



# **PARENT HANDBOOK 2009–2010**

**Shepherd of the Hills Lutheran Church**

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# WELCOME

# NOTES

We welcome you to Shepherd of the Hills Preschool program and to the partnership we will share during your child's educational journey. We believe each child is a unique individual with different interests and abilities. Through preschool education we give children and their parents the opportunity to appreciate these differences. You will find a very dedicated and caring staff that provides a nurturing environment for the whole family.

The program is licensed by the state of MN and has been in operation since 1997.

This handbook was designed to explain our program. We strongly encourage you to read it carefully and keep it on hand for future reference. We welcome your participation, cooperation, comments and support.

# NOTES

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**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.

**The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.**

**At Shepherd of the Hills Preschool, this policy is included in the PARENT HANDBOOK provided in the registration packet. Additional copies of the policy are on file in the preschool office.**

# **MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS INTERNAL REVIEW**

**(This section is to be included in the Shepherd of the Hills Preschool staff manual and reviewed with all staff as part of “Program policies review and training” during staff development week at the start of each school year. )**

## **Internal Review**

When the facility (Shepherd of the Hills Preschool) 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 and take corrective action, if necessary, to protect the health and safety of the children in care. The internal review must include an evaluation of whether:

1. Related policies and procedures were followed;
2. The policies and procedures were adequate;
3. There is a need for additional staff training;
4. The reported event is similar to past events with the children or services involved; and
5. 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 Faith and Family Minister** will be responsible for completing the internal review.

## **Documentation of the Internal Review**

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner’s request.

# **ABOUT SHEPHERD OF THE HILLS PRESCHOOL**

## **A. The Mission Statement**

Shepherd of the Hills Preschool is an outreach ministry of Shepherd of the Hills Evangelical Lutheran Church and a service to the community by providing a quality preschool education program within a Christian environment for children and their families.

## **B. Philosophy**

Our program offers a variety of learning experiences that include physical, intellectual, social, emotional, and spiritual development. Our philosophy rests on the premise that each child is a unique and special individual with varying interests, needs and abilities. What sets our preschool education apart from many other preschool programs is its decidedly Christian emphasis. As a congregation, we serve to reach, ignite and empower people for Jesus. Our preschool program reflects this emphasis by integrating the Christian philosophy spontaneously into the curriculum.

We strive to prepare an environment that will help children develop to their fullest potential. Our daily activities include the use of a large motor and group area, fine motor and manipulatives area, dramatic play area, construction area, creative expression area, and library and media area. Emphasis is placed on providing a warm and nurturing environment, and giving the emotional support and encouragement all individuals need to learn and grow. We encourage hands-on experiential learning and provide a balance between self-directed and teacher-directed learning.

## **C. Program Goals & Activities**

Our goal is to provide a quality preschool program designed to meet the developmental needs of young children in a safe and loving Christian environment. This includes in particular:

### **Physical Development:**

To provide an environment that fosters growth in gross and fine motor development at developmentally age-appropriate levels for each child.

*Activities for gross motor development may include:* running, jumping, climbing, hopping, ball play, obstacle course, exercises, creative movement, blocks/construction, riding toys, circle games, parachute.

*Activities for fine motor development may include:* cutting, pasting, painting, puzzles, stringing, pouring, play dough, dressing boards, coloring/markers, printing/pencil skills, peg work, sewing, manipulatives, scooping, sorting, spooning.

### **Intellectual Development:**

To provide an environment that fosters growth in language, math, science, sensorial skills and geography at developmentally age-appropriate levels for each child. Activities may include:

**Math:** pegs, quantity to symbol 1-10, money, time, measurement, thinking activities, symbol name and recognition.

**Language:** shape activities and vocabulary, size activities and vocabulary, color activities and vocabulary, smelling and tasting activities, blindfold activities.

**Sensorial:** story telling, flannel boards, puppets, board games, rhyming, matching activities, sequencing activities, letter recognition.

**Problem solving:** science activities, board games, computer, what if questions, solve the problem activities.

### **Social Development:**

To provide an opportunity for each child to develop positive growth in relationship with peers, adults and the environment.

*Activities may include:* block and construction area, dramatic play area, creative movement, free choice, large muscle time, group time, housekeeping, sharing opportunities, service projects, music, sand and water play, snack time, stories, discussions.

### **Emotional Development:**

To provide an environment that fosters an opportunity for growth in self-esteem.

*Activities may include:* group times, story time, free choice, sand and water play, outside play, creative movement, dramatic play, blocks, music, large muscle time, sharing opportunities, thinking skills.

### **Spiritual Development:**

To provide an environment that fosters the opportunity for spiritual growth and a sense of community as we are one in the body of Christ.

The Christian emphasis is unique to our preschool program. Our teachers have committed their lives to Jesus Christ and will integrate the Christian philosophy spontaneously throughout the day by, for example, selecting Bible stories for story time and dramatic play, or selecting Christian music. In addition, they will have regular visits with the pastor(s) of Shepherd of the Hills Lutheran Church.

