



PRESCHOOL

# Parent Handbook

# August 2019-2020

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## **INTRODUCTION**

Welcome to Family of Christ Preschool. Our program strives to help each child develop self-awareness and self-esteem through positive recognition, reinforcement and successful play. We wish to instill curiosity in our children towards the world around them. To do this we provide materials, activities, and opportunities that allow for growth and learning and also provide “readiness” for the future. Our school is licensed with the Minnesota Department of Human Services (651-431-6500).

## **PHILOSOPHY**

Family of Christ Preschool is a faith-based, positive, safe, nurturing, and fun environment where young children can learn through play. The program is designed to meet the individual needs of 2- to 5-year old children not yet in kindergarten in the areas of spiritual, social, emotional, intellectual, and physical growth.

## **MISSION STATEMENT**

We are Family of Christ Preschool dedicated to nurturing, strengthening and affirming children in Christian faith.

Family of Christ Lutheran Church’s mission statement calls us to action for the benefit of our household of faith and community. This action has three elements: Worship, Families, and Outreach.

## **PROGRAM DESCRIPTION & EDUCATIONAL METHODS**

Believing in our philosophy, we are committed to the fair and equal treatment of all children and their families, including all prospective children and families, without regard to race, religion, color, creed, gender, sexual orientation, age, national origin, disability or any other factor prohibited by law. We employ a method of teaching, which gives support and promotes self-esteem in each child. The curriculum is developmentally appropriate and is planned so activities and learning opportunities are integrated for a given subject into every part of a day's program. Therefore, children can learn a concept through experiences in many different well-equipped and well-planned environments under the supervision of their teacher. Children are supervised at all times.

## **AGE OF CHILDREN**

The preschool is able to enroll children who are 24 months of age or older by September 1. When a birth date falls after September 1, enrollment will be at the discretion of the director. We have classes for 2-, 3-, 4-, and 5-year olds. Class size is up to 16 children with a teacher and an assistant teacher. Our Taste of Preschool class (2-year olds) is for up to 6 children with one teacher.

## **SPECIAL NEEDS**

If your child has special needs, a pre-enrollment conference with the director and the teacher is requested to ensure proper provisions are made and any training needs for staff are met. We also recommend collaboration with other services the child may be receiving.

## **TIME OF OPERATION**

Our preschool has several class sessions within the program. Morning sessions are from 9:00 to 11:30 AM. Our afternoon Jump Start kindergarten and enrichment sessions are from 11:30 AM—2:00 PM. Please check with the director for the specific days of classes.

Our Lunch Bunch and Stay & Play Programs are offered on M-TH afternoons between 11:30 AM-2:00 PM.

## **DAILY SCHEDULE**

The daily schedule consists of the following:

Arrival/Circle Time

Lesson: Small group activities in basic skills appropriate for 2-, 3-, 4- and 5-year old development including art, science, social studies, language, health, reading and math readiness experiences.

Creative Free-play: Opportunity for socialization through both self-selected and teacher directed activities.

Snack

Large Muscle/Outdoor play

Story-time, Music, Large group activities

Cleanup/Review/Dismissal

\*\* Preschoolers also have opportunities for Chapel Chats with their class and one of the pastors twice a month in the Sanctuary.

## **CLASSROOM ARRANGEMENT, INDOOR AND OUTDOOR PLAY**

Each classroom is divided into interest centers where the children may choose from a variety of activities. These areas are designed in order for the children to develop intellectually, socially, emotionally, and physically as this development happens simultaneously. The following is a list of the interest centers and samples of activities offered in each.

1. **ART CENTER** activities include painting of all kinds, cutting and pasting, collages, clay, play dough, crayons and markers.
2. **BLOCK CENTER** activities include building with blocks, which are small, wooden, and large cardboard. This center is accessorized with figures of animals and people as well as small and large vehicles.
3. **BOOK CENTER** activities include using picture and storybooks, puppets and flannel board stories. This is an area where the children may relax and have some quiet time. The books are used for story time each day.
4. **DRAMATIC PLAY** can happen anywhere and can take on many different forms. We have a playhouse area located in both classrooms. Accessories include baby dolls, dishes, and food. These areas are sometimes transformed into a grocery store, shoe shop, etc.
5. **TABLE GAMES/MANIPULATIVES CENTER** activities are designed to improve eye/hand and fine motor coordination -- pegs and pegboards, puzzles, lacing, bead stringing, links, etc.
6. **SENSORY TABLE** is a place to explore cause and effect through different mediums such as sand, water, shaving cream and a few surprises!
7. **WRITING CENTER** is stocked with paper, pencils, markers, crayons, stickers and stencils for your child to enjoy.

