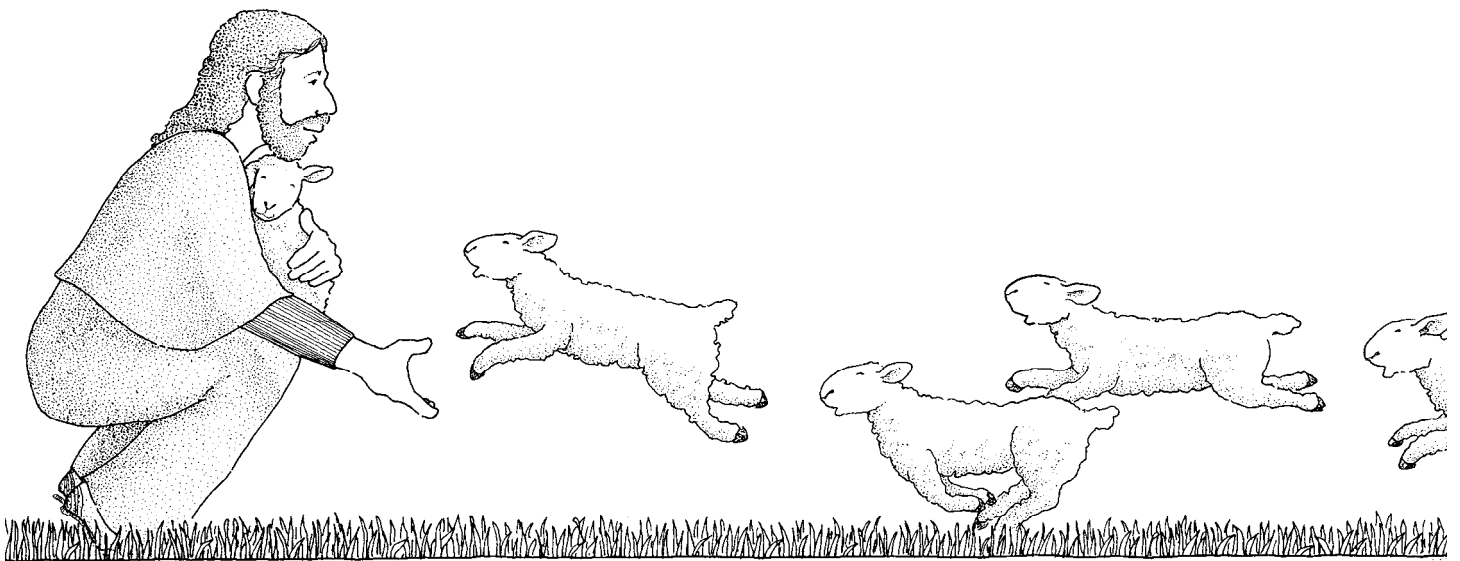



# Trinity Lutheran Child Development Center

## Parent Handbook 2010/2011



**H**e gathers the lambs in His arms and carries  
them close to His . ISAIAH 40:11

# Parent Handbook

## **Mission Statement of Trinity Lutheran Church**

Empowered by the Holy Spirit, Trinity Lutheran Church serves God by proclaiming the Gospel message of the Bible, which leads people to receive and grow closer to Jesus Christ as Lord and Savior. Through prayer, worship, fellowship and education, members share the caring Christ by reaching out to minister to the spiritual and physical needs of all people.

## **Mission Statement of Trinity Lutheran Child Development Center**

**The mission of the Child Development Center is to partner with parents to help children achieve their full potential as they mature in faith in Jesus Christ. This is accomplished in a warm, loving and nurturing and encouraging environment that stresses meeting the needs of the ‘whole child’: physical, social, emotional, cognitive and spiritual.**

Revised October 2010

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# ***Trinity Lutheran Child Development Center Parent Handbook***

*Dear Parents,*

*This handbook is intended as a guide to answer many of the questions you may have about our center. At Trinity Lutheran Child Development Center children are under the supervision of a state qualified staff person at all times. Please read the handbook thoroughly and keep it as a reference.*

## **Philosophy Statement**

### ***We believe***

- The young child is a gift from God and learns best about God's world through experimentation, discovery and exploration through hands-on learning experiences.
- Each child is a unique creation of God. Trinity Lutheran Child Development Center recognizes this and aids each child to reach their full potential and become all God intends for them to be.
- Children learn best through play and by engaging in developmentally appropriate activities.
- That Trinity Lutheran Child Development Center is a warm, loving Christ-centered environment where children can develop to their fullest potential physically, emotionally, socially, intellectually and spiritually.
- That Trinity Lutheran Child Development Center is here to encourage children's development with warm, consistent, loving encouragement in an atmosphere of grace.
- That families are the first and most important teachers of their children. We at Trinity Lutheran Child Development Center wish to partner with parents to reach each child in the most effective ways.
- That parents are an integral part of the center and are welcome at all times.

