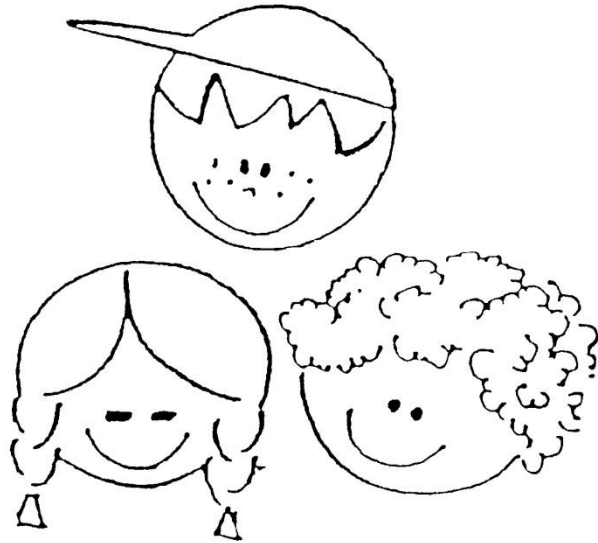


Parent Handbook



Excelsior Covenant Preschool

19955 Excelsior Boulevard

Excelsior, MN 55331

952-474-1684

www.excelcov.org ♦ preschool@excelcov.org

OUR PROGRAM PHILOSOPHY:

To provide a Christ-centered kindergarten readiness learning environment that encourages the development of the whole child.

We will encourage social and emotional development by providing opportunities for making friends, sharing, taking turns, resolving conflicts, problem solving and building self-esteem.

We will encourage physical development of large motor skills through indoor and outdoor games and activities, as well as fine motor skills through manipulative toys, blocks, puzzles, and creative activities.

We will encourage intellectual development by involving the children in fun, hands-on learning activities. Our theme-based curriculum includes pre-reading activities (phonics introduction to the alphabet), and Spanish language learning.

We will encourage spiritual development by sharing daily devotions and by integrating prayer and Christian themes into daily classroom routines.

OUR GOAL:

To help children ages 22 months to five years grow, learn and develop physically socially, emotionally, intellectually and spiritually as God's children. Our curriculum is designed to provide a strong kindergarten readiness program in a Christ-centered, hands-on, active learning environment.

CHILD CARE PROGRAM PLAN is available upon request.

COMMUNICATION:

Preschool Teacher (first line of communication)	952-474-1684
Preschool Director: Susan Schmidt	952-474-1684 preschool@excelcov.org
Preschool Program Manager: Sandy Butler.....	school@excelcov.org
Excelsior Covenant Church Pastors:	
Senior Pastor Eric Sparrman.....	952-474-2537
State of MN Depart of Human Services Division of Licensing.....	651-431-6500
We will address your concerns as soon as possible within a two-week period.	

CLASS SCHEDULES:

Ages 22-29 Months Tots Classes (children do not need to be potty trained)

(age 22 months by Sept. 1st)

M - 9:00-11:30 am

29-35 Months Tweeners Classes (children do not need to be potty trained)

(age two turning three by March 31st)

M, W - 9:00-11:30 am

T, Th - 9:00-11:30 am

Three-Year-Old Classes (children do not need to be potty trained)

(age three by Sept. 1st)

T, Th - 9:00-11:30 am

M, W, F - 9:00-11:30 am

Four-Year-Old Pre-Kindergarten Classes

(age four by Sept. 1st)

M, W, F - 9:00-11:30 am

T, Th, F - 9:00-11:30 am

M-Th - 9:00-11:30 am

Kindergarten Classes

(age five by Sept. 1st)

M-F - 9:00- 2:00 pm

Optional enrichment classes for 4-5 year olds Wednesday afternoon and Friday morning.

Optional Lunch Bunch from 11:30 am – 12:30 pm.

Optional Afternoon Adventure (activities-based child care) charged per half-hour and no later than 3:30 pm.

Parents may drop off their child for class no earlier than five minutes before class begins unless they use the optional Morning Adventure program with drop-off beginning at 8:00 am and charged by the half-hour.

