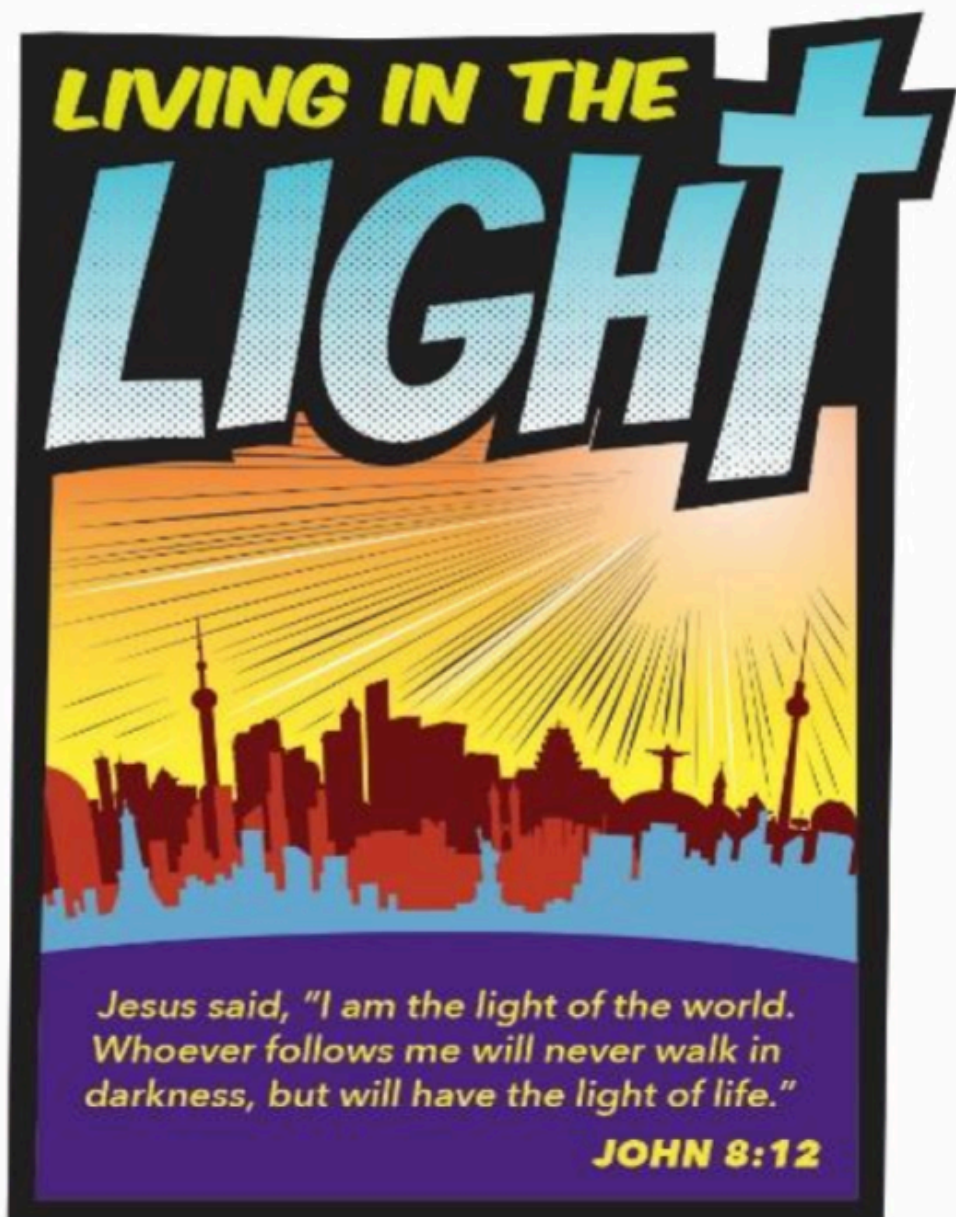


2020-2021

Salem Lutheran School Preschool Handbook



Mission Statement

Equipping the soul, mind and body for a lifetime and beyond in Christ.

Purpose

Salem Lutheran Preschool is committed to providing a nurturing and safe learning environment for the development of all children in our program through a loving, Christ-centered, educational, Bible-based preschool.

Philosophy

Salem Lutheran School is a mission of Salem Evangelical Lutheran Church established to assist parents with their God-given responsibilities of bringing up their children in God's Word. In doing so, Salem provides a Christ-centered, quality education in the truths of God's Word, in all secular subjects and through various extracurricular activities. Students are guided to live their faith as a child of God and as a responsible citizen of the world.

