

Mount Olive Lutheran Preschool Parent Handbook

Our Mission Statement

To assist parents in our church, as well as the surrounding community, in educating their children academically, socially, and spiritually about God's love and His plan of salvation in a safe, loving, Christian environment.

Philosophy

It is our hope that we can serve the Lord by providing young children in our congregation and community with the opportunity to learn the basic Christian Truths. We strive to provide wholesome physical, mental, social and spiritual development in a Christian atmosphere.

“Train up a child in the way he should go and when he is old he will not depart from it.”
Proverbs 22:6

“Bring them up in the discipline and instruction of the Lord”
Ephesians 6:4

“Feed my lambs.”
John 21:15

Educational Methods

Our preschool provides an educational program that is loving and nurturing, while at the same time promotes the growth and development of the child spiritually, physically, intellectually, emotionally and socially.

Our curriculum uses the Word of God as a basis in all areas of education; therefore each subject will be approached from a Christian perspective.

Statement of Goals

1. To build and develop a basis of understanding of God's love to all creatures
2. To encourage curiosity and build self-esteem by providing choices that stimulate self-motivation
3. To provide a comfortable and safe learning environment for children to feel good about themselves and their experiences
4. To encourage a feeling of good will and sensitivity toward other children
5. To provide activities for each child to develop both fine and gross motor skills
6. To teach independence while using problem solving skills
7. To teach cooperative play and interaction with other children and supervising adults
8. To provide educational areas of music, arts, science, math, dramatic play, large and small motor activities, and language arts to teach children to share and give them a sense of accomplishment

Objectives

Spiritual

1. Recognizing their sinfulness and need for a savior
2. To lead children to appreciate the wonders of God's creation, and salvation, and to trust in His wisdom and loving kindness
3. Strengthening faith in Jesus and their loving Savior
4. To teach children to speak to God in prayer
5. To help children develop love and tolerance for all people for Jesus' sake, so that they can live happily and harmoniously with others

Physical

1. To develop coordination and motor control through play in indoor equipment
2. To develop hand-eye coordination through small muscle activities and play, learning to dress and undress, use of small motor toys and manipulative toys

Intellectual

1. Development of language arts, problem solving skills and developing attention spans
2. Learning identification of numbers, letters, and patterns
3. Developing listening skills and concentration
4. Developing good personal hygiene practices

Emotional

1. Building and encouraging self-confidence and self-motivation
2. Practicing tasks alone as well as in a group
3. Providing positive areas of choice for exploring and creating

Social

1. Adjusting to a smooth daily routine
2. Learn to work alone as well as with a group
3. Learning to share, compromise and co-operate
4. Feel at ease away from home
5. Enjoy friendship with adults and peers

Review of the Program

Parents are invited to review our Childcare Program Plan at any time by speaking with the teacher. The teacher will gladly provide those details to you.

Capacity & Eligibility

Mount Olive Lutheran Preschool serves a maximum of 20 children per session. We serve preschool children from ages 3-5 years old. Children must be toilet trained to enter the program.

Admissions

Mount Olive Lutheran Preschool is open to all children whose parents are interested in a Christ-centered education for the children. Eligible children must be 3 years old by September 1st of the year in which they wish to enroll and they must be toilet trained.

Opportunity to enroll is extended first to members of Mount Olive Lutheran Church on a first come, first served basis, and then to non-members in the community as space permits.

Non-Discrimination Policy

Mount Olive Lutheran Preschool admits students of any race, color, national, or ethnic origin. Furthermore, it does not discriminate on the basis of race, color, national or ethnic origin in any of its educational or administrative policies or programs.

Program Hours of Operation

Our program is a half-day program. The school calendar closely follows that of the Shakopee School District, so that holidays and other days off can be coordinated with older siblings.

Four-year-old program: Mondays, Wednesdays, and Fridays from 9:00 am to 11:30 am
Mondays, Wednesdays, and Thursdays from 12:30 pm to 3:00 pm

Three-year-old program: Tuesdays and Thursdays from 9:00 am to 11:00 am

Registration

Contact our preschool at 612-229-7512 and talk to our preschool director or the pastor. You may also contact the director by email at mountolivepreschool@hotmail.com We can give you a tour and the appropriate registration form. Registration forms are also available from the church web-site, www.mountolivechurch.com. Completed forms should be returned to the preschool teacher or pastor along with a \$75 non-refundable registration fee.

