Please pull the car forward, place the car in park, come out of the car and receive your child from an OSS staff member. Please buckle the child into your car and then proceed with your day.
- We ask that you be in the moment. No cell phones, please. Talking or texting during these times eliminates the opportunity for our staff member to connect with you, thus compromising the safety of the child. We value our focused drivers.

If your child experiences a difficult time separating from you, please park the car and bring the child into the classroom. Visit with your child's teacher to strategize a plan if this becomes an on-going challenge.

## **PARENT/TEACHER COMMUNICATION**

Our Savior Early Childhood Center provides several means of communication.

1. Weekly news articles highlighting Center events are printed in our school newsletter "The Eagle Print". It is distributed by email.
2. Twice a month parents will receive "The Eaglet". It too will be emailed.
3. Daily Slips highlighting the events of the day may be found in your child's folder.

4. Your child's teacher is available for questions and concerns, however parents are encouraged to be sensitive to the dynamics of the entire group. Please consider making an appointment or sending an email with your specific question or concern.
5. Phone calls are another method for communicating with your child's teacher. Voice messages will be answered within 24 hours.
6. Prayer Box - This box is available if you or your children have a special prayer request. These requests will be offered during Bible Adventure Time.
7. Field Trip Forms - This special flyer announces Field Trips, times, dates, money, transportation, etc. A parent must sign it before a child may attend one of these special events.
8. OSECC will obtain written parental permission before each occasion of research, experimental procedure or public relations activity involving a child.
9. Fall and Spring Parent Teacher Conferences

### **Additional Resource Suggestions:**

#### **Behavior Development**

*Alexander Center*

8455 Flying Cloud Drive  
Eden Prairie, MN 55344  
952-993-2498

*Child/Family Support Program*

Manager: Dana Teller  
952.401.6800  
Minnetonka Public Schools

#### **Speech Pathologist**

*Kid Talk*

Advance Children's Therapy  
Victoria: P.O. Box 34,  
1772 Steiger Lake Lane, Victoria, MN 5538  
Tel 952.443.9888

#### **Spanish Support**

*Jessica Neve*

[jneve@oll.pvt.k12.mn.us](mailto:jneve@oll.pvt.k12.mn.us)

(612) 245-3534

### **Parent Grievance Policy**

All grievances will be submitted to the Director. If a parent is not satisfied with the decision, he/she then has the right to take the problem directly to a Pastor. The Pastor will respond to the grievance within five working days. A copy of the decision will be sent to the Education Committee. If a parent is still not satisfied with the decision, he/she may take the problem directly to the Education Committee. Such grievances, to be discussed by the Committee, will be placed at least one week in advance of the Education Committee's regularly scheduled meeting, with a decision rendered within ten working days.

### **Reporting Policy for Programs Providing Services to Children**

#### **WHO SHOULD REPORT CHILD ABUSE AND NEGLECT**

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

#### **WHERE TO REPORT**

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency of Child Protection at (612) 348-3552 or local law enforcement at the Southshore Police Department, (952) 474-3261.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

#### **WHAT TO REPORT**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.



- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

#### RETALIATION PROHIBITED

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

#### FAILURE TO REPORT

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

BAG LUNCH REQUIREMENTS

Age:	1-2 yrs.	3-5 yrs.	6-12 yrs.
1. Fluid milk <i>Provided by OSS 45¢ a carton.</i>	1/2 cup (Whole milk)	3/4 cup (1% or Skim Milk)	1 cup
2. Meat, poultry, fish or cheese	1/2 oz.	1/2 oz.	1 oz.
or cottage cheese, cheese food, or cheese spread	2 oz.	3 oz.	4 oz.
or egg	1/2	1/2	1/2
or cooked dry beans, or peas	1/8 cup	1/8 cup	1/4 cup
<i>Our Savior is a "Nut Safe" Zone. No foods with nuts/nut spreads may come to school. Thank You.</i>			
or yogurt	1/4 cup	1/4 cup	1/2 cup

Or an equivalent quantity of any combination of the above meat/meat alternates

3. Vegetables and/or fruit	1/4 cup	1/2 cup	3/4 cup
4. Grains/Bread or bread Alternate Cereals, pastas, noodles, grains	1/2 slice  1/4 cup	1/2 slice  1/4 cup	1 slice  1/2/cup

Or an equivalent service of an acceptable bread alternate such as cornbread, biscuits, rolls, muffins, etc. made from whole grain or enriched meal or flour, or a serving of cooked enriched or whole grain rice or macaroni or other pasta products.

**USDA BASED CHILD CARE FOOD GUIDE**

May 2008

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# Our Savior Early Childhood Center Parent Handbook Review and Signature Form

Please review the Parent Handbook and return this form to your child's teacher. **Thank you.**

Special reminders:

- Days Closed, p. 5
- Preschool Only Contracts, p. 6 #3
- Bag Lunch requirements, p.8, 18
- Birthday Treats Policy, p. 9
- Hot Liquids, p. 12
- Children and doors, p.12
- Hallway and Exterior of the Building safety, p. 12
- Special Needs Reporting, p. 13

We (parents, guardians) have read the information in the Our Savior Early Childhood Center Handbook. We agree to abide by the expectations, policies, and procedures set forth.

Parent/Guardian name (please print):

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Parent/Guardian signature:

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Date: \_\_\_\_\_