We at Salem Lutheran School believe:

1. That the Bible is God's inspired and inerrant Word and the sole authority in faith and conduct (2 Peter 1:21, 2 Timothy 3:16, John 17:17, John 10:35)
2. That the world was created perfectly by God in six, 24 hour days (Genesis 1; Psalm 8: 4-8)
3. That since the fall into sin all are in need of God's forgiveness (Isaiah 64:6; Romans 3:9-19,23; Romans 5:12, 16, Romans 6:23)
4. That God sent his Son, Jesus, as the only Savior from sin (John 3:16; Romans 5:6-8; I John 2:2)
5. That the Holy Spirit brings us to faith in the Savior God by the power of his Word and baptism (Romans 5:1; Romans 8:1; Titus 3:4-7)
6. That the Christian will strive to show his love to God by using his gifts and talents to help spread the Word of God and show love to his neighbor (Matthew 25: 31-46; Matthew 28:19; Psalm 51: 10-13, 15; 2 Corinthians 5:14,15)
7. And that the Lord gave parents the primary responsibility for training their children. (Deuteronomy 6:7-9; Ephesians 6:4)

Licensing

Salem Lutheran Preschool will be licensed by the Minnesota Department of Human Services. If parents wish to call the department, the number is 651-431-6500.

Sponsorship/Ownership

Salem Lutheran Church, through the church Council, operates Salem Lutheran School. The Board of Education is responsible for the operations and staff of Salem Lutheran School. The Board of Education is entrusted with the day-to-day activities of the school. The board of Education is responsible for the teaching staff. They set policy for teachers and school. The Board of Education Chairman reports to the Church Council and the president of the congregation reports to the congregation in quarterly voter's meetings. The Pastors are responsible for all spiritual leadership. The church Council advises the congregation which makes the final decisions regarding school policies. Full and final control, however, is vested in the congregation's voter assembly.

If there is any way we can help, please do not hesitate to ask. Our pastors are available for help and can be reached at 651-439-7831.

Program Hours

Salem Lutheran preschool offers half-day or full day preschool from the end of August to the beginning of June in conjunction with the school calendar for children 33 months to 5 years. We are licensed for 60 preschool children from 7:00 a.m. - 5:00 p.m. Monday- Friday. The rooms are divided by age with 33months to under 4 years in classroom A, 4 years plus in classroom B, 36 months-5 years in classroom C.

Staff

Our preschool staff has educational backgrounds and experience that meet or exceed the Minnesota Department of Human Services licensing requirements. Background checks are completed on all staff and substitute teachers through the department of Human Services on a regular basis. Regular continuation of education hours are completed by all staff members.

Non-Discrimination Policy

Salem Lutheran School admits students of any race, color, national and ethnic origin, age, sex, or handicap 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, age, sex, handicap, in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Data Privacy

Records concerning your child: enrollment forms, health records, observation records, written parent-teacher conference reports, and all other information about your child is confidential information and will only be accessible to you, the director, your child's teacher, and a person designated by the state licensing department to review our records for licensing purposes.

Days and Hours of Operation

Salem Lutheran School offers a preschool program for 33 month to 5 years of age that provides flexible options for parents. Parents may choose a half day program or full day program for their specific age group. Each child should be enrolled in a minimum of 3 half days. We will follow the calendar of our elementary school. Days off are similar to the Stillwater Public schools.

Half day class 9:00-11:45

Full day 9:00-3:30

Before Care 7:00-8:30 a.m.

After Care 3:30-5:00 p.m.

Ages Served

Children between the ages of 33 months and 5 years are eligible for enrollment in our preschool.

Enrollment Admissions

To enroll a child at Salem Lutheran preschool, or place a child on the waiting list, a conference is encouraged to acquaint the parent with the program and provide the teacher/director the opportunity to meet the family. The parents will receive a Parent Handbook, registration form and staff profiles. General program goals will be shared and a tour of our facility will be given.

To complete enrollment and/or place a child on the waiting list, parents must then submit a completed registration form along with a non-refundable registration fee of \$150. Please note that all children enrolling in the preschool must be toilet trained by their first day of class. Each child is required to have a completed physical examination before school begins in compliance with state regulations for preschools. No child will be allowed to start school without a completed medical form and an up-to-date immunization record on file.