Orientation Night

An orientation night for parents and students will be held in August. You will have an opportunity to meet the teacher and other classmates. Information and materials about the upcoming year will be handed out and you will be given an opportunity to fill out and return the necessary forms.

Transportation

Transportation of children to and from school is solely the parent's responsibility. Some parents may choose to form carpools if transportation is a problem. Children should be dropped off at the north door of the church, which is closest to the preschool room.

Arrival and Dismissal

Parents should bring their children no earlier than five minutes before class starts. Parents should escort their children into the building through the north door by the preschool room. Children are dismissed promptly at 11:00 a.m. for the three-year-old program and 11:30 a.m. for the four-year-old program. Children must be picked up promptly when the session is over. We will release children only to the authorized persons indicated on the Emergency Information Form unless other arrangements have been made with the teacher by written note or telephone call. Telephone calls need to be followed by a faxed copy of the parents driver's license so that we may ensure it is, indeed, the parent who is calling

Absences

Please call the preschool phone (612-229-7512) before class starts if your child will be absent that day. If you get the answering machine, you may leave a message. Be sure to state the child's name and the reason for the absence.

Dress

When dressing your child, keep in mind that they will be running, skipping, painting and participating in other potentially messy activities. Clothes should be comfortable, durable and washable. We strongly recommend a comfortable pair of non-marking tennis shoes. You may choose to provide an additional pair of non-marking tennis shoes to be stored in your child's personal cubby. Sandals and patent leather shoes are not recommended.

Parent Participation

Parents may be asked throughout the year to volunteer as helpers. Sign up sheets will be available. Parents will also take turns providing the snack. A schedule will be provided.

Parent Conferences

Orientation day will provide an initial opportunity for the parent(s), the child, and the teacher to get acquainted. The parent will have a chance to ask the teacher questions and

the teacher will write down information from the parent regarding their child. This information will be placed in the child's records.

Two additional conferences will also be held throughout the year. A written assessment of the child's intellectual, physical, social, and emotional development will be recorded and kept in a private file and provided to the parents during the set conferences.

Behavior Guidance

The love and forgiveness of Jesus provides the overall model for our behavior guidance plan at Mount Olive Lutheran Preschool. Teachers and staff will provide loving encouragement to the children and provide a positive role model for them to follow.

Teachers and staff will redirect children and groups away from problems and toward a constructive activity in order to reduce conflict.

When undesirable behavior occurs, the child will be given an age-appropriate explanation of what is expected and why, and a reminder that the behavior is unacceptable. The teacher will then provide some quiet time for the child away from the others, yet within the classroom, and will work with the child to develop a positive plan for rejoining the group. Jesus' loving forgiveness for all of us will always be highlighted.

In the case of persistent unacceptable behavior, the teacher will observe and record the behavior of the child and the staff response to that behavior. The teacher then will develop a plan to address the behavior in consultation with the parents as well as other staff members and professionals when appropriate.

All children will be assured that the teacher cares for them greatly and understands that they may need to be reminded of a rule. Positive reinforcement will be used often and teachers will model behavior they expect the children to follow.

At no time will children ever be subject to corporal punishment of any kind, emotional abuse, punishment for lapses in toilet habits, withholding of food, water or medical treatment, or any type of mechanical restraint such as tying. Physical restraints will not be used other than to physically hold a child when containment is necessary to protect a child or others from harm. Separation from the group will not be used unless other guidance methods prove ineffective and the child's behavior threatens the well being of other children.

A behavior guidance policy is available upon request. Based on classroom concerns, the teacher may also share the behavior policy with parents during a parent/teacher conference.

Health Policies

1. The child's current health care summary form, signed by the child's physician must be provided by the time school begins.

2. A current immunization record must be turned in by the time school begins
3. If your child is ill, for the safety and health of the other children and staff, please keep him or her at home. Some examples of when to keep a child home include:

FEVER

When accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or the child is unable to participate in normal activities. Use temperature measurement BEFORE fever reducing medications are given.

Axillary (arm pit) temperature: 100 degrees F or higher

Oral temperature: 101 degrees F or higher

SIGNS/SYMPTOMS OF POSSIBLE SEVERE ILLNESS

Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, or wheezing should be evaluated by the health care provider to rule out severe illness.

