TRINITY LUTHERAN PRESCHOOL

2024-2025 School year

POLICIES AND PROCEDURES PARENT HANDBOOK

Preschool & Extended Day Programs



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Table of Contents

WELCOME 4
PHILOSOPHY 5
MISSION STATEMENT 5
OBJECTIVES 5
- Spiritual 5
- Physical 5
- Intellectual 5
- Social 5
- Emotional 5
- Parents 5

ADMISSIONS AND OPERATIONS 6
- Eligibility 6
- Registration 7
- Basic Services 7
- Hours of Operation 7
- Scheduled Holidays 7
- Snow Days/Late Starts 7
- Sign In and Release 7
- Transportation 8
- Tuition & Payment 8
- Forms Required 8
- Parent Visitation 8
- Parent/Staff Meetings 8
- Newsletter 8
- Daily Schedule 9
- Supplies 9
- Permanent Withdrawal 9

HEALTH AND SAFETY NOTES 9
- Health Care Summary 9
- Immunizations 9
- Inadequately Immunized Children 10
- Special Needs/Allergies/Medical Conditions 10
- IDEA 10
- Accidents/First Aid/CPR/OSHA 10
- Illness 10
- Evacuation 11
- Inclement Weather 11
- Medication 11
- Clothing 12
- Outdoor Play 12
- Pets 13
- Meals and Snacks 13
- Milk Tickets 13
- Allergies/Diet Restrictions/Modifications 13
- Mandated Reporting 14
- Daily Inspection 14
- Quiet Time/Naps 14

SPECIAL ACTIVITIES 15
- Birthdays 15
- Field Trips 15

Research and Public Relations 15
GENERAL GUIDELINES FOR DISCIPLINE 15
Behavior Guidance 15
Persistently Unacceptable Behavior 16
Actions Prohibited 16
Separation From The Group 16
GRIEVANCE POLICY 18
LIST OF STAFF 18
LIST OF BOARD OF SCHOOL ELDERS MEMBERS 18

Welcome,

Each and every child is a precious gift of God. Children are the next generation and the promise of our future congregations of believers. The care and training of young children outside the home has become almost indispensable in our society. Scripture specifically gives parents the primary responsibility for nurturing their children. A Christian early childhood program of child care/preschool is meant to assist parents in this task. Joel 1:3 - *Tell it to your children, and let your children tell it to their children and their children to the next generation.*

Trinity Lutheran Preschool is a preschool and extended care program that serves to nurture children and their faith. They will learn from Bible lessons that Jesus does guide and direct their young lives. In this setting, each child's God-given gifts and abilities will be fostered through inquiry, exploration, experimentation, and expression.

A ministry of Trinity Lutheran Church





PHILOSOPHY

The purpose of Trinity Lutheran Preschool is to enrich the life of each child, to work closely with the home, and to nurture the child's growth in Christian love.

MISSION STATEMENT

The mission of Trinity Lutheran Preschool is to share the love of our Savior with children, their families, and others throughout the community.

OBJECTIVES

The children enrolled at Trinity Lutheran Preschool will have the opportunity to gain the following objectives by both teacher-directed and student-initiated activities. A variety of materials and procedures will be used to best meet the learning styles of each child of God.

SPIRITUAL

The child will:

1. Learn that Jesus is their best friend and Savior from sin.
2. Learn that the Bible is God's Word.
3. Learn God's plan of salvation and His love for each of them.
4. Gain a greater understanding of God's world and all He has created.
5. Learn to apply God's truths to everyday living through the daily use of prayer, worship and devotion.
6. Learn that all abilities are gifts from God and are to be used to serve God.

PHYSICAL

The child will:

1. Develop fine motor skills of cutting, coloring, writing, using glue, etc.
2. Develop gross motor skills of hopping, balancing, throwing and catching a ball, etc.
3. Practice safety, hygiene, nutrition, and basic health procedures through everyday experiences.

INTELLECTUAL

The staff will strive to:

1. Inspire in each child the love of learning.
2. Extend familiarity with God's Word.
3. Acquaint children with good literature and literacy activities. Pre-number and number concepts will be extended through problem-solving experiences with sequence, sizes, shapes, and other organized play activities.