### **What to Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556).
- A report to any of the above agencies should contain enough information to identify a child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report the same agency within 72 hours, exclusive of weekends and holidays.

### **Retaliation Prohibited**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

### **Failure to Report**

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

By July 1, 2002, all new or renewed child care licenses must include a statement informing parents who have concerns about their child's care that they may call the licensing agency. The Commissioner of Human Services is required to print the telephone number for the licensing agency in bold and large font on the license issued to child care providers.

## REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

### Who Should Report Child Abuse and Neglect?

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift 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 651-224-1133 or local law enforcement at 651-483-3366.
- 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.

## THE EDUCATIONAL PROGRAM

### A. Daily Schedule

Each time the children enter the classroom, they will find many activity areas where they can go and start exploring. These areas will be different from day to day and week to week according to weather, season, number of students, development of curriculum, acquisition of new equipment and supplies, or the mood of the children and teachers. We try to make each day your child comes a special day that he/she can look forward to and feel good about when leaving.

**9:00 - 9:15 a.m. or 12:30 - 12:45 p.m.**

Arrival: greet children, quick health check. Choice of books, puppets, table top activities: puzzles, lacing, coloring.

**9:15 - 9:40 a.m. or 12:45 - 1:10 p.m.**

Together time (group): prayer, attendance, helpers, calendar, weather, flag, stories, songs, finger plays, poetry rhymes, concepts, colors, numbers, alphabet, shapes, beginning sounds, flannel board, acting out songs, puppet shows, science, showing and telling time.

**9:40 - 10:05 a.m. or 1:10 - 1:35 p.m.**

Outside play/large muscle activities: running, jumping, climbing, hopping, ball play, obstacle course, exercises, creative movement, circle games, riding toys, bean bag activities, parachute, walks, rhythm instruments, creative dramatics.

**10:05 - 10:15 a.m. or 1:35 - 1:45 p.m.**

Bathroom: wash for snack.

**10:15 - 10:30 a.m. or 1:45 - 2:00 p.m.**

Snack: prayer, manners, social skills.

**10:30 - 11:15 a.m. or 2:00 - 2:45 p.m.**

Art: cutting, pasting, painting, playdough, folding, directions, collage, drawing, tracing, creating with various art mediums.

Free play: child's choice of activities including dramatic play, puzzles, legos, construction area, blocks, science activities, measurement size activities, sand and water play, pouring, scooping, sorting, use of manipulatives, story books, listening center, flannel board, music, art materials, play dough, puppets, board games, matching, letter recognition, number recognition, geo-safari, clean up.

**11:15 - 11:30 a.m. or 2:45 - 3:00 p.m.**

Story, handouts, dress for home.

**11:30 a.m. or 3:00 p.m.**

Dismissal

Our schedule may include field trips, movies, and special visitors such as fireman, policeman, dentist, doctor, nurse, pastor, etc.

### **B. Learning Philosophy & Methods**

At Shepherd, we believe each child is a unique individual, with different interests and abilities, created by God as part of His plan. Through preschool education, we give children and their families the opportunity to recognize and appreciate their uniqueness and their role as members of the family of God. We achieve this by:

- \* Providing a safe, warm, nurturing environment that meets the child's emotional needs and encourages the development of the child as a whole person.
- \* Teaching children the stories of faith to help them realize that they are beloved children of God.
- \* Modeling the Christian lifestyle and philosophy through interaction with the children and their families and other adults.
- \* Developing children's social skills by building their community awareness and respect and appreciation for others, as well as by modeling peaceful approaches to conflict resolution.
- \* Encouraging child-initiated, teacher-supported learning that allows the child to use play and exploration as the primary modes of learning.
- \* Involving children in decision-making processes to build their level of self-confidence.
- \* Empowering parents and families in their roles in the life of the child through parent resources and conferences, special family events, teacher home visits, and a parent advisory board.

### **C. Field Trips**

Field trips expand a child's experience through a variety of opportunities and will be scheduled during the school year. You will be given information about each scheduled trip and a permission slip well in advance. A signed permission slip is required to be on file with Shepherd of the Hills Preschool in order for any child to attend a field trip.

When field trips require transportation, the methods used will be in accordance with the Department of Human Services regulations and Minnesota law. Minnesota law requires federally approved age-appropriate car seats and seat belts to be used to transport children.

There is no transportation provided for regular attendance for children while enrolled in our program.

## **LICENSES, ACCREDITATIONS, & CERTIFICATIONS MAINTAINED BY THE PROGRAM**

Shepherd of the Hills Preschool is licensed for three, four and five-year-old classes at the Minnesota Department of Human Services, Division of Licensing, St. Paul, Minnesota, (612-296-3971). License Number: 830336.

The preschool is licensed for three, four, and five-year-old classes with a capacity of 20 children and three adults. We are licensed to serve up to 80 children and their families.

