Parent Handbook

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Trinity Lutheran Church Preschool

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PHILOSOPHY

We respect and nurture the rights of all children to develop socially, emotionally, spiritually and cognitively.

We create a positive learning environment that best supports all children's development of trust, individual learning styles, and personalities, appropriate for their stages of development.

We strive for the ability to teach children respect for one another, love of neighbor, self and God.

We believe that parents are a child's first and foremost teachers, and work in partnership with the families we serve to care for, nurture, and educate the child.

GENERAL INFORMATION

Trinity Preschool feels that working in partnership with parents is at the core of quality care for children. Our staff will have two conferences during the year to discuss developmental accomplishments and areas to work on. Parents are strongly encouraged to attend these conferences to share information with their child's teacher, and to learn how their child is growing in a group setting. It is a wonderful opportunity to build our partnership with you.

We are committed to providing developmentally appropriate lessons and interactions with children that promote multicultural, gender fair opportunities for all children. These lessons will teach children kindness, compassion, friendship, and understanding for all people regardless of race, ethnicity, or abilities.

Included in our curriculum are activities designed to teach children in the developmental areas of; language, science, math, cognitive, creative dramatics, art, music appreciation, fine and gross motor skills.

Trinity Preschool is a Christian setting. We offer opportunities for spiritual development through Bible stories, art, and songs. We give Thanks for our many blessings through blessings said at meals, devotional prayers, and we encourage children to love each other as God has taught us to. We participate in weekly Chapel with the pastors and religious education staff at Trinity Church. We realize and understand that not all of us follow the same religion, and respect the rights of all to worship in their own way. Our spiritual goal is to teach children of God's love for all the world, and to grow in a way that respects that love.

At Trinity, we strive to work as a team to best serve all the children. We hold monthly staff meetings which serve as an outlet to address problems, and to share with other teachers our successes and challenges. We address facilities improvements, parent service, and hold training for our teachers to further their knowledge of working with children. Each teacher is given time weekly to prepare and plan activities for your child.

OUR STAFF

Our staff holds degrees in education; 4 year and 2 year degrees in Early or Elementary Education or a related field. We also have staff with Child Development Associate degrees (CDA). All have been educated to serve children's' needs with an understanding of young child development. We participate in ongoing education through in-service hours to inform, update, and learn best practices with children and families.

FACILITY INFORMATION

Trinity Preschool is housed in the South West End of Trinity Lutheran Church. We share these spaces with the religious education of the church. We use 5 classrooms; preschool on the lower level, infants and toddlers on the main level, and school age on the upper level.
Trinity Preschool is licensed by the Department of Human Services of the State of Minnesota, Rule 3. We are licensed for 97 children total, ages 6 weeks through 10 years of age or the fourth (4) grade. We are licensed for 8 infants, 14 toddlers, 45 preschool and 30 kindergarten-4th grade after-school age children.

The children are supervised at all times according to licensing regulations; this includes rest time, and outdoor play. We offer full time, part time full days, after school only availability. Preference is given to full time schedules. There is an additional daily charge for less than full week care.

Our hours of operation are 7:15 a.m. to 5:30 p.m., Monday through Friday. We are closed on the following holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday at noon, and Easter Monday, Memorial Day, Juneteenth, Independence Day and two days surrounding that holiday for facility improvements and staff training, Labor Day, Thanksgiving Day and the Friday after Thanksgiving. Christmas Eve, Christmas Day, and the day after Christmas. We will close the preceding Friday or following Monday if the holiday falls on the weekend. We do charge for holidays.

Trinity Preschool does not discriminate in its admission or dismissal policies on the basis of race, gender, religion, ethnicity, national origin, or source of payment. We accept both Minnesota and North Dakota Child Care Assistance payments. Trinity Preschool is a quality rated program and we accept and qualify for MN Parent Aware Early Learning Scholarships. We have some tuition assistance for income qualified families. Please contact the office if these are of interest to you.

HISTORY

Our program started in 1969 by Trinity Lutheran Church to meet the growing child care needs of the community. Our program is owned and operated by Trinity Lutheran Church.

OUR PROGRAM

Children are grouped according to licensing standards set by the Department of Human Services of the State of Minnesota (651) 431-6500 The adult to child ratio is 1:15 for school-age children, 1:10 for preschool and 1:7 for toddlers, 1:4 for infants The groups are formed according to age grouping and do not exceed group size.

Age groupings are generally based on the child's age as of September 1 of each year. Groupings are flexible and a child may be moved from one group to another to meet the needs of the child, or of the group. Toddlers are kept in their group until they reach 31-35 months and are developmentally ready to be with the preschoolers. We strongly encourage parents to help with the toilet training of children at this older toddler stage, and will work hand-in-hand with you to accomplish this goal, however, it is not a prerequisite for the ability to move up to preschool groups.

Parents in each group will be notified of transition times up to the next group in the form of a transition letter or personal contact by staff and/or the Director. Transition to a new program; toddler, preschool, school-age, will require that a new health summary be completed. This is the form that is filled out by the physician.

Infant families will attend a pre-entry orientation to the infant room prior to start date.