## **Objectives**

Trinity Lutheran Child Development Center provides children with the opportunity to:

- +Hear God's Word and know Jesus as their Savior and friend.
- +Know that Jesus, and His love for them, is with them throughout their entire life.
- +Gain a feeling of self-worth as an accepted child of God.
- +Work and play in a Christian setting with children their age.
- +Appreciate the body as a beautiful creation and gift of God as they learn about the body, explore senses, and discover abilities.
- +Be themselves and develop at their own rate.
- +Express his/her self through art and play freely and constructively.
- +Learn to be cooperative, imaginative and considerate.
- +Learn to be independent – able to solve their own problems and to complete tasks by themselves.
- +Learn limits of behavior regarding safety and health, and respect for other's rights.
- +Increase their ability to handle their emotions constructively.
- +Build self-confidence.
- +Make their adjustment to school a happy and wholesome one.
- +Learn to establish relationships with caring adults and children their age.

## **Programs**

Trinity Lutheran Child Development Center offers several different programs. All of the programs are state licensed with qualified early childhood staff. State licensure assures families that high standards have been met in the areas of space, equipment and teacher-child ratios, educators' qualifications, policies and procedures. The center will be open year-round. The programs that will be housed at the center are Prince of Peace Lutheran Preschool, Trinity's Extended Care, Trinity's After School KOOL and Trinity's Summer Camps and Parent/Child Classes.

The name of the center aptly portrays what we are all about and that is the development of the whole child. Parents and teachers of both the preschool and extended care will work together to set goals for the child and individualize the program in such a way that optimal growth will take place.

### **Prince of Peace Lutheran Preschool**

Prince of Peace Lutheran Preschool offers three-hour preschool classes at Trinity either in the morning from 8:30 – 11:30 or in the afternoon from 12:30-3:30. These classes run from September – May. The classes vary from two day a week sessions – five day a week sessions with two and three day a week sessions for three year olds and two to five day a week sessions held for four and five year olds. A state licensed early childhood teacher leads the preschool classes. Sixteen children is the maximum number of students allowed

in the two and three day-a-week classes. Twenty children is the maximum number of students allowed in the four and five day-a-week classes. When more than 10 children have enrolled in a class, an aide will also be present. The Creative Curriculum is used in the preschool classroom. This curriculum focuses on children learning through hands-on, themed, integrated play stations with a mix of self-directed and teacher lead activities. A snack will be served. Children ages 33 months – five years are eligible for preschool.

### **Extended Care**

Trinity Lutheran Church offers extended care for those children that are enrolled in the Prince of Peace Preschool program and as space allows for siblings of preschoolers and others, including those on a waiting list for preschool. Children that attend kindergarten at public or private schools are also eligible for extended care at Trinity. The Sauk Rapids school buses will take children from their Sauk Rapids school site and drop them off at the center for extended care. The center is open year-round. The hours for extended care are from 6:15 am to 6:00 pm and children may attend full-time or part-time. Full – time students will be offered two meals – breakfast and lunch and two snacks. Fifty children is capacity for extended care. All teachers and aides meet state guidelines for licensed centers. An aide is scheduled when the enrollment exceeds 10 children with the staff/child ratio of 1/10 adhered to. Extended care curriculum will consist of an extension of the curriculum that is going on in the preschool classes, including the Creative Curriculum. Cots are available for nappers. A hot lunch program is served during the lunch hour. Children eligible for extended care are those between the ages of 33 months - Kindergarten.

### ***After School KOOL***

The after school KOOL program runs from 2:30 pm – 6:00 pm. and from 6:15 am – 6 pm on school vacation days. Children eligible for after school care are Kindergarteners – Fifth graders. The child does not need to have a sibling enrolled in the preschool in order to be in the after school KOOL program. Children in the Sauk Rapids School District can designate Trinity as their drop off destination after school. The After School KOOL program will consist of a relaxing atmosphere of play, games, arts and crafts, cooking and large motor activities. Homework can also be done. A snack will be served. This program has a capacity of 50 children with a staff person hired to keep a 1/15 ratio. A state qualified staff person will be leading the After School KOOL Program.

### ***Summer Sessions***

Themed summer programs are held during the months of June, July and August with each theme running for two weeks. Children eligible for these camps are those that are between the ages of 33 months – fifth grade. The child does not need to be attending the preschool, extended care or After School KOOL in order to attend the summer programs. A state-qualified teacher will be leading these classrooms and a snack will be served. The extended care or KOOL program staff/child ratios will be maintained.

### ***Parent/Child Classes***

Friday morning classes are held for children ages infant – preschool age along with parents for a two hour session of fun and learning. Each Friday will include stories,

snack, a devotion, music and movement along with hands-on learning activities that will relate to the theme of the day. Parents will meet with a parent educator for a portion of each class while children are engaged in activities with the teachers in the classroom. A variety of parenting tips and topics will be covered during the parent break out time. All children and parents in our other programs and the general public are welcome to attend.

### **Capacity**

Trinity Lutheran Child Development Center consists of four classrooms. Each classroom has a capacity of 25 children at a given time. However, the Prince of Peace Preschool program will have a limit of 20 children per class. The extended care will have a limit of 25 children per classroom. The After School KOOL will have a limit of 50 children. The Parent/Child Classes will have a limit of 25 children.