Arrival and Departure

Parents and authorized persons are required to accompany their children into and from the classroom each day. The only doors used for school will be the main school doors for security reasons. Be sure you sign your child in by the time of day and include who is picking your child up. If your child is going to after care; that should also be indicated. Help your child greet the teacher before leaving. If you are going to be away from your home or place of work for the day, be sure to leave a number where you can be reached in case you are needed for an emergency. Children should be dropped off no earlier than 8:30 a.m. If you need to drop your child off earlier than 8:30, your child should go to the downstairs classroom for before care. **Please do not bring your coffee or hot beverage into the classroom as this has the potential to scald a child.**

When you pick up your child at the end of their session, please be sure that you sign your child out by the time of pick-up in the attendance log. If your child is engaged in a play activity when you arrive in the building, help us be consistent by reminding your child to clean up whatever activity they were involved in. We will release children to authorized persons only as indicated on the registration form unless other arrangements have been made with the teacher.

Release of Children

If someone other than the parent/legal guardian is to pick up your child, notification must be given to the program in written form. No child will be released to a person not authorized by a parent/guardian to pick up their child.

We must have written authorization before releasing a child. You may designate specified adults allowed to pick up your child on the registration form. If you suspect a certain unauthorized person may try to pick up your child, please notify the teacher. If it is a parent who is not allowed to pick up their child, you must show us written documentation (court order) that the parent is not allowed to pick up your child. The staff reserves the right not to let your child leave the school if they feel that the child would be placed in an unsafe situation.

Communication

Salem Lutheran preschool strives to keep open communication a key part of our education process. To aid in this process we have established set times to meet with the individual families. In addition we keep our web site active, have weekly newsletters and emails and encourage face to face communication at drop-off and pick-up. We would also like to keep formal communication with you through a phone app called Class Dojo. Through this app we can keep you informed as to changes in the schedule, send pictures, announce school closures and announce field trips. We know your time is valuable and this app will help us communicate necessary and fun things in a shortened form through text. We will gather phone numbers at Visit

the Teacher night and Welcome Night. In addition, email and voicemail are checked daily. My email address is jgrobe@salemlutheran.org and my personal phone number is 651-398-1577. During school hours please use the school number 651-439-7831. Amy Gosch is 651-764-3041. Email is agosch@salemlutheran.org. Jill Kaiser is 623-330-8003. Her email is jkaiser@salemlutheran.org.

Parent Orientation Meeting

Before the school year begins in the fall, parents will have the opportunity for a visit with the teacher or a home visit if requested. Important information about the year, paperwork required for licensing and tuition payments and a chance to meet the staff will be given. Children are welcome to come but it is an informational night for you to get a feel for the process of school. That being said, it might be easier for you to listen to the informational part of the evening without the distraction of all your children. You know your children, and we want them to be comfortable with us as their teachers.

Parent-Teacher Conferences

Conferences with each child's parent take place in fall and spring. These are so valuable for both parent and teacher alike for both of us to work together with care for your child. The focus of the conference will be on the individual development of the child in relationship to the spiritual, physical, emotional, social and intellectual growth. A written assessment of the child's growth will be made available for parents and also be a part of the child's record. Kindergarten Readiness Testing will be conducted each spring before conferences. In addition, we are here as a resource for you on issues involved with raising your children and child development. Parents are urged to request a meeting any time during the year if a concern exists of which the teacher should be made aware.

Parent-Teacher Communication

Salem School uses 3 main tools for communication. A weekly school blog and preschool newsletter and the DOJO app will be our way to keep parents informed about units of study, special activities and upcoming events. The school newsletter/blog will be made available through the parent portal on our website and the preschool news will be put in your child's folder. You need to enroll in the Salem blog on our website and accept it through your email. Text communication will be sent to you on the number you give us through the DOJO app. We encourage every parent to get onto the DOJO app for last minute communication directly to the teachers. It is also a great way to have a private link to the classroom.

Classroom Visits

Parents of enrolled children are welcome to visit the preschool at any time during the hours of operation. You are also encouraged to go on field trips. If you have a special interest or talent that you would like to share with the children, please inform the teacher so that a special visit may be scheduled. Visitors (other than parents of enrolled children) must check in at the school office immediately upon entering the school building.

Class Lists

Class lists will be formulated, with your permission, to help arrange carpools and/or play dates with friends. These will not be given out to any outside sources. We encourage you to take advantage of this opportunity to get to know the children and families in your school community.