FOOD PROGRAM

Trinity Preschool participates in the MN Dept of Education Child and Adult Care Food Program. Parents will be asked to fill out a family income data sheet each year to document reimbursements to this program. All meals served meet the nutritional guidelines set forth by the USDA Child Nutrition Program. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 6329992 to request the form. You may also write a letter containing all of the information

requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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CURRICULUM: Our program follows the ***Creative Curriculum*** for Infant, Toddlers and Preschoolers which focuses on teachers observing children purposefully, using those observations to plan for each child and the whole group, and structuring the child's learning environment to assist in those plans. It is based on theory and research and its cornerstones are How Children Develop and Learn, What Children Learn, The Learning Environment, The Teacher's Role, and the Family's role.

Listening Skills are developed at "group time" each day. This time allows children the opportunity to learn how to listen to stories, share verbally, and learn the communication skills of verbal turn-taking, sharing ideas, etc. Group time can include a variety of experiences: creative dramatic, literature, dramatics, games, finger plays, cooking, etc. The length of time varies according to children's age, but typically lasts no more than 15 minutes.

Music is an important aspect of young children's lives. The children are exposed to several types of music from many different countries, and styles from kids' favorites, jazz, classical, Christian, and lullabies. The children will be given the opportunity to play instruments to develop tone, rhythm, sound and preferences. Movement to music will be encouraged through dancing and movement directed songs. All music will be child appropriate. Music with questionable lyrics brought in from homes will not be allowed to be played.

Cooking experiences will be done periodically with the children to encourage an understanding of nutrition, practice fine motor skills, problem solving, science and many other concepts.

Fine Motor skills such as cutting, holding pencils, stringing laces, etc. will be developed through opportunities to practice these skills in teacher planned activities as well as a wide range of toys available for this purpose.

Gross Motor Skills are developed during outdoor play, gym time, movement activities and ample opportunities to run, climb, skip, climb stairs, etc.

Free Play is offered several times during the day. It is at this time that the child has time to choose which activities interest them. It is a wonderful time for them to develop friendships, learn sharing, turn-taking, develop preferences and practice skills. The children are able to select activities in each room that may include: dramatic play areas, science table, sensory table, art centers, block play, stories, music centers, table and floor toys, record stories, playdoh and time to visit with friends and teachers.

Outdoor Play is a part of our daily programming. Please send appropriate clothing so that your child will be comfortable participating and that you don't mind getting dirty during play. . Children without outdoor clothing will wear preschool extras. These are not to be taken home. ***All children will go outdoors.*** If your child is too sick to be outside, they are likely too sick to be in childcare. The only exception to this rule will be under doctor's written orders. We feel that this experience is valuable to the child's physical well being. Length of time outdoors is determined by weather conditions. We will not take children out in temperature advisory/extremes.
AIR QUALITY)Green 0-50. no limits Yellow; 51-100 we will go outdoors for our set play outdoor times. Orange: 101-150 Limit the length of play outdoors to 1/2 hour and those sensitive individuals may need to wear masks and or stay in, and generally limit physical play. RED-MAROON. No outdoor play is allowed. This is predicted to be an issue this summer. Please know that staff are monitoring the conditions. If you have any questions or concerns, please see Kay.

Pets: Trinity Preschool will not have fur bearing animals as pets due to the possibility of allergies. Pets from home are not able to come and visit without required documentation of vaccinations and prior permission from the director. Children on field trips or visiting petting zoo's will be supervised and in close proximity from an adult.

Naptime: Infant individual schedules will determine how long children rest/sleep in our program. We will follow the infant's individual need for napping. All children 16 months – 5 years old will lay down for a minimal ½ hour rest on a cot in the classroom and may rest up to 2 hours depending upon nap needs. 5 year old children not yet in school will rest quietly on cots for ½ hour and may leave the classroom so that children in their classroom can rest and will rejoin those children after ½ hour with continued quiet activities in the classroom so napping children can complete their rest.

SCHEDULE
Each group has its own schedule posted in the cubby room near the daily bulletin board. A sample schedule is included below:

7:15-8:30 Welcome, Socialization and
Free Play

8:30-9:00 Breakfast
9:00-9:45 Block Play and Free Play
9:45-10:30 Group Time and Music
10:30-11:00 Art
11:00-11:30 Outdoor Play
11:30-12:00 Lunch
12:00-12:45 Free Choice Play and Preparation for Rest
12:45-1:30 Rest time, Nap time, Quiet activities according to age/nap needs
1:30-2:30 Nap continued for those sleeping, Quiet Free Play choices
2:30-3:00 Religion or Group Time
3:00-3:30 Snack
3:30-4:15 Outdoor Play
4:15-5:30 Free Play

PARKING

Parking for drop off and pick up is located on the South West end of 210 7th Street So. There are diagonal parking spots designated for 10 minute drop off/ pick up. Handicapped spots are provided near the church elevator. There is also parking along the streets on 7th and 3rd avenue. Our parking area is close to the sidewalk and children entering and exiting. Please be careful and attentive as you back up.