### **Class Composition**

A state qualified early childhood worker will staff each class. When a class reaches over 10 children or 15 children in After School KOOL, a teacher's aide will be present.

### **Hours and Days of Operation**

#### ***Prince of Peace Lutheran Preschool – Trinity Campus***

2163 Mayhew Lake Road NE, Sauk Rapids

8:30 – 11:30 am

Section 1:	Mon.-Fri.	4- 5 year olds
Section 2:	Mon.-Thurs.	4 - 5 year olds
Section 3:	Mon., Wed., Fri.	33 mo.- 4 year olds
Section 4:	Tues. & Thurs.	33 mo. - 4 year olds

12:30 - 3:30 pm

Section 5:	Mon., Wed., Thurs.	Older 3's - 5 year olds
Section 6:	Tues. & Thurs.	Older 3's - 5 year olds

#### ***Extended Care***

Hours of operation 6:15 am - 6:00 pm 33 months – Kindergarten

#### ***After School KOOL***

Hours of operation 2:30 – 6:00 pm Kindergarten – Fifth grade

#### ***Summer Programs***

Hours of operation 6:15 am – 6:00 pm 33 months – Fifth grade

#### ***Child/Parent Class***

Hours of operation 9:00-11:00 am Fridays Infant - Preschool

## ***Holidays***

- *The center will be closed for the following holidays:*

New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Eve., Christmas Day and New Year's Eve.

## **Curriculum**

Play lies at the heart of the preschool curriculum. Children play to learn. They learn to use their bodies and to cope with the physical world as they play. They practice and develop many types of skills through play – physical, intellectual, social and emotional. They learn about other people and how to build relationships with them. In playing together, children share ideas and extend each other's experiences.

Trinity Lutheran Child Development Center provides children with a variety of learning experiences. Our curriculum is based on the development and interests of the young child. The Creative Curriculum along with a variety of Christian curriculum materials is used. We have a video and book explaining the Creative Curriculum on hand in the Director's office for your viewing. Each day the teacher presets the environment to include activities that foster growth in the following areas:

Spiritual	Social	Artistic
Musical	Language	Dramatic
Math	Cognitive	Physical
Science	Sensorial	Computer

## **The Center's Daily Schedule**

6:30-8:30	Extended Care with Breakfast until 8:00
8:30-11:30	Morning Preschool Classes or Extended Care
11:30-12:00	Lunch (a hot lunch is provided)
12:00-2:30	Extended Care or Nap Room or
12:30-3:30	Afternoon Preschool Classes
2:30-6:00	After School KOOL for School Age Children
2:30-6:00	Extended Care

- All preschool sessions include a snack. Morning and Afternoon extended care and After School KOOL include a snack.

## **The Extended Care Schedule**

6:15-8:00	Arrival, Breakfast, Freechoice
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8:00-8:15	Cleanup/Books
8:15-8:25	Line up and Dismiss Children for Preschool
8:25-8:45	Table Toys/Books
8:45-9:00	Circle Time (jobs,pledge, weather, calendar, story)
9:00-9:45	Freechoice/Activity
9:45-10:00	Snack
10:00-10:30	Outside/Large Motor
10:30-10:45	Jesus Time
10:45-11:15	Stations/Small Group
11:15-11:30	Closing/Wash for Lunch
11:35-12:00	Lunch
12:00-2:30	Nap
12:00-12:30	Quiet Time
12:30-1:00	Outside/Large Motor
1:00-1:15	Circle Time
1:15-2:30	Freechoice/Activity
2:30-2:45	Jesus Time
2:45-3:00	Snack
3:00-3:15	Books
3:15-4:15	Outside/Large Motor
4:15-6:00	Freechoice/Goodbyes

## **Fees and Schedule Options**

<b>Fulltime</b>	6:15am -6:00pm daily (includes lunch)	\$850.00/month
<b>Hourly Flex</b>	hourly rate for children attending less than full-time	\$4.25/hour
<b>Food Fee</b>	Daily fee with hot lunch (includes breakfast, lunch, snacks)	\$3.00/day
Or		
<b>Food Fee</b>	Daily fee without hot lunch (includes breakfast, milk for lunch, snacks)	\$1.00/day
<b>After School Care</b>	(for school age children through 5th grade) 2:30-6:00 pm	\$9.00/day
<b>Parent/Child Class</b>		\$5.00/class

A registration fee must be paid at the time of registration. The registration fee for preschool is \$100.00. The registration fee for extended care or after school KOOL is \$25.00. Separate checks should be written when registering for both programs - \$25.00 to Trinity Child Development Center and \$90.00 to Prince of Peace. There is no registration fee for the Parent/Child Classes.

Tuition will be billed for each half month period, the 1<sup>st</sup> – 15<sup>th</sup> and the 16<sup>th</sup> -30<sup>th</sup>/31<sup>st</sup>. Your statement will be completed by the fifth working day after the billing period is completed. Each billing statement is due upon receipt. An account not paid in full by 30 days after the billing period will be past due. The 1<sup>st</sup> – 15<sup>th</sup> period will be due by the following 15<sup>th</sup> and the 16<sup>th</sup> – 30<sup>th</sup> would be due the following 30<sup>th</sup> of the month. A finance charge of 1.5% (18% annually) will be applied to all unpaid accounts and a new statement will be sent out. If the overdue account is not paid in full by 10 days later, your child will not be permitted to attend the CDC until the account is paid in full or payment terms have been agreed upon by the Business Manager.

