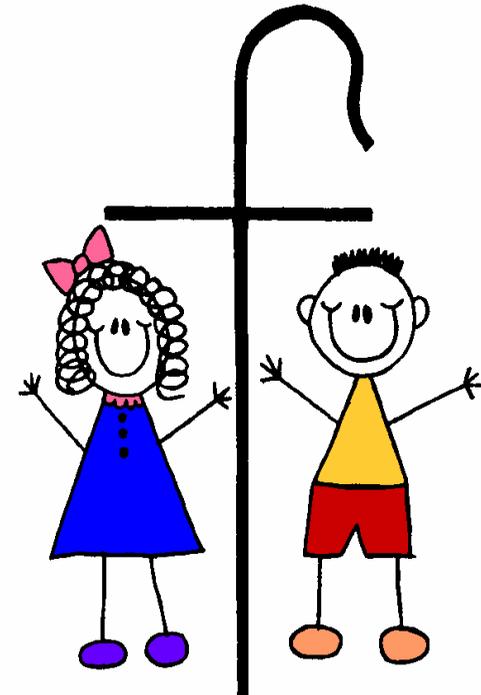


Celebrating EVERY Child!

Shepherd's Flock Preschool Parent Handbook 2018-2019



A Ministry of
Shepherd of the Lake Lutheran Church
952.230.2923

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QUICK REFERENCE GUIDE

Shelle Prairie, Director	952.230.2923.....	shelleprairie@sollc.org
Red Room.....	952.230.2945.....	sollcredroom@sollc.org
Blue Room.....	952.230.2944.....	sollcblueroom@sollc.org
Yellow Room	952.230.2902.....	
Shepherd of the Lake Lutheran Church	952.230.2988	

COMMUNITY RESOURCES

CAP Agency Shakopee
 952-496-2125
www.capagency.org

Help Me Grow (Referral Service)
 1-866-693-469
www.mnparentsknow.info

Shakopee School District—Early Childhood Screening
 952-496-5054

Prior Lake School District—Early Childhood Screening
 952-226-0975

Child Protection
 952-445-7751

Lutheran Social Services
 651-642-5990

Think Small (Leaders in Early Learning)
 651-641-0305
www.thinksmall.org

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.

All staff working with children have Shaken Baby Syndrome/Abusive Head Trauma training in prevention strategies as required by Licensing.

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

WITHDRAWAL FROM PRESCHOOL

A month written notice is required if you intend to withdraw your child from the program. If no notification is given, you will be charged for one month from the date of withdrawal.

TERMINATION OF CARE

If the staff does not feel it is meeting the needs of the child, after involving support/consulting staff, we reserve the right to terminate/postpone the child's learning experience. Other reasons for termination:

- Non-payment of tuition.
- Lack of parental cooperation in trying to resolve differences.
- Abusive or threatening behavior by parents.

COMPLAINT POLICY

If you have a complaint/concern with any aspect of the Shepherd's Flock Preschool program please report the issue immediately via the options below:

- Please discuss your concern with the Preschool Director.
- If you are unable for any reason to contact the Preschool Director, or if you have not received a satisfactory response within five (5) days after reporting any issue, please contact the SOLLC Senior Pastor

INSURANCE LIABILITY

Shepherd's Flock Preschool is covered by comprehensive general liability insurance carried by Shepherd of the Lake Lutheran Church. This meets state requirements.

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INTRODUCTION

MISSION STATEMENT

Shepherd of the Lake Lutheran Church (SOLLC) Early Childhood Ministries believes every child deserves the opportunity for a high quality educational experience. We offer physical, intellectual, emotional, social, and spiritual nurturing in a safe, Christian environment fostered and supported as part of the mission and ministry of SOLLC.

SCHOOL PURPOSE

Shepherd's Flock Preschool, part of SOLLC Early Childhood Ministries, is designed to assist families both within and outside the congregation, without regard to source of income, in their pursuit of positive experiences for their preschool aged children. The preschool is committed to the highest quality programming and staff in order to ensure consistent excellent educational opportunities for the children in a caring environment and a productive partnership with the parents. Christian beliefs and values are integrated in a natural way into every facet of the preschool, both through the curriculum and in the teaching approach of the staff.

PROGRAM PHILOSOPHY

Shepherd's Flock Preschool believes each child is to be accepted as an individual. Each child has unique qualities and abilities that make them special. We offer experiences to promote physical, social, emotional, intellectual and spiritual development. Our curriculum uses Creative Curriculum[®] which is a mixture of teacher and child initiated activities and hands-on learning. This program incorporates a formal written child care program plan that is revised annually and may be reviewed by parents at any time.

NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)

Shepherd's Flock Preschool has earned accreditation through NAEYC which is a third party endorsement for a high-quality early childhood program. Our program meets NAEYC 10 Early Childhood Program Standards, which are based on the latest research on the education and development of young children. These areas include: positive relationships with children, curriculum, teaching approaches, child assessment, nutrition and health, teacher qualifications, relationships with children's families, relationships with the community, physical environment, and program leadership and management.

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 holiday.

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.

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.

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 in evaluation of whether:

- Related policies and procedures were followed;
- The policies and procedures were adequate;
- There is a need for additional staff training;
- The reported event is similar to past events with the child(ren) or the services involved; and
- There is a need for corrective action by the license holder to protect the health and safety of children in care.

PRIMARY AND SECONDARY PERSON OR POSITION TO ENSURE INTERNAL REVIEWS ARE COMPLETED

The internal review will be completed by the Preschool Director. If this individual is involved in the alleged or suspected maltreatment, the Chief Financial Officer of Shepherd of the Lake Lutheran Church will be responsible for completing the internal review.

DOCUMENTATION OF THE INTERNAL REVIEW

The facility must document completion of the internal review and provide

ADMINISTRATIVE POLICIES

DATA PRIVACY

We comply with state and federal privacy laws and are available to you upon request. Your child's records are kept confidential and locked in the Preschool Office and classroom. Each teacher has access to information about students in their class. A signed release must be given in order to share information with others outside the preschool. We occasionally use photos of preschool activities for publicity and promotional purposes on the website, in social media, advertising, and in news coverage. Students are not identified by name, a signed photo release is required to be on file. The student directory, shared with preschool families allows for social interaction outside the preschool environment, it is also governed by the privacy policy.

MALTREATMENT OF MINORS AND MANDATED REPORTING WHO SHOULD REPORT CHILD ABUSE AND NEGLECT

- Any person may voluntarily report abuse or neglect.
- As a licensed facility, we are legally required or mandated to report signs of abuse or neglect. Preschool staff cannot shift the responsibility of reporting to a supervisor at Shepherd's Flock Preschool. If there is knowledge or reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years we must immediately (within 24 hours) make a report to the appropriate outside agency.

WHERE TO REPORT

- If you know or suspect that a child is in immediate danger, call 911.
- 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 (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 (952) 445-7751 or local law enforcement at (952) 440-3555.
- 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) 431-6600.

WHAT TO REPORT

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556).
- A report to any of the above agencies should contain enough information to identify 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

PARENT AWARE

Parent Aware is part of the Minnesota Department of Human Services and is a rating tool for selecting high quality childcare and early education in Minnesota. Shepherd's Flock Preschool has earned a 4 star Parent Aware Rating. This is the highest possible rating.

Participating programs have:

- Volunteered for extra, in-depth training
- Devoted themselves to strong, caring relationships with each child
- Adopted the latest approaches to keeping children's learning on track
- Committed to daily activities and routines that help children learn
- Placed a focus on children's health and safety

We are very proud to be able to offer the best practices in early childhood to help prepare your child for kindergarten.

WHO CAN PARTICIPATE?

Children who are 33 months through five years of age (and toilet trained) regardless of race, creed, nationality, or denomination are eligible to attend Shepherd's Flock Preschool. Children with special needs are also eligible to attend. Please contact the Preschool Director for additional information.

NONDISCRIMINATION POLICY

The Shepherd's Flock Preschool 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 of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

LICENSING INFORMATION

Shepherd's Flock Preschool is licensed by the State of Minnesota, Department of Human Services, Licensing Department, St. Paul, MN 55101 (phone number 651-296-3971). Shepherd's Flock Preschool is licensed for a total capacity of 56 children ranging in age from three to five years old. A 1:10 teacher/child ratio is maintained at all times. Each classroom has a maximum of 20 children. Hours of operation are 8:45 a.m. to 3:30 p.m., Monday through Friday.

CURRICULUM

OVERVIEW OF CREATIVE CURRICULUM

Creative Curriculum helps early childhood programs create a high-quality learning environment that enables every child to become a creative, confident thinker. Creative Curriculum provides a framework for creating an effective classroom for children to learn based on research and theory. There are 5 components that form this framework:

How Children Develop and Learn

- Understanding what preschool children are like and knowing the developmental characteristics of various age groups.