SIGNING YOUR CHILD IN/OUT

Parents and authorized pick up individuals will need to download the Procare App or use the room kiosk to sign in their children. You will be given an individual code. Parents or guardians will sign their child in and out each day using the Procare app.Staff will assist with signing in and out if needed. This is a record of who is in attendance in the building, and your cooperation in making sure your child is signed in and out is needed and much appreciated.

In addition, please keep your child with you after signing them out. Children who run outside the building and are unattended by an adult are put at risk of harm or injury.

PICK-UP AUTHORIZATION

We maintain records of who may pick your child up. Please inform staff when an alternative person is to pick up your child. Each authorized individual has a unique Procare Pin for the app. The authorization is written permission for that person to pick your child up, but we still appreciate the knowledge of who is to pick your child up that day. Anybody ***NOT*** on the list will

not be allowed to take your child home. If you need to have somebody other than those listed, please call or notify a teacher in advance using the Procare app.

We will not release a child to an intoxicated parent or guardian. An alternative person will be called or the police will be notified if you choose to depart with your child. It is very difficult for staff to approach you if we feel that you have been drinking alcohol, also it is difficult for us to determine intoxication level and we often notice when a parent has alcohol on their breath. Please be considerate of staff's responsibility in this matter.

Any person suspected of child abuse will not be allowed to pick up the child on premises at Trinity Preschool. Parents are asked to send an alternate person in to pick up the child. This person must be listed on the authorized pick up list, or verbally permitted by a parent in the morning to pick up the child. All authorized pick up designees will be asked to present identification at the time of picking up the child.

In the event of closing and no parent has show up to pick up a child, the following procedures will be set in place.

- The teacher will call parent and all emergency contact numbers to arrange for the child to be picked up.
- The teacher will wait up to ½ hour for parents or alternate contact to pick up the child if no verbal contact has been made.
- The teacher will call the Moorhead Police to have the child picked up and secured. The police will be provided all contact information and will contact family as the policy dictates.

This is considered a serious matter, and in the event of repeated occurrences, we will be contacting social service personnel.

BIRTHDAYS

We like to make each child feel special on their birthday. If you would like to bring treats, that is wonderful. State inspectors require that the treat not be made at home. Store bought fruit snacks , frozen fruit, yogurts, meat and cheese, and fruit drinks are all fun choices. We strive to be a sweet treat free program. Please be aware that we are peanut free and will be unable to serve any food containing peanuts/ peanut butter. Food does not have to be the focus of our parties. An alternative could be special plates, hats, napkins, stickers, party favors, etc…and we can use our planned snack.

This is a wonderful time to celebrate your child's friendships. Please respect each child's feelings by sending invitations to all at preschool or by obtaining a list of names to send invitations directly to the child's home if you need to limit the number of participants, and be sure to plan the party after pick-up hours. There have been many tears shed over being left out.

HEALTH POLICIES

We take every precaution to protect your child's health. In turn, it is our responsibility to protect the health of the other children in our care as well.

All children must be examined by a licensed physician before admission ***and when changing program groups***. **All health forms must be completed and immunization records are due before your child may begin their first day**. Immunizations must be current and kept on file at the preschool.

INFANT SPECIFIC POLICIES:

For the health and safety of our infant children ages 6 weeks-16 months, we will require additional care and documentation in the following areas:

1. Parent intake conference will be held prior to each infant starting. At this conference staff will discuss any special health or care needs. Additionally licensing forms will be handed out as applicable for

a) Optional Form for Parent Statement: Infant Less Than Six Months of Age Regularly Rolling over. https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7219-ENG

b) Directive for Alternative Sleep Position https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7216-ENG

c) Swaddling consent https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7218-ENG

d) Helmet approval for sleeping infant: https://edocs.dhs.state.mn.us/lfserver/Public/DHS-8531-ENG

e) Parent Cradleboard request: https://edocs.dhs.state.mn.us/lfserver/Public/DHS8536-ENG

During infant pre enrollment conference and when a change in dietary habits happen, Parents will fill out written dietary instructions for feeding schedules and foods. These will be kept at the counter where food is prepared for infants.

Bottles must be labeled with First and Last names with a waterproof label. Breast Milk must have date expressed and bottles with breast milk will be sent home with remaining milk after a feeding and will not be rinsed. Formula bottles will be rinsed and sent home. Trinity does not wash bottles. Parents must insure that we have enough bottles available for infants current intake. Safe breast milk handling procedures are posted in infant feeding areas. In the event of a child consuming breast milk that is not of their mother, staff will immediately notify parents, and incident report will be written and DHS licensing will be notified.

Infant pacifiers must be clearly labeled with first and last name. We will not use any cords to attach pacifiers to infant clothing. They must be detached.

Infant Cribs are checked monthly and toys on the Safety recall list are checked semi annually and as we are made aware of in alerts sent out.

All children with special needs will have a documented form signed by parents and all staff who work with the child as directed by DHS in the https://edocs.dhs.state.mn.us/lfserver/Public/DHS7995-ENG for children with allergies or special needs. These forms are developed by the program in conjunction with medical forms created by the child's doctor and are reviewed annually.
All infants entering the program need to have a health summary and list of immunizations to date and should bring updated copies of immunizations from all future appointments.