Lunch Bunch: Parents provide a peanut and tree nut-free packed lunch from home. Juice drinks are not allowed in lunches. Preschool provides 1% milk.

Monday – Friday

11:30 am – 12:30 pm

Morning Adventure – Early drop-off:

Monday – Friday

8:00-9:00 am

Afternoon Adventure – Extended Day:

Monday - Friday

11:30 am - 3:30 pm

REGISTRATION AND TUITION

Registration fee • \$60 per child

MONTHLY Tuition

1 or more days per week (Tots).....\$99 per day – 1:5 staff-to-student ratio

2 days per week (Tweeners).....\$199 – 1:5 staff-to-student ratio

2 days per week (3's & 4's).....	\$182
3 days per week (3's & 4's).....	\$259
4 days per week (4's).....	\$336

Payment

Invoices are emailed at the end of each month. You may sign up in the preschool office for auto-withdrawal payment (electronic funds bank transfer) from either your checking or savings account. Auto-withdrawal will be made between the 1st and 5th of the month. Debit card payments may be made in the preschool office or by phone. You may use your own bank's bill pay processing to have a check drafted and sent to Excelsior Covenant Preschool. Or, you may bring or mail a personal check or cash to the preschool office. All payments are due upon receipt of invoice.

Full tuition is due unless there is a prolonged illness. No adjustments will be made for trips. One month's notice is required for permanent withdrawal. Without notice, one month's tuition will be charged.

Late Fee

A late fee of \$10 will be charged for children picked up later than 10 minutes after the scheduled pick-up time. Late fees will be charged to the child's account.

Toilet Training

Parents should send their child in a pull-up or disposable diaper until he/she is trained at home.

REGISTRATION OF CURRENTLY ENROLLED STUDENTS

Families who are currently enrolled in the preschool will be invited to enroll before registration opens to the community. We will do our best to honor first choice requests for classes. If requests exceed available space in a class, or session, we will draw names to see who will be in the class. If a family has a special circumstance, they may apply in writing to the preschool director to request priority placement.

DAILY SCHEDULE

- **Christian devotions** are an important part of each day. It's a time for sharing and hearing about how much God loves us and how we can love one another. We share songs, finger plays, Bible verses and prayers.
- **Free play** may include dramatic play, block center, sensory activities, science experiences, cognitive development toys, and creative art activities.
- **Group time** has a strong kindergarten readiness focus with learning themes, stories, finger plays, numbers, calendar, alphabet, pre- reading and writing activities.
- **Snack time** happens after the children go to the bathroom and wash their hands. Children say grace and enjoy snack time together.
- **Music time** may include singing, marching, rhythm bands, creative movement,

dancing, exercises and music appreciation.

- **Large muscle** activities may be either indoor or outdoor play, and includes bike riding, outdoor hikes, parachute play, climbers, slides, balls, jump ropes, and group games.
- **Science** involves hands-on learning activities and experiments in the classroom. Children are encouraged to bring nature items from home.
- **Spanish language learning** is included in each week's activities with fun, hands-on learning activities.

SNACKS

We offer low-sugar snacks that are free of peanuts and tree nuts (trace of nuts may be present). The beverage that we offer is 1% milk, or occasionally apple juice. We ask the parent to provide snack or fruit if the child has a restricted diet. When parents choose to provide snack for entire class, we accept only what is commercially prepared, or what the preschool can prepare. We request that parents observe our *no nuts* policy. We encourage parents to bring low-sugar snacks. Small portions of high-sugar treats are accepted for birthdays and special parties only.

LUNCH BUNCH

Children eat their packed lunches from home and stay from 11:30 am – 12:30 pm. 1% milk is offered to children who attend Lunch Bunch. We request that you do not pack juice in lunches. Suggested healthy lunch items to pack from home:

- Both a fruit and a vegetable, or two different vegetables.
- One grain or bread
- One meat or meat alternate such as cheese, yogurt, egg, beans, peas, sun butter, or seeds. Sun butter is an alternative to peanut butter – please label sun butter.
- Milk or milk substitute (juice is not permitted for lunches). 1% milk is served by the preschool.