The Learning Environment

- Creating a well organized classroom and establishing interest areas, including: blocks, dramatic play, toys and games, art, library, science, music, and sensory.
- Creating a daily schedule with consistent routines.
- Developing age appropriate lesson plans that are prepared with intentional teaching goals and objectives.

What Children Learn

- Developing knowledge in the areas of literacy, mathematics, science, social studies, arts, and technology.

Caring and Teaching

- Building a relationship with each child and helping children build positive relationships with each other.
- Assessing children's learning through observing, analyzing, evaluating and planning according to each child's needs.

Partnering with Families

- Developing partnerships with families to work together to support their child's development and learning.

TEACHING STRATEGIES GOLD ASSESSMENT

Teaching Strategies Gold is a formal assessment tool that we use to measure each child's progress. It helps teachers obtain information in all areas of development and learning including: social-emotional, physical, language and cognitive, as well as content learning in literacy, mathematics, science and technology, social studies and the arts. This information guides teachers to make decisions regarding each child's learning, to individualize their developmental needs and monitor their ongoing progress. The assessment helps the teacher's support your child's learning and identifies any special needs.

steps necessary to improve the child's social skills. A follow up meeting will be held to discuss the child's progress. If at that meeting it is determined that improvement has not been made then other options will be offered and discussed.

SEPARATION

When a child has a physical or emotional outburst, the child is provided with comfort. This allows the child to regain composure. A "time out" is a last resort and lasts only until the child has regained composure. All separations will be documented in a logbook. In the event a child has three separations in one day or five in a week, a conference will be scheduled to develop an Individual Behavior Plan (IBP). Parents will be kept informed of all behavior occurrences.

CHILD BEHAVIORAL EXPECTATIONS

The following behavioral expectations are part of our program. We do take into consideration your child's previous experiences and social interactions with other children in group settings.

- Children should be able to separate from their parents within 10 minutes upon arrival.
- Children should be able to play and interact in a positive way with other children without hitting, injuring or intimidating them.
- Children should be able to stay at a task that is developmentally appropriate for their age.
- Children should be able to follow directions and take guidance from the teaching staff.

ANTI-BULLYING POLICY

Bullying is identified as repeatedly and deliberately intimidating another person using words, actions or behavior. Bullying commonly occurs through teasing, exclusion and physical harassment.

Our goal is to prevent bullying by educating children about what is acceptable and unacceptable behavior through conversations, role playing, books and puppets that teach the children to accept and respecting others. Teaching children communication skills, problem solving skills, conflict resolution, anger management and self-esteem are needed in order to build healthy relationships.

If you feel that your child is being bullied, please talk with your child's teachers. We will set up a conference together and implement a plan to ensure a safe environment for your child. In addition, we will also work with the other child and family to develop a behavioral plan and follow our behavioral guidance policy.

PETS

Pets help us learn responsibility and care for others. Sometimes, a child will bring a pet for “show and tell.” Please let us know if your child has an allergy to or other problem with animals.

BEHAVIORAL POLICIES

BEHAVIORAL GUIDANCE

The behavioral guidance techniques used by the staff include positive role modeling by adults, positive reinforcement, proper intervention techniques and redirection. Positive redirection is the main procedure used in the classroom. Unacceptable behavior is re-directed to an acceptable alternative.

Teachers follow these guidelines:

- Tell the children the rules in a positive manner that is appropriate to their age and stage of development
- Encourage children to use alternative behavior when necessary
- Apply rules consistently
- Adults are actively involved with the children
- Adults protect the safety of children and other adults

Teachers are prohibited from the following actions:

- Subjecting a child to corporal punishment. This includes, but is not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.
- Subjection of a child to emotional abuse. This includes, but is not limited to: name-calling, ostracism, shaming, making derogatory remarks about the child or the child’s family, and using language that threatens, humiliates, or frightens the child.
- Withholding of food, light, warmth, clothing, or medical care as punishment.
- Punishment for lapses in toilet habits.
- Separation of a child from the group except as provided below.
- The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.
- The use of mechanical restraints, such as tying.