SOCIAL

The staff will strive to:

1. Help each child learn to enjoy the friendship of others–both children and adults.
2. Help each child learn to work and play independently.
3. Give each child many opportunities to work and play cooperatively in a group.
4. Provide each child with opportunities to experience success.
5. Strengthen family ties and to help parents understand their children better.

EMOTIONAL

The staff will strive to:

1. Instill in each child a healthy self image as a child of God.
2. Help each child understand his feelings and how to cope with them in a God-pleasing way.
3. Instill in each child the awareness of their God-given abilities and learn to respect the varying abilities of others.

PARENTS ARE ENCOURAGED TO

1. Understand that God gives them primary responsibility for nurturing their children.
2. Understand the spiritual, physical, intellectual, emotional, and social needs of their children.
3. Understand the importance of communication between home and preschool.
4. Become involved with their child's learning through classroom visits and daily conversations with their child.

As a parent you are encouraged and welcomed to come and speak to the teachers anytime about your child's progress. We offer parent-teacher conferences after the first quarter, and any other time throughout the year upon request.

ADMISSIONS AND OPERATION

ENROLLMENT

At the time of enrollment, parents/guardians are provided with this information and a copy of our Emergency Preparedness Plan via an electronic copy posted on our school website https://www.trinitybelleplaine.org

Our enrollment packet includes required forms including emergency contact information, health and immunization forms, and child's personal information. Please inform us of any individual care program needs your child may have so that we can best provide for them while in attendance at our program. The packet also contains enrollment and tuition agreements, late payment and termination policies , and our program plan. Parents are offered an annual review of the program plan. At that time, you may offer suggestions or recommendations that we will take in consideration to further enhance the quality of our program.

We are licensed by the MN Department of Human Services to operate a child care center and preschool. The rules and regulations that govern us also include local regulators such as food ordinances, city, fire, and health inspectors. National policies also affect our operation such as OSHA, USDA, ADA, IDEA, and child care accreditation standards. You may access these rules and regulations via each individual entity. Our license allows the following:

- **Licenced to Serve**
  Pre School children (at least 33 months to the first day of Kindergarten)

- **Days/Hours of Operation**
  Trinity Lutheran Preschool operates Monday through Friday. We are licensed to operate between the hours of 8:00 a.m. to 3:10 p.m.

ELIGIBILITY

Trinity Lutheran Preschool has been established in order to provide spiritual growth and quality education to the children who attend. All children are welcome without reference to race, creed, national origin or sex. However, priority will be given to the member's children of Trinity Lutheran congregation, other area WELS/ELS congregations, and then siblings of enrolled students. Any remaining openings will be open to the public.

All children entering must be toilet-trained. Communication with the Director is essential in this area.

SCHOOL YEAR REGISTRATION
Registration is handled through the online tuition management company FACTS. Parents may register children beginning in January prior to the coming Preschool year. An application fee of $75 is charged for new enrollments.

BASIC SERVICES
- Preschool/Extended Day
- Child/Adult ratio: 10 to 1
- Full-day/Part-day: 4 year-olds M/W/F, 3 year-olds T/TH

HOURS OF OPERATION
8:00 a.m. to 3:10 p.m. --Monday through Friday. The hours of our program are flexibly designed to help meet the needs of both children and parents. Therefore, part-time hours are available. Parents may choose to have their child attend the morning preschool(8:00-11:30) or stay for the extended hours until 3:10 p.m based on the family's needs.

SCHEDULED HOLIDAYS
Trinity Lutheran Preschool will be **closed** on the following days:
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Break (We follow Belle Plaine Public School calendar.)
- Good Friday
- Easter Monday
- Memorial Day

*(We only offer extended care on school calendar days)

SNOW DAYS/LATE STARTS
Preschool sessions will not be held if there is no elementary school at Trinity Lutheran School for any reason including snow closures. The notification for school closings will be sent through Class Dojo.. WCCO will also list snow days.

SIGN IN AND RELEASE
Parents are required to assist their child upon arrival each day and stay with the child until greeted by a teacher. **Parents are responsible for the safe entry and exit from the building each day.**

Every child must be signed out and acknowledged by a teacher before leaving the school premises. No child will be released to someone not listed on their registration forms unless prior arrangements have been made with the teacher. Children picked up after 3:10 will be signed in to Trinity Lutheran School's after school care program and a late fee of $4.50 will be charged to your account. If an undesignated person or no one comes to pick up the child, the designated person from the emergency contact list and the parents will be called. If an incapacitated person or a person suspected of child abuse attempts to pick up a child, the police will be notified.

