

# **Early Childhood Center**



*Our Savior School*

## **Parent Handbook 2022-2023**

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

Including Koalas, Duckys, Lambs, Whales, and Kindergarten

### **MISSION STATEMENT**

Our Savior Lutheran Church and School is committed to making disciples by reaching into 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 six weeks and continuing through 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 Lutheran 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, emotional, social, moral, spiritual 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 School 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**

Our Savior School Early Childhood Center (6 weeks 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 each year. The state allows us to care for 66 Infant/Toddler/Preschool combined; children 6 weeks to 5 years of age, between 7:00 a.m. and 5:30 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 infant/toddler/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

## **ACCREDITATION**

### **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 6 weeks through 5 years of age are eligible for our program.

### Hours

The Center will be open Monday through Friday, 7:00 a.m. to 5:30 p.m. There will be a late charge for any child picked up after 5:30 p.m. You will be responsible to pay the staff person in charge IMMEDIATELY, as this cost cannot be included in your monthly billing. Doors will be locked at 5:30 p.m. Please allow yourself enough time to gather your child and his/her belongings **BEFORE** the 5:30 p.m. closing time. The late fee is as follows:

5:30-5:35	\$5.00
5:35-5:40	\$10.00
5:40-until pick-up	\$1.00 PER MINUTE

Hours for Preschool are 8:30 to 11:30 a.m. Our Lunch Bunch and Lunch Bunch Plus are an extension of our Preschool program, in cases of school closure, they are considered Preschool.

### **Fall 5's/Kindergarten Enrollment Policy**

Submission of the following are required for enrollment:

1. Completed application forms (including health and immunization records.)
2. Copy of the birth certificate must be submitted prior to the first day of attendance.
3. Payment of the required non-refundable enrollment fee of \$250.00.

Other requirements include:

4. Children entering Kindergarten must turn 5 years of age on or before September 1st of the year they are enrolling.
5. Children turning 5 during the months of September, October, and November may participate in our Kindergarten program with the understanding that they will need to participate in Kindergarten when they are old enough by district standards.
6. Testing may be required.
7. We reserve the right to interview individuals on a case by case basis.

## **Security Procedure**

The main entrance to our center is the glass doors (door 1) on the west side of the building. Parents will check their child in/out using their four digit code/QR code on the tablet provided. Each parent will be given a code number to use once in the building to get through the main doors. Please **DO NOT** give this code number out to anyone else. This code is for **PARENTS ONLY**, all other caretakers will need to check-in through the front office, after office hours they can call the child's classroom. If you have a caretaker that picks up consistently, please ask the director before sharing your code with them.

## **Child Pick-up Procedures**

Parents must sign their child out using their four digit code/QR code 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:

If the adult is listed on the **Pick-up Authorization Form**:

1. Tell the teacher at drop-off the name of the adult that will be picking up.

If the adult is **not** listed on the **Pick-up Authorization Form**:

1. Fill out the half sheet on the table in the hallway between the bathroom doors and hand it to a teacher at drop-off.

If this is an **unexpected change** after drop-off:

1. **CALL THE CENTER.** (952-474-5181, ext. 215)
2. If the Alternate Adult's name is written on your **Pick-up Authorization Form** leave a message/tell the teacher the name of the adult picking up your child. If the adult is **not** written on your child's **Pick-up Authorization Form** then leave a message with/tell the teacher the following information:
  1. Alternate Adult's Name.
  2. Phone number where this adult can be reached.
  3. A brief description of the adult.

B. The staff at OSS will ask for an ID of an alternate adult (whether this is an adult on the **Pick-up Authorization Form**, a parent message with the alternate adult, or the half sheet filled out from the classroom.) 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 OSS 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.

## **Late Pick Up Fee Policy**

For every 15 minutes past your child's contracted pick up time **before** 5:30 PM (our centers closure time) a \$5.50 charge per child will be taken out of your account.

