



## Our Savior School Policy & Parent Handbook Review and Signature Form

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

Thank you

We (parents, guardians) have read the information in the Our Savior School Policy & 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: \_\_\_\_\_



# **Our Savior School Policy & Parent Handbook**

**Early Childhood Center  
& Extended Care  
2023-2024**

<b>About Our Savior School.....</b>	<b>4</b>
Mission Statement.....	4
We Believe.....	4
We Affirm (Our Goals).....	4
Child Care Program Plan.....	4
Discrimination Policy.....	5
Parent Grievance Policy.....	5
Maltreatment of Minors Mandated Reporting.....	5
Educational Goals of the Early Childhood Center.....	5
Educational Goals of the Extended Care.....	5
<b>Drop off and Pick up Procedures.....</b>	<b>6</b>
Security and Safety.....	6
Entry/Exit.....	6
Child Pick-up Procedures.....	6
<b>Calendar and Schedules.....</b>	<b>7</b>
Our Savior School Holidays.....	7
Early Childhood Center.....	7
Extended Care.....	7
Weather Closures.....	7
<b>Enrollment and Tuition.....</b>	<b>8</b>
Enrollment and Tuition.....	8
Infant Enrollment.....	8
Preschool Enrollment.....	8
Early Childhood Center Enrollment.....	9
Fall 5's/Kindergarten Enrollment.....	9
Extended Care Enrollment.....	9
Re-Enrollment of Current Students.....	9
Vacation Earned.....	10
<b>Fees and Contract Changes.....</b>	<b>10</b>
Late Pick-Up Fee.....	10
Preschool Late Pick-Up Fee.....	10
Contract Reduction or Cancellation.....	11
Contract Increase or Adjustment (same hours different days).....	11
Contract Suspension Fees for Unforeseen Circumstances.....	11
Interest on Overdue Tuition.....	11
Insufficient Funds/Returned Check Policy.....	11
<b>Attendance.....</b>	<b>12</b>
Notification of Absences.....	12
<b>Naps and Rest Policy.....</b>	<b>12</b>
<b>Sick Children.....</b>	<b>13</b>

Exclusion of Sick Children.....	13
Safe Return of Sick Child.....	13
Communicable Diseases.....	13
<b>Nutrition &amp; Hydration.....</b>	<b>14</b>
Infant Food and Bottles.....	14
Early Childhood Meals and Snacks.....	14
Fall 5's/Kindergarten Hot Lunch.....	14
Extended Care Lunches.....	14
Cold Lunches from Home.....	15
Lactose Intolerant.....	15
Water Bottles.....	15
<b>Early Childhood Special Assessment &amp; Conferences.....</b>	<b>15</b>
Parent/Teacher Conferences.....	15
Report Cards (Kindergarten).....	15
<b>Special Events.....</b>	<b>16</b>
Birthdays.....	16
Early Childhood Field Trips.....	16
Extended Care Field Trips.....	16
Parent Involvement.....	16
<b>Communications.....</b>	<b>17</b>
Early Childhood Parent and Teacher Communication.....	17
Extended Care Communications.....	17
<b>Individual Areas for Children and Families.....</b>	<b>17</b>
Lockers/Cubbies.....	17
Extra Items at School.....	17
Outdoor Play.....	17
<b>Required Items at School.....</b>	<b>18</b>
<b>Other Notes.....</b>	<b>19</b>
Chapel.....	19
Show and Share.....	19
Do Not Bring.....	19
Additional Resource Suggestions.....	19
Our Savior School and Church Contacts.....	21

# About Our Savior School

## Mission Statement

Our Savior Lutheran Church & 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 education program beginning with preschool/childcare at six weeks and continuing through school age with before/after school and summer care.

## We Believe

- A. Our Savior Lutheran Church & 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."*
- B. 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.
- C. Christian Education addresses itself to the basic problem of mankind: our broken relationship with God.
- D. 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."*
- E. Christian Education addresses the total needs of the individual: intellectual, emotional, social, moral, spiritual, and physical.

## We Affirm (Our Goals)

- A. School, church and parents need to work together to provide a strong prayer and devotional life through the daily study of God's Word.
- B. Our Savior School will provide children with a challenging, motivating and innovative curriculum taught by teachers who care about the children's best interests.
- C. 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.
- D. Our Savior School will utilize the abilities of teachers, parents, students, staff, and others to achieve the above goals.

## Child Care Program Plan

Our Savior School's Program plan is posted on the bulletin board in the first floor hallway of the Early Childhood Center and is available upon request from the School office.

## **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.

## **Parent Grievance Policy**

See p. 15 of *Policy Information for Parents*. All grievances will be submitted to the Director. If a parent is not satisfied with the decision, he/she can take the problem directly to the Senior Pastor. If a parent is still not satisfied he/she can take the problem directly to the Child Care Advisory Committee.

## **Maltreatment of Minors Mandated Reporting**

See p. 16-17 of *Policy Information for Parents*. Our Savior School Staff are required to report maltreatment, neglect, physical abuse, sexual abuse, child endangerment, threatened injury and mental injury.

## **Educational Goals of the Early Childhood Center**

- A. Work and play in a Christ Centered Environment with other children.
- B. Be aware of the daily presence of Christ in their lives.
- C. Be themselves and develop at their own rate.
- D. Express themselves through art and play materials freely and constructively.
- E. Provide opportunities to develop large and fine motor skills.
- F. Provide a healthy environment, proper nutrition, rest, and physical exercise.
- G. Provide developmentally appropriate curriculum including experiences in many areas
  - a. (Readiness skills in reading, math, language skills, science)
- H. Learn to be independent--to solve their own problems and do things for themselves.
- I. Learn to establish relationships with adults other than family.
- J. Learn developmentally appropriate limits of behavior.
- K. Build feelings of self-esteem and security.
- L. Increase their ability to handle their emotions constructively.
- M. Learn respect for others' feelings and belongings.
- N. Simplify the adjustment to elementary school and other social situations.

## **Educational Goals of the Extended Care**

- A. Continue to build on the skills listed above
- B. Offer help with homework if requested
- C. Provide a daily devotion time and prayer
- D. Offer a summer reading program to encourage continued learning
- E. Provide toys and activities to promote reading, math, language skills, and science.

# Drop off and Pick up Procedures

## Security and Safety

- A. Each parent/family is assigned a personal code to enter the building. Only share with your family and those who regularly pick up your child. **DO NOT** give this code to anyone else.
- B. Please do not share your code out loud when entering the building to prevent someone else from using your code.
- C. You must accompany your child into the building. They cannot come in on their own.
- D. Please do not allow children to open or close doors in the classrooms or hallways.
- E. Please supervise your children inside and outside during drop-off and pick-up.
- F. **Hot beverages** are not allowed.