TRANSPORTATION
No bus service is provided by the Preschool. Carpooling is one option that has worked out among parents. Preschoolers may ride the public school bus with an older sibling. Busing arrangements need to be made via **4.0 Bus Service** (952)873-2362 or email: orders@fourpointo.com. Families may also make arrangements with Trailblazer Transit by calling 1-888-743-3828.

TUITION

Registration Fee**:** A non-refundable registration/administration fee of $75 is required with a completed enrollment at the time of enrollment. Registration fee is only applied the first time a child is registered in Trinity Lutheran Preschool/School.

Morning Preschool Only (8:00-11:30)

T/Th Three-year-olds: $1,167/year ($97.25/month)

M/W/F Four-year-olds: $1,918/year ($158.83/month)

Full Day Preschool (8:00-3:10)

T/Th Three-year-olds: $1,744/year ($145.33/month)

M/W/F Four-year-olds: $2,871/year ($239.25/month)

Hourly Before/after school care

*rate is $4.50/hour (If using this service you will be charged a minimum 1 hour's fee for each use)

PAYMENT PLANS

Trinity Lutheran School offers four tuition payment plans: one annual payment due August 1, two semester payments due August 1 and January 1, nine monthly payments starting with the April down payment and continuing from August to April, and twelve monthly payments starting with the April down payment and continuing from June to May. The April payment serves as a down payment for the next school year and is integrated into each payment plan.

REQUIRED FORMS

For all children entering Trinity Lutheran Preschool, the following forms are required:

1. Completed Online Registration and Tuition Agreement
2. A completed enrollment form signed by parent/guardian
3. A completed health report
4. Immunization Care Summary (Signed by physician)
5. A completed leaving the premises form
6. A completed Child Interest Survey

PARENT VISITATION

Regular and frequent visits by parents are encouraged at any time. Parents may volunteer to assist teachers in the classroom, on field trips, or by sharing their special talents and interests.

PARENT/STAFF MEETINGS

Twice a year there will be special days set aside to discuss your child's development and progress. This will include a written assessment of the child's intellectual, physical, social, and emotional development. Documentation of conferences is kept in the child's record. In addition, if parents wish to arrange a conference at other times, the opportunity is always welcomed. Parents may view their child's records of learning at any time.

NEWSLETTER

A school newsletter is emailed to you each week. It will inform you of upcoming events of the Day School and Preschool. The Preschool teacher also prepares a weekly newsletter for parents which is sent home in paper form and posted on the Teacher's Class Dojo page.

DAILY SCHEDULE

8:00-8:15	Arrival & Check-in Activity
8:20-9:00	Centers & Table Activities
9:00-9:30	Word of God
9:30-9:50	Snack/Bathroom break

9:50-10:15	Monday: Outside Wednesday: Phy Ed(Gym) Friday: Outside
10:20- 10:40	Circle/Calendar/Math
10:40-11:20	Storytime/Literacy/Music
11:20-11:30	Student-Initiated Experiences
11:30	Dismiss AM preschoolers

EXTENDED DAY SCHEDULE

11:20-11:50	Student-Initiated Experiences
11:50	Bathroom Break and wash hands for lunch
12:00-12:30	Lunch
12:30-1:30	Monday: Phy Ed Wednesday: Outside Friday: Phy Ed
1:30-1:45	Devotion/Storytime/Bathroom break
1:40-2:10	Rest Time/Quiet Time
2:10- 2:30	Afternoon Activity (Connects to Weekly Theme)
	Monday: Music Wednesday: Science/Social Studies Friday: Art
2:30-2:50	Free play in classroom
2:50-3:05	Closing Circle Time/Goodbye/Get Ready to go Home
3:05	Dismissal

SUPPLIES

Most supplies are provided by the Preschool. However, a supply list will be provided at enrollment. Each child is required to bring a backpack and sturdy folder to carry papers home in, and an extra set of clothing to keep at school. Children are discouraged from bringing toys from home. Trinity Lutheran Preschool is not responsible for any toys brought to school.

PERMANENT WITHDRAWAL

Trinity Lutheran Preschool requires two weeks written notice before withdrawal of your child. You will be billed for two weeks from the time of withdrawal notice. We understand that family situations change (loss/change in occupation, family circumstances, etc.). Please be considerate and notify Trinity Lutheran Preschool staff as soon as possible.