PERSISTANT & UNACCEPTABLE BEHAVIOR

Parents will be notified and documentation will be made if the teachers have concerns regarding a child’s behavior. At that time, teachers and parents will meet for a conference to brainstorm ideas on how to help your child develop appropriate classroom behaviors. An Individual Behavior Plan (IBP) will be written to identify

- Assessments occur as a child interacts with familiar materials, people and activities. They also occur through observations, photos, individualized checklists, anecdotal notes, work sampling and portfolios.
- Results from the assessment will be shared with families in the fall and spring. Before every conference, parents will receive a pre-conference form requesting their input on their child’s goals, strengths, areas of opportunity and any information they would like to discuss. We will use all gathered information to improve and adapt the curriculum and environment to the child’s needs and interests. At the conference we will jointly plan goals.

OBJECTIVES FOR DEVELOPMENT AND LEARNING

Spiritual Formation

- Encourages and supports faith formation
- Demonstrates understanding of Christian principles
- Models God’s love

Social and Emotional

- Regulates own emotions
- Establishes and sustains positive relationships
- Participates cooperatively and constructively in group situations

Physical

- Demonstrates gross-motor manipulative skills
- Demonstrates fine-motor strength and coordination

Language

- Listens and understands increasingly complex language
- Uses language to express thoughts and needs
- Uses appropriate conversational and other communication skills

Cognitive

- Demonstrates positive approaches to learning
- Remembers and connects experiences
- Uses classification skills
- Uses symbols and images to represent something not present

Literacy

- Demonstrates phonological awareness
- Demonstrates knowledge of the alphabet
- Demonstrates knowledge of print and its uses
- Comprehends and responds to books and other texts
- Demonstrates emergent writing

Mathematics

- Uses numbers and concepts and operations
- Explores and describes spatial relationships and shapes
- Compares and measures
- Demonstrates knowledge of patterns

Science and Technology

- Uses scientific inquiry skills
- Demonstrates knowledge of the characteristics of living things
- Uses tools and other technology to perform tasks

The Arts

- Explores visual arts
- Explores musical concepts and expression
- Explores drama through action and language

Social Studies

- Demonstrates knowledge about self
- Shows basic understanding of people and how they live
- Demonstrates simple geographic knowledge

CLASSROOM INFORMATION

DAILY ROUTINE

Each classroom has a daily schedule posted and may vary slightly from classroom to classroom. It is important to develop routines that are predictable and consistent to help children feel secure and become increasingly independent.

The following is a typical day:

- Welcome/Sign in
- First Circle - Prayer, hello song, calendar, letter of the week, discuss area of study
- Interest Areas - Learning stations and small group may be during this time
- Second Circle - Sharing bag, music and movement, story
- Snack and book selection
- Large Motor - Outside, Lower Great Room or YMCA
- Closing and Dismissal - Prayer and goodbye song

Our schedule also provides time and support for transitions and is flexible depending on special opportunities that may be available and children's needs. Monthly lesson plans are posted outside each classroom.

Faith formation is an important part of our day. We begin and close the day with prayer. Bible stories and lessons are incorporated into our areas of study. Each month the children attend chapel time held with a pastor from the church.

- Notify parents

PARKING LOT SAFETY

The parking lot can be a very busy place. Please help us keep the children safe.

- Supervise your child in the parking lot at all times.
- Vehicles must park in the lot, not along the curb. The children encounter difficulties crossing safely when cars block the sidewalk.
- We are mandated by law to report any children found alone in a vehicle.
- Ensure your vehicle is locked and valuables are not left in your car.
- Use the crosswalk when possible.
- We discourage idling vehicles in parking areas

SECURITY

Child safety is our first priority. The preschool entrance will be locked and a key-code provided to each family for secure entrance. Visitors should use the main entrance.

The preschool classrooms are locked at all times and equipped with security cameras and classroom monitors. Parents and other visitors are welcome in classrooms. Please ring the door bell and a teacher will buzz you in.

FIRE DRILLS

Fire drills are held monthly in each class. These drills are timed and logged as required by the state licensing agency. The children are led to the nearest appropriate building exit and then to a designated safe area outside of the building. Building evacuation routes as well as primary and secondary exits are identified and posted throughout the building.

TORNADO DRILLS

Tornado drills are held in September, April and May. Room 142 on the lower level is our designated storm shelter area. All staff review the tornado drill routine and safety procedures annually. Teachers are responsible for taking with them the first-aid backpack, battery operated radio and attendance sheet to ensure all the children are safe and accounted for. Teachers and children will remain in the designated area until the weather is clear.

