



Parent/Student Handbook 2017-2018



Our school provides early childhood education to young children in a Christ-filled atmosphere where they can rejoice and grow in God's grace

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Mission Statement

The mission of Servant Schoolhouse Preschool is to provide a Christ centered environment for children to grow and learn through exploration and play and to prepare them to live as loving Christians in God's world.



Curriculum

Our basic program will focus on child development in five areas:

1. Emotional
 - *to reinforce that children are valuable to themselves, to others and to God
 - *to provide activities and materials that will allow the children to be successful which will lead to further confidence in learning efforts
 - *to provide opportunities for children to make judgments and decisions to enhance their self-esteem and independence
2. Intellectual
 - *to help children become observant of the world around them
 - *to encourage children's natural curiosity and develop problem solving skills
 - *to help children enjoy literature and instill in them a love for reading
 - *to expose children to the uses of numbers, letters and symbols in our world
3. Physical
 - *to encourage children to choose, make decisions and pursue their own ideas and interests
 - *to encourage children to express themselves in many ways (movement, music, art)
3. Physical
 - *to encourage a positive attitude towards exercise and physical fitness
 - *to use and enjoy gross motor equipment
 - *to develop fine motor skills such as drawing, cutting and stringing beads
 - *to recognize physical changes and growth in self and others
4. Social
 - *to provide a safe, comfortable environment
 - *to provide a Christian atmosphere in which children may interact easily with others, developing friendships and positive social skills
 - *to help children develop abilities to cooperate, plan and follow through group activities
 - *to communicate desires and feelings to others effectively
5. Spiritual
 - *to know and experience that we are God's children
 - *to begin to understand that the Bible is God's word
 - *to express appreciation of the world God has created
 - *to identify things and persons for which to thank and praise God

Daily Schedule

All classes include the following activities in their daily schedule. Please note that the order of events depends upon the specific class your child is enrolled in. Also, any schedule is flexible and subject to change according to the lesson plans and needs of the class.

Opening—prayer, bible verse, calendar, weather, stories, songs, letter of the week, (some of these activities may also take place at a short circle time prior to snack).

Art/Creative Expression—Process rather than product will be stressed. Some lessons are designed for creative expression while others are for skill development, such as cutting, prewriting and following directions.

Free choice time—the children are free to choose activities at different interest centers: dramatic play, housekeeping, writing center, science, literary, manipulative and cognitive games, blocks, music and sensory.

Snack—the children eat snack together and say a thank you prayer.

Physical education—the children will have an opportunity to release energy through aerobic activities including the use of bean bags, a balance beam, a slide, stompers, parachute and more. Weather permitting we will go outside to the playground.

Closing—we will review the day's activities and sing good-bye songs.

At Servant Schoolhouse we work to develop important pre-reading skills such as phonics, sequencing, visual discrimination, storytelling, listening, letter recognition and conversation skills.

Preschool - 3 year old program:

- *Name the 8 basic colors and shapes
- *Identify alphabet letters and numbers 1-10
- *Recognize and write first name
- *Introduce letter sounds
- *Able to be self-sufficient with daily tasks
- *Develop friendships and social skills

Pre-Kindergarten/K-readiness

4/5 year old program:

- *Write first and last name
- *Comprehend calendar skills: date, day, month, year, etc.
- *Understand number concept of 1-20
- *Identify, write and learn the sounds of upper and lower case letters
- *Help to develop self-confidence
- *Able to be self-sufficient with daily tasks
- *Follow multiple step directions



Nondiscrimination Policy

Servant Schoolhouse Preschool admits students of any race, sex, age, color, religion, sexual orientation, national or ethnic origin, physical ability, marital status or source of payment. The preschool is a ministry of Servant of Christ Lutheran Church and offers a non-denominational Christian program.

Licensing

Servant Schoolhouse Preschool is licensed by the Minnesota Department of Human Services. We are required by law to renew this license on a biyearly basis. If parents wish to call the Department, the number is 651-431-6500. We are required by the Department of Human Services to maintain and keep a record of our Child Care Program Plan. It is available for review by parents upon request at the preschool.

Daily Arrival at Preschool

For the safety of your child, parents and authorized persons are required to accompany the child into the building each day. Be sure to sign them in for the day and tell the teachers of any special instructions needed. Teachers will open the classroom doors at the scheduled class time.