HEALTH AND SAFETY NOTES

HEALTH CARE SUMMARY

Parents must provide a health care summary within 30 days of the child's first day of enrollment and submit it to the Director. This summary must include a current examination and must be signed by the child's medical care provider.

IMMUNIZATIONS

Upon enrollment documentation of current immunizations must be submitted. For inadequate or unimmunized children, a signed notarized statement of parental objection to the immunization or medical exemption is required. There may be children at the program who are not fully vaccinated. We emphasize the importance of vaccination to protect the health and safety of all of the children and staff at our program. Periodic updates of immunizations will be required according to state regulations.

INADEQUATELY IMMUNIZED CHILDREN

In the case that measles, mumps, rubella, pertussis, or diphtheria occurs at our program, children who are inadequately vaccinated will be excluded through the incubation period of the last reported case of the disease as determined by the local health department. This exclusion is necessary because these children

may become infected and contribute to further disease spread. This exclusion also applies to children of staff who have not been immunized for conscientiously-held belief or medical contraindications.

SPECIAL NEEDS/ALLERGIES/MEDICAL CONDITIONS
Parents/Guardians have the responsibility to inform the program when their child has any special needs, allergies, or conditions requiring attention. If a child is admitted having special needs, procedures stipulated by our licensing requirements will be followed. An individualized child care program plan (ICCPP) will be developed to meet the child's individual needs. The plan will be coordinated with either the service plan, education plan, and/or with the child's parent, physician, psychiatrist, and/or psychologist. The ICCPP will need to be updated annually or when there is any change. The plan will be kept in your child's file, with any medication, on field trips, and during transportation. The program will provide any additional staff training (within reason) required by your child's ICCPP, however, there may be times when you are requested to assist in the training or ensure the child's nurse specialist is involved in the training.

IDEA (Individuals with Disabilities Education Act)
As a child care provider, we continually monitor the development of all children in our care through ongoing observations and recording. We want the best outcomes for all children. Child care providers are considered a primary referral source for early childhood intervention under IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or risk factors that warrant a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concerns we have before a referral is made. We can assist you with the referral or partner with you in the process.

ACCIDENTS/ FIRST AID/CPR/OSHA
Minor accidents will be treated by a qualified first-aid person (someone who has attended 8 hours First Aid training). Every staff member will be trained in child/infant CPR and first aid. Should your child be injured and staff members present think it necessary, an ambulance will be called and the child taken to Mayo Health Care (New Prague), Ridgeview Medical Center (Waconia), or St. Francis (Shakopee) depending on the preferences of the parents. Parents will be notified via telephone numbers on file if the child becomes ill or an accident occurs. Within 24 hours of any accident, a staff member will prepare an accident form. Please review the accident form, sign and date it, and leave it with your child's teacher. In the event a child should become missing from school, the police department will be notified and the parent will be called. An annual evaluation will be made of the accident/injury/incident log and policies will be analyzed on the basis of the inspection by the designated health consultant. A copy of the consultant's findings will be placed in the school record.

When children are out-of-doors, they will be under the supervision of the staff. The school will provide adequate insurance for children, volunteers and staff on the church grounds, and on field trips.

ILLNESS
Parents are requested to keep their child at home if they have any of the following symptoms or illnesses: MN Rule 3 9503.0080 Exclusion of sick children guidelines are as follows:

1. Any child with a **reportable illness or condition** as specified by the health department that is contagious and has not had sufficient treatment to reduce the health risk to others
2. **Chicken pox** until the child is no longer infectious or until the lesions are crusted over
3. **Vomiting-** 2 or more times since admission that day
4. **Diarrhea -** 3 or more abnormally loose stools since admission that day
5. Contagious **conjunctivitis (pink eye)** or pus draining from an eye until medicine has been used for at least 24 hours

6. **Bacterial infection** such as **streptococcal pharyngitis or impetigo** and has not completed 24 hours of antimicrobial therapy
7. **Unexplained lethargy** or fatigue
8. **Lice, ringworm, or scabies** that is untreated and contagious to others
9. **Fever-** 100 degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medicine is given
10. **Undiagnosed rash** or a rash attributable to a contagious illness or condition
11.Significant **respiratory distress**; fast, difficult, or different breathing, uncontrolled coughing, and/or wheezing
12. **Not able to participate** in normal activities with reasonable comfort
13. **Requires more care** than the staff can provide without compromising the health and safety of other children present