8. **SCIENCE CENTER** activities include simple experiments and hands on experiences with magnets, magnifying glasses, and weather changes. Games that can be found in this center would be smelling jars, mystery box, sorting games.
9. **THE INDOOR MUSCLE ROOM** will provide an active play area when we cannot go outside to play. Equipment for this area includes balance equipment, jump ropes, balls, etc. This area is also an area for large group games.
10. **THE OUTSIDE PLAYGROUND** provides experiences in climbing, running, and sliding. This area is also an area for large group games.

## **REGISTRATION**

Registration for each upcoming school year will take place in January for current students and siblings. Registration will be open to the public on February 1. Registration may be completed online, by mail or walk-in and will be processed on a “first come–first serve” basis. We would encourage anyone wishing to register to come for a visit.

A registration fee (per child) is due at the time of enrollment and is at no time refundable.

## **TUITION**

Family of Christ Preschool is a non-profit school. The tuition rates are based on an annual budget sufficient to meet the operating expenses of a high quality program and to make the school self-supporting.

Tuition is due on the 1st of the month starting in September. A \$15.00 late fee will be incurred after the 10th of the month. There will be a \$15.00 service fee on any returned checks. After the second returned check all future payments must be in cash or money order.

A 30-day written notice or one month's tuition is required for withdrawal from the program. Any child enrolled as of May 1 will be charged tuition through the close of the year.

We understand that there may be extenuating circumstances regarding the above policy. Please contact the director if we can be of any assistance at any time. The preschool is closed except for camps and minimal office hours by the director from June through August and for various holidays throughout the year.

## **ARRIVAL & DISMISSAL**

We offer an Orientation Day which is a special time for you and your child to meet the teachers and become acquainted with the school. Regular class schedules will begin the week after orientation.

Parents should park in the main parking lot and bring the children inside so they can help them hang up their belongings, sign them in and deliver them safely to the classroom. The teachers will be ready to receive the children at 8:55 AM. Should you arrive early, please remain in the foyer until that time. At the end of class time the children will be dismissed from their classroom to you.

**YOU ARE RESPONSIBLE FOR YOUR CHILD'S SAFE ENTRANCE AND EXIT FROM THE BUILDING.** It is important to arrive on time, late transitions can be difficult for a child. If, for any reason, you know you will be late please picking up your child, call the school so that we may reassure your child. At no time will your child be left unattended. Should you be more than 10 minutes late a second time, a fee of \$10.00 will be charged. After 20 minutes we will make every effort to contact you or your emergency source. After 90 minutes we will call the police to make contact and advise us of further action. The well being of your child will be foremost in our minds and we will do whatever is necessary to ensure their safety.

**PLEASE DO NOT LET YOUR CHILD RIDE THE ELEVATOR WITHOUT AN ADULT! IT IS DANGEROUS!**

## **BEHAVIOR GUIDANCE POLICY**

Family of Christ uses REDIRECTION AND GUIDANCE as its form of guiding behavior. Children are given the chance to work out their disagreements in a safe manner or directed to play in another area or with another toy. **At no time** is any staff member or volunteer allowed to:

1. Subject a child to corporal punishment such as hitting, pinching, shaking, shoving, etc.
2. Subject a child to emotional abuse such as name-calling, threatening, humiliation, etc.
3. Separate the child from the group except in accordance with an approved program plan.
4. Punish for lapses in toilet habits.
5. Punish by withholding food, clothing, etc.
6. Physically or mechanically restrain a child except in the event he/she may harm him/herself or others.

## **CONFERENCES**

Parent/Teacher conferences will be held in the fall and spring. Please be on time for your conference. It is important for you to have the entire time to discuss your child's progress and not infringe on another parent's appointment. We encourage you not to discuss your child with the teacher at the beginning of the day as her attention is with the children. She will be glad to make an appointment or have a phone conference. We ask that you do not discuss the child with the teacher in the classroom when children are present.