## Entry/Exit

- A. **Early Childhood Center:** The main entrance is at door #1 (west side, by flagpoles). If you exit at Door #12, **please make sure the door latches behind you.**
- B. **Extended Care:** The main entrance is at Door #5 (east side, by the gym)

## Child Pick-up Procedures

- A. Parents should check their child in/out using their four-digit code/QR code on the tablet provided.
- B. If a parent is unable to pick up their child:
  - a. If the alternate adult is listed on your Pick-up Authorization Form, tell the teacher at drop-off the name of the adult picking up your child. **ID may be required.**
  - b. If the adult is not listed on your Pick-up Authorization Form, call the classroom or send an email to the school office. **ID will be required** before the child can leave.
- C. For an unexpected pickup change after drop-off:
  - a. If the alternate adult is listed on your Pick-up Authorization Form, call the classroom or send an email to the school office. **ID may be required.**
  - b. If the adult is not written on your Pick-up Authorization Form, leave a message/tell the teacher the following information:
    - i. Alternate Adult's Name, phone number, and relationship.
    - ii. **ID will be required** before the child can leave.
- D. B. The staff will not let your child go without seeing an ID of an alternate adult they do not know. **Tell them to bring in their ID.** They could sign out the child in Daily Connect.
- E. If the staff feel it is unsafe for a child to go with an incapacitated adult, we will offer to call a taxi or alternate driver. We will not hesitate to call the police for your child's safety.

## Calendar and Schedules

Upon enrollment, a calendar is given to each family. The Early Childhood Center and Extended Care calendars are also available at [www.oursaviorschool.org](http://www.oursaviorschool.org) under Parents.

### Our Savior School Holidays

**Our Savior School programs and offices are closed for these dates we observe these holidays**

New Year's Day (1/1/24)	Labor Day	Christmas Day (12/26/23)
Good Friday (3/29/24)	Thanksgiving Day	New Year's Eve (12/29/23)
Memorial Day	Day after Thanksgiving	
Fourth of July	Christmas Eve (12/25/23)	

### Early Childhood Center

Days are listed on the calendar when specific programs will be closed (preschool, Kindergarten, childcare, holidays)

### Extended Care

Days are listed on the calendar when Extended Care will be closed (holidays) and when they will be open for longer or all day care (Our Savior Kindergarten days off and Minnetonka's early releases/late starts and days off of school).

- Your commitment is required 5 days in advance if you need child care
- A minimum of four children are required for Extended Care to be open

**Please Note:** No credit is given for days closed. You WILL be charged per your contract.

### Weather Closures

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. Please make sure you have the proper phone number/email address in the DailyConnect App. Parents are responsible for keeping this up to date.

- If Minnetonka Schools have a 2 hour late start, we will have a 1.5 hour late start
- If Minnetonka Schools have an early release, we may close early.
- If Minnetonka Schools are closed, we will likely follow their lead, making a decision for one day at a time.

**Please Note:** Adjustments are NOT made to tuition payments in the event of closure due to weather.



# Enrollment and Tuition

## Enrollment and Tuition

- A. Flexible contracts are available, but parents must contract with our center at least three days a week, either full time, part time, or preschool.
- B. At the time of the pre-enrollment, parents will select the specific days and times your child will attend Our Savior School. Parents may not switch days of attendance on a weekly basis. However, parents may arrange with the Director to ADD days of attendance.
- C. Parents must fill out and return all enrollment paperwork.
- D. 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. Tuition is paid for through automatic withdrawal. Sign and date your contract, payment authorization form and attach a voided check from a current bank account.
- E. Parents may request to receive a monthly report of their tuition activity from the school office.
- F. We will not reveal any confidential information to anyone or any source without the written permission of the parent or legal guardian.

## Infant Enrollment

- A. A non-refundable **\$250 enrollment fee** will save an infant spot for an agreed upon start date. \$50 toward the enrollment fee and \$200 towards tuition once your child begins.
- B. 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.
- C. If you choose to remove your infant from the program for the summer and still need an infant spot in the fall, **15% of the monthly tuition** will be charged from June thru August to reserve a spot for the child in the fall.

## Preschool Enrollment

- A. The "Preschool Contract" begins the Tuesday following Labor Day and concludes the Friday before Memorial Day.
- B. Please refer to the school calendar for non-preschool days.
- C. Preschool parents who need care for their child during Christmas and/or Spring Break should contact the school office. As space allows, a child may attend. An additional tuition fee will be billed.

## Early Childhood Center Enrollment

- A. A non-refundable **\$50 enrollment fee** will save a spot for an agreed upon start date.
- B. 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 25% of the weekly tuition rate, their spot will now be opened for enrollment to other families.
- C. If a family chooses to take their child out of the program for the summer and still needs a classroom spot in the same room come fall, **15% of the monthly tuition** will be charged June thru August to reserve a spot for the child in the fall.

## Fall 5's/Kindergarten Enrollment

- A. A non-refundable **\$250 enrollment fee** will save a spot. \$50 toward the enrollment fee and \$200 towards tuition once your child begins.
- B. Parents must fill out and return all enrollment paperwork.
- C. Copy of the birth certificate must be submitted prior to the first day of attendance.
- D. Preschool screening results

Other requirements include:

- E. **Kindergarten:** Children entering Kindergarten must turn 5 years of age on or before September 1st of the year they are enrolling.
- F. **Fall 5's:** 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.
- G. Testing may be required.
- H. We reserve the right to interview individuals on a case by case basis.

## Extended Care Enrollment

A non-refundable **\$50 enrollment fee** will save a childcare spot for an agreed upon start date.

## Re-Enrollment of Current Students

A non-refundable **\$35 enrollment fee** will save a spot for an agreed upon start date.

## Vacation Earned

- A. **Early Childhood Center:** Children who are contracted to attend either full time or part time may earn a contracted week of vacation after six months of enrollment. It must be used all at once during a calendar year.
- B. **Extended Care:** Children who are contracted may earn a contracted week of vacation after six months of enrollment. It must be used all at once, only during the school year.
- C. Vacation Billing
  - a. If you ask two weeks in advance, you will not be charged for the week you are gone.
  - b. If you do not give two weeks' notice, you will be credited at the next billing cycle.
- D. This earned vacation may only be used once every calendar year. If your child attends six or more months before December 31, they may use a vacation week in that calendar year.
  - a. Vacation does not carry over from year to year.
- E. "Preschool only" families are not eligible to earn vacation time.