Please do not embarrass us or yourself by asking us to care for your ill child. If your child becomes ill while at preschool, we ask that you pick up within one hour. Your child will remain separated from the group. We will document when we call, and call an alternative emergency person indicated if child is not picked up within the hour. If a child is so lethargic or upset from being ill and cannot participate in daily activities or requires 1:1 staff attention you will be called to come and pick up your child.

Legally, we are unable to care for a child with a communicable disease. Occasionally the sick child may not be contagious, but may be so run down and miserable that he/she picks up other illnesses easily. We suggest that you keep your child home for his/her own benefit. In addition, children with unexplained lethargy, significant respiratory distress and ringworm or scabies that is untreated and contagious to others will be asked to remain at home until such conditions are resolved. We do charge for sick days.

If your child contracts something contagious while at home, please call the preschool so we may notify other parents. Please watch for posted notices of contagious illness at your sign-in area. We do keep a log of when children are sent home and what for.

Diseases of a contagious reportable nature including lice, scabies, impetigo, ringworm, chicken pox, Covid 19 need to be reported to the center immediately or within 24 hours exclusive of weekends or holidays. This can be done via phone or email to the program, or on the Procare App. We follow the MN State Health Department exclusion guide for Covid 19 in school settings.

POLICY FOR UNDER-IMMUNIZED CHILDREN

In the event of the presence of a vaccine-preventable communicable disease, all under-immunized children will be excluded promptly until the period of communicability is passed. This may range from 1 week to 21 days in the cases of some diseases.

Parents of under-immunized children may bring the child back when it has been determined that the period of communicability has passed by; no cases of the illness for at least one week.

There will be no credit given to billing due to these exclusions since we will be holding the spot for your child's care.

This policy is in place for the protection and well-being of your child as well as all the children in care, and is reflective of national standards for best health practices in child care settings.

MEDICINE ADMINISTRATION

We must have written permission to give medication. Proper forms can be given to parents by the teaching staff.

Only prescription medication will be administered. The child's name, dosage and current date must be on the bottle. We will document the dosage, time, date and person administering medication. We are unable to administer over the counter medications such as cough syrup, Tylenol, aspirin, etc…. without written doctor's permissions. Exceptions to this rule may be made for toddler teething pain or immunization pain, and then only non-aspirin product with parent written permission, and at the Director's discretion.

Our Medical policies are written below and supersede any recommendations by individual doctors.

FEVER

You will be called when your child's temperature reaches 100 degrees. Your child may return when their fever has been normal for *24 hours without the use of fever reducers.*

VOMITING

You will be called when your child vomits for no apparent reason and may return after *24 hours from the end of vomiting* and your child has eaten food and been able to keep it down.

DIARRHEA

If your child has more than two loose stools over the normal schedule or can not be contained within a diaper or the child is unable to make it to the bathroom you will have to pick up your child. Your child may return to the preschool when he/she has had one normal stood and *24 hours have passed.*

RASH

All suspicious rashes must be checked by a physician and your child may return when determined not contagious.

EAR INFECTION

Your child may return to the preschool after being on antibiotics for *24 hours* and is fever free.

CHICKEN POX

The incubation period is ten (10) to twenty-one (21) days. It is communicable for one day before eruption and not more than six (6) days after the last eruption. Symptoms include pox and a fever. Your child may return *after all the pox are crusted over and the child is getting no more.*

PINK-EYE
The incubation period is one (1) to four (4) days. Symptoms include tearing, irritations, redness and drainage from one or both eyes. Your child may return after they have been treated with medication for twenty-four (24) hours and the eye is not draining.

IMPETIGO
The incubation period is two (2) to five (5) days. The lesions are contagious through the pus that is drained. Your child must stay home until the draining process has stopped and the doctor states that you may return. Your child must be on antibiotics for 24 hours before returning to school.

STREP THROAT
The incubation period is one (1) to three (3) days. The symptoms may be swollen glands, sore throat and fever. Your child may return after being on medication for twenty-four (24) hours.

LICE
The incubation period is one (1) to three (3) weeks. Your child may return to preschool after treatment with medicated lice ridding shampoos and all nits are removed from the hair. Sheets, blankets, stuffed animals, bedding, clothing, hair adornments, combs, etc… MUST BE CLEANED OR BAGGED. Strict vacuuming of home and school will also help to eliminate the problem. Please check your child's head if you have been exposed and notify the preschool if you have a confirmed case. Don't be embarrassed, it happens and can be easily remedied with proper control measures. In addition the staff will be checking daily to make sure your child is nit free. We will provide you with additional information from health care sources should you have any questions.

RSV: The incubation period is from 3-5 days after symptoms start. Infants can continue to spread RSV up to 4 weeks. Symptoms include cough, watery eyes, runny nose, or stuffiness. Inform your teacher if your child has contracted RSV. The child may return **48 hours** after fever has subsided without the use of fever reducers and the child is well enough to participate in daily activities.

INFECTION CONTROL MEASURES
The preschool encourages and monitor hand washing with the children before all meals, after toileting, after sneezing or wiping nose, after coughing and after diapering. This is one of the main ways to prevent illness in your child. Please help us by encouraging the same behaviors at home and have your child wash their hands upon entry to the program.