Shepherd of the Hills Preschool is a nonprofit service organization and outreach ministry of Shepherd of the Hills Evangelical Lutheran Church. The preschool has been operating since fall 1997.

## **POLICIES AND PROCEDURES FOR REPORTING SUSPECTED CHILD MALTREATMENT AND COMPLAINTS ABOUT THE OPERATION OF A CHILD CARE PROGRAM**

**[Laws of Minnesota 2002, chapter 248 (proposed coding under Minnesota Statutes, section 245AAA.145) Effective August 1, 2002]**

The legislation requires licensed child care providers to develop policies and procedures for reporting:

- (1) suspected child maltreatment that fulfill the requirements in Minnesota Statutes, section 626.556; and
- (2) Complaints about the operation of a child care program. The policies and procedures must include the telephone number of the local county child protection agency for reporting suspected maltreatment the county licensing agency for child care centers. The policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

## H. Grievance Procedures

In order to effectively minister to a child, parents and preschool staff should work together as partners. Feedback from the parents is welcome and encouraged. When areas of concern arise, they should immediately be brought to the attention of the classroom teacher to work through the problem. If additional attention is required, the problem can and should be taken to the preschool director.

# SCHOOL CALENDAR

## A. Days Program is in Operation

In general, Shepherd of the Hills Preschool follows the calendar of the Mounds View School District 621 school year with minor differences. The major school vacations will also be vacations for the preschool.

## B. Hours Program is in Operation

Shepherd offers a variety of classroom scheduling options to meet the needs and accommodate the varying schedules of children and their families. Specific projects and activities may vary from class to class, but the same theme, objectives and goals are carried through consistently.

### Morning Classes (9:00 - 11:30 a.m.)

M - W - F ... 4 & 5-year-olds

T - Th ... 3-year-olds

### Afternoon Classes (12:30 - 3:00 p.m.)

T - Th ... 3, 4 & 5-year-olds

Wednesday Adventure Day ... 3 year olds—Kindergarten

## C. School Closings/Inclement Weather

Shepherd of the Hills Preschool follows the guidelines and directions given for the Mounds View Public School District 621, or under the Directors discretion.

## D. Emergency Closing Procedures

In case of an emergency closing, Shepherd of the Hills Preschool will bring the children to safety, notify the parents and follow the directions of local authorities.

## D. Staff/Child Ratios

Maximum class size is 20 children with two adults. The Tuesday-Thursday morning three year old class will have three staff per 20 students.

## E. Special Needs

All children are welcome to participate in the programs offered at Shepherd of the Hills. If any child requires special services, the parents, teacher and health consultant will meet to discuss such needs and possible services required. Child may be excluded from preschool if he/she requires more care than the program staff can provide without compromising the health and safety of the other children in care.

## ADVENTURE DAY

Wednesday's 12:30 p.m.—3:00 p.m.



This program is designed as an opportunity for children enrolled in Shepherd's preschool or children from the community to engage in a one-day group experience. During the Adventure Day program children will be given the opportunity to interact with a variety of mediums each class, for example: creative dramatics, cooking painting, puppets, sculpture, music, dance, group games, science, and number and language activities. Adventure activities will be based on a monthly theme, however each activity will be completed in a single class. This will allow the child to sign up for individual classes throughout the year which spark his/her interest or fit into their schedule.

### Enrollment and Fees

Children must be 3 by September 1<sup>st</sup> or currently enrolled in Kindergarten to register for this program. Your child may sign up for one or more classes. Classes are held every Wednesday 12:30-3:00 pm, September –May.

An application for **Adventure Day** is considered complete when the registration and student Emergency form is filled out, the pink immunization form and health care summary are on file and a nonrefundable **registration fee of \$20.00** is paid. Registration forms are available in the Preschool Office, by calling 651-483-6885, or on the website, [www.shepherdshoreview.org](http://www.shepherdshoreview.org).

Students currently enrolled in Shepherd of the Hills Preschool will be allowed to use registration materials on file and will not be charged an additional Adventure Day Registration fee.

A sign up sheet will be available in the preschool office. **Sign up no later than Monday prior to each class.** Contact the Preschool Office by phone (651-483-6885) or in person for information and class availability. Maximum class size is 20. **Tuition is \$14/class or 5 classes for \$60.00 (\$70.00 value). Payment is due at the time of sign up. Tuition is non-refundable.**

**Late Fees**

There will be a \$5.00 late fee for children not picked up within 10 minutes of dismissal time. Dismissal is at 3:00 pm. \$5.00 will be charged for every additional 10 minutes until the child is picked up.

**Staff/child ratios** 10:1

Maximum group size is 20 children with two adults.