SITE RELOCATION

In the event of an emergency requiring evacuation of the building it may become necessary to relocate staff and children. Our designated relocation site is:

The Links-Passage Way (located adjacent to the church): 13780 McKenna Road NW, Prior Lake, MN 55379—Office Phone: 952-288-2688

ILLNESS

If a child becomes ill during a preschool session, the parent will be contacted by phone. The child will be distanced from the group and supervised until the parent or emergency contact person picks up the child. **Please ensure your contact information is current so that we can reach you quickly should your child become ill.**

ALLERGIES/SNACKS

Every child needs a completed allergy form on file. Shepherd's Flock Preschool is a nut free environment; including peanuts and tree nuts. A nut allergy can be a life threatening condition and we ask that no food containing nuts or manufactured in a plant using nuts be brought into the preschool. If you have other allergy concerns, please talk with your child's teacher. Children are provided with a snack and juice/water during each class session. All snacks are purchased by the preschool and are nut-free. A monthly snack schedule is posted on the parent bulletin board in the preschool hallway.

HAND WASHING

All children are instructed in "Hand Washing Procedures". We watch a video each year describing how, when and why we wash our hands. Children, staff and volunteers are required to wash their hand at the following times:

- Upon arrival to preschool
- After using the restroom
- After blowing nose or sneezing
- Before snack time
- When hands are soiled from art projects etc.
- Before and after using the water table or play dough
- After touching pets/animals
- Before and after administering medication
- After handling garbage
- After cleaning

GENERAL SAFETY POLICIES

MISSING CHILD POLICY

Staff are required to take attendance each day to ensure which children are present. Children are kept within sight and sound of an adult at all times. When transitioning from one area to another, one teacher leads the line while another remains behind the group. Head counts are done prior to leaving one area and arriving at another.

In the event of a missing child the following steps are taken:

- Staff immediately notifies all other staff members
- Use walkie talkies to notify campus partners. Providing name, description and where child was last seen.
- Call 911

STAFF

Red Room- 952.230.2945

MWF	9:00 to 11:30 a.m.	Kay Dunning and Emily Hannah
Fab 5's	12:30 to 3:30 p.m.	Kay Dunning, Emily Hannah, Kelly Stavedahl and Dawn Griebenow

T/TH	9:00 to 11:30 a.m.	Shelle Prairie and Kelly Stavedahl
Enrichment	12:40 to 3:30 p.m.	Kelly Stavedahl and Kim Graupmann

Blue Room- 952.230.2944

MWF	9:10 to 11:40 a.m.	Amy Barnett and Dawn Flasher
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MWF	12:20 to 3:20 p.m.	Amy Barnett and Kelly Stavedahl
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T/TH	9:10 to 11:40 a.m.	Dawn Flasher and Jessie Carney
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T/TH	12:30 to 3:00 p.m.	Dawn Flasher and Jessie Carney
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Yellow Room- 952.230.2902

M/W	8:50-11:20 a.m.	Shelle Prairie and Kelly Stavedahl
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Lunch Bunch	11:30-12:30 p.m.	
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Stay & Play	12:30-3:00 p.m.	Courtney Hermann
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OFFICE HOURS

Shepherd's Flock Preschool office hours are Monday - Friday from 8:00 a.m. to 4:00 p.m. You may reach the office by calling 952.230.2923. If you reach voicemail, please leave a detailed message and we will return your call. Alternatively, you may email the Preschool Director at ShellePrairie@sollc.org.

SCHOOL DRESS

Children should be dressed in simple, washable play clothes. The children play regularly in our large motor room and on the playground, so **tennis shoes** are necessary. Children are required to wear socks and should **NOT** come to preschool in flip-flops.

- Please dress your child in suitable clothing, including shorts, leggings or tights under skirts or dresses.
- Please **label all outdoor clothing, boots and school bags.**
- We encourage an extra change of clothes for accidents and spills. Please put an extra shirt, pants, socks and underwear in a Ziploc bag in your child's backpack.
- Each child must have a simple school bag to transport projects, notes and belongings. We recommend the **larger sized backpack to support learning** self-help skills. The larger bags are easier for the children and staff to pack.

ARRIVAL

- Children should not arrive **more than 5 minutes** before class time. If you arrive early, please wait on the Upper Path outside the preschool classrooms. Your child's teacher will come out when they are ready to receive the children.
- Before entering the classroom children must wash their hands.

- Adults must sign-in their child on the attendance sheet before leaving the classroom.
- If you wish to visit with other parents, we ask that you do so outside the classroom. The McKenna Crossing Café is open daily.
- If your child is experiencing separation issues, please talk with the teachers. We want to help to make this transition successful for families.
- If you need help with drop-off, please work with the teachers to make other arrival arrangements.