If a child has not been permitted to attend due to non-payment, and wishes to re-enroll, your account will be placed on probation. A security deposit of \$100.00 must be paid and a credit balance of \$100.00 maintained for a 90 day period. If after 90 days the payment history has been satisfactory, normal payment terms may be resumed. Enforcement of these terms will be at the discretion of the Business Manager.

A two-week notice must be given if there is reason for you to withdraw your child from the program.

There will be a \$25.00 charge for any returned checks.

## **Parent Conferences**

An initial parent-teacher conference is held in the fall and a second conference is held in the spring. The purpose of these conferences is to give the teacher and parent the opportunity to discuss the child's spiritual, emotional, social, intellectual, and physical development. A questionnaire will be sent home prior to the conference for parents to fill out. Input from both parents and teacher will aid in the formation of goals for each child. These goals will be a focus for both teacher and parent in their interactions with the child.

## **School and Home Relations**

Each day the staff will prepare the environment; model caring, sharing attitudes and behaviors; allow for both quiet and active times; observe the children as they work and play; and interact with them in a variety of positive ways. Each child develops at his/her own pace, so children are observed throughout the year in order to see the progress each child is making. The parents and the teachers meet together for 2 conferences to discuss their child's progress and to set goals for the child.

Parents are encouraged to volunteer in the classroom, for field trips, for special events and holiday parties and to share their occupation or hobby, as their schedule allows.

When a registration is received, the director will contact the family to verify the starting date. It is recommended that the child visits the center before their first day to meet the teachers and become comfortable in the classroom.

Building a caring relationship, nurturing growth, and stimulating curiosity and creativity are enhanced by home-school communication. By working together with the family, we strive to achieve the best outcome for each child in our care.

## **Admission Requirements**

Trinity Lutheran Child Development Center requires the following completed forms for each child:

- A. a Center Registration Form**
- B. a report on a current Physical Form signed by the child/s source of medical care (due within 30 days of starting) – the information is reported on the Health Care Summary.**
- C. Documentation of Immunizations the child has received up to the present time. The State of Minnesota currently requires the following for all preschool-age children before entering licensed care:
  - **4 DTaP/Td/Tdap immunizations (Diphtheria/Pertussis/Tetanus)**
  - **3 Polio immunizations**
  - **1 MMR (Measles/Mumps/Rubella)**
  - **1 HIB (Haemophilus Influenza B)**
  - **1 Varicella(Chicken Pox) or Disease Date****

**Kindergarten children must also have their immunization records on file. The requirements for this age group are:**

- **5 DTap/Td/Tdap immunizations**
- **4 Polio immunizations**
- **2 MMR**
- **3 Hepatitis B**
- **1 Varicella or Disease Date**

**All other school-aged children must have their immunization records on file, as follows:**

- **3 DTap/Td/Tdap immunizations (Diphthermia/Pertussis/Tetanus)**
- **3 Polio immunizations**
- **2 MMR**

- **1 Varciella or Disease Date**

**The law mandates we must receive the above before the first day of school. Enrollment can be denied if they have not been received. (Exceptions: Medical reasons noted by a physician or a conscientiously held belief of the parent/guardian, which is notarized by a notary public.)**

**D. Procedure Form that lists who is authorized to bring and pick up your child from school, along with other important information needed.**

**E. an Emergency Card which lists the home, cell and work phone numbers, source of medical care, any medical problems of which the staff should be aware and permission to obtain medical care if the parent/guardian cannot be reached. The emergency cards are kept on file and taken on all field trips.**

## **School Closings**

When bad weather makes it impossible to conduct preschool, an announcement will be made over these local radio stations:

**KCFB (91.5 FM)  
KMXX (94.9)  
KKSR (96.1 FM)  
WWJO (98.1 FM)**

**WHWH (101.7 FM)  
KXSS (103.7 FM)  
KCLD (104.7 FM)  
KNSI (1450 AM)**

**WVAL (660 AM)  
WCCO (830 AM)  
WJON (1240 AM)**

The decision to cancel school is made jointly by the local public school superintendents. If the St.Cloud and Sauk Rapids public schools close because of weather, Prince of Peace Lutheran Preschool will also close.

If the public school district calls off school during the day, parent/guardians or designated alternates will need to pick up their preschool children. In the event that an adult is unable to pick up a child, the child will be kept at school under the supervision of the teacher until the parent/guardian or designated alternate arrives. At least one staff member will be present for every 10 students.

If the public school district calls a 2-hour late start, there will be no morning preschool sessions. If the public school district closing school for the afternoon, there will be no afternoon preschool sessions.