PLEASE CALL AND LET US KNOW IF YOUR CHILD IS ILL AND WILL NOT BE ATTENDING BECAUSE OF ILLNESS. Parents are asked to notify the program within 24 hours, exclusive of weekends and holidays when a child is diagnosed by a child's source of medical or dental care as having a contagious disease. Contagious illnesses will be reported to all parents the same day the information is received via email. The staff will also post a notice in a prominent place stating the illness, incubation period, early signs to watch for and exclusion recommendations.

A child with a communicable disease will only be readmitted to preschool after allowing for the longest usual incubation of the disease or with a signed statement from a physician.

Behavior or health issues which may affect the safety, health, and general well-being of other children may result in limited exclusion or termination of enrollment.

EVACUATION
In case of fire, the building will be evacuated using designated and posted fire exits. The teacher or an aide shall lead the children out of the building to a designated area. A fire drill will be held once a month and recorded in the log. An alarm system will be used and the children will be led from the building until the all clear is given. A fire extinguisher is properly located in the building and will be checked annually. Directions for use of the fire extinguisher are posted. In the event that the Civil Defense sirens should sound to warn of a tornado or other notification of a tornado, the children will be taken to a designated area. Everyone will remain there until the all clear is sounded. A tornado drill will be held once a month from April-September and recorded in the appropriate log. Five lock down drills will be conducted throughout the year. All staff will be informed of emergency procedures to follow.

INCLEMENT WEATHER
Announcements will be made on the local radio station, WCCO. Trinity Lutheran Preschool is closed whenever the day school is closed due to inclement weather. The day school is closed whenever it is announced on WCCO radio/TV that Belle Plaine Public Schools are closed.

MEDICATION
1. Prescription Medications
- Prescription medicines will only be administered with written authorization from a licensed physician or dentist(prescription labeled) and the parents or guardian.
- Parent must state dosage, time, and duration the medication is to be given. Please also inform the staff of the last time the medication was given.
- The program will not administer medication doses that can be given at home. Any medication to be given once or twice a day needs to be done at home. Any medication to be given long term will require additional paperwork using ICCPP care plans.

- Medication must come in its original container and be properly and legibly labeled with your child's full name and current prescription information. Twins and siblings cannot share any medications.
- Medications will not be given after the expiration date and unused portions will be returned to the parent. Please send proper medication dispensers to administer the medication.
- Medication will be kept out of the reach of children. Staff will record the name of the child, name of medication or prescription number, date, time, dosage and signature of the person who dispensed the medication. This documentation will be maintained in your child's record and is available to you.

Non-Prescription Medications

Written permission from the parent is required for the administration of any non-prescription medication such as Tylenol, Advil, Benadryl, cold medicines, etc. These will be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a physician or dentist. All other medication policies will apply to non-prescription medicines.

Over the Counter External Products

Written parent permission will be obtained at the time of enrollment to apply any OTC products external products such as insect repellent, sunscreen lotion, lip balm, lotions, etc. We are not required to document the applications of these products. Powders, cornstarch, and aerosol sprays are not allowed due to inhalation hazards.

CLOTHING

Parents should have an extra set of clothing for their child at the school. Please **label all items.** Staff cannot be responsible for helping children find items that are not labeled. Clothes should be comfortable and easy for the child to manage for him/herself. Clogs, flip-flops, and bare feet are often dangerous when children are climbing or running. We ask that your child wear shoes appropriate for taking part in active play. We also ask that girls wear shorts under dresses due to active play.

OUTDOOR PLAY

Regular physical activity has important health benefits. Weather-permitting daily outdoor play will be provided. Going outside offers an environment that encourages exercise and a different setting. Our outdoor guidelines for healthy development, are that children should go outside when:

1. The weather seems comfortable and when it is somewhat uncomfortable. In summer, children should wear light colored, lightweight sun protective clothing and hats, sunscreen, play in shaded areas, and have plenty of drinking water available. In winter, dress in warm, dry layers and play in wind-protected areas. (Use weather humidity/wind/air quality guidelines.) Please ensure your child comes dressed in appropriate indoor and outdoor clothing.
2. It is raining, snowing, or when snow is on the ground and the children are wearing water-resistant clothing. Snow and rain are important learning materials.
3. Children have a runny nose, cold, or ear infection unless they have a documented condition identified by their health care provider that can be worsened by cold, wind, or being outdoors.