Special Events

Several special family events are planned throughout the year. They include Grandparent's Day, Harvest Festival, Academic Activity Night, Children's Christmas Program, Spring Play and end of the year party. We encourage your participation in these events as they provide a great way to meet other preschool families and see how your child interacts with his/her peers.

Grievance Policy

It is hoped that a healthy relationship exists between the home and the school, and among all who work as staff, faculty and volunteers, and that any difficulties encountered at the school can be worked out in a God pleasing way. Should problems arise, consider these encouragements from God's Word.

"Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit - just as you were called to one hope when you were called." Ephesians 4:3-4

"Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble." 1 Peter 3:8

By his Spirit, God empowers his people to approach each other humbly, peacefully, and harmoniously. In that spirit God's people at Salem have established a series of steps in keeping with the principles found in Matthew 18 that will hopefully lead to a peaceful and God pleasing conflict resolution.

A) In matters dealing with an individual

- 1) Discuss the matter with the teacher, director, supervisor, or whoever was directly involved with the matter. More than one meeting may be needed for the issue to be understood and action to be taken.
- 2) If the conflict has not been resolved, then discuss the matter with the principal/director along with whoever was previously involved with the matter. Again, more than one meeting may be needed for the issue to be understood and action to be taken.
- 3) If conflict has not been resolved, then discuss the matter with the pastor(s) along with whoever was previously involved with the matter. Again, more than one meeting may be needed for the issue to be understood and action to be taken.
- 4) If the issue has not been resolved, then discuss the matter with the Education Board along with all parties previously involved with the matter. More than one meeting may be needed for the issue to be understood and action to be taken. The Education Board is the governing body of the school and its decision is the final word on the matter.

If the conflict is between two employees or with the pastor or principal, step four is to bring the matter to the Board of Elders rather than to the Education Board.

B) In matters dealing with school policies and procedures

- 1) Discuss the matter with the principal.
- 2) If the issue has not been resolved, then discuss the matter with the Education Board. The Education Board is the governing body of the school and its decision is the final word on the matter.

In all matters of conflict between fellow Christians we have the reassurance that Jesus can heal the conflict and bring resolution through the forgiveness he won for us. *"Therefore if anyone is in Christ, he is a new creation; the old has gone, the new has come! All this is from God, who reconciled us to himself in Christ and has given us the ministry of reconciliation."* 2 Corinthians 5:17-18

Dismissal of a Child

Salem Lutheran Preschool makes every effort to provide a program that meets the individual needs of each child. However, at times it may be impossible to meet the needs of a child and family. If after working with the child and the family, we do not believe it is in the child's best interest to remain in our preschool, we will ask the family to make other arrangements for the care and education of their child.

The Director/Principal may ask a parent to take their child out of the preschool if the parent refuses to follow the policies set forth in this handbook.

Changes in Policies or Procedures

Licensure by the Department of Human Services sometimes requires that current policies and practices be changed at times other than the beginning of the school year. These changes will be communicated through the weekly newsletter and through e-mail or direct contact.

Programming and Curriculum

OBJECTIVES FOR SALEM'S PRESCHOOL

1. To introduce each child to the truths in God's Word, especially His seeking and forgiving love through Christ.
2. To see themselves as the reconciled redeemed children of God and individual members of Christ's body, the church.
3. To express their joy in worship of God through prayer, music, dramatic play, by helping others and sharing with others.
4. To help each child develop his God-given abilities in gross motor skills. (i.e. jumping, hopping, climbing, running, skipping, and catching)
5. To help each child develop his God-given abilities in fine motor skills. (i.e. holding a pencil or crayons, cutting with scissors, copying simple shapes or lines)
6. To further develop language skills by identifying objects with words, following simple directions, asking questions, and answering in simple sentences.
7. Refine self-help skills to independence such as dressing, putting on shoes and outerwear, buttoning, zipping, and eating skills.
8. To introduce readiness skills in preparation for Kindergarten. (i.e. matching and sorting by color and shape, understanding quantitative concepts (big/little, slow/fast) counting and recognizing numbers)
9. To give each child the opportunity to develop general organizational skills through listening, group activities, sharing, daily routine, and play.

10. To help children become aware of their surroundings in the world through science, art, language and music.
11. To help the child adjust to school through a happy, safe, friendly, and Christ-centered environment.