DISMISSAL

- Children need to be picked up promptly at the end of class. If you have an emergency or will be late, please contact your child's teacher so they can reassure your child that you are coming.
- No child will be released to an unknown person without prior **written authorization and a photo ID**.
- At dismissal, adults should wait on the Upper Path outside the preschool.
- Adults must sign out their child before the teachers will dismiss them. Attendance sheets will be located at a table by the preschool door.
- If you are more than **5 minutes** late for pick-up without notifying the teachers and this occurs more than 2 times, a \$1.00 per minute fee may be charged.
- If you need assistance with pick-up, please talk with the teachers to make other arrangements.

ABSENCES

Please call the preschool if your child will be absent. You may leave a message at any of the following numbers:

- Preschool office at 952.230.2923 or email ShellePrairie@sollc.org
- Classroom #269 (Red Room) at 952.230.2945 (9:00 a.m.; 12:30 p.m. classes)
- Classroom #266 (Blue Room) at 952.230.2944 (9:10 a.m.; 12:20 p.m.; 12:30 p.m. classes)

AUTHORIZED PERSONS

At the time of enrollment parents must provide the names of persons authorized to pick-up their child. It is the parents' responsibility to inform the school of any changes in the names, addresses, or phone numbers of the authorized persons. Persons to be contacted in case of emergencies need to be within thirty (30) minutes of the preschool.

SCHOOL CANCELLATION

Shepherd's Flock Preschool follows the Prior Lake-Savage School District #719 calendar when possible. If District #719 is closed due to bad weather, Shepherd's Flock Preschool will also close. District school closings are announced on WCCO radio, (830 AM). If the school district announces a late start, morning preschool is cancelled, however afternoon sessions will be held unless you are otherwise contacted

Meningitis

Exclude until a physician permits the child to return.

Mumps

Exclude until swelling subsides, usually five days but may be as long as nine days after swelling begins.

Oral Herpes, (cold sores)

No exclusion necessary.

Pertussis, (Whooping Cough)

Exclude until five to seven days after antibiotic treatment begins.

Pinworm

Exclude until after treatment has been started.

Respiratory Illness

Exclude until child is without fever for 24 hours and is well enough to participate in normal daily activities.

Ringworm

Scalp: Exclude until 24 hours after treatment begins.
Body: Exclude until after treatment begins.

Roseola

Exclude until fever free and can return to normal daily activities.

Rubella, (German Measles)

Exclude until the rash disappears.

Scabies

Exclude until 24 hours after treatment begins.

Streptococcal Sore

Exclude until at least 24 hours after treatment begins and child is without fever for 24 hours.

Yeast Infection, (Thrush Throat/Scarlet Fever)

No exclusion necessary.

Special exclusion guidelines may be recommended in the event of an outbreak of an infectious disease.

their body fluids, or have open skin sores which can't be covered. The child must be able to participate in normal daily activities.

Chicken Pox

Exclude until all blisters have dried in scabs; about six days after rash onset.

Conjunctivitis, (Pink Eye)

Exclude if there is redness of the eyes and/or eyelids with thick white or yellow drainage and eye pain, the child should not return until examined by a healthcare provider or 24 hours after treatment begins.

Cytomegalovirus, (CMV)

No exclusion necessary. Good hand washing is extremely important.

Diarrhea, (infectious)

Exclude until stool returns to normal form.

Fifth Disease

No exclusion necessary. The child must feel well enough to participate in normal activities.

Giardiasis

Exclude children with diarrhea only. Exclude until the child has started treatment and diarrhea is no longer present.

Hand, Foot, and Mouth

Exclude until the fever is gone and the child must feel well enough to participate in normal activities. Sores may still be present.

Hepatitis B

No exclusion necessary, unless the infected child exhibits biting behavior or has open sores that can't be covered.

H1N1 Influenza

Exclude for 24 hours after the fever breaks. Child should have normal body temperature without the use of fever reducing medicines.

Impetigo

Exclude until sores are healed or can be covered with bandages, or until the child has been treated with antibiotics for at least a full 24 hours.

Lice, (head)

Exclude until the first treatment is completed and no live lice are seen. No nit policy.

Measles

Exclude a minimum of five days after the rash appears.

by the staff.

MCKENNA CROSSING PARTNERSHIP

The children visit our friends at McKenna Crossing. We have found our time together to be a blessing for young and old alike. We sing, deliver cards and crafts, and even attend some parties. A signed permission slip for your child to participate in this activity is required.