PETS

Due to prevalent allergies among children, no live pets will be permanently in the school. (A fish aquarium may be an exception.)

Parents will be informed before pets or animals are brought into the center for "show and tell" or other special occasions. The pet will be properly housed, cared for, inoculated, and licensed in accordance with local health ordinance.

MEALS AND SNACKS

Our license requires us to comply and follow USDA requirements for meals and snacks. Parents provide Lunch and snacks from home. A lunch needs to include foods from each of the food groups: grains, proteins, and either 1fruits & 1 vegetables or 2 vegetables. Parents will also provide snacks for their children and should provide a healthy snack item listed below. If you choose to include a dessert item please limit it to only one and do not send candy. (Candy will be returned in lunch bag uneaten)

Suggested Snack Ideas:

fresh fruit	popcorn	fresh vegetables	raw vegetables
pudding	raisins	snack mixes	humus
dried fruits	cheese	peanut butter	fruit cups
yogurt	cereals	applesauce	pretzels
crackers	bagels	granola mix or bars	(Healthy alternatives)

*No fruit snacks or gummies they are desserts not healthy snacks

Children will wash their hands before eating and go directly to the table to eat. Staff will sit with the children during meal and snack times. Children will have access to water throughout the day using a water bottle that the school provides. Water bottles are allowed on field trips. Any treats of foods brought into the school to share will be unopened and commercially prepared.

Hot lunch will be offered to Preschool children on days that it is provided for the Day School. A menu will be given to parents prior to each month so that they can order lunches for their child. The cost per lunch is $3.25.

Sanitation procedures and practices will be adhered to in accordance with licensing and health guidelines for safe food preparation, handling, and serving. Bag lunch requirements and catered food guidelines will be in accordance with USDA guidelines. A physician's written permission will need to accompany any feeding/food request that does not align with the USDA requirements, is not indicated on a child's health care summary, and/or individual child care program plan.

MILK TICKETS

Milk is available for your child 3 times each day: morning snack, lunch, and afternoon snack. You may purchase a milk punch card any time from the teacher. A note will be sent home when your child needs another punch card. Milk tickets will only be punched when your child has milk.

ALLERGIES/DIET RESTRICTIONS/MODIFICATIONS

Licensing requirements mandate that before enrollment, we obtain information regarding children with known allergies, special food, or nutritional needs. An individual child care program plan (ICCPP) will be developed for "any noted allergy" with the parents and/or physician and maintained in the child's file. The plan is required to be updated at least annually or following any changes made to allergy related information in the child's record. Children's allergy information will be available at all times including on site, when on field trips, or during transportation.

- Staff will be informed of any of the children having **Food Allergies**. A copy of the ICCPP will be available where food is prepared and served.
- The program will contact the child's parent or legal guardian as soon as possible of any instance of exposure or allergic reaction that requires medication or medical intervention. Emergency medical services are always called when epinephrine is administered to a child in the center's care.

MANDATED REPORTING

Any person may voluntarily report abuse or neglect. Workers in Trinity Lutheran Preschool are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or to anyone

else at Trinity Lutheran Preschool. If a child is in immediate danger, 911 will be called. Reports of suspected maltreatment of a child occurring in a licensed school are 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 occurring within a family or in the community should be made to the local county social services at 952-496-8959 or your local law enforcement.

Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). A report to any agency 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. No employer of any mandated reporter shall retaliate against the reporter for reports made in good faith or against any child with respect to whom the report is made. 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.

DAILY INSPECTION

Staff will give full attention for the safety and physical welfare of the children, never leaving them unsupervised. Corridors and exits will be kept clear. Hazardous substances will be stored out of the reach of the children. If poisoning is ever suspected, the Poison Control center will be contacted. Children will only cross the street at the appropriate crosswalks and will be directly supervised. The teacher will check every morning before the children arrive for any potential hazards that might cause injury to the children. At no time will any staff in direct supervision of children be under the influence of any chemical that impairs the individual's ability to provide services or care.