Behavior Guidance

One of the goals of discipline is to help children develop tools to problem solve. Discipline is the external tool to help children develop internal control. Young children learn by experimenting, testing limits, and experiencing the consequences of their behavior. The individual differences of each child will be taken into consideration when discipline needs to be administered. No form of physical or psychological abuse by a staff member will be used in any circumstance.

Guidance and discipline techniques that will be used with the children include:

- Using God's Word to encourage behavior modification
- Setting clear and enforceable limits and guidelines
- Modeling acceptable behavior
- Structuring the environment and schedules to maximize good behavior
- Recognizing children's efforts
- Redirection
- Good timing of teacher intervention
- Giving the child opportunities to choose appropriately

Children may be invited to work independently for a short time in order to regain self-control, and in those circumstances the child has an open invitation from the teacher to return to the group when the child is ready. Any separation from the group will always be within sight and hearing of the staff in the classroom and the length of time will be related to the child's age and maturity. Withholding food, light, warmth, clothing or medical care as a punishment is not allowed. No use of physical restraint other than to hold a child where containment is necessary to protect a child or others from harm. It is the policy of our program that the teacher will record any and all disciplinary actions and will be reviewed with the parent if it occurs 3 or more times in one day. Unacceptable behavior will be recorded and the staff's response to the behavior. Procedures for developing a plan to address the behavior with the parents and staff and other professionals when appropriate will take place if separation occurs 5 or more times in one week, or 8 times or more in 2 weeks.

Children with Special Needs

Together, family and school staff will evaluate Salem's ability to meet the individual needs of each child prior to enrollment. If you wish to enroll your child with special needs, developmental disabilities or related conditions; (Rule 9503.0055 subpart 6) a planning session will be held with parents or guardians, health and/or education specialists and classroom staff to plan an individual education plan (IEP). The same committee will meet as needed to re-evaluate the child's progress. If at any time the committee determines that we cannot adequately meet the needs of the child, we reserve the right to remove the child from the program. We will at the same time do all in our power to refer the family to a program that will better meet the child's needs. As a child care provider, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Childcare providers are considered primary referral source for early intervention under the federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after 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 the parent with the referral or partner with them in the referral process.

Clothing

Indoors

Think of your child's comfort and independence, and provide clothing that is free from complicated fastenings. Expect toileting accidents if clothing cannot be removed easily by your child. Remember that messy art materials and other sensory activities are part of early childhood education. All clothing should be easily laundered.

Outdoor Play

We will go outside on most days unless it is raining or below 0 degrees F. Please dress your child in sturdy clothing and shoes suitable for climbing, running, rolling, and swinging. Keep in mind our ever-changing Minnesota weather where it might be bright and warm when you leave the house, but turn cold and windy throughout the day. Please **Do Not** send your child in flip flops or other backless or slippery shoes. Provide sweaters, jackets, hats and light mittens during the spring and fall. Snow pants, mittens, hats, boots, and warm coats will be needed for winter play. All outdoor clothing needs to be labeled with your child's name for easy recognition. Sun screen is encouraged to be applied prior to the school day. Spray sunscreen

will not be allowed in the classroom. The length of time we are outdoors does not exceed 30 minutes at one time.

For Accidents

Please provide a minimum of one complete change of clothes including underwear and socks in case of spills, messy art and toileting accidents. An extra pair of shoes may also be needed. If an accident occurs, we will inform you so you know about the soiled clothes and encourage another set to be brought at your child's next scheduled day.

Meals and Snacks

Hot lunch is available through Salem Food Service. Lunches are prepared on site and served each school day. Beginning this year we will be participating in the National School Lunch Program. All lunches meet or exceed the nutritional guidelines set by the USDA and are regulated by the MN Department of Education*. Through this USDA Child Nutrition Program, free and reduced lunches will be available to all students who qualify. Applications were sent to each family with the registration packet. Contact the school office for additional copies or with any questions.