## Fees and Contract Changes

### Late Pick-Up Fee

- A. **Regular Business Hours:** Please allow enough time to gather your child and his/her belongings **before** the 5:30pm closing time.
- B. **Pick-up After Regular Business Hours:** There will be a late charge for each classroom affected for any child picked up **after** 5:30pm. You will be responsible to pay the staff person in charge IMMEDIATELY (in cash) as this cost cannot be included in the monthly billing. The late fees are:
  - a. 5:30 - 5:35 \$5
  - b. 5:35 - 5:40 \$10
  - c. 5:40 - until picked up \$10 plus \$1.00 per additional minute

### Preschool Late Pick-Up Fee

- A. **Regular Business Hours:** For every 15 minutes past your child's contracted pick up time **before** 5:30 pm, a \$5.50 charge per child will be taken out of your account.
  - a. 30 minutes past contracted time it would be an \$11.00 charge
  - b. 45 minutes past contracted time it would be a \$16.50 charge
  - c. 60 minutes past contracted time it would be a \$22.00 charge

## Contract Reduction or Cancellation

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 a **\$25 administration fee**.

## Contract Increase or Adjustment (same hours different days)

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

## Contract Suspension Fees for Unforeseen Circumstances

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

## Interest on Overdue Tuition

Invoices from the school are given a due date of 30 days after the invoice is issued. If not paid in 30 days, an additional 4% of the total due will be added each month until it is fully paid.

## Insufficient Funds/Returned Check Policy

In the case of 'insufficient funds' on an automatic withdrawal or a returned check from your bank.

- You will receive a one time grace with no fee.
- If 'insufficient funds' or a check is returned for any future transactions, you will be charged a **\$20 fee** per transaction to cover the bank fees and administrative costs for having to resubmit the payment.

If you are aware of 'insufficient funds' for your automatic tuition payment, you 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 your payment would normally be taken out of your account in order to have your payment time changed.

# Attendance

## Notification of Absences

- A. Parents must sign their child in when they arrive in Daily Connect and then present their child to the teacher for the day.
- B. **Early Childhood Center:** Please call your child's classroom by 9:00am if they will be absent. (No credit is given for being absent.)
- C. **Kindergarten:**
  - a. Please call your child's classroom by 9:00am if they will be absent.
  - b. Students enrolled at Our Savior Kindergarten are expected to attend school daily. Kindergarten begins at 8:30am. Students may arrive in their classrooms fifteen minutes early.
    - i. Kindergarten students who arrive before 8:15am must go to Extended Care
    - ii. Fall 5s who arrive before 8:15am must go to the Lamb Room.
  - c. Kindergarten ends at 2:45pm. Students need to be picked up by 2:55pm.
    - i. After 2:55pm students will be sent to Extended Care or the Whale Room.
    - ii. Parents will be assessed the current hourly rate for Extended Care or Whale Room services.
- D. **Extended Care:** Please call your child's classroom by 2:00pm if they will not be arriving on the bus from their school. (No credit is given for being absent.)

## Naps and Rest Policy

- A. See p. 13 of *Policy Information for Parents*
- B. **Infant:** Nap time based on individual needs
- C. **Toddler:** After lunch, 30 minutes of rest time is required on a cot
- D. **Preschool:** After lunch, 30 minutes of rest time is required on a cot
- E. Toddler/Preschool children will need a crib sheet and small blanket. Travel sized pillows are also allowed during rest time.
  - a. 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.
  - b. Please label your child's nap items. It is also helpful if "blankies" and "Snuggle Buddies" can be left on the children's cot all week instead of taking them home every day.

# Sick Children

## Exclusion of Sick Children

- A. See p. 4 of the *Policy Information for Parents*.
- B. **Please DO NOT send your child to Our Savior School if they are ILL.**

## Safe Return of Sick Child

- A. **Fever:** 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.
- B. **Diarrhea:** 3 or more normal bowel movements
- C. **Rash:** 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.

## Communicable Diseases

Notify Our Savior School immediately if your child has been diagnosed with any of the following communicable diseases. We will notify parents of an illness, so they can watch for symptoms. The length of time an individual should be excluded will vary depending on the illness or disease. The current guidelines for readmitting children for specific communicable diseases are:

- A. **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.
- B. **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. If viral, may return upon clearance from a healthcare provider.
- C. **Conjunctivitis without pus:** No exclusion necessary.
  - a. (Pus: clear, watery discharge without fever, eye pain, or eyelid redness):
- D. **Hand, Foot & Mouth:** Until fever and pain resolve. They do not have to stay home until the rash resolves, which can take one to two weeks
- E. **Head Lice:** Until first treatment is completed and no live lice are seen.
- F. **Influenza:** Until the fever has been gone for 24 hours, and the child is able to participate in routine activities.
- G. **Pinworms:** Until 24 hours after treatment has been started.
- H. **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.
- I. **Scabies:** Until 24 hours after treatment begins.
- J. **Strep Throat:** Until 24 hours after antibiotic treatment begins, and until the child is without fever.

## Nutrition & Hydration

### Infant Food and Bottles

- A. Parents will provide pre-made bottles of either formula or breastmilk from home, **labeled with first and last name**.
- B. Parents are to provide adequate bottles for the child's entire time in the program each day.
- C. 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.
- D. For 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.
- E. Our Savior School will provide a morning and afternoon snack at the appropriate age.
- F. Our Savior School will only serve foods that parents have marked that they have already introduced at home.
- G. Children over 12 months of age will be provided with whole cow's milk.

### Early Childhood Meals and Snacks

- A. See p. 7 of the *Information for Parents*.
- B. This program provides a hot lunch each day, mid-morning and mid-afternoon snacks each day. There is a lunch and snack menu posted in each room.
- C. The Early Childhood Center tuition (except Preschool Only students) includes a hot lunch. The menu is given to each family.
- D. If you choose to bring a cold lunch, no tuition adjustments will be made.

### Fall 5's/Kindergarten Hot Lunch

- A. Hot lunch will be available to students who desire one, as well as milk for those who bring a cold lunch.
  - a. Kindergarten Lunches eaten during the month will be billed monthly to your account. 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.
  - b. Fall 5 students have a hot lunch included in their tuition.

### Extended Care Lunches

- A. Students enrolled in the Summer Extended Care Program will receive a hot lunch, which is included in their tuition. If you choose to bring a cold lunch, no tuition adjustments will be made.
- B. Hot lunches are only available during Christmas and Spring break at the cost of the lunch.
- C. Other non-school days, parents must provide a cold lunch

## Cold Lunches from Home

- A. All cold lunches must be **labeled with your child's first and last name** on the lunch box
- B. 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.** See p. 20 for more information.
  - a. Our Savior School will supplement lunches that do not meet the USDA requirements at the expense of the parents.
- C. 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.
- D. **PLEASE NOTE:** We are a nut-free school. Please do not send any nut items for lunch.