YMCA PARTNERSHIP

We also partner with the Y. Every class has the opportunity to use PlayZone weekly. It's a wonderful play space during the long winter days. **Socks are required.**

FIELD TRIPS

Educational field trips are planned throughout the year and may be on or off-site. Parents are notified in advance and permission slips describing the event must be signed before your child may attend the field trip. Fees for field trips are collected at orientation and are non-refundable. Parents may chaperone, depending on space availability. Unfortunately, field trip sites do not have space available for siblings. We cannot accommodate preschoolers unable to go on a field trip. You will need to make other arrangements for that day.

Transportation is provided by an outside bus company. Safety rules are reviewed with the children before each outing.

Staff are responsible for taking emergency cards, any required medication and the first aid kit on all fieldtrips.

BIRTHDAY CELEBRATIONS

It is fun for children to celebrate their birthday with their classmates. We will make your child feel special by giving them a birthday crown to wear for the day and the opportunity to bring home the "birthday bag" with a special birthday book and art supplies to create their own birthday cake. We ask that you do not bring in birthday treats due to allergy and health concerns. It is optional to bring in novelty birthday items.

OUTDOOR PLAY/GYM TIME

During the fall and spring, we play outside daily as weather permits. Sunscreen and insect repellent must be applied by the parent/guardian. During the winter months, outdoor play days are announced in advance. Parents should provide appropriate clothing on these days. We also use the Lower Great Room for our large motor time. Children are supervised at all times. The Lower Great Room is inspected before each class. For safety reasons, **no flip-flops are allowed and socks must be worn at all times.**

PARENT INFORMATION

TUITION POLICY AND PAYMENT

Tuition is due the first of each month, September through May. Four ways to pay tuition are available:

- Check - payable to Shepherd of the Lake Lutheran Church (SOLLC) and placed in the secure dropbox outside of the preschool office.
- Credit Card - information on the website www.sollic.org under preschool.
- Electronic Funds Transfer (EFT) - withdrawal from your checking account the first of each month. Learn more at www.sollic.org on the preschool page.
- Bill pay - set up a payment plan with your financial institution.

Tuition for 2017-2018 Classes:

- MWF AM.....\$180.00/month
- MWF PM.....\$190.00/month
- Feb 5.....\$250.00/month
- Enrichment\$70.00/month
- T/TH.....\$140.00/month

Late fee of \$20 will be charged if tuition is not received by the 10th of the month. To avoid this fee and/or make other payment arrangements, contact the Preschool Director. No tuition reductions for illness, vacations, holidays, short months or other absences.

If more than one child is enrolled in the program a 10 percent discount is given to the 2nd and 3rd child's tuition.

Enrollment is for the full school year. A one-month paid notice is required for withdrawal of a child.

PARENT COMMUNICATION

- **Newsletters/Calendars**
Monthly Newsletters are sent out the 1st of each month and can also be found on the Shepherd's Flock Preschool website. We encourage parents to take time to read them completely as there is valuable information to keep you informed on what will be happening throughout the month.
- **Remind App**
This will be a quick and easy way for parents and teachers to communicate together through text messaging. Parents will receive instruction on downloading the app and a code will be sent to you to use for your child's class.
- **"WHAT WE DID TODAY SHEETS"** are sent home daily and cover classroom activities. They may also include information about upcoming events. Teachers may add additional comments specific to your child's progress. Use this as a tool

Minor Accidents or Injury: not requiring medical attention

- Teacher will administer appropriate first-aid to the child.
- Teacher will notify the parent of the accident or injury as soon as possible. Parent will sign a completed accident report form describing the accident or injury and the action taken.
- Teacher will log all accidents on the accident log form located in the classroom.

Medical Emergency or Injury: requiring immediate medical attention

- Teacher will immediately perform appropriate first-aid to the child.
- Teacher will call 911.
- Teacher will notify parent or alternate contact-person listed on emergency form and advise them of the situation.
- A staff person will accompany a child should he/she need to be transported by ambulance.
- Teacher will fill out a Major Accident Report and give one copy to the parent, keep one copy in the child's file, and send one copy to the Minnesota State | Licensors with 24 hours following the injury.

Our designated emergency source is St. Francis Hospital, Shakopee, Minnesota.

HEALTH GUIDELINES FOR KEEPING CHILDREN HOME

It is important that your child stay at home when they are ill. Notify the school within 24 hours if your child has been exposed to a contagious disease. When staff becomes aware of a student's exposure to a contagious illness, parents will be alerted the same day.