**Location**

*Adventure day will be held in the Preschool Classrooms.*

12:30 - 12:45 p.m.	Arrival and table top activities. Choice of books, puppets, puzzles, and art.
12:45 - 1:05 p.m.	Group Together Time - prayer, attendance, story, song, finger plays, concepts
1:05 - 2:05 p.m.	Adventure of the Day
2:05 - 2:15 p.m.	Clean up
2:15 - 2:25 p.m.	Bathroom, hand washing
2:25 - 2:45 p.m.	Snack & milk, provided by Shepherd of the Hills
2:45 - 3:00 p.m.	Closing group - story, handouts
3:00 p.m.	Dismissal

**LUNCH CRUNCH**

**Wednesday's 11:30 p.m.—12:30 p.m.**

Shepherd of the Hills Preschool will offer a supervised Lunch Crunch program. Children will have the opportunity to practice good manners and nutrition away from home. Quiet activities will be available until all children have had enough time to eat. There will be a teacher led story time, a short large muscle activity (held outside weather permitting) and a bathroom break. The Teacher will accompany children attending **Adventure Day** to class. The Teacher will wait in the **Children's Narthex** area until an authorized individual has picked up each child.



**B. Parent Orientation**

An orientation for all preschool parents will be held in August. There will be introductions of the staff, an overview of this Parent Handbook, and a time for questions and answers with the director and teachers. Also at this Parent Orientation, there will be an opportunity to meet other parents, arrange carpools, purchase preschool T-Shirts and/or sweatshirts, and sign up for a “getting to know you” conference. ***This orientation night is for parents only.***

**C. Child Orientation**

Prior to the first day of school, preschoolers will be invited to meet with their teachers in their classroom for small group activities, play time and a story. There will be a hospitality room available for those parents wishing to stay in the building during their child’s orientation class.

**D. Getting To Know You Conferences**

A “Getting to Know You” Conference gives your child and staff member a time to meet and begin to form a mutual friendship. In addition, parents are able to share any special needs, concerns or goals for their child. Visits will be held early in September. Please bring your child with you.

**E. Problem-solving Communications**

Special conferences can be scheduled on an individual basis or any time staff and parents feel there is a need.

**F. Parent Involvement Opportunities**

There are many ways parents can be involved in the preschool program. We encourage parents to express what areas they’re interested in.

**G. Confidentiality & Data Privacy**

Records concerning your child: enrollment forms, health records, observation records, written parent/teacher conference reports, and all other information about your child is confidential information and will only be accessible to you, our preschool director, your child’s teachers, and a person designated by the state licensing department to review our records for licensing purposes.

Information will not be given without parent or legal guardian written consent. We will not verify your child’s enrollment to anyone via the telephone and without your consent.

# WEAPONS IN THE WORKPLACE POLICY

Shepherd of the Hills Preschool prohibits the use, possession, and storage of weapons on its premises. This rule applies to all employees, enrollees and visitors as well as anyone else on the Shepherd of the Hills premises. Employees also are prohibited from using, possessing or storing weapons wherever they are engaged in work or any other work-related activity for Shepherd of the Hills Preschool. Weapons includes firearms, ammunition, knives, or similar dangerous items, even if lawful. These prohibitions apply even to those who are qualified to carry handguns under Minnesota law.

Violations of this policy may result in immediate termination of employment and/or disenrollment of participants. Anyone who has information of any potential violation of this policy must immediately inform the Director. Failure to report a violation of this policy may be grounds for disciplinary action up to and including immediate termination of employment.

Shepherd of the Hills Preschool reserves the right to search and inspect property and persons while on company premises; and to search and inspect employees and their property: (a) while working (including while operating company vehicles for work-related purposes), (b) while engaged in work-related activities or (c) while engaged in company business off premises.

## PARENT / STAFF PARTNERSHIP

### A. Ongoing & Scheduled Communications

We try to maintain personal contact with you on a daily basis when you drop off and pick up your child. Please approach the staff at any time with questions or concerns.

Parent/teacher conferences are scheduled twice a year (*fall and spring*). This is an opportunity to share our observations regarding your child's progress and overall development.

A monthly preschool newsletter will be sent home with your child to inform you of the program's happenings. As Preschool members, you will be given the opportunity to receive our monthly church newsletter, *Shepherd's Voice*, via Email or US mail.

Our Child Care Program Plan is available in the Preschool office for review upon request.

### Enrollment & Fees:

Lunch Crunch is offered to all children enrolled in Shepherd of the Hills preschool program whose class meets immediately before or after Lunch Crunch time. Lunch Crunch is also available to any child who is enrolled in our Wednesday Adventure Day Program.

### Sign up Procedures:

The sign up sheet is available in the Preschool office. Stop in or call (651) 483-6885. Lunch Crunch non-refundable payment of \$5.00 is due at time of sign up in the Preschool office.

The Lunch Crunch deadline is the Monday prior to Wednesday's Adventure Day.

### Late Fee:

There will be a \$5.00 late fee for children not picked up within 10 minutes of dismissal time. Dismissal is at 12:30 p.m. \$5.00 will be charged for every additional 10 minutes until the child is picked up.