**Extended Care will be open unless the weather is extremely dangerous and severe. Please use your judgement in venturing out on the roads with your child. Extended Care families will be called if the center is closed.**

### **Ill Children**

Children should be kept home if they have any of the following symptoms or illness:

- Any children with a reportable illness or condition as specified by the health department that is contagious, and a physician determines has not had sufficient treatment to reduce the health risk to others.
- Chicken pox until all lesions are crusted over.
- Vomiting two or more times within the past 24 hours.
- Diarrhea two or more times within the past 24 hours.
- Undiagnosed rash or a rash attributable to a contagious illness or condition.
- Undiagnosed drainage from eyes and/or excessive ear drainage that cannot be contained.
- 100 degree Fahrenheit temperature or higher within the past 24 hours without fever reducing medication.
- Bacterial infection such as strep or impetigo and has not completed 24 hours of antibiotic therapy.
- Any child who has lice, ringworm, or scabies that is untreated and contagious to others.
- Significant respiratory distress: Fast, difficult, or different breathing, uncontrolled coughing and/or wheezing.
- Unexplained drowsiness.
- Any child who is unable to participate in child care program activities with reasonable comfort or who requires more care that the staff can provide without compromising the health and safety of the other children.

### ***Child Becomes Ill at the Center***

If a child becomes ill during the day, the staff member will contact the parent or guardian. After the parent is notified, the child will be taken to a supervised, quiet area away from other children until the parent arrives. If the parent is unavailable, emergency contacts will be notified.

### ***Communicable Illnesses***

Parents are asked to notify the center within 24 hours if their child contracts a communicable illness. Communicable illnesses will be reported to all parents the same day the information is received. The staff will post a notice in a prominent place stating the illness, incubation period, early signs to watch for, and exclusion recommendations. These postings will be updated with each new case of illness.

The center will notify the Public Health Department and their health consultant within 24 hours should an occurrence of a “reportable disease” take place.

## **Prevention Policies**

Proper staff supervision is an essential with regards to accident prevention. The staff will provide safety training to the children.

### ***Injuries***

- Scissors, knives, and other sharp objects will be kept out of the reach of children.
- Rugs will have non-skid backing or be firmly fastened to the floor.
- Spills will be wiped up immediately.
- Children will be educated on equipment usage and have proper adult supervision.

### ***Burns***

- Center is smoke-free in accordance with MN Clean Indoor Air Act.
- Water temperature will not exceed 120 degrees Fahrenheit.
- All outlets will be covered with protective coverings.
- Electrical cords will be kept out of the reach of children and when in use, children will be closely supervised.
- Staff will not drink hot liquids when working around children. This includes covered containers of hot liquids.

### ***Poisoning***

- All poisonous/hazardous substances will be stored out of the reach of children.
- All poisonous/hazardous substances are stored in the original container with intact label.
- All plants will be checked. If poisonous, they will be removed.
- Lead paint will not be used on equipment or walls.
- Food is not stored near or next to poisonous/hazardous substances.
- Aerosol sprays are not used in the presence of children.
- The phone number of the Poison Control Center (1-800-222-1222) will be posted along with other emergency numbers in a prominent place.
- Staff will be knowledgeable about Poison Control Center services.
- Children will be taught poison prevention.

### ***Medication***

- All medication administered by the staff of Trinity Lutheran Child Development Center must be labeled with the child's name, prescription information and dispersion instructions.
- Written permission to dispense medication, sunscreen lotions and insect repellent will be secured from the child's parent prior to dispersion.
- Prescription medication will only be dispersed if written instructions are followed per doctor's instructions.
- All medication must be kept in its original container and have a legible label stating the child's name. The medication must be given only to the child whose name is on the label. The medication must not be given after an expiration date on the label, and any unused portion must be returned to the child's parent or destroyed.

- The staff will record the administration of medication giving the name of the child, name of the medication or prescription number, date, time, dosage, and the name and signature of the person who dispensed the medicine.
- Sunscreen lotions and insect repellents supplied by the center may be used on more than one child.
- Medicines, insect repellents and sunscreen lotions will be stored according to directions on the original container and inaccessible to children.

### ***Choking/Suffocation***

- Plastic bags will be kept out of the reach of children. When discarded, they will be tied in a knot.
- Toys will be age appropriate. Items that can be choked on will be removed.
- All water play in the classroom and outside will be closely supervised.
- No wading pools will be allowed.
- All food given to the children will be age-appropriate and/or cut into small pieces. Children will sit while eating.
- Center will not use balloons for play.

### ***Pedestrian/Traffic Safety***

- Children will be taught traffic safety.
- No child will cross the street without staff or parent.
- Children will not cross until the teacher tells them it is safe and crosses with them.
- Staff will have children cross with lights or in crosswalks whenever possible.

### ***Playground Safety***

- Staff teaches children how to use play equipment properly.
- Maintenance checks are done at the beginning of play session by the staff and broken equipment is removed until repaired properly.
- The playground area is free from clutter and tripping hazards.
- Playground equipment is appropriate for age and size.
- Play area is fenced in and away from high traffic areas.
- Equipment is installed over approved material with appropriate fall zone which provides a safer place to fall reducing the severity of injuries.
- Children will be supervised during play to ensure equipment is used appropriately.

### ***Daily Inspections for Hazards***

The teacher will visually scan the room each day for broken toys, missing outlet covers, and other hazards. Broken toys will be removed and repaired. Any other repairs needed shall be reported to the director daily.