QUIET TIME/NAPS

The children will have an active morning; therefore, there will be a quiet time in the afternoon. The nap and rest policy is consistent with the developmental level of the children enrolled in the program.

- Preschool children will take one afternoon nap/rest time each day after lunch for up to one hour in length.
- Children's heads will be uncovered during sleep; staff will maintain sight and sound at all times.
- Preschool children will sleep with footwear on to ensure emergency evacuations are safe.
- Naps and rest will be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child.
- A child who has completed a nap or rested for 30 minutes may play quietly for the remainder of the quiet rest time.
- Cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cots will be placed directly on the floor and must not be stacked when in use.
- Parents will provide a pillow and blanket for their child to use at rest time. Blankets and pillows will be sent home each week to be washed.

SPECIAL ACTIVITIES

BIRTHDAYS

We plan to make your child's birthday a very special time for him/her. If you would like to send a treat to be shared, it will be welcomed. Provide store bought pre-packaged items only please. Let us know in advance so we will be expecting it. Sending a treat is not necessary–your child will still have a special day! Our policy on birthday invitations is that no invitations are to be given out in any classes unless the whole class is invited to the party.

FIELD TRIPS

Written parental permission will be obtained from each child's parent before taking a child on a field trip (including walking ones and on-site outdoor picnics). Parents will be informed of the hours, mode of transportation, and the purpose and destination of the field trip. Staff will take emergency cards (with ER numbers for the child's parent, persons to be called if a parent can't be reached, and the child's doctors), a first aid kit and manual, and attendance records on all field trips.

At least one person trained in pediatric CPR/First Aid and OSHA requirements will accompany children on field trips. If children are divided into groups, then additional CPR/FA/OSHA-trained staff will accompany each group. Children will be transported according to MN DHS Statutes Chapter 9503.0150 "transportation" and MN Human Services Licensing Chapter 245A.18 "Child Passenger Restraint Systems". Permission forms will be kept on file for five years. Staff will have means to identify the children and attendance will be taken frequently.

RESEARCH AND PUBLIC RELATIONS

Trinity school will obtain written parental permission before a child is involved in **each** experimental research or public relations activity involving a child while at the center. The permission form is kept in the child's record.

GENERAL GUIDELINES FOR DISCIPLINE

As Christian teachers and parents, it is known that training and discipline are blended with God's love and concern. Discipline needs to be firm, consistent ,and constructive. A child needs to know what is expected before he/she can obey. Guidelines reassure children that they are loved and that there is concern for them.

BEHAVIOR GUIDANCE

Our behavior guidance policy is designed to:

- Ensure that each child is provided with a positive model of acceptable behavior.
- Be tailored to the developmental level of the children our program is licensed to serve.
- Redirect children and groups away from problems toward constructive activity in order to reduce conflict.
- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
- Protect the safety of children and staff persons.
- Provide immediate and directly related consequences for a child's unacceptable behavior.

Preschoolers have begun to develop an understanding of rules and can understand "take a break time" to calm down. "Take a break time" is when a child is placed in an area away from other children and is engaged in calming-down activities. However, children will never be isolated from the group. The teacher will follow up by asking the child about his/her feelings and suggest appropriate behavior.

We promote positive behavior in the following ways:

- Classrooms are designed to be developmentally appropriate.
- There are sufficient toys and activities to stimulate children of all age groups we serve.
- The staff model, encourage, and praise positive behaviors by using clear and positive statements of behavior.
- The staff appropriately supervises and interacts with the children.

PERSISTENTLY UNACCEPTABLE BEHAVIOR

Trinity Lutheran preschool will use the following procedure for behavior that is persistent and unacceptable that requires an increased amount of staff guidance and time. This behavior policy applies to all children in our care. If a child is not behaving appropriately, we will use the following positive guidance techniques:

1. Ignoring: Ignoring a child who is trying to gain attention by acting out may be an appropriate response, unless it is a behavior that is unsafe.
2. Redirection/Distraction: This technique offers an alternative to a child such as suggesting a new activity, or different toy, encouraging independent play, or interacting with the child in a different way.
3. Discussion: Discuss with the child how their behavior is inappropriate and engage with the child with more appropriate responses.
4. Reasonable Consequences: The staff may implement reasonable consequences such as taking a toy away if the child used the toy to hit another child.
5. Take a Break: The child is separated from the group to calm down and will have access to something to do. While the child will remain supervised, his or her classmates will not immediately influence him or her. This is different from the concept of "time out", which is often seen as more punitive as the child is isolated and does nothing. Once the behavior is under control, the child will return to the group.