CLEANING
We have scheduled cleaning procedures done at the preschool:

1. Cots are cleaned weekly and before use by another child.

2. Toys are washed weekly and mouthed toys are removed from play and sanitized daily.
3. Tables, counters and food preparation surfaces are sanitized before meals.
4. Sheets, blankets and sleep toys should be taken home weekly for washing. Please check on the last day of the week. Infant sheets are provided and laundered here. sleep sacks will be sent home weekly.
5. Floors are swept and disinfected daily. Bathrooms are disinfected daily and as needed.
6. Infant carpets are cleaned monthly and all other rooms semi-annually.
7. Playhouse items are washed weekly.
8. Infant mouthed toys and equipment are washed and disinfected daily.

ACCIDENT PROCEDURES

We will keep an accident report on file which will describe when, where and how the injury occurred. If your child is hurt, you will receive a report to be read, signed and kept on file at the preschool. It describes what happened and the first aid taken. Please sign and return to the office. *If the injury requires outside medical attention, the staff will call, text, and/ or email parents and have them come and pick up the child for medical attention and* you will need to come and take your child in. We are required by the state to record all such instances and report within twenty-four (24) hours, so we must know the doctor seen and the action taken. *If the injury is of serious nature and immediate medical attention is required staff will call 911 and the child will be brought to the hospital listed on intake forms or to the nearest emergency room*. You will be called for *all* head injuries including bumps and goose-eggs. This is to make you aware that an injury has happened. We will let you know the background to the accident and the first aid given and ask that you judge whether you would like to come and look at it.
All Staff and Substitute teachers are trained in First Aid and CPR and maintain current training credentials. Staff will administer First Aid and care to each injured individual according to their training.

. We will not be able to put creams or gels on skin without permission. We will not remove slivers embedded under the skin or wood ticks, we will not remove loose teeth. You may be called in to assist with removal of any of these items.

MEDICAL EMERGENCY

If a child requires immediate medical care and a parent is not able to be reached, we will call 911. The child's teacher and or Director will go with the child. Staff will continue to try and reach the parents.

We do require your permission to administer sunscreen and insect repellent. These release forms will be kept on file.

The preschool has liability and accident insurance coverage should an accident occur. The accident policy is a back up for families that do not have medical insurance.

SPECIAL PERMISSION
You will be asked permission if a student would like to do a special assessment or would like to observe your child.

FIELD TRIPS
The children will take several field trips while at our preschool. We will do group permission forms to take the children to parks, pools or nearby assisted living sites. We use contracted bus or our own short bus for transportation or will walk when possible. We ask that you sign the permission slip and note departure and return times. The law requires your permission for the child to leave the building. A release is signed for the videotaping or photo release for any public relations event.

OUTSIDE VENDORS
You are responsible for your child if another agency, outside staff or lessons occur under the supervision of these agencies. You will be asked to fill out a permission slip stating that you understand we are not responsible. Representatives from these vendors will sign your child in and out on a separate sign in sheet.

WEATHER RELATED CLOSING
When weather is inclement, announcements will be posted on Procare App, Trinity Preschool Families private Facebook page , and always on the storm line by 6:00 a.m. if the storm happens during home hours. If weather is projected to worsen during operational hours, please keep apprised of conditions and pick your child up as you need to. If the center would close during business hours, you will be contacted by phone, on the Procare app, and also it will be posted on voice mail. A Procare message will be sent out to parents as well. We do follow the Moorhead Schools.
Parents are charged for storm day closures.

TORNADO PROCEDURES
In case of a tornado warning, the children will be sheltered in the north basement hallway that leads to the church. . We practice tornado drills April through September. You are welcome to stay with us, should you come to pick your child up.

FIRE PROCEDURES
The preschool has evacuation routes posted. We practice evacuations monthly at alternative times with alternative exits. We use the building sirens.

WATER BOTTLES AND WATER SERVICE: Trinity Preschool has drinking fountains, pitchers, and disposable cups for all toddler-school aged children and will offer water during the day and especially during active play indoor or out. Your child may bring a water bottle from home providing it is taken home ***daily*** for cleaning and has your child's first and last name labeled on it.

MEALS

We believe in helping children to develop good nutritional habits for life. We provide whole grains, fresh fruits and veggies whenever possible, 100 % juice is served once daily, and we encourage and teach children to make good food choices. This is a great resource for healthful meals and snacks and the reasons why childhood nutrition is important.
https://www.nutrition.gov.
Our breakfast and snacks are prepared on site, and our lunches are catered.
Meals are served at 8:30-9:00, 11:30-12:00 and 3:00-3:30. Meals will not be saved or served past these times without direct communication with the lead teacher. All meals meet guidelines set forth by MN CACFP program standards. We serve family style or combination pre plated style for our youngest children and encourage children to take a small amount of each food item. We will encourage children to try new foods, but will not make children clean plates. Children are responsible for clean-up of their own setting. *Please do not bring food items in from home unless a special diet permission has been given by the director in consultation with doctors through a special diet statement.* Bringing in food items from home can create supervision and food exposure problems for children in the classroom. We provide 2 meals and a snack for your child to get their nutritional needs met. Your help is appreciated and if you have questions contact the director.