DIARRHEA

Until diarrhea stops or until a medical exam indicates that it is not due to a communicable disease (diarrhea is defined as an increased number of stools compared with a person's normal pattern along with decreased stool form and/or watery, bloody, or mucus containing stools.)

VOMITING

Until vomiting stops (vomiting is defined as two or more episodes in the previous 24 hours)

MOUTH SORES WITH DROOLING

Until a medical exam indicates the child may return

RASH WITH FEVER OR BEHAVIOR CHANGE

Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (chickenpox, measles, roseola, rubella, shingles, strep throat)

EYE DRAINAGE

Until 24 hours after treatment has started when thick mucus or pus drainage is present (conjunctivitis).

UNUSUAL COLOR OF SKIN, EYES, STOOL, OR URINE

Until a medical exam indicates the child does not have hepatitis A (yellow eyes or skin [jaundice]; gray or white stool; dark, tea or cola-colored urine).

LICE

Until 24 hours after treatment for lice has started and continued treatment takes place until the lice has disappeared.

For the mildly ill child, exclude if the child is unable to participate in normal activities or if the child needs more care than can be provided by the child care staff.

(This information is taken from the manual **INFECTIOUS DISEASE IN CHILD CARE SETTINGS** distributed by Hennepin County Community Health Department Epidemiology and Environmental Health)

4. If a child becomes ill at the program, the child will be isolated from the other children in a corner of the classroom. A staff member will remain with the child, monitoring and comforting the child. The staff will then fill out the Illness Report Form.

The child's parents/guardians or designated alternate will be contacted to pick up the child immediately. If the staff deems it necessary, the child's health care source may be contacted. For emergency medical conditions, 911 will be called.

5. Parent notification of contagious illnesses, emergencies, or injury requiring medical attention:
Parents will notify Mount Olive Preschool within 24 hours if their child has been diagnosed with a communicable/reportable disease (see appendix for specific disease to be reported). Communicable illness will be reported to all parents the same day the information is received. The staff will post a notice on the parent information board (prominent location) stating the illness, incubation period, early signs to watch for and exclusion recommendations. The preschool director (or designated staff) will notify the Public Health Department within 24 hours regarding a suspected reportable disease. If there is any other emergency or injury requiring medical attention, parents will be notified immediately.
6. Administration of First Aid: A least one staff member trained in first aid procedures will be available during all hours of operation. All preschool staff, including teachers, assistant teachers and aides will be trained in first aid procedures and CPR. The procedures for administering first aid are listed in the Red Cross manual. Staff will follow the procedures in that manual.

Minor injury: First aid will be administered by a trained staff person and documented. Parents will be notified by phone and in writing within one day.

Major injury: A trained staff person will administer first aid and 911 will be called immediately to provide emergency medical care. Parents will be notified immediately.

Sources of Emergency Medical Care: If emergency medical care is required, every effort will be made to contact the parent or guardian. Unless otherwise specified on the child's Emergency Medical Form, 911 will be called and the child will be taken by ambulance to St. Francis Hospital in Shakopee, MN. Their phone number is 952-403-3000.

Incident/Injury Log: An Incident/Injury Log will be kept at the preschool and maintained by the teacher or aide. This log will be kept on file and will be reviewed semi-annually.

7. Syrup of Ipecac: In accordance with current medical practices, Syrup of Ipecac will no longer be administered by the preschool staff. Instead, in the event that a child ingests a toxic substance, the advice of the poison center will be followed. Transportation to St. Francis Emergency Room (or other designated hospital) will be arranged if necessary.

8. Medication:

Our preschool will administer medicine only if instructions are clear, accurate and the child's need for medication is noted. Parents must state dosage, time and duration the medicine is given as described later. Parents are encouraged to administer medications at home whenever possible.

The preschool director will be responsible for orienting the staff to the policies and procedures for administering medication.

Non-prescription Medication

Written permission from the parents is required for the administration of any non-prescription medication such as acetaminophen, sunscreen and insect repellent. These must be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a physician or a dentist. Parents must use the original containers and label it with their child's name.

