

# **Welcome to St. Luke's Preschool!**



Celebrating  
Excellent Early Childhood Education  
2019 - 2020

**Greetings and welcome to St. Luke's Christian Preschool!**

This handbook is intended to help answer basic questions about our preschool.

It will inform you of various preschool policies and procedures,  
as well as give you general information.

We ask that you read this handbook thoroughly to become familiar with its contents. As questions may come up later in the school year, we recommend that you save this handbook for future reference. If you have any questions or comments, please feel free to call – we will be happy to assist you and thank you for sharing your children with us!

**School Telephone:** 952-881-5801, ext. 108

**E-mail:** [preschool@stlukesbloomington.org](mailto:preschool@stlukesbloomington.org)

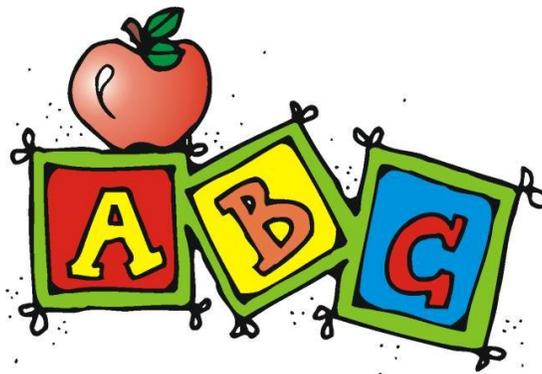
**Website:** [stlukesbloomington.org/preschool](http://stlukesbloomington.org/preschool)

**Fax:** 952-881-5808

We are also on Facebook.

Barb Watson, Director  
952.237.0643 (*cell number*)

Allison Berger, Lead Teacher  
E-mail: [allisonb@stlukesbloomington.org](mailto:allisonb@stlukesbloomington.org)



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# Program Information

## PHILOSOPHY

The aim of St. Luke's Preschool is to provide a loving, safe, and happy learning experience in a Christian environment for children with emphasis on developing good relationships with their peers through a variety of constructive free play situations; to develop large & small muscle dexterity through games, art and with equipment both indoors and out; to foster mental and emotional development through stories, dramatic play, music and a variety of other experiences. Our emphasis is on acceptance and warmth; nurturing and encouraging each child in a loosely structured learning environment. Each child is encouraged to develop their own unique personality and gifts. As one of the ministries of St. Luke's Lutheran Church the love of Jesus Christ is an important part of the school. We serve because the love of God invites us to serve the community. We affirm the children as children of God, each one loved and precious.

## CURRICULUM

Developmentally appropriate curriculum goals are carefully planned each day in the following areas:

**Art Activities** are an important part of any program for young children. Art is a means of self-expression, provides an opportunity to explore and experiment and strengthens the ability to observe and imagine. Art activities contribute to fine motor skill development. Experiences include: finger painting, easel painting, puppets, crayons, collage, cutting, gluing, chalk, making prints, textures, as well as free art. Our art is process-oriented encouraging each child's self-esteem.

**Language Development** occurs through daily experiences with our language. Language activities develop skills for speaking, listening, reading, handwriting and help children develop self-confidence and articulation in communicating ideas, organizing ideas and following directions. The development of listening skills helps children with sound discrimination, letter sounds and eventually sounding out words. Children are constantly expanding their vocabulary through daily experiences in naming, sorting, classifying, seeing patterns and discussing. A variety of activities with books, stories, puppets, flannel boards and poetry will help develop the skills children need to express themselves confidently.

**Music** experiences offer opportunities for listening, singing and creating. Music activities help children develop auditory discrimination, increase range and flexibility of their voices and enhance physical development through the use of their bodies. Children learn different ways to make music of their own. Exposure to different kinds of music help the children appreciate the rich musical heritage of other people. Through the use of singing, instruments, rhymes, rhythms, finger plays, dancing, creative movement and listening to various types of music, the children develop vocabulary, language skills, coordination and emotional expression.



**Math** concepts and skills are developed through activities such as counting, number recognition, identifying shapes, measuring, fractions, sorting and problem solving. Discovering their need for numbers and the contributions of mathematics to their lives is exciting for children.