Sign up is required with day-before notice. Children must be at least three years old and potty trained. After eating, children enjoy 30 minutes of free play in the gym.

SCHOOL YEAR

School is in session from early September through May somewhat loosely following the Minnetonka School calendar for Christmas and spring breaks.

STAFF TO STUDENT RATIO

All classes for children ages three and older have a staff-to-student ratio of 1:10. Classes for children age 22 months to 35 months have a ratio of 1:5.

HEALTH REQUIREMENTS

Minnesota Department of Human Services requires that all children have a record of immunizations and an up-to-date health statement, signed by a medical doctor, in order to attend the opening day of school.

SEPTEMBER PARENT-CHILD VISIT TO THE CLASSROOM

Parents and children meet with their teacher in small groups to get acquainted and visit the classrooms prior to school opening. At this time questions can be answered, forms will be distributed for completion and valuable information can be shared.

STANDARDS

The preschool is licensed by the Human Services Department of Minnesota (651-431-6500). We are licensed to serve 10 toddlers 60 preschool-age children and 20 kindergarten children per morning session with a teacher/student ratio of 1:5 or 1:10. We have a total enrollment of approximately 170 children. All staff members are educated, experienced, and trained early childhood educators, certified through the Minnesota Department of Human Services. All participate in a program of continuing education and training for professional advancement in early education. Staff is trained in abusive head trauma. All lead teachers are trained in CPR and Pediatric First Aid.

OPEN POLICY FOR PARENTAL VISITS AND ACCESS

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

WHAT TO WEAR

Dress your child in comfortable, washable play clothes. No matter how careful we are, spills do happen. Weather permitting, we do play outdoors so dress your child appropriately.

ARRIVAL AND DEPARTURE

Outerwear and backpacks will stay in the hallways. Parents and carpool drivers must accompany children to their classes and wait until they are greeted by their teacher. Children are picked up at their classroom. Parents may give authorization for another adult to pick up their child. We will not release a child to anyone not authorized by the parent or guardian.

PARENT CONFERENCES

Parent conferences are scheduled in November and March to discuss and provide a written assessment of the child's intellectual, physical, social and emotional development. If you have questions or concerns regarding your child, please contact your child's teacher or the school director.

PETS

For the safety of all children we do not allow pets to visit the school.

FIELD TRIPS

Field trips for children ages four and older will be scheduled during the year. There may be a field-trip charge to cover costs. Parents will be notified in advance and signed permission slips will be required. Parents are invited to accompany their child on field trips.

BEHAVIOR GUIDANCE

A positive environment will always be emphasized. The preschool philosophy is to guide and coach children in their emotional and social growth in a loving and professional manner. The school Behavior Guidance Policy is available upon request.

NAP AND REST POLICY

The preschool offers a nap to individual children as requested by the parent. The nap and rest period policies will be followed as delineated by the MN Department of Human Services Statutes, part 9503.0050: *A child who no longer naps may be given the option of quiet play instead of a nap or rest period.*

A. Children shall be allowed the opportunity for a daily rest time if they are in the center for more than 5 hours.

- Children go to the bathroom and wash hands before resting.
- If needed, naps and rest shall be provided in a quiet area that is physically separated from children who are engaged in activity that will disrupt a resting child.
- The classroom will be conducive to resting.
- Play a soothing CD or read aloud to the children.
- Dim the lights in the room.
- Allow children to have the security item they may have brought from home.
- Each child will have a clean cot to rest on.
- Some children may rest but not fall asleep.
- A child who has completed the rest period for 30 minutes must not be required to remain on a cot.