Daily Pick-Up from Preschool

Children will only be released to authorized persons indicated on your child's registration form. Teenagers designated as an authorized person must be at least 16 years old. Please indicate when signing your child in if someone other than those individuals previously designated will be picking up. We must have written authorization before releasing a child. If our staff does not know the authorized persons by sight, we will ask for a photo ID. Our staff reserves the right to retain a child if we feel the child would be placed in an unsafe situation.

Teachers will dismiss children as their parent arrives. If you wish to speak with the teachers at this time, please wait until all children have been dismissed. We will be happy to talk with you at this time.



Please try to be prompt at pick-up time. Children can become anxious if mom or dad is late. In case of an emergency situation, where you would be more than 10 minutes late, please notify the school so that teachers can reassure your child and possibly assist in making other arrangements if necessary.

Registration and Tuition Policy

Registrations will begin in January for the school year starting in September and will continue until all spaces are filled. Any applications received after the quota has been met will be offered a spot on our waiting list.

There will be a nonrefundable \$45 registration fee due at the time of registration. Tuition may be paid in full for the whole year or in 9 monthly payments. The first month's tuition is due September 1st. Tuition paid monthly will be due on the 1st of the month. A \$20 late fee is added to tuition received after the 1st. Failure to pay tuition by the 15th of the month will be cause to discontinue the child's enrollment, unless the reason for the late payment has been discussed with the director.

A \$25 activity fee will be due on September 1st. This fee helps cover the cost for special guests or programs.

NSF checks will be charged a \$15 fee. Tuition may be placed in the tuition box at school or mailed.

Children are expected to remain enrolled for the full school year. If a child must leave our classes we do require a 30 day written notice. Without this notification, an additional month's tuition will be charged.

We will accept new students during a school year if there are openings available. Our tuition is pro-rated over the year into 9 monthly payments regardless of illness or vacations.



School Calendar

Preschool classes begin the week after Labor Day. Parents will receive a letter in August regarding an Open House held one week prior to school starting and with specific start dates and calendars. Preschool classes follow the Anoka-Hennepin District 11 schedule and end in May.

Any closings due to inclement weather will be announced on local TV and radio. We are considered a school in Anoka Hennepin District 11, or you may check their website.

Visitation

Parents of enrolled children may visit school at any time during the hours of operation.



Parent Communication

An initial conference will be held prior to school starting in September. This gives the teachers and parents an opportunity to discuss our program, any areas of concern and possible allergies.

Parent/teacher conferences will be done the week of Thanksgiving and again in the spring. If the need arises, additional conferences may be scheduled. Feel free to contact your child's teacher at any time.

Monthly preschool calendars and other information will be distributed in your child's cubby and posted on bulletin boards.

Research and Public Relations

Servant Schoolhouse must obtain written parental permission before the occasion of a public relations activity, research or learning experiments involving their child.



Health Regulations and Policies

The State of Minnesota requires all preschools to maintain a medical record and for the child to have a physical examination and immunization record prior to enrollment. A health summary form including an immunization record will be furnished by the preschool.

These must be returned prior to the first day your child attends.

If your child becomes ill while at preschool or is unable to participate in preschool activities with reasonable comfort, he/she will be isolated from the group while we make arrangements for you to pick up the child.

All staff is trained in first aid and CPR and Blood Borne Pathogens. If your child receives a minor cut or abrasion while at preschool, a staff member will wash the area with soap and water and apply a bandage. Any further treatment of the wound must be done at home. If your child's teacher feels that the wound needs medical attention you will be notified. Parents of all children in preschool are required to submit a medical release form giving the staff permission to seek medical attention for the child in case of an emergency. The parents should update the preschool on any change in home, work and medical phone numbers. In case of an emergency, every effort will be made to contact the parent or designated emergency person. If neither can be reached, medical care will be provided until the parents can be notified. The preschool will continue to try to contact the parents.



Parents should keep their child at home if he/she shows signs of a fresh cold, temperature, upset stomach, rash, cough, diarrhea, pinkeye, strep throat, paleness or irritability. If a child has a fever or 100 degrees or more, they must stay home for 24 hours after the temperature returns to normal (without the use of acetaminophen). If a child has vomited or had diarrhea, they should stay home for 24 hours past the last episode. If a child has a rash that may be disease-related or the cause is unknown, check with the family physician before sending the child to school. Children should be symptom free or on medication for at least 24 hours before returning to school. Please notify the preschool if your child will be absent from school that day. If your child has been exposed to or contacted a contagious illness please let us know. The teachers will make all parents aware of a contagious illness children may have been exposed to.