Considerations:

- When staff observe a persistently unacceptable behavior, they will record the behavior in writing.
- If these positive guidance techniques are not effective, the staff may involve parents/guardians with the following progressive guidance techniques:
    - We will inform parents/guardians in writing what behaviors have been observed and what the staff has done to try to modify the behavior.
    - If the behavior continues, the Center Director and school principal will meet with parents/guardians to develop a written plan of action to correct the behavior. We will seek their input and agree on steps to attempt to modify the behavior. We may suggest involving outside resources to assist with the situation.
    - If the inappropriate behavior persists, the child will need to take a day or two behavioral leave of absence on the next scheduled day/days of care.
    - After returning to group care, if the child continues to act inappropriately, we may disenroll the child. We reserve the right to use these progressive guidance techniques to our discretion. It is our goal to work together for a positive outcome of behavior change. Circumstances may arise when we may immediately disenroll a child if his/her behavior creates a health or safety risk to themselves , other children or staff.

ACTIONS PROHIBITED BY STAFF

All corporal punishment and humiliating techniques to control behavior are not allowed by any staff person. Corporal punishment includes rough handling, shoving, shaking, slapping, pinching, and spanking. Humiliating and emotional abuse includes name calling, shaming, and derogatory remarks about the child, using language that threatens or frightens the child.

A child will not be punished for a toileting lapse. Nor will a child be withheld from food, warmth, light, clothing, or medical care as punishment for unacceptable behavior.
There will be no physical restraint of a child, unless it is necessary to protect a child or others from harm. A child will not be mechanically restrained such as tying.

SEPARATION FROM THE GROUP

No child may be separated from the group unless the following has occurred:

- Less intrusive methods of guiding the child's behavior have tried and were ineffective.
- The child's behavior threatens the well being of the child or other children in the preschool.

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 program staff person;

- The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
- The child will be returned to the group as soon as the behavior that precipitated the separation abates or stops.

All separations from the group must be noted on a daily log. The log will include the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children in the school. If a child is separated from the group three or more times in a day, the child's parents/ guardians will be notified and notation will be indicated on the daily log.

Sustained disruptive behavior will result in parent/staff conference, enlisting aid of an outside professional and may lead to disenrollment for the child if such behavior persists five times in one week or eight times in two weeks. The procedure outlined in the section titled "*Persistently Unacceptable Behavior"* will be followed.

GRIEVANCE POLICY

If there is a grievance over the child care program or procedure, direct contact with the teacher or director should be made. The complaint should be made either verbally or in writing. If the individual making the complaint feels that it is being ignored or the matter is of a serious nature, the complaint should be made to the director. Depending on the nature of the complaint, the director will either handle it personally or refer it to the principal. The director will be responsible to see that the grievance is handled properly and expeditiously. If there is a personal grievance against a staff member, the director will approach the staff member to resolve the issue. The director will provide in writing how the problem will be resolved. If the complaint is about the director, the principal will be consulted.
For complaints about the facilities or equipment, the director should be consulted, she will see to it that it is repaired immediately.

Please contact the Trinity Lutheran School principal, Mr. Matthew Stob, regarding concerns:
School: 952-873-6320
Email: mstob@tlsbp.org
Cell: (715)494-9597

Parent grievances will be handled within thirty days. If unsuccessfully resolved with the principal, grievances will be forwarded to the Trinity Lutheran Board of School Elders. Contact the Department of Human Services, Division of Licensing at 651-431-6500 to report any possible licensing violations.

OUR STAFF

Mrs. Lori Holicky, Director/Teacher……..(952)873-6320
lholicky@tlsbp.org

Mr. Matthew Stob, Principal…….(715)494-9597
mstob@tlsbp.org

BOARD OF SCHOOL ELDERS

Chris Hier(Chairman)……(952)412-6807
chier@tlsbp.org

Bryce Laing (Operations)……..(612)756-1779
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Tim Manthe (Youth Discipleship)……...612-388-6458
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Andy Krueger (School Advancement).....(507)779-9136
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Gary Bandel (Secretary).....(952)210-7525
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TRINITY SCHOOL

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