### ***Allergy Information***

Information about food allergies of the children will be posted in each room. All staff providing care to a child will be informed of any allergy.

### ***Nut Allergies***

Children that have peanut or nut allergies may attend. The staff will do their best to ensure that a peanut-safe environment is maintained. However, we cannot guarantee that the facility will not at times be peanut-free. During the hours that the Child Development Center is open we will strive to keep the environment peanut safe.

Parents will children with allergies should state such on each form that asks about allergies or significant medical information. Parents will be asked to provide an Epi-Pen along with a Food Allergy Action Plan and sign the Allergy Notice and Waiver form.

### ***Special Needs***

If your child has any special needs for which they are receiving any services, Trinity Lutheran Child Development Center will need to have a copy of their IEP (Individual Education Plan) or IFSP (Individual Family Service Plan) on file.

### **First Aid Procedures**

All teachers and assistant teachers are required to have first aid training every three years which must be completed within 90 days of employment.

One staff member who is trained in pediatric CPR and treatment of obstructed airway will be in the center at all times the children are present.

If first aid procedures are required, the first teacher on site will administer them. The child will be attended to first and the director will be notified. All first aid procedures administered will be documented on an injury report form. The Injury Report form will contain the name and age of the person involved, date and place of the accident, injury, or incident, type of injury, and action taken by staff. This form will be signed by a parent or guardian and kept in the center for annual review.

If a child receives a minor cut or abrasion at the center, staff will wash the area with soap and water and apply a band-aid. Any further treatment of the wound must be done at home.

For more serious emergencies, the director will notify the parents and call 911 if necessary. If EMS decides to transport the child, the child will be taken by ambulance to the St. Cloud Hospital. A full incident report will be written by all witnesses on site and submitted to the director.

The first aid kit and manual are kept in the classroom. It will be the responsibility of the director, with the aid of the parish nurse, to check the kit monthly and keep the kit stocked with all the items required by state licensing.

### ***Annual Analysis of Accidents***

All Injury Report forms will be logged into the computer and a report will be run annually. This report will be analyzed and modifications may be made to the program plan and/or center policies to reduce future accidents and/or injuries.

### **Procedures for Fire Safety and Interventions**

All staff are trained in fire prevention procedures along with appropriate interventions should a fire occur.

Fire drills are held every month. These are recorded in a log which documents drill times, dates, number of children and staff, evacuation time, and any other comments.

### ***Fire Evacuation***

- Primary and secondary exits are noted on the floor plan that is posted in a prominent area in each classroom.
- The person detecting the fire will pull the nearest fire alarm and call 911.
- The teacher will evacuate the children by means of the primary exit. Should fire, smoke or debris block this door, the children will be led to a secondary exit.
- The teacher's aide will attempt to close off the fire by closing doors and shutting off lights when leaving.
- The teacher will attempt to take the first aid kit and the emergency cards.
- Staff and children will proceed outdoors, away from the building to the designated waiting area. Attendance will be taken and any missing children will be reported to the Fire Marshall. No one is to re-enter a building until the all clear is given.
- A report will be made to DHS (MN 651-296-3971) within 48 hours of a fire that requires the fire department.

### ***Fire Extinguisher***

- Staff is trained in the use of fire extinguishers and is aware of the location of fire extinguishers.
- Directions for the use of a fire extinguisher:
  1. Remove from holder.
  2. Hold upright and pull pin.
  3. Stand back 10 feet, aim at base of fire.
  4. Squeeze trigger, sweep from side-to-side.
- Fire extinguishers are checked annually.
- Written instructions on the use of the fire extinguisher, fire evacuation plans, and duties of staff are posted in each classroom.

## **Procedures for Other Emergencies**

### ***Blizzard***

In the event of a blizzard occurring during center hours, parents will be called and asked to pick up their children early. Children will be kept inside and staff will remain with them until everyone has been picked up.

### ***Tornado***

In the event of a tornado warning, all children will be taken to the designated safe area away from glass. The shelter areas will be posted along with the fire evacuation plans in each classroom. Tornado drills are practiced each month, April through September, and are documented in the Tornado Drill log.

### ***Missing Child***

If a child is missing, the director or staff will conduct a thorough search of the area (building and grounds). If unable to find the child within five to fifteen minutes, the police will be notified immediately at #911 and then the parents will be contacted.

If possible, a staff person will accompany the police to help identify the missing child. The remaining children will never be left unattended when trying to locate a missing child.

### ***Unauthorized or Incapacitated Person Pick-Up***

No unauthorized person shall take a child from the center. Picture ID's will be required if staff is unfamiliar with anyone picking up a child. If an unauthorized person should attempt to take a child from the center, staff will firmly state to him/her that this is not allowed for the safety of the child. The parents will be called immediately. If unable to reach the parents, the emergency contacts will be called. If there is still a problem, staff will call the police at #911. If there is any sign of danger to the child or staff, a call to #911 will be made immediately!