- 30 minutes past contracted time it would be a \$11.00 charge
- 45 minutes past contracted time it would be a \$16.50 charge
- 60 minutes past contracted time it would be a \$22.00 charge

The center is open Monday through Friday from 7:00 AM to 5:30 PM. There will be a late charge for each classroom affected for any child picked up **after** 5:30 PM. You will be responsible to pay the staff person in charge IMMEDIATELY (in cash) as this cost cannot be included in the monthly billing. Doors will be locked at 5:30 PM. Please allow yourself enough time to gather your child and his/her belongings **BEFORE** the 5:30 PM closing time. The late fee is as follows:

5:30 - 5:35	\$5.00
5:35 - 5:40	\$10.00
5:40 - until picked up	\$1.00 PER MINUTE

### **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    |
| * New Year's Eve                | * New Year's Day    |                    |

### **\*For 2022-2023 School year**

- |                                      |                     |                           |
|--------------------------------------|---------------------|---------------------------|
| *Sep. 1-2 – Teacher Workday/Training | *Nov. 4 – P/T Conf. | *December 23-26 Christmas |
| *December 30 - January 2 New Years   | *March 3 CEU Day    | *March 17 – P/T Conf.     |
| *April 7 Good Friday                 |                     |                           |

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 the holiday. 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 closure due to weather.

If we need to close due to extreme weather, we will post this on our website as well as send an email/text message to the parents. To make sure we have the proper phone number/email address we will go from our DailyConnect App, parents are responsible for keeping this up to date.

### **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 on a weekly basis, 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 monthly report of their tuition activity from the school office.

**Contract Reduction/Cancellation Policy:**

In order to reduce your contracted hours or to cancel your contract you will need to inform both the School Director/ Extended Care Director and the School Office Administrator with two weeks notice before the date of the proposed contract change/cancellation. Failure to provide two weeks notice prior to the change will result in being charged for those additional two weeks of care. For any reduction/cancellation of a contract there will also be charged a \$25 administration fee.

**Contract Suspension Fees (All OSS Programs):**

Families wishing to suspend their contract for a specified time period and retain their spot in their child's classroom will be charged 30% of their current contracted tuition while they are absent. Contracted tuition rates will resume upon return.

**For Increase or Adjustment (same hours different days) in Contracted Hours:**

If possible please allow for two week prior notice for any increase or adjustments in contracted hours. Increases and adjustments are dependent on availability, all changes must have the approval of administration. This will allow the Administration time to adjust tuition billing for the change. Administration fee is waived for increase/adjustments.

**Interest on Overdue Tuition:**

Invoices from the school are given a due date of 30 days after the invoice is issued. In the case that an invoice has not been paid when it reaches the 30th day after the invoice is issued, there will be the addition of a 4%, of the total amount due to the center, added each additional month that the invoice goes unpaid.

**Insufficient Funds/Returned Check Policy**

In the case that an automatic withdrawal results in an 'insufficient funds' or a returned check from your banking institute these procedures will be followed:

- The customer whose account is returned as 'insufficient funds' or a check is returned will receive a one time grace with no fee.
- If 'insufficient funds' or a check is returned for any future transactions, the customer whose check is returned, or whose account comes back insufficient will then be charged a \$20 fee per transaction to cover the bank fees and administrative costs for having to resubmit the payment.

If a customer is aware that they will have 'insufficient funds' for their automatic tuition payment, they have the option to ask for the payment to be moved to a later date within 7 calendar days to avoid receiving the 'insufficient funds' fee. This request needs to be made 3 business days before their payment would normally be taken out of their account in order to have their payment time changed.

### **Infant Deposit and Hold Fees**

A nonrefundable \$250 deposit will save an infant spot for an agreed upon start date. \$50 toward the enrollment fee and \$200 towards tuition once your child begins. If an extension is made to the start date after this deposit is made and the start date is agreed upon, there will be a weekly charge of 25% of the weekly tuition rate until the new start date arrives. If a parent chooses not to pay the 25% of the weekly tuition rate their spot will now be opened for enrollment to other families. If a family chooses to take their infant out of the program for the summer and still needs an infant spot in the fall 15% of the monthly tuition will be charged June thru August to reserve a spot for their child in the fall.