Lunch rates for 2018-2019

Students K-8	\$3.00 Reduced price lunch \$.40(with approved application)
Adults	\$3.50
Preschool	\$3.00 includes p.m. snack for after school care reduced price lunch \$.40 with approved application
Milk	\$.40 (for snack, cold lunch, and extra)

Each family will have a separate account for lunch. Each family regardless of whether you plan on your child staying for lunch, needs to complete a Food Service Registration form. Parents may deposit any amount into their account at any time. Your account will be deducted when students have hot lunch or milk (not including snack). You will receive notice if your account has a balance of \$5 or less. Parents will also have the opportunity to monitor the lunch account through the parent dashboard on TADS. Information will be available for payment through this dashboard as well. Parents and siblings are invited to join students for lunch. **Please contact the school office by 9:30 am if you plan to have hot lunch. Fill**

in the lunch form at sign in for the day with the correct information on what your child will be eating and drinking. (Entrée one/Entrée two)

Children may bring their own lunch from home. Milk is available during lunch and snack times. All students must have milk with their lunch whether it is home or school lunch. We do ask that children eat their own lunch and not trade food for health and nutrition reasons. Water bottles are allowed in the classroom and lunchroom. A name is required on the water bottle and can be kept in the child's cubby. However, the child is still required to have a white milk with their meal.

*In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint, write USDA, Director, Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 or (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer

Snacks will be provided by you, the parents. In keeping with the USDA, a monthly snack calendar will be provided for parents to provide a snack for the class. The menu will be set for the parents to sign up for the individual snack they would like to provide. This averages out to bring one snack for the class each month. Amounts will be recommended for the parent to bring from prepackaged, store bought nutritious snacks. Birthday treats must be prepackaged, store bought. We encourage non food items for birthday treats. We will abide by all conditions for food allergies as needed for the individual class.

Rest time

After a busy morning, all children attending a full day of preschool will participate in a rest time following noon lunch and outside play. Each child is assigned a cot and will be expected to rest quietly for 30 minutes. If not asleep after that time, state laws require that the child be allowed to get up and participate in quiet activities while the other children sleep. Each child may bring a crib-sized sheet, small thin blanket, small pillow, and a stuffed animal for rest time. These items need to fit into a small zippered bag to avoid cross contamination. As space is limited in our classrooms, please do not send sleeping bags, full size pillows and large stuffed animals. These items will be sent home on Friday for weekly laundering.

Health and Safety

The following forms must be on file when school begins:

1. Enrollment Application
2. Emergency Card
3. Health care summary filled out by health care provider

4. Up-to-date Immunization Form

It is the parent's responsibility to inform the preschool of any special medical condition, needs, or allergies for their child. Immunization records must be updated with each vaccination. 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. For the inadequately immunized child, in the case of a measles, mumps, rubella, pertussis, polio and diphtheria occurrence, the child will be excluded through the incubation period, or the last reported case of the disease as determined by the health dept. This exclusion is necessary because these children may become infected and contribute to further disease spread. This includes children who have not been immunized for conscientiously held belief or medical contradictions. For legal information contact Child Care Law Center, www.childcarelaw.org, 415-558-8005.

First Aid, CPR, and Blood borne Pathogens Training

All staff are trained in First Aid every three years, CPR every two years, and Blood borne Pathogens every year.

Fire/Tornado/Intruder Drills

Salem staff will participate with recommendations by DHS to practice fire, tornado and intruder drills with your children. We do not do these drills to scare the children, but to prepare them in the case of an emergency. Having a set plan of action for staff and students alike helps prepare them in case of a real emergency. We pray we will never have to use these in a real life scenario but it is best to be prepared.

Accidents

Injury or illness situations will be handled according to instructions on the Emergency Contact Document that is on file in the office. **All students are required to have an Emergency Contact Document completed and on file with the school.** This form is available for update at registration. In severe cases of illness or injury, emergency services personnel (911) will be notified first, then the student's parents/guardians will be notified.

If your child is seriously injured and the teacher feels that your child needs medical attention, the staff will perform the necessary first aid, and then contact the parent immediately.

In case of an emergency, when immediate attention is needed, the staff will perform the necessary first aid and call 911. Every effort will then be made to contact the parent or designated adult responsible for the child. After 911 has been called, it is up to the emergency medical personnel to decide on appropriate treatment. A child needing emergency medical treatment will be taken to the nearest available medical facility. The primary hospital in the area is Lakeview

Hospital. Parents are responsible for all medical expenses incurred. Every effort will be made to send a staff person with the child.