In the event that the parent picking up a child is in any way incapacitated, staff will state firmly that they do not feel it is safe for that person to transport the child. Staff will ask for a name and a number of someone who can safely transport them or use emergency contacts. It is the policy of Trinity Lutheran Child Development Center not to release a child to anyone who appears to be incapacitated in any way. If this person resists all staff's efforts, a call to #911 will be made. Also, Child Protection must be notified at (320) 656-6000 and the incident will be fully documented.

### ***Missing Parent***

If a parent fails to pick up their child at the end of day or if a child is not picked up within 1 hour of their time scheduled to be at the center, staff will try to contact the parent at

work or at home. If parents cannot be reached, emergency contacts will be called. Staff will stay with the child until an authorized person picks them up. If you know you will be running more than 45 minutes late in picking up your child or if you have an emergency and cannot get to the center until after the 6:00 closing time, please call the extended care room at 230-9116, extension 2 or 252-3670 and follow directions to get to the extended care room.

### ***Drug and Alcohol***

Staff members will be instructed on the no tolerance drug and alcohol policy of Trinity Lutheran Child Development Center. This policy states that staff members are not allowed to consume or be under the influence of alcohol or a controlled substance while on duty.

### **Field Trips**

A written permission form will be sent home with each child for each field trip. It will state the destination, date, and purpose of the field trip. The form is to be signed and returned the next school day. Parental permission is required for a child to be taken from the center. This helps parents know where their children are at all times.

A first aid kit, first aid manual, and the children's emergency cards are taken on all field trips.

### **Transportation to and from School**

Parents or person they designate (written notice must be on file) are responsible for bringing children to the center and taking them home again. When coming to the center, the driver should accompany the children into the center each day. When children are being picked up from the center, the guardian is to come into the school and pick up the child at the designated area. After school KOOL children may arrive on a school bus. These children will be greeted at the door when they arrive. If a child that rides the bus does not arrive on the bus on a scheduled day, the parent will be called. If the staff is unable to locate the parent, the child's school and the bus company will be contacted.

### **Participation in Research, Experimental Procedure, or Public Relations**

Any time that a child participates in research, experimental procedures, or public relations, written parental permission will be obtained.

### **Snacks**

A snack will be served each class session. All snacks will be nutritious. They will include two of the following four components:

- Fluid Milk – ½ cup

- Juice, fruit or vegetable – ½ cup
- Meat or meat alternate – ½ cup
- Bread, bread alternate, or cereal – ½ slice

All food will be prepared in the kitchen. Children and adults will wash their hands prior to food preparation. Fruits/Vegetables will be washed before staff preparation. All utensils used will be clean.

Staff will eat with the children to demonstrate proper table manners and encourage social interactions.

### ***Birthday Snacks***

On a child's birthday, the child may wish to bring a treat for the entire class. For students whose birthdays come when school is not in session, a special day will be set aside for them to celebrate their birthdays, typically around their "1/2" birthday.

**All Snacks must be purchased from a store or bakery. They cannot be homemade! All food items brought to the center must also be nut free.**

### **Meals**

Breakfast will be served during the hours of 6:30 – 8:00 am. A hot lunch will be served between the hours of 11:30 am – 12:00 pm. Each meal will provide 1/3 of the child's daily nutritional needs as specified by the United States Department of Agriculture, Food and Nutrition Service.

### **Naps**

Children in extended care have the option of napping in the afternoon. Staff and parents will work together to determine how often they would like their child to nap. Cots are provided at the center. Parents are to furnish a blanket and pillow for their child. A quiet place that is separated from children who are engaging in activity will be furnished. Children that do not fall asleep after 30 minutes of resting will be allowed to return to activity.

### **Behavior Guidance Policies**

Our goals at Trinity Lutheran Child Development Center are to help children feel good about themselves, to help children develop self-discipline, and to learn to consider the needs and desires of others. To help achieve these goals, we use the following guidelines in working with children:

1. We prepare the environment so that there are enough choices of activities for all the children to do and enough materials available to prevent arguments over them.

2. We state the rules as clearly as possible and in a positive way. If a child acts inappropriately, we will address the behavior and provide positive redirection. We remember to catch children being good and following rules.
3. We give clear and precise reasons and explanations for why we want a child to do something. Our first action is to redirect a child to an appropriate activity or behavior. If necessary we will remove a child from the situation. We will never threaten, hit, or shame a child.
4. We give choices only when a choice really exists for the child, but we will encourage the child to make decisions.
5. Cooperation is emphasized and competition is minimized.
6. We feel it is important that children know it is okay to have positive and negative feelings. We help the child label and deal constructively with feelings.
7. As a last resort, a child will be removed from the classroom.

Although separation from the group will be used as a last resort, it may happen at times. If your child is separated from the group; it will be documented. If your child is separated from the group three times or more in one day, you will be notified and you may be asked to pick up your child and it will be documented. A child who requires separation from the group will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group will be contingent on the child's stopping or bringing under control the behavior that precipitated the separation. The child will be returned to the group as soon as the behavior that precipitated the separation abates or stops.