### USDA Food Guidelines for Children:

Parents are required to send a lunch that meets USDA Child Care Guidelines. Shepherd of the Hills will provide skim milk. Lunches will not be refrigerated, so an ice pack is recommended. We do not heat lunches. A thermos is recommended. USDA Childcare Food Program Guidelines are available in the preschool office or on line at [www.shepherdshoreview.org](http://www.shepherdshoreview.org).

### Staff/child ratios: 10:1

Maximum group size is 20 children with two adults.

### Location:

Please bring your child to the Preschool Room if he/she is not already in the morning class.

Lunch Crunch will be held in the lower level Assembly Room.

### Schedule:

11:30-11:35 a.m.	Hand washing. (Please make sure your child has used the bathroom before arriving for Lunch Crunch time.)
11:35-12:00 p.m.	Prayer and time to eat. Practice table manners.
12:00-12:10 p.m.	Group story time, individual book time, or use of small manipulatives.
12:10-12:20 p.m.	Large muscle activity inside or (outside if weather permitting).
12:20-12:30 pm	Bathroom break
12:30 pm	Dismissal

- Children leaving for the day should be picked up in the Narthex area outside the preschool office. A teacher will remain until an authorized person has picked up each child.
- Those children attending Wednesday's Adventure Day Program will be escorted to the classroom.

## **ENROLLMENT & PAYMENT POLICIES**

### **A. Enrollment Forms & Procedures**

Applications for enrollment are available from the Preschool Director or the church office. The date is marked on the completed application form to ensure that applications are accepted in the order in which they are received. An application is considered complete when the registration form is filled out and signed, the yellow emergency form is filled out, and the non-refundable registration fee is paid.

Your child must be at least 33 months old by September 1st to register for our Tuesday-Thursday classes. Your child must be potty trained before school begins. Your child must be 4 years old by September 1st, to register for our Monday, Wednesday, Friday classes. If openings remain after October 1st they will be filled at the Director's discretion. Enrollment in more than one class must be approved by the director. It is the parents understanding that the curriculum will not change to accommodate dual class enrollment. All activity fees must be paid. Dual class enrollment may not be accepted until August 31st.

### **B. Payment Schedules & Procedures**

#### **Registration Fee**

This non-refundable fee of \$45 is due at time of registration. There will be a \$25 fee charged for any switching of classes made after July 31st, unless switch is recommended by the teacher.

#### **Activity Fees**

The \$35 fee for two days per week program, or \$50 fee for three days per week program, is due either at the time of registration or by August 1st.

This one-time Activity Fee allows us to provide special activities and secure a park shelter for the spring family picnic. This fee is also used for holiday parties or any special guest invited to our program. The field trip expenses for the M-W-F classes are also taken from this fund.

#### **Tuition**

\$105/month (\$945/year) for two days per week program. \$130/month (\$1,170/year) for three days per week program.

#### **Multi Child Discount**

Shepherd offers a 10% tuition discount for each additional child enrolled in our program. The discount will be given on the class with the lowest tuition. All registration and activity fees must be paid in full.

Guidance and discipline techniques that will be used with the children include:

- \* setting clear and enforceable limits,
- \* modeling acceptable behavior,
- \* recognizing each child's individual needs,
- \* structuring the environment and schedules to maximize good behavior,
- \* recognizing the children's efforts,
- \* anticipating and eliminating potential problems,
- \* redirection,
- \* good timing of teacher intervention,
- \* planning the daily schedule in such a manner as to allow the children a successful mixture of choice and structure,
- \* use of natural and logical consequences.

Children may be invited to work independently for a short time to regain self control, and in those cases the child has an open invitation from the teacher to return to the group when he/she feels ready. Any separation from the group will always be within sight and hearing of the staff, and the length of time will be related to the child's age and maturity, never to exceed ten minutes.

It is the policy of our program that teachers will record any disciplinary actions in a classroom log, and that these actions can be reviewed with a parent at any time.

## **MULTICULTURAL / ANTI-BIAS POLICIES**

Shepherd of the Hills Preschool maintains a non-discriminatory policy and is open to three-to-five-year-olds of any race, color, national or ethnic origin, religion, sex, or disability.

## **DRUG, ALCOHOL & TOBACCO POLICIES**

The indoor and outdoor environments of Shepherd of the Hills Evangelical Lutheran Church and Shepherd of the Hills Preschool are designated as drug-free and non-smoking areas. Any drug, alcohol and tobacco use is not permitted inside or outdoors.

Each child will also need a tote bag or backpack with his or her name on it to carry home papers and projects, shoes, or other things during the school year. Bring the bag every time! Please check your child's bag every night for crafts and important information.

While there may be some "Show and Tell" times when children are encouraged to bring items of special interest, the bringing of toys from home is discouraged. It is difficult for children to share personal toys, and they have great potential for being lost or put away with preschool toys.