Toilet Training

All children must be toilet trained when starting preschool. State licensing prohibits staff from changing diapers at our facility. If a child wets his/her pants, staff will remove wet clothing and

dress the child in dry clean clothes. Each child needs to have a zip-lock bag clearly labeled with an extra set of clothing to remain at school. If "accidents" occur regularly, the parent and director will evaluate the child's status in the program.

Accident Prevention Procedures

While setting up the room, teachers will daily inspect the equipment and classroom for anything that might cause injury. The teacher will either repair or remove the harmful item. Classroom rules are designed to minimize injuries ("no running in the room", "no pushing or shoving", etc).

To avoid traffic and pedestrian accidents, parents must accompany their children to and from the classroom. Children will be under constant supervision while outdoors.

Behavior Guidance Policy

In guiding young children, our goals are to help children feel good about themselves, to help children develop self-discipline and to consider the needs and desires of others. In order to do this, we use the following guidelines when working with children.

We prepare the environment so that there are enough choices of activities for all the children to do and enough materials available. We also provide a positive role model of acceptable behavior. Rules are stated clearly and in a positive way. If a child acts inappropriately, we tell the child what

they should do rather than dwelling on what they should not do. We notice children who are acting appropriately.

We give clear and precise reasons and explanations for why we want a child to do something. Our first action is to redirect a child to an appropriate activity or behavior. If necessary, and as a last resort, we will remove a child from the situation. Cooperation will be emphasized and competition minimized. Children are encouraged to express their feelings, but not in a way that is harmful to others, to themselves or to property. We will help the child label and deal constructively with feelings. The following procedure is a guideline for staff to use as they help students develop self-discipline. Teacher discretion will be used as these steps are implemented.

1. Non verbal communication—eye contact, moving toward the child
2. Verbal communication—verbal request to correct the behavior
3. Removal from the situation

Disciplinary Policy

1. Staff will personally contact parents when unacceptable behavior arises, including excessive violence, disruption or defiance.
2. The child's behavior and staff response will be documented through teacher anecdotal record keeping.
3. If unacceptable behavior continues, the teacher will schedule a conference with parents to develop a written

behavior plan. The plan will include specific measures to be taken, consequences, means of positive reinforcement, date by which problem must be resolved and signatures of parent and teacher. This plan may include an agreement with parents to pick up the child immediately when the behavior occurs or the parent may be required to attend school along with their child. A copy of the plan will be placed in the child's file.

4. Parents and staff will work together to implement the plan and communicate on a daily basis.
5. If the plan for changing the unacceptable behavior is unsuccessful, the school will make appropriate referrals to obtain professional assistance in determining an effective plan for the child.
6. If the plan is still unsuccessful in changing unacceptable behavior, a student may be expelled depending on the severity of the situation on the following grounds:
 - a. Conduct which endangers children or property
 - b. Conduct which disrupts the rights of others
 - c. Conduct which prevents other students from learning or enjoying schoolIf any one of these conditions is met, the following policy printed on the registration form will apply: "Servant Schoolhouse Preschool reserves the right to drop an

enrollee after a trial period if the child is unable to adjust to the program."

If a child is expelled from the program, you will be refunded for tuition paid beyond the child's last day of preschool.

Grievance Policy

Any concerns should first be discussed with the teacher. If additional information is needed or concerns are not met, speak with the director. We will raise problems and/or concerns and expect the same from you. We will investigate your concern and respond accordingly. All concerns and issues will be handled confidentially. If unresolved, further questions may be brought to the Preschool Board. You may call the church at 763-427-5070.

Insurance Coverage

Servant Schoolhouse Christian Preschool is insured with a complete liability plan under the Servant of Christ Lutheran Church policy with Guide One Insurance, Greg Helland agency. The coverage applies during regularly scheduled preschool hours and other events scheduled by the preschool.

Clothing

We stress comfortable, washable play clothes. Tennis shoes or rubber-soled shoes are preferred for class. Please clearly label all of your child's belongings with their name. Also remember to send shoes when boots are worn to school.