Prescription Medication

Written permission from the parents is required for the administration of prescription medications. Signed written instructions from a physician or dentist are necessary and must be strictly followed. A current prescription label with the practitioner's name and instructions will suffice. Medications must be kept in the original containers, be properly and legibly labeled with the child's name and current prescription information. Medications cannot be given after their expiration date and need to be reviewed by the practitioners every six months.

Medications will be administered in private to de-emphasize the visibility to other children. Medications will never be presented as “candy” or “something good to eat.”

Staff is instructed to read labels carefully to ensure proper storage and any special instructions such as “shake well” or “take with food”.

Staff will ensure they give the right child the right medication.

Parents will complete the medication permission form with the name of the child, name of the medication, time and frequency for medication to be administered. Staff will note the time and amount of medication given and initial and sign in the appropriate areas. This documentation will be filed in the child’s chart and is available to the parents.

The medication container will be returned to the parent when the medication is no longer being given to the child. Staff will document on the permission sheet that the medication was returned.

Mount Olive Preschool Research and Public-Relations Policy

Signed parental consent will be obtained before a child becomes involved in any experimental research activity. The permission forms will be obtained before each occurrence of experimental research or public relations or on a form that annually summarizes all these types of activities. In the case of public relations, Mount Olive Preschool does include this summary of public relations activity on its annual parental release form:

I grant my permission for my child to be included in evaluations, pictures that may be used for publicity purposes, and recordings associated with the programs that also may be used for publicity purposes. Programs planned and potential publicity will be posted for your review.

Any experimental research or public-relations activity other than that above will be covered by an individual parental release form for that specific activity.

Snacks and Treats

Since Mount Olive Lutheran Preschool sessions are limited to a maximum of 2 ½ hours, no food will be prepared on site for the children. A snack, however, will be a part of the child’s regular day. Snacks will be provided by the parents of the children when it is their pre-assigned day to bring a snack.

All snacks need to be store-bought and in the original packaging when brought in. Examples of snacks may include cookies, crackers, and fruits such as apples and oranges.

The teacher and aide will also make note of any children who may have food allergies and provide an alternative snack in the case where a child may be allergic to the snack provided that day.

Field Trips

Occasionally, the children will leave the building for field trips or special events, which relate to the weekly themes of the classroom. Parents will be notified ahead of time and asked to sign a Field Trip Permission slip. The permission slip will provide the date and time of the trip, as well as the destination and purpose of the trip. The cost of the trip will also be noted and is payable when the permission slip is turned in. Children will be transported in a school bus with a licensed school bus driver to assure a safe trip.

Pets in the Classroom

Pets may be allowed in the classroom on occasion. Please be sure to contact the teacher to set up a visit. Parents need to stay with the pet until sharing time is over. There may also be classroom pets in your child's room.

Parent Visitation

Parents of enrolled children may visit the classroom anytime the program is in session. Please notify the teacher in advance so the teacher may plan accordingly.

Phone Number to Minnesota Dept. of Human Services

The phone number to the Minnesota DHS licensing division is 651-296-3971.

Registration Fee and Tuition Policies

The \$75 registration fee is due at the time you turn in your registration form. Tuition is due one month in advance; therefore September's tuition is due August 1st and April will be the last month you pay tuition. Please have your tuition in on time since this money is needed to fund all aspects of the program. Accounts are considered delinquent if payment is not received by the 15th of the month in which it is due and notice will be given. If payment is not received by the end of the month in which the payment is due, parents or guardians will be notified that the child must be removed from the classroom unless satisfactory arrangements are made.

Checks should be made out to Mount Olive Lutheran Church and can be turned in to the teacher, the pastor or mailed to the church office. Mount Olive also provides a full-year payment option, where the entire year may be paid in one lump sum. This payment is due July 15th of the summer before school starts. Another option available includes our automatic funds transfer option. Details on these options are provided in your registration packet.

School Closings

School closings due to snow or extreme cold will follow those of the Shakopee School District and will be announced on WCCO radio and TV.

When school is two hours late there will be no morning classes that day.

I have read the Mount Olive Preschool Handbook and agree to adhere to the policies and procedures as listed.

Student's Name (Please Print)

Parent/Guardian Signature

Date

If you have any questions or need clarifications please contact us at 612-229-7512.

Please return this form to the child's teacher by the first day of classes.