## Lactose Intolerant

If your child is lactose intolerant, parents will provide one of these acceptable substitutions:

- A. Ripple milk, low fat or fat-free lactose reduced, buttermilk, Soy(Calcium & D fortified), ALL PASTEURIZED & UNFLAVORED after a parental written request.
- B. If a parent would like to provide milk not on this list, a written doctor's note must be provided.
- C. Families must provide the dairy alternative.

## Water Bottles

**Early Childhood Center:** Individual water bottles are not maintained at Our Savior School. Children have access to single-use cups or drinking fountains throughout the day. Water bottles can be brought in from home only for a field trip or a special outdoor activity and must be brought home at the end of the day to be washed.

**Extended Care:** Children are requested to bring a water bottle to be used in the classroom. You will specifically be asked to bring them for field trips. Your child's water bottle should be brought home each day for cleaning.

## Early Childhood Special Assessment & Conferences

### Parent/Teacher Conferences

See p. 2 of Policy Information for Parents

### Report Cards (Kindergarten)

A Report Card will be issued to all students at the end of the school year. Conferences at other times may be held at the discretion of the teacher and/or the desire of the parents.



## Special Events

### Birthdays

We make your child's birthday a special time with singing, crowns, etc. If you would like to send a special treat to be shared by his/her class, it must be a non-food treat (being considerate of students with allergies or sensitivities. (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.

### Early Childhood Field Trips

Our Lamb, Whale, 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. Field trips may 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 field trip date 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.**

### Extended Care Field Trips

Extended Care children will go on field trips over spring, Christmas, and summer break. These trips will be announced well in advance, and a permission slip will be provided. Permission slips must be signed by a parent or guardian and returned before your child can go on the field trip. The cost of these trips will vary depending on location. We will deduct your bank account at the end of the month for any trips taken during that month.

### Parent Involvement

- A. Parents may have access to their child at any time while the child is in our care. Feel free to come and visit any time during the day.
- B. 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.
- C. Parents may speak to their child's teacher to learn more about volunteering.

# Communications

## Early Childhood Parent and Teacher Communication

- A. Monthly newsletter highlights news and events which are posted outside classrooms, distributed through DailyConnect, and are found on our website.
- B. We will use DailyConnect for updates throughout the day for updates on food, nap, diapers, and curriculum/pictures.
- C. Your child's teacher is available for questions and concerns. However, please be sensitive to the dynamics of the entire group. Consider making an appointment or emailing your specific question or concern.
- D. Phone calls are another method for communicating with your child's teacher.
- E. Locker clips are provided for the parents to receive printed communications as well as artwork their child has created. Parents need to take home items clipped to their child's locker on a daily basis.

## Extended Care Communications

We will use DailyConnect to share any group communication as needed.

# Individual Areas for Children and Families

## Lockers/Cubbies

**Early Childhood:** Cubbies are provided for children to store their personal items. Lockers are also provided for children to store their outdoor clothing.

**Extended Care:** Cubbies are provided for children to store their personal items and outdoor clothing.

## Extra Items at School

**Early Childhood:** An extra set of clothing must be left at School (on the top shelf of your child's locker or in their classroom cubby.) Please label each item with their name.

**NOTE:** If your child needs to borrow clothes from the school, please wash them and return them as soon as possible.

## Outdoor Play

Weather permitting, daily outdoor play is provided. Please see p. 5 of *Policy Information for parents*. Please see the next section for items that are needed.

## Required Items at School

### Koala (Infants):

- 6 weeks-12 months Labeled Pre-made Milk Bottles (Breastmilk or Premixed Formula)
- 12-16 months age appropriate lunches
- Extra Clothing (please wash and return when soiled)
- Diapers and Wipes
- Diaper Cream (if needed)
- Pacifier

### Ducky (Toddlers):

- Extra Clothing (please wash and return when soiled)
- Diapers/Pull ups and Wipes
- Diaper Cream (if needed)
- Pacifier (for nap time only)
- Cot cover (crib/flat sheet works best), blanket, travel pillow and snuggle buddy
- Sunscreen (lotion only, you must provide, or it will not be applied)
- Seasonally appropriate jackets/sweatshirts (cannot have ties or chords)
- Winter Gear (jacket, hat, mittens, boots, AND snowpants. Scarves not allowed.)

### Lambs and Whales:

- Extra Clothing (please wash and return when soiled)
- Cot cover (crib/flat sheet works best), blanket, travel pillow and snuggle buddy
- Sunscreen (lotion only, you must provide, or it will not be applied)
- Seasonally appropriate jackets/sweatshirts (cannot have ties or chords)
- Winter Gear (jacket, hat, mittens, boots, AND snowpants. Scarves not allowed.)
- Children must be toilet trained and wear cloth underwear. If and when an accident does happen, the child's needs will be cared for immediately.

### Kindergarten:

- Extra Clothing (please wash and return when soiled)
- Sunscreen (lotion only, you must provide, or it will not be applied)
- Seasonally appropriate jackets/sweatshirts (cannot have ties or chords)
- Winter Gear (jacket, hat, mittens, boots, AND snowpants. Scarves not allowed.)

### Extended Care

- Sunscreen (you must provide, or it will not be applied)
- Seasonally appropriate jackets/sweatshirts (cannot have ties or chords)
- Winter Gear for all day care (jacket, hat, mittens, boots, AND snowpants. Scarves not allowed.)

## Other Notes

### 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.

### Show and Share

**Lambs & Whales:** We have a show and share time in the morning that is listed on your class schedule. Please let the teacher know if your child brings a valuable item, so we can take special precautions.