B. If napping, quiet activities shall be offered to provide transition as children wake from nap -

- Puzzles
- Books
- Manipulative toys
- Table games
- Floor toys
- Housekeeping center

C. Confinement limitation -

- A child who is not napping is not required to remain on the cot after 30 minutes
- Appropriate staff to student ratios are to be maintained when children are up and playing
- When children have completed their rest they may be allowed to get up

D. Placement of equipment –

- Cots (or mats) shall be placed in a quiet area that is physically separated from children who are engaged in activity that will disrupt a resting child
- Cots shall be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
- Cots shall be placed directly on the floor and shall not be stacked when in use

- Cots shall not be placed so that they block doorways or exits.

E. Bedding –

- Separate bedding shall be provided for each child in care. Bedding will be sent home each day if brought from home. School issued bedding will be washed after each use.

F. Cleaning of cots –

- Cots shall be sprayed with sanitizing solution after child has gotten up
- Cots shall be allowed to air dry prior to stacking
- Stack cots when dry.

CONFIDENTIAL INFORMATION

It is our policy that no information of a confidential nature be released without written parental consent. This includes information to medical facilities and other schools.

PUBLIC RELATIONS POLICY AND PRIVACY

We require written permission from parents to authorize the preschool to use pictures, photos, and videos taken of children during preschool events for promotional purposes in publications and on the internet. We require written permission from parents before each occasion of research or experimental procedure involving a child.

EMERGENCY/ACCIDENT POLICIES

- Emergency cards including phone numbers for each parent, doctors, and authorized persons must be on file at preschool. In case of minor injuries, a staff person will administer first aid and provide a written or verbal account of the injury to the parent or guardian. For serious injury, a staff person will call 911 and call parents or guardians. All accidents are recorded in the preschool log and are reviewed at least twice year.
- Staff persons are trained in the proper procedures to secure the children's safety in the event of a fire or tornado. Drills are required and documented in our log.
- Staff are trained according to the Child Care Emergency Plan and according to the Risk Reduction Plan.
- The preschool facility is inspected daily by the staff or director.
- All teachers have current Pediatric First Aid and Pediatric CPR training.
- If the Minnetonka School District 276 closes due to extreme cold, or buses run late due to extreme cold, the preschool may choose to stay open or it may close.
- If the Minnetonka School District 276 closes school due to snow emergency, we close also. If Minnetonka school buses run late due to snow emergency, we may choose to start late. If Minnetonka schools close early due to snow emergency, we will close early.
- In either case, if the preschool closes, we will contact all parents who had a child scheduled to attend school that day. The contact will be via email or text message.

- In the event that no one arrives to pick up a child, the child will stay at preschool until an authorized person is found. We will not release a child to an unauthorized person or a person who is incapacitated or suspected of abuse. If an authorized person cannot be reached, if necessary, the police will be called for assistance. A full review of our emergency and accident policies is available from the director.

ADMINISTERING FIRST AID

Minor accidental injuries (minor cuts, bumps, abrasions, etc.) will be treated immediately by the school staff. All teachers maintain certification in Pediatric CPR and Pediatric First Aid. Staff are trained in Abusive Head Trauma. The child's parent or guardian will be notified of minor injuries upon picking up the child from school, or by phone if the child is picked up by someone other than the parent or guardian.

SOURCES OF CARE TO BE USED IN CASE OF AN EMERGENCY

In the event of a medical emergency involving a child at the school the staff will contact other staff for assistance in order to accomplish whatever is necessary for the health and safety of the child. This may include some or all of the following: a call to 911, the application of first aid, contact of the parent or guardian or other listed emergency contact, and comfort of the child.

CHILDREN WITH SPECIAL HEALTH OR DEVELOPMENTAL NEEDS

If a child has identified special health or developmental needs, the parent or guardian should discuss these needs with the director prior to enrollment so that the school staff can determine how and/or if Excelsior Covenant Preschool can meet the child's care and/or educational needs. The preschool will develop an Individual Child Care Program Plan (ICCPP) which will include procedures for responding to the child's special care and/or educational needs. Examples might include food allergies, vision or hearing challenges, developmental delays, sensory processing disorders, or Autism Spectrum Disorders.