Infant Feeding: Trinity Preschool works in partnership with families to provide the best possible nutrition for the infants we serve. Breast milk is healthiest and best nutrition for babies and we have refrigerator and freezer storage for expressed breast milk brought from home. All bottles holding breast milk will be sent home without rinsing and with any remaining milk left in the bottle.

Trinity Lutheran Church Preschool will provide Formula for families wishing to use Similac Sensitive formula. If a family chooses to use other formula brands we ask that they prepare bottles ahead of time and store them in the fridge. We will dump leftover formula in bottles after feeding and send the bottles home with families.

All bottles are heated with hot water from a tea kettle or consumed at room temperature according to infant preference. Potable water is used for making infant formula.

Trinity Lutheran Church Preschool does NOT wash any bottles and will send all home in child diaper or bottle bag at the end of the day.

When a child is nearing their first birthday, infant staff will discuss the switch to whole milk, or a combination of whole milk and formula or breast milk. We will encourage the child to learn to drink from a sippy cup as they transition to our toddler care.

VIDEO POLICY

We limit the use of DVD's and movies shown at our preschool. Movies are rarely shown in the preschool program and are most often related to the concept at hand or as a special "movie" day. The school age group will occasionally watch movies after lunch hour during non-school days.

Active exercise videos or stories from YouTube may be used as part of routine transitions with preschool groups not to exceed more than 15 minutes per day.

The toddler group does not watch any DVD's.

Our movies are selected and previewed by the teaching staff. They are G or PG rated according to the developmental level of the viewing audience and are screened for violence, language, and objectionable content. Any family is able to inquire of the movie being shown and an alternative activity can be selected for your child. Please do not hesitate to speak to teaching staff regarding our policy.

TOYS

It is extremely difficult to keep tabs on children's toys, so we ask that you do not bring toys from home. We will not be responsible for lost toys. If it is necessary to have your child leave home with a toy to make getting to childcare easier, have them leave it with you for safekeeping during the day.

We provide and promote the use of non-sexist toys, and discourage the use of gun play or violent role playing.

TOILET TRAINING

Each child is an individual. Parents and staff together make decision regarding toilet training, somewhere between the ages of eighteen (18) months and two (2) years old. Your child will not be developmentally ready until then, and some may take longer than others. It really works well when the family and caregivers are on the same schedule and path. This is a highly individual task, and lots of communication is necessary to make it work well.

Preschool children are taught to use the toilet themselves as they need to. We show them how to wipe their bottoms, and encourage them to do this task themselves. Of course we help them with accidents and difficult messes. Boys and girls share the same bathroom, but are sent in one at a time. We directly supervise the use of bathrooms.

Accreditation health standards prevent us from laundering or rinsing feces soiled clothing. We will place these in sealed bags and send them home at the end of day. You may let us know if you wish to discard these items.

CHILD ABUSE

We will report any case of suspected child abuse to the Clay County Social Services agency.

REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse and 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) 297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 218-299-5200 or local law enforcement at 218-299-5141.
- 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) 296-3971.

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), 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 contain any actions taken by 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 Dept. of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organization.

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:

(i) related policies and procedures were followed;

(ii) the policies and procedures were adequate;

(iii) there is a need for additional staff training;

(iv) the reported event is similar to past events with the children or the services involved; and

(v) 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 Internal Reviews are Completed The internal review will be completed by the Preschool Director. If this individual is involved in the alleged or suspected maltreatment, the Church Administrator will be responsible for completing the internal review.

Documentation of the 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 designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). 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.

DISCIPLINE POLICY

Each family is notified upon entry to our program of our discipline policy which states that we use discipline procedures according to the developmental level working from *distraction and redirection in toddlers, to logical consequences and verbal reprimands in preschoolers, and peace corners in school age. Time outs are given minimally and only to calm an overworked child and they are documented and reported to parents if frequent. No corporal punishment is used or encouraged*. If parents would like discipline suggestions or have specific feedback on their child's guidance needs, we encourage them to set up a conference time with teachers.

AGGRESSION, FIGHTING AND BITING

These are common behaviors in children. Be assured that the staff are well training in handling these behaviors and do address them with the children and their families as needed. We take into account the child's age and developmental level. We teach children appropriate behaviors, active words to help them deal with their frustrations, and compassion and understanding of others whom their behavior has affected. If we feel that behavior problems are unmanageable, we will seek professional help from outside agencies, and may disenroll those children who are unable to, with guidance, function in a preschool setting. We have one guiding rule: The staff will not allow a child to hurt themselves, others or the environment. Parents are encouraged to discuss problems with the child's teacher.

CLOTHING

Children should wear clothing that is comfortable and proper for play. It should be of the selfhelp variety so that children can be as independent as possible for toileting. Avoid the use of safety pins in clothing except in the case of an emergency.

During cold weather send: snow pants, boots, hats, mittens or gloves and scarves. Extra socks and a change of clothing during winter and spring are important. The children sometimes get wet through their outer clothing. Please choose clothing that is easy for your child to get into.