### Do Not Bring

- Money (unless in an envelope for chapel offering),
- Chewing Gum
- Toy Weapons

### Additional Resource Suggestions

*Child/Family Support Program*

Manager: Dana Teller

952-401-6800

Minnetonka Public Schools

### Behavior Development

*Alexander Center*

8455 Flying Cloud Drive

Eden Prairie, MN 55344

952-993-2498

### Advanced Children's Therapy

*Kid Talk*

1772 Steiger Lake Lane

Victoria, MN 5538

952-443-9888

### Occupational and Speech Therapy

*The Madison Center*

464 Second Street, Suite 105

Excelsior, MN 55331

952-401-4242

## F. USDA BASED CHILD CARE FOOD GUIDE

Age	1-2 years	3-5 years	6-12 years
<b>Beverages</b>			
Fluid Milk	½ cup (4 oz.) Unflavored Whole Milk	¾ cup (6 oz.) Unflavored 1% or Skim Milk	1 cup (8 oz.) Unflavored 1% or Skim Milk
<b>Proteins – choose from one row or an equivalent combination from multiple rows</b>			
Meat, poultry, fish, tofu, soy products or cheese (natural cheeses, low-fat or reduced-fat cheese)	1 oz.	1.5 oz.	2 oz.
Egg	½ egg	¾ egg	1 egg
Cooked dry beans or peas	¼ cup	3/8 cup	½ cup
<del>Peanut, Soy or other nut or seed</del> butters <i>Sun Butter</i>	2T	3T	4T
<del>Nuts or Seeds</del> <i>No nuts, we are a nut safe center.</i>	½ oz = 50%	¾ oz = 50%	1 oz = 50%
Yogurt (less than 23 grams of total sugars per 6 oz, may be plain or flavored, unsweetened, or sweetened)	4 oz. or 1.4 cup	6 oz. or ¾ cup	8 oz. or 1 cup
<b>Vegetables and Fruits– must have both vegetable and fruit or two different vegetables.</b> <b>Note: Fruit or vegetable juice must be full-strength, no more than 1 serving per day.</b>			
Vegetables	1/8 cup	¼ cup	½ cup
Fruit	1/8 cup	¼ cup	½ cup
<b>Grains/Bread or bread alternative</b>			
Whole grain-rich, enriched meal or flour; bread, cornbread, biscuit, roll, muffin	½ slice/serving	½ slice/serving	1 slice/serving
Cold dry cereal (less than 6 grams of sugar per dry oz.)	¼ cup	1/3 cup	¾ cup
Whole grain-rich or enriched or enriched or fortified cooked breakfast cereal and/or pasta, noodles, or grains.	¼ cup	¼ cup	½ cup

### Our Savior School and Church Contacts

Name	Position	School Phone	Email
<b>Directors, School Secretary and Teachers</b>			
TBD	Director of Our Savior School	952-474-5181 x222	
Aurich, Joe	Extended Care Director Director of Youth	952-474-5181 x234	joe.aurich@oslcs.org
Hoernemann, Renae	School Secretary	952-474-5181 x218	renae.hoernemann@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
Hauger, Alicia	Extended Care Teacher	952-474-5181 x231	alicia.hauger@oslcs.org
<b>Church Staff</b>			
Hengst, Adam	Senior Pastor	952-474-5181 x225	adam.hengst@oslcs.org
Limmel, Fred	Associate Pastor of Worship, Care, and Discipleship	952-474-5181 x226	fred.limmel@oslcs.org
TBD	Building Maintenance	952-474-5181 x216	
Blumenschein, Sandy	Church Secretary	952-474-5181 x242	sandy.blumenschein@oslcs.org
Bromenshenkel, Laurie	Administrative Director	952-474-5181 x210	laurie.bromenshenkel@oslcs.org
Kimber, Laura	Children's Ministry		laura.kimber@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

## VIII. POLICY INFORMATION FOR PARENTS

### A. Enrollment Packet

At the time of enrollment, parents/ guardians are provided with this information and a copy of our Emergency Preparedness Plan via a hard copy of the handbook or electronic copy (circle one).

Our enrollment packet includes many required forms including emergency contact information, health and immunization forms, child's personal information such as eating, sleeping, toileting, and comfort measures. Please inform us of any individual child care program needs your child may have so that we can best provide for them while in attendance at our program. The packet also contains enrollment and tuition agreements, late payment and termination policies, and our program plan. Parents are offered an annual review of the program plan. At that time, you may offer any suggestions or recommendations that we will take in consideration to further enhance the quality of our program.

We are licensed by the MN Department of Human Services to operate a child care center. *The rules and regulations that govern us also include local regulators such as food ordinances, city, fire, and health inspectors. National policies also affect our operation such as OSHA, USDA, ADA, IDEA, and child care accreditation standards.* You may access these rules and regulations via each individual entity. Our license allows for the following:

### B. LICENSED TO SERVE

- # 12 Infants (at least 6 weeks to 16 months)
- # 14 Toddlers (at least 16 months to 33 months)
- # 40 Pre School (at least 33 months to first day of kindergarten)
- # \_\_\_\_\_ School Age (has started kindergarten)
- # 0 Drop-In

### C. DAYS/HOURS OF OPERATION

Program name: Our Savior School  
operates on:

Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday.

(Circle all that apply)

We are licensed to operate between the hours of:

7:00 A.M. to 5:30 P.M. and/or  
\_\_\_\_\_ A.M. to \_\_\_\_\_ A.M. Session and /or  
\_\_\_\_\_ P.M. to \_\_\_\_\_ P.M. Session

#### D. PROGRAM'S EDUCATIONAL METHODS: ATTACH

#### E. PARENT CONFERENCES

Parent conferences are planned and offered once/**twice** (circle one) a year and will include a written assessment of the child's intellectual, physical, social, and emotional development. Documentation of conferences is kept in the child's record. Infant and toddler parents are given daily reports regarding their child's food intake, elimination, sleeping patterns and general behavior.

#### F. HEALTH CARE SUMMARY

Upon enrollment or within 30 days, a medical record of your child must be submitted to the director. It must include a current examination and it must be signed by the child's source of medical care. A record of a physical examination is again required annually for children under 24 months of age and whenever your child 24 months or older advances to an older age group.

#### G. IMMUNIZATIONS

Upon enrollment documentation of current immunizations must be submitted. For inadequate or unimmunized children, a signed notarized statement of parental objection to the immunization or medical exemption is required. From time to time there may be children at the program who are not fully vaccinated. We emphasize the importance of vaccination to protect the health and safety of all of the children and staff at our program.

#### H. INADEQUATELY IMMUNIZED CHILDREN

If a case of measles, mumps, rubella, pertussis, polio, or diphtheria occurs at our program, children who are inadequately or incompletely immunized will be excluded through the incubation period, of the last reported case of the disease, as determined by the local health department. This exclusion is necessary because these children may become infected and contribute to further disease spread. This exclusion also applies to children or staff who have not been immunized due to conscientiously held belief or medical contraindications.

Or ☐ (check here) we at \_\_\_\_\_, require all children and staff attending this program to be up to date at all times on childhood and adult vaccinations required by law and do not allow unvaccinated persons at our program.



## **I. SPECIAL NEEDS/ALLERGIES/MEDICAL CONDITIONS**

Parents/guardians have the responsibility to inform the program when their child has any special needs, allergies or conditions requiring attention. If a child is admitted having special needs, procedures stipulated by our licensing requirements will be followed. An individualized child care program plan (ICCPP) will be developed to meet the child's individual needs. The plan will be coordinated with either the service plan, education plan and/or with the child's parent, physician, psychiatrist, and/or psychologist. The ICCPP will need to be updated annually and when there is any change. The plan will be kept in your child's file, with any medication, on field trips and during transportation. The program will provide any additional staff training (within reason) required by your child's ICCPP however, there may be times when you are requested to assist in the training or ensure the child's nurse specialist is involved in the training.