If a special health or developmental need surfaces after enrollment, then staff and parents will work together to form an action plan that may include classroom accommodations and/or outside assessment. If an Individualized Education Program (IEP) is developed with the local school district, or a diagnosis is made by a private practitioner, then a copy should be provided to Excelsior Covenant Preschool. In that case, the director will determine if the preschool can reasonably accommodate the child's needs within the program. If so, an Individualized Child Care Plan (ICCP) will be developed to guide staff and families in how to best support the child.

In the case of special health needs (for example, allergies, asthma, diabetes, or seizures), an updated Health Care Summary form will be needed for the child's files at the preschool. The director will

work with staff, families, and the preschool's health consultant to determine if the preschool can reasonably accommodate the child's health care needs within the program.

ENGLISH LANGUAGE LEARNERS

If the child's home language is other than English, the parents should inform the director either verbally or on the preschool enrollment form. Excelsior Covenant Preschool encourages the development of the child's home language and the importance of becoming literate in the English language. The preschool's classes are generally taught in English and staff may use many non-verbal forms of communication to support learning in the classroom.

HEALTH REGULATIONS

We are concerned with the health and safety of all children. Please keep a child home:

- who is experiencing respiratory distress; active cough; thick discharge from nose;
- with chicken pox unless lesions are crusted over and the child is no longer contagious;
- who has vomited in the last 24 hours;
- who has contagious conjunctivitis (pink eye) or pus draining from eye;
- who has three or more loose stools in 24 hours;
- who has a bacterial infection (like strep or impetigo) and not been on antibiotics for 24 hours;
- who has unexplained lethargy;
- who has lice, ringworm or scabies that is untreated and contagious;
- who has a 100-degree temperature of undiagnosed origin;
- who is unable to participate in activities without unreasonable discomfort;
- with a reportable illness as specified by the Health Department.
- We will notify parents in writing when children have been exposed to communicable diseases.

Further, we will notify the Commissioner of Health when any illness or condition specified by law or regulation is present within 24 hours of our awareness of the situation.

POLICIES AND PROCEDURES FOR THE CARE OF CHILDREN WHO BECOME SICK AT SCHOOL

All children will be required to wash hands with soap and water at the beginning of the day before entering their classroom. Children who become sick at school (or have the onset of or exposure to a contagious illness or condition where there is an emergency or injury requiring medical attention), will be isolated from other children but will still be cared for within sight and hearing of the school staff. The child's parent(s) or legal guardian(s) will be notified immediately by phone to request that the child be picked up from school as soon as possible. A voice message will be left on the phone if the parent or guardian cannot be reached. If the child's parent or guardian cannot be reached by phone the school will call the persons listed as emergency contacts.

ADMINISTERING MEDICINE

Medicine must be in its original container. All medication will be stored in the school office.

PRESCRIPTION MEDICINE: Parents must complete a Medication Permission Form in order for prescription medicine to be left at the school for administration to the child.

NON-PRESCRIPTION MEDICINE: Parents must complete an Emergency Health Care Plan Form, and have the health care provider signature, in order for non-prescription medicine to be left at the school for administration to the child.

MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS

A. 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 the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

B. 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 **651-431-6600**.

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 Hennepin County Child Protection - **612-348-3552** or local law enforcement at **9-1-1**.

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 **651-431-6500**.

C. What to Report

Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and are available from the Department of Human Services, Licensing Division or your licensed child care center.

A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within 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 to the same agency within 72 hours, exclusive of weekends and holidays.

D. 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.

E. 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.

F. Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.

The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

G. Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

The review will be completed by Preschool Director. If this individual is involved in the alleged or suspected maltreatment, Family Ministries Pastor will be responsible for completing the internal review. The secondary person shall be involved when there is reason to believe that the primary person was involved in the alleged or suspected maltreatment.

H. Documentation of the Internal Review

The facility must document and make internal reviews accessible to the commissioner immediately upon the commissioner's request. For the purposes of this section, the documentation provided to the commissioner by the license holder may consist of a completed checklist that verifies completion of each of the requirements of the review.

I. Corrective Action Plan

Based on the results of this 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.

J. 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.