

St. Johns ABC Preschool



**Information Handbook and
Policies & Procedures Manual**

GENERAL INFORMATION

Important Phone Numbers

St. Johns ABC Preschool.	218-732-9783
Kim Neubauer.	218-255-4622
Department of Human Services	651-431-6500
Department of Health	651-201-5000
MN Poison Control	800-222-1222

Web address: abcpreschoolpr.com

Email: abcpreschoolpr@gmail.com

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STATEMENT OF PURPOSE

ST. JOHNS LUTHERAN ABC PRESCHOOL has been established to assist parents in their task of parenting, and children with their learning development. It is our desire to provide a meaningful and joyful educational experience in a Christian environment in which a wide variety of learning opportunities are offered.

OUR GOALS

- ✓ To encourage each child to think and act for himself/herself while also learning to live in harmony with others.
- ✓ To provide opportunities for each child to grow intellectually, socially, physically, emotionally, and spiritually.
- ✓ To help each child develop a positive self-image.
- ✓ To strengthen home education on behalf of the child by assisting the parents.
- ✓ To prepare each child for a happy adjustment to future school life.
- ✓ To teach children to enjoy learning.
- ✓ To provide challenges at the child's level without fear of pressure or failure.
- ✓ To provide each child with many enjoyable experiences.
- ✓ To assist each child in learning more about safety, health, and respect for others.
- ✓ To help each child be aware of the daily presence of Christ in their lives.

LICENSING

St. Johns ABC Preschool has been issued a license by the Minnesota Department of Human Services and listed with the Pre-Schools of the Lutheran Church-Missouri Synod. The license is issued yearly and the consultants for the Department of Public Welfare visit on a regular basis. They recommend needed equipment, procedures to use in the operation of the school, and general overall improvements.

AGE

Children ages 33 months, if toilet trained, through 5 years may be enrolled. Class size will be no more than twelve children per session. St. Johns ABC Preschool is open to all children in the community, not just members of St. Johns Lutheran Church.

ENROLLMENT

We accept enrollment for children throughout the school year. **Each child enrolled will be required to have a signed Health Care Summary at the time or before** he/she starts preschool.

Immunizations must be up to date. This is required by law by the State of Minnesota. You will be given the necessary forms at the time of enrollment. The completed documents must be returned to the center and in your child's record within 30 days.

TUITION

There is a \$50 registration fee (2025) payable upon enrollment which will be applied toward material costs. This registration fee is non-refundable. Monthly tuition depends on the number of days a child attends per week. An invoice for tuition is sent out on or near the 20th of each month. Payments are to be made by the 25th of each month to cover the sessions for that particular month unless special payment arrangements are made with the Director.

If payments are not made by the 5th of the month a \$5.00 late fee will be charged. If no payment has been received after a month, the enrollment of your child may be terminated until payments have been made. Parents will be responsible for each month's tuition, in spite of absences, weather events, school breaks or other such reasons. No refunds are given for absences which include weather related closures. The school's budget and teachers' salaries are based upon full enrollment, therefore, compensation cannot be given for missed classes. Two week advance notice must be given of termination of enrollment or no refund can be given.

HOURS

Our center operates Monday through Friday. Classes meet 2, 3, 4, or 5 days per week. Classes meet 2 $\frac{3}{4}$ hours per session. We are open the months of September through May and will generally follow the public school's schedule for holidays and vacations. The children of St. Johns ABC Preschool are supervised at all times by the Teacher(s), Aide, or Volunteer Helper.

CLOSURES

In the event of a weather emergency, we usually follow the Park Rapids school closure. KPRM 870 AM - KDKK 97.5 FM radio station makes the school closing announcements.

Other Cases:

- ❖ If school is two hours late due to weather, the morning session usually will not meet, but the afternoon session will meet.
- ❖ If school is one hour late we will meet.
- ❖ Always follow the monthly calendar sent out by the teacher for regularly scheduled school closures.

Please note: The ABC staff will determine closure in each case. Your child's teacher will text to confirm if there is a cancellation due to weather, but your first notice will most likely be the radio or television. We also want to emphasize that as a parent you, of course, make the final decision as to what is best for your child and your situation.

If your child will not be in class for any reason, please notify the school so the teacher(s) can plan accordingly.

TRANSPORTATION

Each parent is responsible for the transportation of their child. If you are interested in car pooling, please let us know so that we can get information to you or pass it on to others.

If you use the Heartland Express bus for transportation, it is your responsibility to make the arrangements, including notifying them when your child will not be riding.