Each child's spiritual, emotional, intellectual, social, and physical needs are the focus of our program. This information is shared with you at the time of your conference and kept on file at the preschool. This information is not released to anyone else without your written permission.

## **VISITORS/PARENT INVOLVEMENT**

Parent involvement is encouraged in every part of the program. Parents/guardians are welcome to visit at any time and we encourage everyone to attend at sometime during the year. Family of Christ Preschool has an OPEN DOOR policy. We ask that you check in with the Director when you visit so that we are aware of who is in the building.

If you would like to do something special in the classroom please let your child's teacher know. We always enjoy having parents along for field trips and helping with special events.

## **MEDICAL INFORMATION**

State Licensing Regulations require that a completed Health Care Summary and Immunization form be on file for each child enrolled. These forms must be completed by your child's physician and returned to us by the start of school.

### **ILLNESS**

Please contact us if your child becomes ill or has a contagious disease. Please keep your child at home if he/she exhibits the following:

- Temperature 100 or above (without fever reducing medication)
- Skin rash (until identified and deemed non-contagious)
- Diarrhea or vomiting
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Inflamed or swollen tonsils, severe cough, or continual nasal discharge

The preschool will notify you of infectious or communicable diseases occurring within the school. Should your child become ill during school, we will contact you to remove the child as promptly as possible. Your child will be made comfortable and allowed to rest in view of a staff member until your arrival.

### **MEDICATION**

Medication will only be given with a prescription from the child's physician, and will be administered by the teacher or director. The prescription must have the child's name and current prescription information on the label with instructions.

All medicines must be kept in their original container. Records will be kept on all medications and will be available to the parent and maintained in the child's file. Parental permission is required to administer sunscreen and insect repellent.

## **INJURY/INCIDENT**

In the event of an emergency or accident, the director or classroom teacher currently certified in first aid, will administer appropriate first aid, while another teacher prepares to call the parents and 911 if necessary. If the accident is minor, first-aid supplies from the first-aid kit will be used. If a child has become unconscious due to an obstructed airway, CPR will be administered by the director or certified staff person trained in CPR until the paramedics arrive. The parents will also be called to inform them of the seriousness of the accident.

## **GENERAL INFORMATION**

Please dress your children in self-help clothing that allows freedom of movement and is appropriate to the weather. We try to go outside as much as possible. We will not go out if the wind chill temperature is 10 degrees or below. Please send appropriate clothing with your child everyday, i.e. jacket, hat, gloves, snow pants, boots. The temperature can change quickly. For playground safety, please no long dresses or flip flops. In the event of an accident requiring the change of clothing, a t-shirt, a pair of sweat pants, and underwear will be furnished for the child to wear home if alternate clothes of the child are not available. The soiled clothes will be placed in a plastic bag and sent home. Please wash the t-shirt and sweat pants and return to the school. **The underwear is new and may be kept by the child.** You are also welcome to send an extra set of clothing each day with your child.

## **CUBBIES**

Each child is assigned a cubby where he/she can keep his/her coat, sweater, boots, etc. All papers completed during the day will be placed in the cubby, along with tuition payments, newsletters and calendars. Please check your child's cubby each day before leaving. If you are carpooling, please check the cubby of EACH CHILD you are transporting. Please note that some cubbies are shared based on days attended.

## **TOYS/PERSONAL BELONGINGS**

Please do not let your child bring toys, food, or money to school, unless indicated as part of a sharing topic or activity. If your child needs a SPECIAL security item, please make sure it is clearly marked with his/her name. Explain to the child that the item will wait for them in their cubby until school is over.

## **SNACK AND BIRTHDAY TREATS**

Snack is provided by the parents on a rotation basis. It should include a beverage and a prepackaged food item. The teacher will provide a list of ideas. Birthday treats are welcome, but must be purchased and in unopened wrappers. They will be served at snack time. Please no latex balloons. **WE ARE A PEANUT SAFE SCHOOL!!!** Check with your child's teacher for safe snacks.