Illness

1. Do not send a student to school if he/she is actively sick with vomiting, diarrhea, cough, sore throat, or fever above 100 F. Students must be fever and **symptom free for 24 hours** before returning to school.
2. Do not send a student to school if he/she has had a positive strep test until they have been on **antibiotics AND are fever free for 24 hours**.
3. Do not send a student to school if he/she has a **rash that you think may be contagious**. Call the student's physician for an appointment/advice prior to returning to school.
4. Do not send a student to school if he/she has **any open wound with drainage in which the drainage cannot be contained inside a bandage**, and does not seep out. Open wounds must be covered.
5. Do not send a student to school if he/she has been **diagnosed with a contagious disease such as strep throat, mono, pink eye, chicken pox, measles, mumps, rubella, pertussis, polio or diphtheria**. Notify the school as soon as possible. Do not return to school until a physician's advice has been obtained as to when your student is no longer contagious.
6. If a student is attending school **and becomes actively sick with vomiting, diarrhea, cough, sore throat, or fever above 100 F, the student's parent/guardian will be notified and the student will be sent home**. If a student is attending school and develops a suspicious rash that the school personnel feel may be contagious, the student's parent/guardian will be notified and the student will be sent home. The student will wait in the school office until the parent/guardian arrives in order to prevent possibly infecting other students with contagious symptoms.
7. School personnel cannot make diagnoses of students, but will use their judgment and will be the determining factor in sending any student home who is exhibiting signs of physical, social, or emotional distress. Information gathered from the student's complaint will include subjective data (the location, frequency, duration, severity, associated symptoms) and objective data (signs of an illness, ex: temperature, vomiting). Collectively this information will guide the action taken.

If a child develops one or more of these symptoms while at preschool, he/she will be provided with a "sick" cot and blanket and will be separated from the group. The child will remain under adult supervision until the child can be picked up. We ask that all sick children be picked up within one hour of being contacted. Children who are sent home must be symptom free for 24 hours before returning to preschool. When Salem is made aware of any health exposures through the classroom, parents will be notified in their take home folder through a written note and possibly email of the exposure. We will make every effort to keep the identity of the illness source private. These rules are not to create a hardship on any family, but to keep the wellbeing of each child

as safe as possible in our classrooms. Regular sanitation and disinfecting practices are followed to keep our classrooms as healthy as possible.

Reporting Policy for Programs Providing Service to Children

Who should report

- Any person may voluntarily report abuse or neglect.
- Those who work with children in a licensed facility, are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or to anyone else in the facility. If you know or have reason to believe a child is being 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 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Minnesota Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600. Fax number is 651-431-7601.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the Washington County Dept. of Human Services 651-430-6457, or the Stillwater Police at 651-351-4900.
- If your report does not involve 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. The fax number is 651-431-7673.

What to report

- Definitions of maltreatment are contained in the reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). A copy of this statute is available in the school office.
- 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.

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.

Permission Forms

Written parental permission will be obtained before each public relations activity, research, or experimental procedures involving their child.

Field Trips

Field trips are valuable learning experiences and are considered a part of the school curriculum. Trips to points of educational interest will be undertaken whenever possible. Advance notice will be given outlining details of the trip, the cost, and a parental permission notice. No child will be taken on a field trip without written permission from a parent or legal guardian. Transportation will be provided by a school bus. Other times, we will walk to our destination. The Department of Human Services requires all chaperones to submit a background check.

Pets

The health benefits of animals have been praised for years. Pets lower blood pressure, relieve stress, and prevent depression. There are also many educational benefits for preschoolers.

- ✓ Caring for a pet teaches responsibility and empathy
- ✓ Preschoolers can learn about the life cycle first hand
- ✓ Animals get preschoolers excited about learning
- ✓ Pets can relieve stress in the classroom

A pet will be allowed into the preschool only if it is properly housed, cared for, inoculated and licensed in accordance with local health codes. At this time, there is not a pet in the preschool classroom. Parents will be informed of all pets within the preschool. Pets from home may visit with approval by the teacher prior to visiting.

Drug and Alcohol Policy

There shall be no drugs or alcohol on the premises of Salem Lutheran School. No employee shall be under the influence of any illegal drugs while working at Salem Lutheran School. No employee may work under the influence of a prescribed medication that impairs their judgment or ability to work with children. Any violation of this policy will result in immediate dismissal. The employee will not return until appropriate measures have been taken and the Board of Education deems the employee fit to return to work.

Inclement Weather

In the event of severe weather in the wintertime, **when school District #834 is closed, Salem is also closed.** The school district superintendent makes the final decision to close the school. Please tune to WCCO (830) for possible School District #834 closing announcements. Do not call the school. If school is closed, there will not be anyone in the office. The decision to close or delay start is usually made before 6:00 AM. An all school email will be sent to each family concerning the closure. It will be posted on the blog as well. We may be able to include text message notification if we need to close.