Another responsibility in regard to transportation is the timely dropping off and picking up of your child. Unless previous arrangements have been made you should not drop your child off before 8:35 a.m. for a morning session or 12:10 p.m. for an afternoon session. Your child should be picked up no later than 11:40 a.m. for the morning session and 3:10 p.m. for the afternoon session. Please be considerate of the teacher's time. **ABC reserves the right to charge an extra fee if timeliness becomes a problem.**

DRESS

Children should be dressed for active play and according to the weather. An extra change of clothing is optional. Children must wear shoes that tie, Velcro, or fit "snugly" on the foot. Flip flops, clogs, or shoes that come off easily are not allowed.

During the winter months, we do go outside if weather permits. Your child must have boots, cap, mittens, snow pants, and jacket in order to go out. The teacher will notify you of outside days so all the "gear" doesn't need to be sent every session.

Your child will have a hook in the entry way for outer clothing and space for boots, etc..

Please mark all outer clothing, boots, shoes and backpack with your child's name to prevent loss.

THE PROGRAM

Class size will be no more than twelve children per session. The children are grouped in sessions according to age. Which ages meet which session varies each year in order to accommodate as many children as possible. Please speak with the Director if you are interested in the session schedule.

As noted before ABC Preschool provides opportunities for each child to grow intellectually, socially, physically, emotionally, and spiritually and prepares each child for a positive adjustment to future school life. To meet these goals we provide a structured schedule. This schedule includes:

- free choice time
- circle time
- lesson time
- snack time
- time outdoors (weather permitting),
- art/craft time
- reading time
- Jesus time

Through various activities we actively promote development of skills such as:

- Christian concepts
- art and music
- science and social studies
- reading readiness
- number and letter recognition and use
- health and safety
- physical education

On any given day we offer activities that are both quiet and active, teacher directed and child initiated. We also seek to offer activities that require the use of varied equipment and materials.

A list of goals for each age level is handed out to parents and is also available at our web site abcpreschoolpr.com

Parents are invited to visit the center to observe the teacher(s) and children during the hours of operation. Please make arrangements before visiting for the sake of safety regulations.

CLASSROOM PICTURES

We often take pictures of events in the classroom. These photos are, at times, used for publicity and advertising purposes (flyers, brochures, website, Facebook and, occasionally, the Park Rapids Enterprise). If you do not wish for your child to be photographed, please let the teacher know. This will be recorded in the child's record.

SHARING TIME

We discourage sending items from home unless the teacher has made a special request. Items can get lost or broken easily. Please try to keep items out of the backpacks as well to avoid the temptation of bringing them into the classroom. No gum, candy, toy knives or guns are allowed.

SNACK TIME AND SPECIAL TREATS

A snack will be provided during each session. This will include a beverage of milk or juice and a food item such as crackers, cheese, fruit, pretzels, etc.. Twice a year we put a sign up sheet in the entry way asking for donations of specific snack items.

If you would like to send a treat for special occasions such as a birthday to be shared by the class, please talk with the teacher or the Director, in advance. According to state law special treats must be store bought. If your child has a special diet or food allergies, please talk to your teacher and make note of it on your forms. In the case of special diets, food or milk will need to be provided from home.

FIELD TRIPS

Occasionally the classes go on field trips. Parental permission is needed for these events. Signed permission slips need to be on file before your child goes on the field trip. We generally use the St. Johns Church bus for transportation, but at times use the Heartland Bus for an extra fee.

FIRE DRILL AND EMERGENCY PREPARATION

We will have fire drills once a month so that the children become aware of the urgency of EMERGENCIES. An escape route is used as approved by the Fire Marshal. Our primary exit will be the doors at the

rear of the church, with the Teacher(s) and children going to the north side of the parking lot and waiting for further instruction by officials. If this area is blocked, the secondary exit would be used and the Teacher(s) and children will exit the side door of the church going to the north side of the parking lot. Should an actual fire occur we would notify the Park Rapids Fire Department dialing 911. The staff at ABC knows how to use the fire extinguisher located right across the hall if it must be used. The fire area will be closed off as the door will be shut and the teacher is last to leave the room. The Teacher(s) will be trained each year and reviewed twice a year on all fire procedures. During the months of April, May, and September, we are required to have tornado drills once a month. The children will be directed to the designated area.

PARENT / TEACHER INFORMATION

A yearly calendar is provided at the start of the year. This has the basic information about days in session, days off and a couple of special dates. A monthly calendar is sent home with your child with the curriculum outline for the month along with notice of any change of schedule due to school happenings. Weekly letters will also be sent home with your child from the teacher. If at anytime you have a question please feel free to speak to the teacher or Director. Parents are invited to volunteer in the classroom. Please talk to your child's teacher or the director if you wish to do so.