### **16 months to 5 year old Pre K Deposit and Hold Fees**

A nonrefundable \$50 enrollment fee for our 16 months to 5 year Pre K classrooms are required to hold a spot for an agreed upon start date. For every 2-4 week extension made to the start date after this deposit is made and the start date is agreed upon, there will be an additional \$25 charge in order to continue to hold that spot. If a parent chooses not to pay the \$25 for their spot it will be opened for enrollment to other families.

### **Family Referral Policy**

Tell a friend about our center and after they have been enrolled for 3 months you get a \$100 gift card to one of the following of your choice: Target, Cub or Holiday

### **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 a **week** of vacation **after six months of enrollment**. (If you ask for this week two weeks or more before it occurs, you will not be charged for the week you are gone. If you ask upon return you will not be charged for one week as soon as possible) This benefit may be used once every calendar year. If your child attends 6 or more months before December 31, they may use a vacation week between their 6 months of attendance and the end of the year.
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 other days. **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 added for their attendance that week.

4. Any extended absenteeism will require an additional fee to hold their space, the fee will depend on the time off being requested and the number of days being held.
5. Flexible contracts are available, but parents must contract with our center at least three days a week, either full time, part time, or preschool.
6. Parents may have access to their child at any time while the child is in our care. Due to COVID regulations parents' ability to be in the classroom will be limited as long as it is required.
7. Students enrolled at Our Savior Kindergarten are expected to attend school on a daily basis. School begins at 8:30am Students may arrive in their classrooms fifteen minutes early. All students who arrive before 8:15am must go to Extended Care or Falls 5s to the Whale Room. School ends at 2:45pm. Students need to be picked up by 2:55pm. The teacher reserves the right to send students not picked up by 2:55pm to Extended Care or Fall 5s to the Whale Room. Parents will be assessed the current hourly rate for Extended Care or Whale Room services.

### **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 the number (2 or more) of loose stools.
4. Undiagnosed rashes (other than mild diaper or heat rash).
5. Experiencing respiratory distress; active cough; thick discharge from nose.
6. Has contagious conjunctivitis (pink eye) or pus draining from eye.
7. Has unexplained lethargy.
8. Unable to participate in activities without unreasonable discomfort.

A child will be able to return once they have gone 24 hours without fever (free of fever reducer i.e. Tylenol, Advil, etc.), vomiting or diarrhea. In the case of an undiagnosed rash, the child will be able to return at the time of approval by a healthcare provider or once the rash is gone.

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. In case of a serious accident, staff will administer FIRST AID, and 911 will be called if an ambulance is needed or there is a question of the severity of the injury. 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 filled out and kept on file. Parents will be asked to sign the accident report following any significant injury.

## See Health & Safety Policy Handbook for further details.

### **Sick Children**

Please notify the Center immediately if your child has been diagnosed as having a contagious disease, flu symptoms, a virus, etc. We will post this information without your child's name 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 a 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 has been gone for 24 hours, 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 prescription medicine and medicine must have the pharmacy label attached to be given. In cases of prescription medication, if dosage allows, the majority of dosages should be done at home. Sunscreen, lotion, chapstick and other nonprescription medication will be given when a **Nonprescription Medicine** form has been received. 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.

The Health Care Summary (must be signed by a healthcare provider) as well as an up-to-date immunization record must be completed at the time of enrollment. Children will not begin their first day of school until these have been received. Your child's health information is available 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.