Please keep your child home if they have experienced any of the following symptoms within the last 24 hours:

- Temperature over 100 degrees
- Discharge or drainage from eyes
- Severe coughing
- Diarrhea
- Vomiting or upset stomach

If your child has pink eye or strep throat, they must be on medication for 24 hours prior to returning to preschool to insure they are no longer contagious.

SPECIFIC DISEASE EXCLUSION GUIDELINES

The following guidelines should be used in determining if your child should attend preschool:

Acquired Immune Deficiency Syndrome

Exclude infected child if they exhibit biting behavior, are not normal in control of

HEALTH AND SAFETY

MEDICAL FORMS

The following must be on file at the preschool before the child **can attend**:

- Health Care Summary – dated and signed by a doctor
- Immunization Record
- Individual Child Care Plan Form (ICCP)—if your child has an allergy or other medical condition requiring possible staff support, an Individual Health Plan from your physician is required. These forms are available from the Director. These forms are a state requirement for licensed preschools.

Kathy Justus, RN, BSN, Public Health Nurse Consultant, from MN Childcare Health Consultants conducts our yearly visit and does health and safety training. She also serves as our health resource for the program.

IMMUNIZATION REQUIREMENTS

The State of Minnesota requires that we maintain immunization records on all children enrolled. An up-to-date immunization record is required before the child starts his/her first day of school. Immunization exemption must be accompanied by a notarized document stating the reason for exemption. Parents of children who are under immunized are immediately notified to exclude such a child when vaccine-preventable disease has occurred.

MEDICATIONS

Children who require medication during the school day must have a medical permission form completed by their health care provider. All medicines must be in the original containers and put in a ziplock bag with your child's picture attached. Medication will only be administered by a trained staff according to doctor's orders. We will not give fever reducing medicine unless ordered by a doctor. Expiration dates will be checked throughout the year. All the expired medications will be returned to you and new medications will need to be provided. At the end of the year all medications will be returned.

STAFF HEALTH TRAINING

All teacher complete CPR, first aid training, including the use of Epi Pens and the use of AED. Each year all teachers receive training on Health and Safety Practices and Procedures (OSHA), mandated reporting, Shaken Baby syndrome/Abusive Head Trauma prevention and Risk Reduction. The complete emergency form includes your permission for our staff to use their training in basic-first aid, CPR and AED as necessary. Complete first-aid backpacks are kept in each classroom and check on a monthly basis by the teachers. Emergency cards are kept in the backpacks for quick access. Teacher take the first-aid backpack with them whenever they leave the classroom.

to hold a conversation with your child about their experiences at preschool.

- **Email**

Please make sure we have your current email and you are receiving emails. Email is a great way to stay in touch with the teachers or to ask questions.

OPEN DOOR POLICY FOR VISITORS AND VOLUNTEERS

Parents are encouraged to visit and volunteer at the preschool. Classrooms may have up to two adult volunteers at a time.

- Classroom Volunteers - Parents and others are welcome to visit your child's class. We ask that you sign up on the Volunteer Clip Board located in each classroom on the sign in table. All volunteers need to wash their hands before entering the classroom and before serving snacks. For any questions about volunteering, please talk with your child's teachers.
- Regular volunteers - Those who volunteer on an ongoing basis will be required to complete a background check and attend a brief orientation with the director.
- Volunteer Questionnaires are filled out during Parent Orientation. We use this form throughout the year to invite parents to participate in their areas of interest.
- Volunteers are welcome on all field trips and holiday parties. Sign up for these special opportunities will be posted in your child's classroom.

THE PARENT ADVISORY COMMITTEE (PAC)

The Parent Advisory Committee (PAC) meets three to four times a year and provides feedback and ideas about program enhancements. Social and Service sub-committees plan and execute family nights and service projects that further support the preschool community and mission. All parents are welcome to participate in the PAC. To sign up, please indicate your interest on the volunteer questionnaire.

THE PRAYER TEAM

The Prayer Team is a group of parent volunteers who commit to pray regularly for the needs and concerns of the preschool and its families. Prayer needs are emailed monthly to participants. Prayer requests can be put in the prayer box at the Parent Information Shelf, located outside the preschool door.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are offered twice a year in the fall and spring. The child's physical, social and emotional development will be reviewed and any concerns and questions will be addressed. Please note that parents and teachers may request a conference at any time throughout the year.