CONFERENCES

Parent/Teacher Conferences will be held 2 times during the school year to discuss your child's the intellectual, physical, social, and emotional progress. We encourage you to confer with the teacher at any time.

POLICIES

BEHAVIOR GUIDANCE AND CORRECTION

When a child is being disruptive in the class, the teacher will first talk to the child with direct eye contact about the problem. If the behavior continues, the child will be placed away from the other children for a period of time out to calm down. The program is tailored to the child's developmental level. The environment in the center will provide a positive setting and the staff that have contact with the children will provide a positive model of acceptable behavior. When problems of conflict arise, children will be encouraged to direct their activity in other areas. Social skills are worked on often to help reduce the conflict.

Persistent unacceptable behavior will be observed by the staff and recorded with response by the staff. The parent will be notified and consulted with at the time of pick up of any persistent behavioral problems. The safety of the children and staff are protected.

Unacceptable behavior is provided with immediate and directly-related consequences.

The following disciplinary actions by the staff are **PROHIBITED** :

- Corporal punishment, namely: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- Emotional abuse, namely: name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, using language that threatens, humiliates or frightens the child.
- Unsupervised enclosure in a separate room. If a child is separated from the group, they will remain within an unenclosed part of the classroom where the child will always be seen and heard.
- Withholding basic needs. A child will not be punished by withholding any basic needs, use of physical restraints, or punished in any way for mishaps regarding bathroom training.

HEALTH CARE

If your child should become ill during the session, an effort will be made to notify you. If a parent cannot be reached, we will notify the person indicated on the enrollment form to be contacted in case of an emergency. Until someone can arrive to pick up your child, he/she will be placed on a cot away from the other children but under adult supervision.

In order to protect the health of each child; parents should not send their child to the center when he/she does not feel well. Please consult the Appendix: Medical Exclusions at the end of the handbook to help with decisions. Please call if you have any questions at all!

All staff members are certified in first aid. They will administer first aid for minor accidents. In case of emergency medical needs of a more serious nature, help will be obtained from the Park Rapids Clinic or St. Joseph's Hospital.

CONTAGIOUS DISEASE

Parents **must** notify the center in the event that your child has been diagnosed with a contagious, reportable disease. Parents will be notified as to any infection or communicable disease that has occurred (and we are aware of) to children in any session. We would appreciate it if the parents will let us know if their child contracts any such disease. The center will then post and give notice to others of the condition.

MEDICATIONS

Medication, prescription or non-prescription, will be given only under written orders signed by the parent. Medications are to be kept in their original containers bearing the original label with legible information stating: Prescription Number, name of drug, strength and quantity of drug, expiration date if any, directions for use, child's name, doctor's

name, date of issue, name, address and phone number of pharmacy. Any drug container with an excessively soiled or damaged label will be returned to the parents to be re-labeled by the pharmacy. The contents of any drug container that has a missing label shall be disposed of by flushing it down the sewer system. Medications will not be used after their expiration date has passed. All medications will be stored out of reach of children. The parents are to be informed when any medications are given.

EMERGENCY PROCEDURES

FIRE: A fire evacuation plan is posted in the classroom and the Preschool office. It includes two exit routes and plans to rescue the children, contact the fire department, and close off the fire area. A fire drill will be held once each month the center is open. A fire extinguisher is located outside the classroom for use in case of an emergency fire.

WEATHER EMERGENCIES: Tornadoes, Blizzards, Severe Weather Warnings: The staff should make every effort to have the children returned home if severe weather is threatening. If there is little or no warning, and the staff can best insure the children's safety by keeping them in the church, efforts will be made to contact local authorities. Emergency numbers are posted by the phone. Tornado drills will be held during the months of April, May, and September.

POWER FAILURE: The staff will use their best judgment in deciding whether to continue class during a power failure. If it is cold weather, too dark, or a prolonged outage, the parents will be contacted to pick up their children from the center. A power failure that seems to be localized to the church will be reported to the janitor. During orientation, the staff will be shown the location of the main circuit box and how to turn off the electricity.

STAFF ILLNESS: If a staff member becomes ill during a session and there are no other adults in the building to assist her, she will contact another staff member.

FIRST AID: All staff members are required to have first aid training. They will administer minor first aid to the children as needed.

MEDICAL EMERGENCY: Staff will contact the Park Rapids Clinic in the event of more serious injury or illness. The parents or emergency number on the child's record card will be contacted to transport the child. An ambulance may be used in case of severe injury or illness.