### **Food for Infant Program**

Parents will provide, **labeled with first and last name**, pre-made bottles of either formula or breastmilk from home. Parents are to provide adequate bottles for the child's entire time in the program each day. Our Savior School will provide infant cereal/oatmeal as well as pureed fruit and vegetables for children eating solid food up to 11 months of age. Children 12 - 16 months of age parents will provide table food for their child's lunch in order to prepare for their move to the toddler room. Our Savior School will provide a morning and afternoon snack at the appropriate age. Our Savior will only serve foods that parents have marked that they have already introduced at home. Children over 12 months of age will be provided with whole cow's milk. If your child is lactose intolerant, parents will provide one of these acceptable substitutions: Ripple milk, low fat or fat free lactose reduced, buttermilk, Soy(Calcium & D fortified), ALL PASTEURIZED & UNFLAVORED after a parental written request. If a parent would like to provide milk not on this list a written doctor's note must be provided.

### **Bag Lunches from Home**

**All Lunches must be labeled with your first and last child's name on the lunch box.**

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 bag lunch that provides students with a meat/meat alternative, fruit, vegetable and grain.** Students are also required to have milk offered to them at lunch. Parents may provide this in a thermos or purchase milk from the school for \$0.45. *Please refer to the guide at the end of the handbook for suggestions for meeting these requirements.* Lunches that do not meet the USDA requirements will be supplemented by Our Savior School at the expense of the parents.

### **Fall 5's/Kindergarten Hot Lunch**

Hot lunch will be available to students who desire one, as well as milk for those who bring a bag lunch. Lunches eaten during the month for Kindergartners will be billed monthly to your account. Fall 5 students have a hot lunch included in their tuition. Contact the school office for more information. *Once a hot lunch has been ordered for a student, that family is responsible for paying for the lunch even in the event of the student being absent.*

### **Nap and Rest Time** (16 months to 5 years of age in our PreK)

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 and small blanket. Travel sized pillows are also allowed during rest time. Nap items will be sent home **every Friday (or your child's last day for the week) for washing**. Please return them for use on Monday. Please label your child's nap items. 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.

### **Nap and Rest Time** (6 weeks- 15 months)

Children will be placed to sleep on their back. Children will not be allowed to have anything in their crib with them except for a pacifier, all love items, blankets and pillows will not be allowed in the crib. Cribs will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each crib. Cribs will be placed directly on the floor. Cribs will be placed within sight and sound of the staff in the room. Separate cribs will be designated for each child. Tight fitting crib sheets will be washed weekly, when soiled, or when a different child will be placed in the crib. Children under 6 months of age who regularly roll on to their tummy will be turned to their back unless parent permission is on file. Children will not be allowed to be swaddled for sleep. For alternate sleep positions, a form filled out by a medical professional will need to be on file. All cribs will be inspected monthly. Cribs that are damaged will be fixed or replaced. If an infant falls asleep somewhere besides their crib, they will be moved to their crib as soon as practicable.

### **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 Lamb and Whale children and Kindergarten classes go on occasional field trips, by bus. Permission slips must be signed by a parent or guardian and returned before your child can go on the field trip. Our field trips vary. Some examples include: Arboretum, Apple Farm, Gale Woods Farm, Lowry Nature Center, 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. 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.) **If your child is not scheduled to attend on the day a field trip is scheduled please contact the director to discuss attendance options.**

## **Child Assessment Plan**

Assessment is an important element of the early childhood 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. Each child will be assessed by the classroom teacher throughout the school year. The teacher will use a variety of tools: check lists, 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. 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 after the completion of the Whale Room school year.

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. 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** (6 weeks 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.*

## **Kindergarten Report Cards and Conferences**

A progress report will be issued to all students at the end of each quarter. Conferences will be scheduled for the benefit of students, parents, and teachers at the end of the first and third quarters of the school year. Conferences at other times may be held at the discretion of the teacher and/or the desire of the parents.

## **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. You are invited 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 or help with a classroom party. 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 contains Center news, School news, and announcements. We may 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 newsletter through the DailyConnect App and it will also be available on our website.