### **L. Helmet Policy**

Shepherd of the Hills Preschool provides riding tricycles as part of large muscle activities. To ensure your child's safety, you are highly encouraged to send their own helmet. ***The preschool will not provide helmets.*** Please send your child's helmet from home in a plastic bag easy enough for your child to carry. Both the bag and the helmet must be clearly labeled with your child's full name. Shepherd of the Hills Preschool will not store helmets overnight, or be responsible for lost or damaged helmets.

### **M. Other Permissions**

Written permission will be obtained from a parent before a child is involved in an experimental research or public relations activity while at Shepherd of the Hills Preschool.

Written permission will be obtained from a parent before photos of their child will be used for publicity or website purposes. Release is found on back of student emergency form.

## **BEHAVIOR GUIDANCE PHILOSOPHY & PROCEDURES**

The goal of using guidance techniques in early childhood programs is to help children develop safe and appropriate ways of interacting with others and with the environment.

One of the goals of discipline is to help children develop tools to problem solve. Discipline is the external tool to help children develop internal control. Young children learn by experimenting, testing limits, and experiencing the consequences of their behavior.

In the process of setting and enforcing limits, our teachers assist the children in developing self-control and respect for the rights and property of others. Children need to learn the rules of getting along in a group, and adults need to balance the need for individual rights and self-expression with the needs of the group. Rules and limits in a preschool setting are likely to differ from those in a child's home because of the need to protect the rights and safety of other children.

### **Scholarship**

To apply for a scholarship for your child, a parent/guardian must carefully complete an application form. Scholarship awards are dependent upon the number of applicants and the amount of scholarship monies available. Scholarships will be reviewed and awarded based on the order received. Scholarship applications are available upon request from the Preschool Director.

### **When Fees Are Due**

The first tuition payment is due on August 1. The subsequent tuition payments are due the first of each month through April. (*Payments received after the 5th day of the month are subject to a \$10 late fee.*) The activity fee may be paid at the time of registration or with your August tuition payment. Full payment is accepted at any time.

### **How To Pay**

Make checks payable to "Shepherd of the Hills Preschool" and mail to **Shepherd of the Hills Preschool, 3920 N Victoria Street, Shoreview, MN 55126, Attn: Preschool/Tuition.** You may also leave tuition payments in an envelope in the "payment box" located in the preschool classroom. *Be sure to enclose your payment coupon with each check.* A direct payment option is also available and will be offered through the Preschool office at the time of parent orientation. If you have questions about billing, or to obtain a receipt, please call Patti Chervenak (651-483-6885). The following number's are needed for tax purposes and flex account reimbursement: The State EIN is 6646766 and the Federal number is 41-0962544.

### **Late Payments**

Payments received after the 5th day of the month are subject to a \$10 late fee. When tuition is not paid and parents do not keep a satisfactory payment schedule, the child may be disenrolled. If there are circumstances that prevent you from making tuition payments, please contact the Director of Shepherd of the Hills Preschool to make arrangements that fit the circumstances to keep your child enrolled.

### **Leaving Shepherd of the Hills Preschool Mid-Year**

If a family chooses to leave the preschool mid-year, a **written notice 30 days in advance is required.** One month of tuition will be collected after the preschool receives the withdrawal notice, even if notice is given less than 30 days in advance.

### **C. Vacation / Absence**

Full tuition must be paid regardless of vacations or sick days when a child does not attend. If your child will be absent for an extended time with an illness, please contact the director regarding the possibility of tuition adjustment.

## **D. Termination of Enrollment**

Children remain enrolled for the entire year unless enrollment is terminated for one of the following reasons:

1. Parent/teacher agreement that the child has not adjusted satisfactorily.
2. Permanent move from the city.
3. Serious or prolonged illness where tuition payments have ceased.
4. When tuition is not paid and parents have not kept a satisfactory payment schedule.
5. Child may be excluded from preschool if he/she requires more care than the program staff can provide without compromising the health and safety of the other children.

## **E. Arrival / Departure Procedures & Authorizations**

### **Arrival & Departure Procedures**

When entering Shepherd of the Hills Preschool, please use Door C, located off Victoria Street. This door will be open 15 minutes before and after the start and end of each class.

**Door C will be open during the following days / times:**

Monday—Friday: 8:45 a.m.—9:15a.m.

Monday & Friday: 11:15—11:45

Tuesday, Wednesday & Thursday  
11:15 a.m.—12:45 p.m./  
2:45 p.m.—3:15 p.m.

If you arrive at a time when the door is locked please enter through Door G, located on the northeast side of the building next to the new kitchen. Please understand that the door is operated through a computer system and the time may not exactly match your source of time.

Parents must accompany their child into the program at arrival and departure time. We ask that parents drop off their children no earlier than five minutes before their scheduled class time as the teachers need some time alone to set up planned activities. Please have child hang up his/her own coat and bag, then bring child to the room, making eye contact with the teacher.