ACCIDENT LOG: All accidents (except minor scrapes) will be noted in the log. Any accident that causes the death of a child, injury severe enough to require hospitalization, or a fire that requires the services of the fire department must be reported to the DEPARTMENT OF HUMAN SERVICES within 48 hours.

LOST CHILD: If a child strays from the center and cannot be found, local authorities will be contacted.

CHILD ABUSE: It is the legal responsibility of the center to report any suspected instances of child abuse or neglect to the authorities. The staff is made aware of this fact.

UNAUTHORIZED PEOPLE: The Teacher or Director must be notified if a parent will not be picking up their child and someone else will be. The child will not leave the center with anyone not authorized by the parent. If no one comes to pick up the child, we will attempt to reach one of parents at home or work. If an incapacitated person or a person suspected of abuse tries to pick up the child, the Director or pastor will be notified and take charge of the situation.

SEMI-ANNUAL ANALYSIS: This will be done of all records of accidents, injuries and incidents involving a child enrolled at the center, staff persons or visitors. Accidents, injuries or incidents are recorded to the correct form and kept on file. Modifications will be made based on this analysis.

COMPLIANCE: Failure to comply with the above listed procedures could result in loss of state licensing. This list will reviewed by the Director, committee, and all staff member at the beginning of each school year to insure that everyone is aware of and understands them. If you have any questions about these policies, please feel free to talk to one of the staff about them.

OUR INSURANCE COVERAGE

Children are covered by the St. Johns Lutheran Church insurance with premises liability in the limit of \$1,000,000.00, while on the church grounds. However, we urge parents to consider student accident insurance.

GRIEVANCE PROCEDURES

Should parents have concerns or complaints, they should be brought to the Director's attention within two (2) days so that appropriate action can be taken. If no action is taken by the Director, parents should contact the Pastor immediately.

The program does not discriminate in admissions or emissions on the basis of race, color, creed, sex, religion, national origin, or source of payment. We will not reveal any confidential information to anyone or any source without the written permission of the parent or legal guardian.

We reserve the right to terminate the enrollment of any child at anytime.

If you feel that you have not been treated fairly in the grievance procedure you are welcome to call one of the following authorities:
Department of Human Services 612-296-3971
Department of Health 612-623-5000

ACCIDENT PREVENTION PROCEDURES

ALL STAFF MUST HAVE FIRST AID AND CPR TRAINING
ACCORDING TO STATE LAW

POISONING: Cleaning supplies and other toxic substances will be stored in the janitors closet. They are not to be kept within the classroom. First Aid supplies and any medications will be kept out of the children's reach in the First Aid area. Staff will take care that hands and preparation areas are clean when fixing snacks. All food should be stored properly.

CHOKING: Care should be taken that the children are kept quiet during snack time to lessen the possibility of choking on food. Children are warned not to place small toys or items in their mouths.

BURNS: All electrical outlets not used shall be covered. The radiators are shielded to prevent burns. Children are to use the designated washroom to prevent scalding by hot water. The fire alarm systems and smoke detectors will be checked periodically to maintain proper working order.

INJURY: All outdoor equipment and toys are checked periodically for any conditions that might cause injury. The staff should report any piece of equipment that needs repair or any other hazardous condition. During outdoor play, the staff should be alert to the appearance of bees or other biting, stinging insects. Children will use scissors, plastic knives, etc.. only under the careful supervision of the staff.

PEDESTRIAN ACCIDENTS: Traffic areas should kept clear of toys or other articles. Loose carpeting, wet floors, icy sidewalks should be reported to the Janitor. Children should walk to the building when going to and from the play area.

DAILY INSPECTION: A daily inspection for potential hazards in the classroom and the washroom will be done by the Director or the Teacher before each class begins. Measures will be taken to remove anything that will cause suffocation to a child.

SEMI-ANNUAL INSPECTION: Will be done by the Director.

Included will be all storage areas, equipment, both indoors and out, the play area, electrical outlets and heat registers, and general condition of the floor, carpet and drapes in the classroom and halls.

REPORTING POLICY

WHO SHOULD REPORT CHILD ABUSE AND NEGLECT

Any person may voluntarily report abuse and neglect.

ABC Preschool as a licensed facility is legally required or mandated to report. All staff members are required to report not just the supervisor. If we know or have a reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years we 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 will be made to the local county social services agency at (218)732-1451 or local law enforcement at (218) 732-3331.

If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern licensed facilities, 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 are included in this booklet on the following page.