Pets

Pets are welcome to preschool only if prior arrangements have been made. For safety reasons, you will have to stay at preschool the entire time your child's pet is at school. If the preschool acquires a resident pet, we will inform you.



Snacks

Snack helpers will be assigned monthly, be sure to look at your calendar to see when it is your turn to bring snack to share with everyone. State licensing requires that two food groups be served daily. 100% juice is considered one of the food groups. Some healthy suggestions include: fruit and vegetables with or without dip, trail mix, crackers, cheese sticks, granola bars, yogurt, or popcorn.

Snack must be store bought and not prepared at home.

Food Allergies

Please bring any food allergies to the attention of the teachers. Staff will watch labels to make sure your child is not served a snack that includes ingredients that your child is allergic to. We recommend that you send some non-perishable alternative snacks that can be substituted for your child.

Birthdays

Each child's birthday will be celebrated at preschool. Special items or snacks may be shared but will be sent home in cubbies. However, we do ask that no cakes or large cupcakes be sent. Those with summer birthdays will be celebrated in May.

Pre-K and K-Readiness

Sharing bag

Each child will have one week during the year where they will be assigned the sharing bag. Your child can bring up to 5 show and tell items from home to share with the class that begins with the letter of the week.



Outdoor Play Policy

We try to make every effort to take the children outdoors to play when the weather permits in the spring and fall.

Transportation

We do not arrange transportation to preschool for you. If parents are interested in carpooling a class list will be provided. Names of carpool rides must be added to the list of "authorized persons" on your child's emergency card.

Late Pick-Up Policy

If your child has not been picked up from preschool within 10 minutes after class is over we will try to notify you. If we cannot reach you, we will try those who are listed as your emergency contacts. If after one hour no one can be contacted and we have not heard from you, we will call the police to enlist their help and best ascertain how to reach family and care for your child. If you need to authorize someone other than yourself or designated driver to pick up your child we will ask to verify their name with a driver's license before releasing your child. A \$5 late fee will also be charged for every ten minutes your child is here past the end of class.

Personal Items from Home

We do not allow personal items from home to be brought to school, other than your child's designated sharing bag day or days specified by the teacher. It is difficult to ensure that the toys will not be lost or broken.

Reporting Policy for the Maltreatment of Children

Who should report child abuse and neglect?

1. Any person may voluntarily report abuse or neglect.
2. 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 a supervisor or to anyone else in the 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 as follows:
 - a. if a child is in immediate danger call 9-1-1
 - b. If suspected abuse occurred at a licensed facility call the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-431-6600.
 - c. If suspected abuse occurs within a family or in the community call the local county social services; Anoka Co. 763-422-7125, Hennepin Co. 763-348-3552, Sherburne Co. 763-241-2600.
 - d. If your report does not involve abuse or neglect but does involve possible violations of Minnesota Statutes or rules that

govern the facility, you should call the Department of Human Services, Licensing Division at 651-431-6500

What to Report

1. Definitions of maltreatment are contained in the reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) which is available upon request from the preschool office.
2. A report of the above definitions should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known) and the nature or extent of the maltreatment or violations. For reports concerning suspected abuse within a licensed facility, the report should include any actions taken by the facility in response to the incident.
3. 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 weekend and holidays.

Retaliation Period

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

Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Failure to Report

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

Data Privacy

Records containing your child's preschool information (enrollment forms, health records, observation records and written parent-teacher conference reports) and all other information about your child are confidential and will only be accessible to you, the director, your child's teacher and a person designated by the state licensing department to review our records for licensing purposes.

Class Offerings

Preschool - 3 year old program

*Must be 3 by September 1st.

T/TH AM 9:15-11:45 \$125 per month

Pre-Kindergarten - 4 year old program

*Must be 4 by September 1st.

M/W/F AM 9:15-12:15 \$160 per month

T/TH PM 12:45-3:45 \$175 per month

Kindergarten Readiness

*Must be 4 by September 1st.

M/T/W/TH PM 12:45-3:45 \$175 per month

A \$45 non-refundable registration fee is due at the time of registration.

A \$25 activity fee will be due on September 1st. This fee helps cover the cost for special guests or programs.



Diane Poling, Director/Lead Teacher
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