Children are to be picked up promptly at dismissal time. Parents are asked to form a line opposite the classroom door and children will be dismissed one at a time. **There will be a \$5 late fee for children not picked up within 10 minutes of dismissal time.** \$5 will be charged for every additional 10 minutes until the child is picked up. This fee is payable to the staff person waiting with the child. Checks are to be made out to “*Shepherd of the Hills Preschool.*”

If you wish for your child to ride in a carpool or go home with a friend, please notify the staff in writing prior to class time.

If an accident report form is used for a child in the program, it is important that the parents sign the form and return it so that it can be placed in the child’s permanent file.

## **I. Insurance Coverage**

The preschool program is included in the comprehensive liability policy carried by the church.

## **J. Snacks & Birthday Treats**

### **Snacks**

A snack and beverage is served mid-morning and mid-afternoon during the class session. Parents will be asked to bring snacks according to a monthly snack schedule prepared and posted by the teacher.

If your child has a food allergy, there may be times when the snack provided is not suitable for your child. We would like to ask your help by having you provide a small number of individually wrapped, non-perishable snacks to be used by your child in these instances. These snacks will be stored at school and used on days when the snack provided is not appropriate for your child.

On occasion, the class will prepare its own snack as part of the learning experience. It is our policy to provide healthy snacks and to avoid food with high sugar content. Be sure to inform your child’s teacher about any food allergies your child may have, as well as any modified or therapeutic diet needs prescribed by the child’s physician.

Milk is served daily, provided by Shepherd of the Hills Preschool (*cups and napkins are also provided*). We are required to serve two food groups. Drinking water is available to children at all times.

### **Birthday Treats**

All snacks and birthday treats must be store bought. The teacher will schedule your child’s snack day on, or as close as possible to, their birthday. Summer birthdays will be celebrated in May unless you choose a half-birthday. Please notify your child’s teacher about half-birthdays. There is a place on the registration form to indicate birthday celebration choice. For the safety of your children, balloons are not allowed in the preschool environment.

## **K. Clothing & Personal Belongings**

We suggest that your child wear comfortable, washable clothes so that he/she won’t worry about getting dirty. Paint shirts are provided, but glue and paint do get on clothing.

Outdoor activities are planned whenever possible and weather permitting. We ask for appropriate clothing to be sent to school with your child. In winter children should have available to them: mittens, boots, shoes, hats, snowsuits or snow pants with coats. All outer wear should be clearly marked with your child’s name. In warm weather they should have available to them: cool tops, shorts and closed-toe shoes.

## **F. Presence of Plants & Pets**

Plants may be part of the curriculum. Please contact the teacher if you have questions or are concerned about your child's health and safety.

Pets are not a part of the Shepherd of the Hills Preschool program and should be kept at home. Occasionally, they may be included as part of a special program. If that is the case, parents will be notified in advance.

## **G. Security Procedures & Visitors**

Parents are welcome to visit and explore the child's environment at any time. This provides opportunity for the parents to become better acquainted with the staff, to observe other children the same age as their own, gain ideas for home use and observe techniques in behavior management. We prefer that you let the teacher know ahead of time that you are coming so that we don't have a lot of visitors on the same day. Please do not bring siblings.

Visitors other than enrolled parents, who are authorized to be at the program, must check in with the director immediately upon entering the facility and may be asked for identification.

## **H. Accidents**

### **Accidents**

The preschool is to be operated in a manner that minimizes accidents and injuries to children and staff. Should an accident or injury occur, staff will act immediately to administer emergency procedures and rectify deficiencies in the program.

If it appears that an accident may lead to future complications, or if it becomes serious, and the child needs to be medically examined, the following procedures are required:

- a. The teacher will carry out immediate first aid.
- b. The director will contact the parents.
- c. If parents or the alternate emergency number cannot be reached, the director will have the authority to call a previously designated physician and/or call 911 for treatment. If deemed necessary transportation will be provided by emergency personnel. A staff member should accompany the injured child to the hospital and stay until the parent arrives.
- d. In some emergency situations, the staff should contact the local emergency unit before calling the parent (*i.e. cessation of breathing*). Staff will administer CPR and check for vital signs.

All incidents, emergencies, accidents, and injuries that occur to children, staff or visitors must be reported on an accident report form:

- a. name and age of person involved
- b. date and place of the accident
- c. description of injury and incident
- d. action taken by staff
- e. to whom the accident, injury or incident was reported

## **Car Pools**

Shepherd of the Hills does not organize car pools. You must make your own arrangements. The fall orientation provides you with an opportunity to make such arrangements. You must have seat belts for all passengers. Be sure your insurance policy is in effect and there is adequate coverage to protect you and your passengers.

## **Authorizations**

Children are released only to their parents or to people authorized in writing and listed in the child's file. If someone new to the staff comes to pick up the child and their name is listed in the child's file, the staff will ask for identification. No child will be released to someone new without prior authorization. If emergency circumstances prevent the parent and others authorized from picking up the child, the parent needs to contact the preschool, identify the person picking up the child, and if possible, send a signed note. Staff will be instructed to require identification before releasing the child.