## **Behavior Guidance Policies**

1. These are the procedures we practice at OSS-ECC.

- \* Setting clear and enforceable limits. Using positive language to suggest what children *should* be doing rather than negative language what they *shouldn't* be doing.
- \* Modeling acceptable behavior, discuss that we understand how they feel and model acceptable ways to deal with those feelings.
- \* Work with students towards developing conflict resolution skills
  - Talk about what the problem is, and what caused it
  - Talk about different ways we could solve that problem with their friend
- \* 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 the child's parents, 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 needs, 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 parents, 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. Will re-evaluate the plan and

- determine whether to continue its use or not.
- 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.

### **Individual Areas for Children and Families**

Lockers are provided for children to store their outdoor clothing. Cubbies are provided for children to store their personal items. Locker clips are provided for the parents to receive printed communications as well as art work their child has created. Parents need to take home items clipped to their child's locker on a daily basis.

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

An extra set of clothing must be left on the top shelf of your child's locker (in a diaper cubby for Ducky students) , 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**

**Infants/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 cloth underwear before they may be enrolled. If and when an accident does happen, the child's needs will be cared for immediately. If the child needs to borrow clothes from the school, please wash them and return them as soon as possible.

Children will not be allowed to bring **MONEY** (unless left by a parent in the offering envelope to be given to the child to bring during offering at Tuesday Chapel), **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. An Individualized Child Care Plan will need to be completed if your child has an allergy and staff will be trained on triggers and action plans before your child begins. 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.

We should also be aware of symptoms and treatment procedures for conditions such as nose bleeds, 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 from 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 the 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 each classroom as well as in the office. They are available for anyone to read.

### **Chapel**

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

### **Curb Side 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 Curb Side Service. The purpose of our Curb Side Service is to assist parents 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.

- Each meeting at the Curb is \$0.50. (\$1.00 a day maximum)
- 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.

Please ask your child's teacher for more information if you are interested in this service. Ability to provide this service may vary based on staffing and parent needs.

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. Monthly news articles highlighting Center events and news will be distributed through DailyConnect
2. We will use DailyConnect for updates throughout the day for updates on food, nap, diapers and curriculum/pictures.
3. 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.
4. Phone calls are another method for communicating with your child's teacher. Voice messages will be answered within 24 hours.
5. Prayer Box - This box is available if you or your children have a special prayer request.
6. Field Trip Forms - This permission form announces Field Trip, time, date, cost, transportation, etc. A parent must sign it before a child may attend one of these special events.
7. OSECC will obtain written parental permission before each occasion of research, experimental procedure or public relations activity involving a child.
8. 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

## **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 the Lead Pastor. Our Lead 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. <b>Fluid milk</b>	1/2 cup (4 oz.) (Unflavored Whole Milk)	3/4 cup (6 oz.) (Unflavored 1% or Skim Milk)	1 cup (8 oz.) (Unflavored 1% or Unflavored / Flavored Skim)
2. <b>Meat, poultry, fish, tofu, 1 oz. soy products or cheese</b> <i>(natural cheeses, low-fat or reduced-fat cheese)</i>		1.5 oz.	2 oz.
or egg	1/2	3/4	1
or cooked dry beans, or peas	1/4 cup	3/8 cup	1/2 cup
or peanut, soy or other nut or seed butters	2 T	3 T	4 T
or nuts and/or seeds,	1/2 oz. = 50 %	3/4 oz. = 50 %	1 oz. = 50 %
or yogurt <i>(&lt; 23 grams of total sugars per 6oz., May be plain or flavored unsweetened or sweetened)</i>	4 oz. or 1/2 cup	6 oz. or 3/4 cup	8 oz. or 1 cup
Or an equivalent quantity of any combo of the above meat/meat alternates			
3. <b>Vegetable</b>	1/8 cup	1/4 cup	1/2 cup
<i>Must have both vegetable and fruit or 2 different vegetables.</i>			
4. <b>Fruit</b>	1/8 cup	1/4 cup	1/2 cup
<i>Fruit or vegetable juice must be full-strength, no more than 1 serving per day</i>			
5. <b>Grains/Bread or bread alternate</b>	1/2 slice/serving	1/2 slice/serving	1 slice/serving
<i>Whole grain-rich enriched meal or flour; bread, cornbread, biscuit, roll, muffin</i>			
or Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
<i>(&lt; 6 grams sugar/dry oz.)</i>			
or Whole grain-rich, or enriched or fortified cooked breakfast cereal and/or pasta, noodles or grains	1/4 cup	1/4 cup	1/2/cup