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

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

RETALIATION PROHIBITED

An employer of any mandated reporter shall not retaliate the mandated reporter for reports made in good faith or against a child with respect to who the report is made.

FAILURE TO REPORT

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

DEFINITIONS OF MALTREATMENT

SEXUAL ABUSE

The subjection of a child by a person responsible for the child's care by a person who has a significant relationship to the child.

NEGLECT

Failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter or medical care when reasonably able to do so. Failure to protect a child from conditions or actions which imminently and seriously endanger the child's physical or mental health. Failure to take steps to ensure that a child is educated in accordance with state law.

PHYSICAL ABUSE

Any physical or mental injury, or threatened injury, inflicted by a person responsible for the child's care on a child other than by accidental means or any physical or mental injury that cannot be reasonably explained by the child's history or injuries.

MENTAL INJURY

An injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior.

THREATENED INJURY

A statement, overt act, condition or status that represents a substantial risk or physical or sexual abuse or mental injury.

**IF YOU HAVE ANY QUESTIONS
DON'T HESITATE TO ASK!**

APPENDIX MEDICAL EXCLUSION

Guidelines for Excluding from ABC Preschool.

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms or any child who is not able to participate in program activities with reasonable comfort or who requires more care than the program staff can provide without compromising the health and safety of other children should be excluded from the Preschool setting until:

1. A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at the Preschool
2. Or the symptoms have subsided.

If the child should have any of the following symptoms in the morning or during the day, the child needs to be sent home.

FEVER Auxiliary (arm pit) temperature; 100 degrees F. or higher, Oral temperature; 101 degrees F or higher, or Rectal temperature; 102 degrees F. or higher; especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.

RESPIRATORY SYMPTOMS:

Difficult or rapid breathing or severe coughing:

Child makes high-pitched croupy or whooping sound after he coughs.

Child unable to lie comfortably due to continuous cough.

DIARRHEA An increased number of abnormally loose stools in the previous 24 hours (more than 2 in an hour).

Observe the child for other symptoms such as fever, abdominal pain, or vomiting. Child must be out of the Preschool 24 hours symptom free.

VOMITING Any vomiting within the previous 24 hours - child must be out of the Preschool 24 hours symptom free.

EYE/NOSE DRAINAGE

Thick mucus or pus draining from the eye or nose.

SORE THROAT Sore throat, especially when fever or swollen glands in the neck are present.

SKIN PROBLEMS

Rash: Skin rashes, undiagnosed or contagious.

ITCHING Persistent itching (or scratching) of body or scalp.

APPEARANCE/BEHAVIOR

Child looks or acts differently: unusually tired, pale, and lacking appetite, confused, irritable, difficult to awaken.

UNUSUAL COLOR

eyes or skin - yellow (jaundice) Stool - Grey or white Urine - Dark, tea colored These symptoms can be found in hepatitis and should be evaluated by a physician.

MOUTH SORES WITH DROOLING

Until a medical exam indicated the child may return.

SPECIFIC DISEASE EXCLUSIONS GUIDELINES

AIDS Exclude infected child if he/she exhibits biting behavior, has open sores which cannot be covered, or any bleeding disorders.

CHICKEN POX Until all the blisters have dried into scabs; about 6 days after rash onset.

CONJUNCTIVITIS (PINKEYE)

Bacterial: until 24 hours after treatment begins.

Viral: until a letter from a physician is provided to verify that the child does not have bacterial conjunctivitis. In both situations, the child should be well enough to participate in normal daily activities. (Must be on medication for 24 hours before returning to the Preschool).

FIFTH DISEASE No exclusion necessary

HEPATITIS B No exclusion necessary unless infected child exhibits biting behavior, or has open sores that cannot be covered. Ask your doctor about the Hepatitis vaccination.

IMPETIGO Until sores are healed or can be covered with bandages, and until child has been treated with antibiotics for at least a full 24 hours.

LICE (HEAD)

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

ORAL HERPES (COLD SORES) No exclusion necessary

PINWORM Until after treatment has been started. (Must be out 24 hours after treatment starts).

RESPIRATORY ILLNESS Until the child is without fever for 24 hours and is well enough to participate in normal daily activities.

RINGWORM Scalp: Until 24 hours after treatment begins.

Body: Until after treatment begins.

STREPTOCOCCAL SORE THROAT No fifteen minute test will be allowed. A 24-hour test is mandatory through the Preschool.

**For any other diseases please contact the
Director concerning exclusion policies.**

EXCLUSION GUIDELINES FOR CHILD CARE STAFF

It is the policy of ABC Preschool that staff follows the basic exclusion guidelines described above for children.