Mark your child's name clearly on clothing. Many of them like and have the same items.

We use smocks and washable paints, although some colors do stain.

Children must wear shoes at all times. Provide shoes that are easy to run and climb in. Cowboy boots, patent leather, hiking boots and jellies are hard to play in. You may want to have a pair of tennis shoes to play in if your child insists on that type of footwear. Remember to bring shoes during the winter when they may be wearing boots in. Children are required to wear closed shoes

or sandals with back straps on field trip days. You may be contacted to bring appropriate shoe wear if your child is not properly dressed for these days.
We are not responsible for lost items, and we feel bad when your child loses something. We make every effort to have them put clothes away or wear them. If your child is often without their outer sweatshirts or sweaters, perhaps they are warm enough without them. Please check your child's cubbies and items brought home to make sure they belong to your child.

FEES

The activity fee is $8.50 for full-time and part time care. This fee is billed monthly and is used for arts and craft materials, special speakers/events, chaperone transportation fees, etc...

A yearly registration fee of $15.00 per child is billed in September. This is considered the enrollment year September through August.

Your child is considered full-time if they attend the center five (5) days a week, and for over five (5) hours a day. Your child is considered part-time if they are here less than five (5) hours daily, or fewer than five (5) days a week. Part-time schedules of less than five (5) days are subject to an additional $1.00 daily charge. You will be billed for a full day for over five (5) hours of care.

TO HOLD A SPOT

You will pay 75% of the cost of a spot to keep your spot for maternity leave or any other reason your child will not be on a regular schedule. This will be allowed for a one six week period, and then the spot must be back to regular schedule. If you choose not to do so, your child's spot may be filled.

When enrolling children for more than two weeks advance, one weeks' tuition will hold a spot for over 2 weeks.

MEDICAL OR PARENTAL VISITATION LEAVE

If your child requires medical leave due to surgery or major illness, you are required to pay 50% of your weekly childcare rate to hold the spot.

If your child visits another parent out of the area, you will pay 50% of the weekly tuition to hold the spot for no more than six (6) weeks.

WITHDRAWAL

You must give a two weeks' notice for withdrawal and will pay your tuition until the effective date. The program may use their discretion to ask a child to leave if we feel that we can no longer meet your child's needs. We will give a two weeks' notice. If your child is seriously

injuring others or has a serious illness that threatens the lives of others, the center may ask you to leave and give a two weeks' notice. If we feel that we have made a serious attempt to address behavior problems, and your child is maliciously injuring others, your child may be immediately discharged.

TUITION

Tuition is billed bi-weekly and is considered due upon receipt. You may make special arrangements with the Director for special circumstances. This will be at the discretion of the Director. The preschool has a scholarship fund if you find yourself in an emergency financial situation. The board meets quarterly to award these funds, but can be called earlier at the discretion of the Director. If you pick up additional days or hours, or if you incur transportation fees, they will be billed after the first (1st) of the month.

The preschool is in the business of caring for your child, but we like any other business need to be paid. Any account that is overdue after one month will be personally reviewed by the Director. Accounts that continue to be late may be asked to leave. The preschool does pursue non-payments through litigation and/or collection agencies.

VACATION ALLOWANCES

There is no credit given for vacation allowances. You will be billed for the Preschool slot you occupy in your absence. Please let staff know when you plan to take vacation so we can plan accordingly for activities and meal service.

The preschool may be closed during the week of the 4th of July for 2-5 days for staff development and facility improvements. You will be charged for these days, and the Director will give at least a three month notice of days scheduled to be off.

EARLY AND LATE CHARGES

The preschool opens at 7:15 a.m. sharp! Although the staff is at the preschool, they are busily trying to set up for the day, and will be unavailable to care for your child. We are not responsible for children before that time. **Please stay with your child if you happen to arrive earlier.** The preschool closes at 5:30 p.m. sharp! You will be billed for late pick-ups at the rate of $1.00/minute after 5:30 p.m. This fee is added directly to your bill.

COMMUNICATIONS WITH PARENTS

Pre-Conference – Before your child is enrolled we meet with you to discuss the child's needs, and answer any questions you may have about their care. You will be shown where to find important information, your child's cubby, and become informed of policies. You will be

referred to the preschool website for your handbook www.trinitymhd.org/preschool, or will be given a hard copy if you request one.

All staff have Gmail accounts to communicate with parents. These are linked to their Procare App. These are checked when able during the day. Please ask your staff to provide you with their email address. These addresses are not checked in the evening or weekends by staff for they have family life to consider. You will get a response during working hours.

All staff also have the Procare app to log information about each child's day. Procare is also used for communication between staff and parents.

Conferences are held in October/November and April/May to discuss your child's development. If you would like to schedule additional time to discuss problems or needs of your child, please give the teacher a call and she/he will make every effort to meet with you. Copies of assessments can be given to you and are kept in the child's file.

ACCESSING FAMILY SUPPORT SERVICES

We believe that parent partnerships are central to the well-being and successful early care and education experiences.