*We are not safe. Please NO NUTS*

**USDA BASED CHILD CARE FOOD GUIDE**

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## SCHOOL AND CHURCH CONTACTS

Name	Position	School Phone	Email
<b>Teachers, School Secretary, &amp; Director</b>			
Aurich, Joe	Extended Care Director of Youth	952-474-5181 x234	joe.aurich@oslcs.org
Johnson, Lisa	Director of OSS	952-474-5181 x222	lisa.johnson@oslcs.org
Hoernemann, Renae	School Secretary	952-474-5181 x218	renae.hoernemann@oslcs.org
Hauger, Alicia	Extended Care Teacher	952-474-5181 x231	alicia.hauger@oslcs.org
Baumann, Carla	Koala Teacher	952-474-5181 x236	carla.baumann@oslcs.org
Anderson, Sean	Ducky Teacher	952-474-5181 x235	sean.anderson@oslcs.org
Nordick, Jenn	Lamb Morning Teacher	952-474-5181 x215	jenn.nordick@oslcs.org
Wacker, HillieRe	Lamb Afternoon Teacher	952-474-5181 x215	hilliere.wacker@oslcs.org
Klatt, Marion	Whale Morning Teacher	952-474-5181 x212	marion.klatt@oslcs.org
Bowyer, Lisa	Whale Afternoon Teacher	952-474-5181 x212	lisa.bowyer@oslcs.org
Limmel, Tammy	Kindergarten Teacher	952-474-5181 x217	tammy.limmel@oslcs.org
<b>Church Staff</b>			
Hengst, Adam	Pastor	952-474-5181 x225	adam.hengst@oslcs.org
Machemehl, Jeff	Maintenance	952-474-5181 x216	jeff.machemehl@oslcs.org
Blumenschein, Sandy	Church Secretary	952-474-5181 x242	sandy.blumenschein@oslcs.org
Bromenshenkel, Laurie	Church Administrator	952-474-5181 x210	laurie.bromenshenkel@oslcs.org
Limmel, Fred	Minister of Worship, Care, and Discipleship	952-474-5181 x226	fred.limmel@oslcs.org
<b>Education Committee</b>			
Christina Sullivan	Member of OSLC	Committee Chair	christina.jnsn12@gmail.com
HillieRe Wacker	OSS Teacher		hilliere.wacker@oslcs.org
Jenn Nordick	OSS Teacher		jenn.nordick@oslcs.org
Emily Witt	OSS Parent		emily.witt@live.com

# 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:

- Fall 5's/Kindergarten enrollment policy, p. 4
- Late Pick Up Fee Policy, p. 5-6
- Days Closed, p. 6
- Tuition policy, p. 6-7
- Contract adjustment policy, p.7
- Contract Suspension Fees (All OSS Programs), p.7
- Family Referral Program, p. 8
- Infant Deposit and Hold Fees, p. 8
- 16 months to 5 year old Pre K Deposit and Hold Fees, p. 8
- Preschool Only Contracts, p. 8-9 #3
- Health notes, p. 9-11
- Food for Infant program, p. 11
- Bag Lunch requirements, p.11 and p.21
- Birthday Treats Policy, p.12
- Children and doors, p.15-16
- Hot Liquids, p. 15
- Hallway and Exterior of the Building safety, p.15
- Special Needs Reporting, p.19-20

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: \_\_\_\_\_