## **J. INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

As a child care provider, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Child care providers are considered a primary referral source for early childhood 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 parents and caregivers about their child and any concerns we have before a referral is made. We can assist you with the referral or partner with you in the referral process.

## K. EXCLUSION OF ILL CHILDREN

Children should be kept home if they have any of the following symptoms or illnesses: MN Rule 3 9503.0080 Exclusion of Sick Children guidelines are as follows:

- Any child with a **reportable illness or condition** as specified by the health department that is contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.
- **Chicken pox** until the child is no longer infectious or until the lesions are crusted over.
- **Vomiting** - 2 or more times since admission that day.
- **Diarrhea** - 3 or more abnormally loose stools since admission that day or loose stools that cannot be contained within a diaper.
- Contagious **conjunctivitis** or pus draining from the eye.
- \* **Bacterial infection** such as **strep throat** or **impetigo** and has not completed 24 hours of antimicrobial therapy;
- **Unexplained lethargy.**
- **Lice, ringworm, or scabies** that is untreated and contagious to others.
- \* **Fever** 100-degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given.
- **Undiagnosed rash** or a rash attributable to a contagious illness or condition.
- Significant **respiratory distress**; fast, difficult, or different breathing, uncontrolled coughing, and/or wheezing.
- **Not able to participate** in child care program activities with reasonable comfort.
- **Requires more care** than the program staff can provide without compromising the health and safety of other children in care.

If your child becomes ill or injured during the day, she/he will be kept isolated from the other children and under staff supervision. A parent or your authorized pick up person will be notified and asked to pick up your child. Your child will be monitored, and comfort measures will be provided. In the event of a medical emergency, 911 will be called and then the parent.

The parents are asked to notify the program within 24 hours, exclusive of weekends and holidays, when a child is diagnosed by a child's source of medical or dental care as having a contagious disease. Contagious illnesses will be reported to all parents the same day the information is received. The staff will post a notice in a prominent place stating the illness, incubation period, early signs to watch for and exclusion recommendations

Behavior or health issues which may affect the safety, health, and general well-being of other children may result in limited exclusion or termination of enrollment.

## L. OUTDOOR PLAY

Regular physical activity has important health benefits. Weather permitting, daily outdoor play will be provided. Going outside offers an environment that encourages exercise and a different setting. For infants and toddlers, getting dressed to go outside is valuable one-on-one time for teachers and children. Being outside reduces the spread of infectious disease. Our outdoor guidelines for healthy development, children including infants should go outside when:

- a. Weather seems comfortable and when it is somewhat uncomfortable. In summer, children should wear light colored, lightweight sun protective clothing and hats, sunscreen, play in shaded areas, and have drinking water available. In winter, dress in warm, dry layers and play in wind-protected areas. (Use weather humidity/wind chill/air quality guidelines.) Please ensure your child comes dressed in appropriate indoor and outdoor clothing.
- b. It is snowing, raining, or when snow is on the ground and the children are wearing water-resistant clothing. Snow and rain are important learning materials.
- c. Children have a runny nose, cold or ear infection unless they have a documented condition identified by their health care provider that can be worsened by cold, wind or being outdoors.

## M. FIRST AID / CPR/ OSHA

In the event of any accident or illness, trained staff will administer First Aid and/or CPR according to the guidelines of their training and OSHA. If we decide this is an emergency, 911 will be called. As determined by the paramedics, your child will be transported

to The hospital of their choice or closest hospital based on emergency needs. . Parents will be responsible for the cost of any medical transportation needed. A parent/guardian or alternate emergency contact as listed on your child's emergency contact information will be contacted as soon as possible. We will also attempt to contact your child's source of health care. Parents are responsible for keeping the information on the emergency card up to date. This includes your office, home/mobile phone numbers and at least two people authorized to act on your behalf should the center not be able to reach you. These emergency contacts also need to be authorized to pick up your child.

All staff persons will be trained in Pediatric First Aid and Infant and Child CPR before unsupervised direct contact with children and within 90 days of hire.

## N. MEDICATIONS

### 1. PRESCRIPTION MEDICATIONS

Prescription medications will only be given with written authorization from your child's licensed healthcare provider/dentist (prescription label) and the parent or guardian.

Parent must state dosage, time, and duration the medication is to be given. Please also inform the staff of the last time the medication was given.

The program will not administer medication doses that can be done at home. Any medication to be given once or twice a day needs to be done at home. Any medication to be given long term will require additional paper work using ICCPP care plans.

Medication must be come in its original container and be properly and legibly labeled with your child's full name and current prescription information. Twins and siblings cannot share any medications including diaper products.

Medications will not be given after the expiration date and unused portions will be returned to the parent. Please send proper medication dispensers to administer the medication.

Medication will be kept out of the reach of children. Staff will record name of child, name of medication or prescription number, date, time, dosage and the name and signature of the person who dispensed the medication. This documentation will be maintained in your child's record and is available to you.

### 2. NON-PRESCRIPTION MEDICATIONS

Written permission from the parent is required for the administration of any non-prescription medication such as Tylenol, Advil, Benadryl, cold medicines, etc.

These will be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a physician or dentist. All other medication policies will apply to non-prescription medicines.

Or ☐ (Check here) we do not administer any non-prescription medications.

### 3. OVER THE COUNTER PRODUCTS

Written parent permission will be obtained to apply any OTC products (external products) such as insect repellent, sunscreen lotion, diapering products, lip balm, lotions, etc. We are not required to document the applications of these products. **Powders, cornstarch and aerosol sprays are not allowed due to inhalation hazards.**

## O. FIELD TRIPS

Written parental permission will be obtained from each child's parent before taking a child on a field trip (including walking ones and on-site outdoor picnics). Parents will be informed of the hours, mode of transportation, and the purpose and destination of the field trip. Staff will take emergency cards (with emergency numbers for child's parent, persons to be called if a parent can't be reached, and child's doctors), a first aid kit and manual, and attendance records on all field trips.

At least one person trained in pediatric CPR and obstructed airways and is up to date on first aid and OSHA will accompany children on field trips. If children will be divided into groups, then additional CPR/FA/OSHA trained staff will accompany each group. Children will be transported according to MN DHS Statutes Chapter 9503.0150 "Transportation" and MN Human Services Licensing Chapter 245A.18 "Child Passenger Restraint Systems". Permission forms will be kept on file for five years. Staff will have means to identify the children and attendance will be taken frequently. Or ☐ Check here. Our program doesn't participate in off-site field trips.