We provide a pre-enrollment conference for each family entering the program, at which time we will share information about our policies, gather information about the child through parent conversations, and through handing out of ASQ and ASQSE forms, and share parent resources by providing families with community family resources with an emphasis Parent Aware Family Resources https://www.parentaware.org/families , ChildCare Aware network, and with Clay County in MN or Cass County in ND Social Services to help link families with resources needed.

Throughout the year and as we get to know the family's needs better, we may refer parents to other services, including but not limited to ECFE, Early Intervention Services, and mental health resources in the community. These will be shared in private conferences, providing parents with referral names and numbers, with the assurance of our support throughout the process.

ASSESSMENT AND SCREENING

Each child will be screened upon entry to the program using the *Ages and Stages Questionnaire.* Parents will complete the questionnaire as part of the intake and orientation process. They will return the form within the week, so that teaching staff may familiarize themselves with the child's current stage of development. This information will be used to develop a baseline for educational goals and objectives, and help to determine any additional help or services a child may need.

Teachers will assess the child in the fall, winter, and spring using the Creative Curriculum Assessment toolkit. This assessment uses strengths based indicators, that involve teacher observation and documentation, gathering of work samples, and sometimes direct assessment using learning games. In this way, we can determine a child's interests, and areas of growth needs. Information gathered will help teaching staff plan curriculum activities to address those areas.
Results of the assessments will be shared biannually during parent teacher conferences in October/ November, and in April/May. Parents are partners in their child's education and development and are strongly encouraged to attend. Parents will help teachers determine goals and objectives for the child in the upcoming months, and plan activities to do with the child to meet those objectives. Teachers and parents may communicate daily about progress and interest in the child meeting those goals through verbal or written communication.

All information gathered from the assessments is considered confidential and will be shared only with family members. Assessment results are kept confidential in the office files and are to be accessed only the by the child's teacher, teaching assistant, or director. Parents are able to request copies of the assessments at any time. Any outside requests for information regarding a child's assessment results will be released only after written permission is granted by parents, and only to the entity listed, as part of data privacy laws. This permission will need to be renewed annually and may be revoked by parent at any time.

If you have any questions regarding assessments, do not hesitate to call or ask your child's teacher.

Daily Contacts are made with each family at drop-off and pick up times. These are wonderful informal times to share daily events with you. Be aware that the teacher is still responsible for remaining children in his/her care. If you have an extended conversation need, or confidential matter, please arrange a time to meet with your child's teacher.

Procare is the app we are using to communicate with parents. Please check it for pertinent daily information, activities, naps, meals, etc...

Parent Cubbies are in the main room hallway or at pick-up area for toddlers and school age. . Please check them for calendars, billing notices, etc... Book orders are also posted here.

Parent Bulletin Boards are in each classroom and at the base of the steps. Look for upcoming announcements. These bulletin boards have menus, communicable disease notifications, community events, calendars, important notices. Look for them and make sure you check regularly.

Newsletters/Calendars go out monthly. We include a list of upcoming events and themes. The Director also sends out center wide information every six (6) to eight (8) weeks. We try to make

these fun and informative, yet easy to read in a short amount of time. Please post at home. A center wide calendar is also posted on Procare App. You will want to check this calendar.

Visiting is encouraged. You are welcome to come any time to visit or have a meal with your child. We always enjoy having you here. Parents are welcome and encouraged to help with field trips and parties.

Family/Parent Events are held three times yearly. We Participate in Kidfest a Christmas celebration, and a family picnic or open house. These are fun times in which to meet your child's friend's parents and family as well as staff families. Additional activities may be planned by classrooms.

CONFIDENTIALITY

Information provided by you will not be release, viewed or discussed without your permission. The only exception to this would be suspected abuse reports. Please respect the confidentiality of all families here at the preschool by not discussing others information.

GRIEVANCE PROCEDURES FOR PARENTS

1. Discuss the problem or concern with the teacher of your child
2. If no agreement is made, discuss the problem or concern with the Director.
3. All staff involved will come to a consensus.
4. If a consensus cannot be reached, the issue will be taken to the Parent Advisory Committee.
5. If the issue is still not resolved, the Supervisor of the Director will analyze the situation and take the issue to the Executive Committee of the Church Council. A final decision lies with them.

PARENT ADVISORY BOARD

All families are invited to serve on our Board. We discuss problems, fundraisers, facility improvements, accreditation, teacher appreciation and make recommendations for serving families better. The Board meets semi-monthly, or as needed.

THINGS YOUR CHILD WILL NEED AT PRESCHOOL

1. Outdoor clothing that is season appropriate.
2. Blanket or naptime items. Please soft cuddly toys only.
3. Extra set of clothing. Check monthly to supply, more often if your child is toilet training. Children grow rapidly so make sure the right sizes are available.
4. Swimsuit in summer months

5. Infants and Toddlers will need diapers, wipes and ointment (if necessary) in addition to the above items. Only disposable diapers will be used.

Thank you for choosing Trinity! We are pleased and excited to serve you and your family. Our children are so precious and we are committed to doing the very best we can to help them grown up in a positive and supportive environment. Welcome to you and your entire family!