Tuition and Fees

Salem Lutheran Congregation generously supports the Christian education of children through Salem Lutheran School. The congregation pays over half of the operational costs. Parents are asked to help in paying the cost as well.

Therefore tuition is charged for both members and nonmembers of Salem Lutheran Church.

In consultation with the principal, parents will set up a plan to pay their tuition in full by the end of the school year. Parents may choose to pay annually, quarterly or monthly. All tuition must be paid according to the agreed upon payment plan.

The cost for attending Salem Lutheran preschool is the same for members and non-members. For a half-day program, tuition is calculated on \$18 per day based on the average number of days in a school year. The tuition for our full day program is set for \$28.00 per day. This fee will be averaged for all the days school is in session and divided by the payment plan you select. Parents have the option of paying, monthly, quarterly or full year. Parents of students in the program may pick up an additional half/full day by paying the \$18-/ \$28 fee. At least 24 hours in advance, notice must be given to the classroom teacher to ensure proper staff coverage. This allows for adequate supplies, materials and staffing needs.

Permanent changes to your day commitment needs 1 month prior notice for billing purposes.

Annually

Parents may make a one-time payment on or before Welcome Day for the total tuition cost.

Quarterly

For parents who choose to pay quarterly, tuition is due on the 5th or 20th of that month. Families must enroll in TADS who have been contracted to collect tuition for Salem Lutheran School. If payment is not received on time, your account is subject to a \$40.00 service fee.

Monthly

Parents may choose to pay monthly. The monthly payment will be collected on the 5th or the 20th of each month. You have the option of a 10 month installment plan or an 11 month installment plan. Families **MUST** enroll in TADS. This company has been contracted to collect tuition for Salem Lutheran School. If payment is not received on time, your account is subject to a \$40.00 service fee. Automatic payment from checking or savings is also available. If you would prefer to use a credit card for tuition; a 3% convenience fee is added to your bill per payment.

Late Tuition

In order to ensure that the school has the necessary funds to operate and to promote good financial stewardship with families, the school must receive all tuition on time. If a special circumstance arises that may prevent this, please initiate conversation with the school principal. Parents will be given 30 days to bring past due student tuition current. If the tuition account remains past due longer than 30 days, but not to exceed 60 days, a one-time extension is allowed, however, parents must contact the school principal. Any student whose tuition is 60 or more days past due will not be allowed to attend school or re-enroll for the next school year until the tuition account is once again current.

Before/After School Care

Before school and after school care have an additional fee to use this service. The fees vary from \$5 for each day your child uses the care. Discounts available for multiple children using this service. To accommodate the amount of students we must have 24 hour advance notice if you are planning on using this service to make sure we are staffed properly. These fees can be added to your tuition and will be billed monthly through TADS. This additional time is a service for you to use. Keep in mind our teachers and staff have obligations outside of the classroom as

well. Students must be picked up promptly by 5:00 p.m. If picked up later than 5 p.m. a late fee of \$5 will be charged for each 15 minute increments. Repeated offenses may result in the loss of using the Aftercare privilege.

Before Care Hours 7:00-8:30 a.m.

After Care Hours 3:40-5:00 p.m. sharp!

Schedule

8:30-9:15	Drop off/ Free Choice
9:15 -9:30	Jesus Time
9:30-9:45	Circle Time
9:45-10:15	Table Time
10:15-10:20	Bathroom break
10:20-10:40	Music & Movement
10:50-11:05	Story time/circle time
11:05-11:20	Hand washing/ snack time
11:20-11:45	Outdoor play
11:30-11:45	Dismissal of Morning class
11:45-11:50	Bathroom and prayer
12:00-12:40	Lunch
12:45-1:15	Signing time/Science activity/ Unit review
1:15-2:30	Bathroom/Story Time/Rest time
2:00-2:30	Wake up/ quiet table activities
2:30-2:35	Bathroom break and Hand washing
2:35-3:00	Directed Play
3:05-3:30	Concept review
3:40	Dismissal/Pick-up

Security System

A security system is in place at Salem, complete with cameras at the main entrances. Therefore, the doors will remain locked during the days other than drop-off and pick-up times. The main school doors will be unlocked for drop-off and pick-up. If you need to come into the building other than the scheduled time please check in at the main school doors as well as half-day pick-up times. This is subject to change based on need during the school year as we learn our new system.

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