**STAFF WILL NOT TRANSPORT CHILDREN!**

## P. RESEARCH AND PUBLIC RELATIONS

The center will obtain written parental permission before a child is involved in each experimental research or public relations activity involving a child while at the center. The permission form is kept in the child's record.

## Q. MEALS and SNACKS

Our center provides ☐ Breakfast ☒ Snack(s) ☒ Lunch ☐ Dinner

Our license requires us to comply and follow USDA requirements for meals and snacks. These are planned on a monthly basis and provided to parents. Children will wash their hands before eating and go directly to the table to eat. Staff will sit with children during meal and snack times. Children will have access to water throughout the day using single service cups, a water fountain or water bottle, if using the water bottle policy (use appendix E). Water bottles are allowed on field trips. Any treats or foods brought into the center will be unopened and commercially prepared.

☒ Check here if infant feeding, formula and breast milk guidelines are attached.

Sanitation procedures and practices will be adhered to in accordance with licensing and health guidelines for safe food preparation, handling, and serving. Bag lunch requirements, catered food and/or infant feeding guidelines will be in accordance with USDA guidelines. A physician's written permission will need to accompany any feeding/food request that does not align with the USDA requirements or is not indicated on a child's health care summary and/or individual child care program plan.

## R. ALLERGIES / DIET RESTRICTIONS / MODIFICATIONS

Licensing requirements mandate that before enrollment, we obtain information regarding children with **known allergies, special eating, or nutritional needs**. An individual child care program plan (ICCPP) will be developed for “any noted allergy” with the parents and/or physician and maintained in the child’s file. The plan is required to be updated at least annually and following any changes made to allergy-related information in the child’s record. Children’s allergy information will be available at all times including on site, when on field trips, or during transportation.

- Staff will be informed of any of the children having **food allergies**. A copy of the ICCPP will be available where food is prepared and served.
- The program will contact the child’s parent or legal guardian as soon as possible of any instance of exposure or allergic reaction that requires medication or medical intervention. Emergency medical services are always called when epinephrine is administered to a child in the center’s care.

PLEASE NOTE: All food preferences, choices, likes, dislikes, intolerances, etc. should be noted in the diet modification of your child’s health care summary and not in the allergy section. This will prevent unnecessary paper work required in obtaining allergy care plans.

## S. PETS

Parents will be informed at the time of admission that a pet is present and before pets are brought into the center for “show and tell” or for special occasions. The pet will be properly housed, cared for, inoculated, and licensed in accordance with the local health ordinance. ☐ Or check here. We do not have or allow pets at our program.

## T. BEHAVIOR GUIDANCE

Our behavior guidance policy is designed to:

- Ensure that each child is provided with a positive model of acceptable behavior
- Be tailored to the developmental level of the children that the program is licensed to serve.
- Redirect children and groups away from problems toward constructive activity in order to reduce conflict.
- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
- Protect the safety of children and staff persons.
- Provide immediate and directly related consequences for a child's unacceptable behavior.

Young children need to be taught appropriate behaviors. Appropriate alternatives to corporal punishment vary as children grow and develop.

As infants become more mobile, the staff will create a safe space and impose limitations by encouraging activities that distract them from harmful situations. Brief verbal expressions of disapproval help prepare infants and toddlers for later use of reasoning. For toddlers, disapproval will be followed with comments about expected behaviors.

Preschoolers have begun to develop an understanding of rules and have begun to understand when they have not followed them. Brief explanation of the unwanted behavior helps them to understand. The teacher will follow up by asking the child about his/her feelings and suggest appropriate behavior.

School-age children begin to develop a sense of personal responsibility and self-control and will recognize the removal of privileges.

We promote positive behavior in the following ways:

- The classrooms are designed to be developmentally appropriate.
- There are sufficient toys and activities to stimulate children of all age groups we serve.
- The staff model, encourage and praise positive behaviors by using clear and positive statements of behavior expectations.
- The curriculum is designed to be stimulating and age appropriate for the children.
- The staff appropriately supervises and interacts with the children.



## PERSISTENT UNACCEPTABLE BEHAVIOR

Our Savior School will use the following procedure for behavior that is persistent and unacceptable that requires an increased amount of staff guidance and time. This behavior policy applies to all children in our care. If a child is not behaving appropriately, we will use the following positive guidance techniques:

Ignoring: Ignoring a child who is trying to gain attention by acting out may be an appropriate response, unless it is a behavior that is unsafe.

Redirection/Distraction: This technique offers an alternative to a child such as suggesting a new activity, or different toy, encouraging independent play, or interacting with the child in a different way.

Discussion: Discussing with the child how their behavior is inappropriate and engaging with the child other words or methods that would suggest a more appropriate response.

Reasonable Consequences: The staff may implement reasonable consequences such as taking away a toy if the child used the toy to hit another child.

When staff observe a persistent unacceptable behavior, they will observe and record the behavior in writing.

If these positive guidance techniques are not effective, we may involve parents/guardians with the following progressive guidance techniques:

- a. We will inform parents/guardians in writing what behaviors have been observed and what the staff has done to try to modify the behavior.
- b. If the inappropriate behavior continues, the Center Director and teacher will meet with parents/guardians to develop a written action plan to correct the behavior. We will seek their input and agree on steps to attempt to modify the behavior. We may suggest involving outside resources to assist with the situation.
- c. If the inappropriate behavior persists, the child will need to take a day or two of behavioral leave of absence on the next scheduled day/s of care. (Standard attendance rates apply during behavioral leaves).
- d. After returning to group care, if the child continues to act inappropriately, we may disenroll the child. We reserve the right to use these progressive guidance techniques at our discretion. It is our goal to work together for a positive outcome of behavior change. Circumstances may arise when we may immediately disenroll a child if his or her behavior creates a health or safety risk to themselves, other children, or the staff.



## PROHIBITED ACTIONS

Positive reinforcement is the best approach to discipline. The following actions are prohibited by or at the direction of a staff person:

- Subjection of a child to corporal punishment, which includes but is not limited to: Rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- Subjection of a child to emotional stress, which includes but is not limited to: Name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.
- Separation of a child from the group except within rule requirements.
- Punishments for lapses in toileting.
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
- The use of mechanical restraints, such as tying

## SEPARATION FROM THE GROUP

### Criteria

No child may be separated from the group unless the following has occurred

- Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
- The child's behavior threatens the well-being of the child or other children in the program.

A child who requires separation from the group will:

- Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;
- The child's return to the group will be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
- The child will be returned to the group as soon as the behavior that precipitated the separation abates or stops.

Children between the ages of 6 weeks and 16 months will NOT be separated from the group as a means of behavior guidance.