# **HEALTH, SAFETY & NUTRITION**

Shepherd of the Hills Preschool consults annually with the  
Minnesota Visiting Nurse Agency (MVNA)

In accordance with the DHS Rule 3 this consultant reviews our center's health and safety policies on an annual basis.

## **A. Health Information at Admission**

A report of current physical examination (*pink Health Care Summary form*), signed by the child's source of medical care, must be on file by the first day of school. This must include current immunizations, health care summary, and name and address of the doctor. Updated reports of physical examination must be submitted annually.

Included in the child's folder will be:

- \* Child's full name, birth date, current address and phone number.
- \* Procedures for notifying parent or person legally responsible if child becomes ill.
- \* Name, address, and phone number of two people who can assume responsibility for the child if the parent cannot be reached in an emergency.
- \* Signed authorization to the effect that the parent gives permission to the program to act in an emergency situation when the parent cannot be reached or is delayed in arriving.
- \* Name, address and phone number of the health care source to be called in case of emergency.
- \* Special diet needs: modification or allergy to certain foods.
- \* Special medical conditions or allergies.
- \* Additional allergy information sheet.

## **B. Illness Exclusion & Medication Procedures**

Parents are responsible to protect their own children and the health of others by keeping at home a child who shows signs of an infectious disease. Please call the Preschool Director (651-483-6885) if your child will be absent.

### **Guidelines for Exclusion from Program**

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from preschool activities until: a) 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 or b) the symptoms have subsided. These symptoms include:

**Fever**—axillary temperature of 100 degrees or higher; oral temperature of 101 degrees or higher; rectal temperature of 102 degrees or higher.

**Respiratory Symptoms**—difficult or rapid breathing, severe or persistent coughing.

**Diarrhea**—an increased number of abnormally loose stools in 24 hours.

**Vomiting**—two or more times within the previous 24 hours.

**Eye/Nose Drainage**—thick mucus or pus draining from the eye or nose.

**Sore Throat**—especially when fever and swollen glands in the neck are present.

**Skin Problems**—skin rashes, undiagnosed or contagious; infected sores; sores with crusty, yellow or green drainage that cannot be covered with bandages or clothing.

**Itching**—persistent itching (*or scratching*) of body or scalp.

**Appearance/Behavior**—child looks/acts differently: unusually tired, pale, lacking appetite, confused, irritable or unable to participate in preschool activities with reasonable comfort.

If your child should demonstrate any of these symptoms while in preschool, we will notify you immediately and ask you to pick up your child.

### **Communicable Disease Policy**

Please notify the preschool within 24 hours if your child has been exposed to any communicable disease.

The preschool will notify all parents in writing when the children in the program have been exposed to a communicable disease. Further, the program will notify the Commissioner of Health when any illness or condition specified by law or regulation is present in the program within 24 hours of the program's awareness of this situation, i.e. animal bites.

### **Medications**

Since our classroom sessions are only 2-1/2 hours long, we generally do not administer medication of any kind. Exceptions may be made under special circumstances.

Teachers are permitted by state law to administer prescription medications to your child provided the medication is brought to the program in the original prescription bottle accompanied by the parent's completed and signed medication permission form. Over the counter, non-prescription medications are not permitted unless prescribed by a physician and the signed request is brought in with the medication.

## **C. Emergency Procedures**

### **Inclement Weather**

In the event of blizzard conditions while the children are at the program, the children will be cared for at Shepherd of the Hills Preschool until parents or authorized persons come to pick them up. We follow School District 621 for any school closings due to weather or under the discretion of the director. A staff person will call you.

### **Tornado or Severe Thunderstorm**

In the event of a tornado or severe thunderstorm, teachers will take their class and attendance sheet to the designated shelter area. A tornado drill is held monthly from April to September and recorded in the Fire/Tornado Drill Log.

### **Fire**

Staff persons are trained in the proper procedure for exiting the building if there is a fire or fire drill. Monthly fire drills are held by each class and recorded in the Fire Tornado Drill Log. Every attempt will be made to prepare the children so this will not be a frightening experience for them.

### **Missing Child**

If a child cannot be located after an exhaustive search, the program will notify the local police department for their assistance, as well as the child's parents.

### **Poisoning**

If suspected accidental poisoning occurs while the child is at Shepherd of the Hills Preschool, the Poison Control Center will be called (1-800-222-1222).

## **D. Staff Emergency Preparedness**

All staff members are required to take a certified first aid course, to be renewed every three years. This course must be completed within 90 days of starting work with the preschool program. A staff member who has successfully completed CPR must be present at all times in the program. An individual who has completed CPR must accompany children on all field trips. CPR is to be renewed every three years.

## **E. Child Abuse & Neglect**

Employees and volunteers of Shepherd of the Hills Preschool are mandated by law to report if they know or have reason to believe a child is being neglected or abused or has been within the past three years.