## **LUNCH BUNCH AND STAY & PLAY**

We offer a Lunch Bunch program Monday through Thursday. It is open to children on a first come scheduling basis. A sign-up sheet will be available next to the director's office. The children will bring their own lunch. (We will provide milk and water.)

The time is 11:30 AM—12:45 PM. For additional play time beyond Lunch Bunch, we offer a Stay & Play program from 12:45—2:00 PM. The Lunch Bunch charge is \$11.00 per time for drop-ins or \$9.00 per time for regulars. Stay & Play is an additional fee at the same rate as Lunch Bunch. The Lunch Bunch and Stay & Play bill will come separately from your tuition bill and is due on the 15th of the month.

## **FIELD TRIPS**

The children in the 3-, 4-, & 5-year old classes will go on at least two field trips during the school year with individual parental permission for each. They are educational and FUN. Individual classes may go on other field trips centered on the theme at the time. Parents will be chosen to chaperone the field trips on a first come basis. The teacher will explain their duties to them on the day of the trip. We are sorry but siblings are not permitted to participate at this time. This is a special time for you and your preschooler.

## **PETS**

Pets are not allowed at school except for special pet days.

## **PERMISSION FOR RESEARCH**

Written parental permission will be obtained before each occasion of research, observation, or public relations activity involving your child.

## **SNOW DAYS/COLD WEATHER DAYS**

Family of Christ Preschool primarily serves School District 112 families. Therefore we will close for snow/cold weather days along with the district. Please watch for “Eastern Carver County School District” school closing announcements. There will be four weather related closings allowed for the 4-day program, three for the 3-day program, and two for the 2-day program, etc.. If more than the allowed days are missed, extra class times will be offered. In the event of a two hour delayed start due to weather, AM classes at the preschool will be cancelled and afternoon enrichment classes will begin at 12:00 PM. In the event of a two hour early dismissal, the preschool will close at 12:30 PM.

## **FIRE DRILL/TORNADO**

Fire drills and severe weather drills will be held throughout the school year. We encourage you to discuss the experience with your child when he/she tells you about it. In the event of a real disaster, we urge you to follow the procedures listed below:

1. Do **NOT** call the school; Do **NOT** come to the school
2. Community disasters are reported on the radio and the teachers and director are listening to the same information you are.
3. Be assured that the teachers and other school personnel are giving your children any emergency care they may need.
4. The safest place in case of a disaster is off the streets and out of the way of emergency and rescue equipment.

## **GRIEVANCE POLICY**

Should a situation or condition in the classroom cause distress, it is important to deal with it quickly and openly. Upon hearing a

grievance, the director and/or teacher will respond to the grievance within five working days. The parent/guardian should take the following steps:

1. Discuss the problem privately with the teacher clearly and sincerely. Describe the specific behavior and how it made you feel or why it is a problem.
2. If the problem is still unresolved after the first step, speak to the director. The Director will investigate the issues involved and/or facilitate further discussion.
3. If the problem remains unresolved the Preschool Director will take the grievance to the Director of Faith Formation or Pastor.

Remember, without identifying and communicating the grievance, a resolution is not possible.

## **FAMILY OF CHRIST LUTHERAN CHURCH**

Everyone is welcome at Family of Christ. If you would like more information on worship service times and/or Sunday school please contact the church office or call 952-934-5659. If you would like to be added to the church newsletter list, please let the director or office staff know this.

## **FUNDRAISING**

Throughout the year, Family of Christ Preschool will have fundraisers in order to raise money for various materials, i.e. playground and classroom equipment, continuing education for teachers, and helping to keep tuition costs down. We appreciate your help and support.

# IMPORTANT PHONE NUMBERS

<b>Fire and Police Emergency</b>	<b>911</b>
<b>Emergency Medical Care</b> Two Twelve Medical Center 111 Hundertmark Road Chaska, MN 55318	952-361-2447
<b>Emergency Dental Care</b> Strand Dental Care 132 Pioneer Trail Chaska, MN 55318	952-361-3740
<b>Poison Control</b>	1-800-222-1222
MN Dept. of Human Services	651-431-6500
State Dept. of Health	651-201-5000
Family of Christ Preschool	952-380-9838
Family of Christ Church Office	952-934-5659