### SEPARATION REPORT

All separations from the group will be noted on a daily log that includes the following:

The child's name, the staff person's name, time, date, information indicating what less-intrusive methods were used to guide the child's behavior, and how the child's behavior continued to threaten the well-being of the child or other children in our care.

If a child is separated from the group three or more times in one day, the child's parent will be notified, and the parent notification will be indicated on the daily log. If a child is separated five times or more in one week or eight times or more in two weeks, the procedure outlined in the section titled "Persistent Unacceptable Behavior" will be followed.

If a child is suspended from his/her elementary school due to behavior or discipline issues, we also will not care for the child during the suspension period.

## U. OPEN DOOR POLICY/MN DEPARTMENT OF HUMAN SERVICES

Parents of enrolled children are welcome to visit our program at any time during hours of operation. The telephone number of MDH Licensing: 651-431-6500

## V. NAPS AND REST POLICY

The nap and rest policy are consistent with the developmental level of the children enrolled in the program.

Infant: Each individual infant determines naptime. The multiple naps throughout the day will progress down to two naps per day. Infants transitioning to the toddler room will be weaned to one nap per day.

Toddler: One afternoon nap after lunch.

Pre-School: One afternoon nap/rest time after lunch.

- A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot or in a crib or bed.
- Naps and rest will be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child.
- Cribs, cots, and beds will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cribs, cots, and beds will be placed directly on the floor and must not be stacked when in use. (Mats allowed for programs serving children < 5 hours during the day.)
- Separate bedding will be provided for each child in care or   X   (check here) if parents need to bring child's bedding to the program. Bedding and blankets will be washed weekly and when soiled or wet. The program will do this, or items will be sent home.
- Cribs will be provided for each infant for whom the center is licensed to provide care. The equipment will be of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations, title 16, part 1219 for full-size baby cribs, or part 1220 for non- full-size baby cribs. Each crib is inspected monthly by staff and results recorded on the DHS form dated 8-13. In addition, CPSC checks are done annually & recorded on the form
- The program will place each infant to sleep on the infant's back, unless the license holder has documentation from the infant's physician or Advanced Practice Registered Nurse (APRN), or Physicians Assistant (PA) directing an alternative sleeping position for the infant. (Use the DHS form Directive for Alternative Infant Sleep Position) This form is only for alternate sleep position. The form will remain on file.
- Before caring for infants, all staff and volunteers will have training on Sudden Unexpected Infant Death and Sudden Infant Death (SUID/SIDS) per MN Statutes, section 245A.40, subd. 5. This training is required yearly.

- An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home. (Use DHS form).
- Infants will be placed in their own crib on a firm mattress with a fitted sheet that is appropriate to the mattress size, which fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort
- The staff will not place anything in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511.
- When an infant falls asleep before being placed in a crib, the infant will be moved to a crib as soon as practicable. The infant must remain within sight and sound until the infant is placed in a crib and must not be in a position where the airway may be blocked or with anything covering the infant's face.
- When an infant falls asleep while being held, the staff will consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep.
- Placing a swaddled infant down to sleep is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian, the staff may place the infant who has not yet begun to roll over on its own, down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. The DHS Swaddling consent form must be used. Or \_\_\_\_\_ (check here), we do NOT allow swaddling of any sort at our program. We encourage infants to use their hands to explore and self soothe.
- Children's heads will be uncovered during sleep; staff will maintain sight/sound at all times.
- All toddlers and preschool children will sleep with footwear on to ensure emergency evacuations are safe.
- ☐ (Check here) The area where the cribs are located is not within sight and sound of the staff at all times. Our safe sleep policy requires the staff to ensure supervision within sight and sound at all times. The staff will ensure sound by having a baby monitor located in the crib area. The monitor will be turned on at all times during operation when an infant is under the care of the program. Sight supervision will be maintained by visually checking on sleeping infants every 10 - 15 minutes.

## W. PROGRAM GRIEVANCE PROCEDURE FOR PARENTS

If there is a grievance over the child care program or procedure, direct contact with the teacher or director should be made. The complaint should be made either verbally or in writing. If the individual making the complaint feels that it is being ignored or if the matter is of a serious nature, the complaint should be made to the director. Depending on the nature of the complaint, the director will either handle it personally or refer it to the owner or their superior. The director will be responsible to see to it that the grievance is handled properly and expeditiously.

There may arise a situation where a parent/guardian has a personal grievance against a staff member. Due to the personal nature of such a grievance, the director will

approach the staff member and give them a chance to explain their actions. If an unsatisfactory resolution of the problem occurs, the head teacher or director will provide in writing how the problem will be resolved. If the complaint is about the director and cannot be resolved internally the owner or their superior will be notified.

For complaints about the facilities or equipment, the director should be consulted.

(S) He will see to it that it is repaired immediately.

## X. Maltreatment of Minors Mandated Reporting

See following two pages

[Clear Form](#)


OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION



# Maltreatment of Minors Mandated Reporting

This form may be used by any provider licensed by the Minnesota Department of Human Services, except family child care. The form for family child care providers can be found in eDocs #7634C.

## What to report

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to [Minnesota Statutes, section 260E.03](#), and pages 3-6 of this document. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

## Who must report

- If you work in a licensed facility, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility.
- In addition, people who are not mandated reporters may voluntarily report maltreatment.

## Where to report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the Licensing Division’s Central Intake line at 651-431-6600.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, or in a child foster care home, should be reported to the local county social services agency at or local law enforcement at

## When to report

- Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

## Information to report

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

## Failure to report

- A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
- In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in Minnesota Statutes, section 245C.03.

## Retaliation prohibited

- An employer of any mandated reporter is prohibited from retaliating against (getting back at):
  - an employee for making a report in good faith; or
  - a child who is the subject of the report.
- If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

## Staff training

The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

## Provide policy to parents

For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3–6) is optional to provide to parents.

*The following sections only apply to license holders that serve children. This does not include family child foster care per [Minnesota Statutes 245A.66, subd. 1](#).*

## Internal review

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
- The internal review must include an evaluation of whether:
  - related policies and procedures were followed;
  - the policies and procedures were adequate;
  - there is a need for additional staff training;
  - the reported event is similar to past events with the children or the services involved; and
  - there is a need for corrective action by the license holder to protect the health and safety of children in care.

## Primary and secondary person or position to ensure reviews completed

The internal review will be completed by \_\_\_\_\_ . If this individual is involved in the alleged or suspected maltreatment, \_\_\_\_\_ will be responsible for completing the internal review.

## Documentation of internal review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

## Corrective action plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan to correct any current lapses and prevent future lapses in performance by individuals or the license holder.