At Trinity Lutheran Child Development Center, staff will never use discipline methods such as slapping, hair pulling, pinching, shaking, biting, hitting, ear pulling, and spanking. Nor will your child be subjected to emotional abuse such as name calling, shaming, derogatory remarks about the child or the child's family, ostracism, or using language that threatens, humiliates, or frightens the child. Other unacceptable forms of punishment include withholding food, light, warmth, clothing, medical care, or using unnecessary physical restraint.

Staff at Trinity Lutheran Child Development Center will use redirection as the primary source of discipline, mixed with praise, Christian love for one another, and prayers.

### ***Persistent Unacceptable Behavior***

If persistent unacceptable behavior continues and takes an increase in staff guidance and time, parents will be asked to come in for a meeting with the director and all staff involved with that child to work together to set up a positive behavioral plan. The staff will observe and record the behavior of the child and staff response to the behavior prior to this meeting.

### ***Grounds for dismissal***

If a child has behavioral needs beyond what the program is staffed for, the child may be refused admission. If parents refuse to work with staff in setting and implementing a

positive behavioral plan for their child they may be asked to leave the program. If the behavioral plan is not correcting the persistent unacceptable behavior to the satisfaction of Trinity Lutheran Child Development Center a behavioral therapist will be requested to observe the child and make recommendations to staff and parents. If parents refuse to allow the therapist access to their child, the child may be asked to leave the program. If the therapist recommends the child presents a greater need than what Trinity Lutheran Child Development Center is staffed to handle, the child may be asked to leave the program. If the behavioral plan recommended by the therapist is not correcting the behavior to the satisfaction of the Child Development Center, the child may be asked to leave the program.

## **Pets**

Pets are an integral part of many lives and can be a great educational tool. Children may want to bring in pets from home and the center may have pets on the premises. However, some children may be allergic to some animals, so all parents will be notified before a pet is brought into the center. All children having contact with pets will be monitored closely for the safety of the child and of the pet.

## **Clothing**

Please dress your child in clothing appropriate for play and for the weather. Children may get dirty throughout the day and Minnesota weather can be unpredictable. Prince of Peace Lutheran Preschool, Extended Care and After School Care children will be going outside everyday unless weather does not permit. It is better to overdress your child than to under dress them. Staff can always remove layers of clothing if the child becomes warm.

## **Items brought from Home**

At times, a child may want to bring something special from home. Please be sure to mark the item with the child's name. Items brought from home will be stored in the child's cubbie area except during sharing time or possibly free play. Although every effort will be made to keep the toy secured in a child's cubbie, staff will not take responsibility if the toy does get lost or broken. Please do not send toy guns, knives, or other weapons to the center with you child.

## **Confidentiality Policy**

It is the policy of Trinity Lutheran Child Development Center to maintain confidentiality at all times with regard to the Christian center's clients and staff. At no time, should employees discuss information shared with them about any child or parent with someone not involved with that particular child or parent. For example, a discussion of a particular child's behavior should be done only with the parent or with another staff member for professional advice; always making sure they take place away from "listening ears". Maintaining confidentiality ensures the privacy of those we serve.

## **Child Abuse**

Trinity Lutheran Child Development Center expressed a commitment to provide an environment that encourages children's growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to identify your concern to the teacher and/or director.

Should you have difficulty in providing for your child's emotional needs, you are encouraged to request help. Our staff will make every effort to put you in contact with the County Child Protection Agency.

In any rare instance when we feel that you child's needs are not consistently being met, our staff will work with you to identify your child's needs and assist you in meeting those needs. If you are temporarily unable or unwilling to meet your child's minimal needs, our staff is mandated by Minnesota State Law to file a report with the County Child Protection Agency. It then becomes the role of the Child Protection Unit to work with your family to insure that your child's needs are being met.

If maltreatment of the child occurs while in the care of the center, a maltreatment report will be made to the Department of Human Services, Divisional Licensing Maltreatment Intake Unit (1-651-297-4123).

## ***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 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.

### **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 in Benton County at 968-5087 or in Stearns County at 656-6000 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)296-3971.

#### What to Report

- ✓ Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626 556) and should be attached to this policy.
- ✓ 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.

#### 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.

#### 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 and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include as 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.

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

The internal review will be completed by Carol Copeland, Director. If this individual is involved in the alleged or suspected maltreatment, the Trinity Lutheran Church's Leadership Team 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.

### 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.

## **Grievance Procedure**

During the course of your child's attendance at Trinity Lutheran Child Development Center, there may arise a problem that you as a parent feel should be corrected. The problem should first be discussed either verbally or in writing with the teacher. If the problem is not resolved to your satisfaction within 7 days, the problem should be brought to the attention of the Director. If the problem still is not resolved after another 7 days, the problem should be brought to the Child Development Team. If the problem is still not resolved after another 7 days, the problem should be brought to the Trinity Lutheran Church Leadership Team. The team will make a decision within 7 days and it will be final.

## **Licensing**

Trinity Lutheran Child Development Center is licensed by the State of Minnesota, Department of Human Services (DHSD) and is governed by DHS rule 9503. If you wish to contact DHS, their telephone number is 651-296-3971.

## **Non-Discriminatory**

Trinity Lutheran Child Development Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis or race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

***God's blessings to you and your family!***