**Scientific Thinking** involves classification, observation, recording, predicting, questioning, describing, comparing and generalizing as well as developing problem solving skills. Science

experiences help promote in children an interest and appreciation of the world around them. Our science curriculum includes activities related to the various seasons, cause and effect, cooking, water table, earth and universe, living things, composition of objects, life cycles of living things, pets, sounds, light and space.

**Creative Dramatics** takes many forms, such as dramatic play, puppets and role-play. Dramatic play is spontaneous and free of teacher direction. Children identify themselves with persons or things with which they have firsthand contact. Children imitate adult roles as they pretend to be moms, dads, firefighters or shopkeepers. A child who hesitates to speak with others or before a group may express him or herself freely through a puppet. Creative dramatics can help children gain insight into their own feelings and experiences. Areas for housekeeping, family role-playing, various props and dress-up clothes, and job role-playing provide opportunities for interaction and communication.

**Small Muscle Coordination** is developed through the use of materials that encourage exploration with hands and fingers. Experiences with puzzles, threading beads, sorting objects, clay, gears, peg boards, scissors, sewing cards, stacking blocks & figures, tracing and buttoning increase visual-motor skills and muscle control.

**Large Muscle** development is provided for mainly during the time that the children are outside or in the large muscle room. It is our goal to help children achieve mastery over their bodies and be physically fit through enjoyable activities such as the use of riding toys, balls, climbing apparatus, balance beams, large balls, jump ropes and tunnels for crawling. As children gain body control, they become more confident in themselves and expand their self-concept.

## General Information

### **PROGRAM**

Our program is designed to stimulate and challenge each 3-5 year old child at this most critical learning period in his/her development. We do not discriminate on the basis of color, creed or national origin. The school is licensed through the Minnesota Department of Human Services, Division of Licensing (651-431-6500) and adheres strictly to their standards. We are licensed for 20 children per session. Our teachers are certified and experienced in preschool education and child development. A program plan is available upon request from the director. Snacks are furnished daily through volunteer contributions of parents.

**TIME** - Morning hours are 9:10 to 11:45am.

*(A late fee may be charged for parents who pick up children after 11:50am)*

### **SAMPLE SCHEDULE OF DAILY PROGRAM**

Our schedule is planned to include a balance between structured and unstructured; active and quiet; learning and playing; and individual and group activities. The length of activity time is kept flexible to allow for age, individual, and group differences. We try to maintain the sequence of daily activities to promote the independence and security of following a familiar routine.

- 9:10-9:25 --- Arrival time
- 9:25-9:50 --- Morning Meeting
- 9:50-10:00 -- Music and Movement Break
- 10:00-10:15 - Small Groups
- 10:15-10:20 - Water and Bathroom Break
- 10:20-10:50 - Outside Time or Movement Activity
- 10:50-11:00 - Undress from outdoor gear and Wash Hands
- 11:00-11:10 - Snack
- 11:10-11:35 - Centers
- 11:35-11:45 - Pack Up and Dismissal

### **CONFERENCES AND PARENT PARTICIPATION**

The goal of our preschool is to serve as a partner with the parents in nurturing their children. Parent-teacher communication is critical in order to achieve a mutual understanding of each child. Parents may contact our teachers or director any time a question arises. Two scheduled conferences are held each year providing parents with information regarding their child's intellectual, physical, social, and emotional growth. This progress report will be included in the child's file. There will be no classes during conference times. Additional conferences may be requested by parents or teachers at any time as needed. Parents are urged to consult with the teacher whenever any questions or problems arise regarding the child at home or school.

There is an orientation meeting for parents and children in September before school begins. A newsletter is sent home each month, keeping parents informed of our unit studies, calendar, special events, and activities. The children prepare a Christmas program for parents in December. Parents are welcome to visit any time preschool is in session. If you have an interest, hobby or talent you'd be willing to share with the children, please let us know!

We welcome parent input and suggestions at any time. Notes, tuition payments, or permission slips sent with your child should be sent in the large compartment of your child's backpack or handed to a staff member.

### **CALENDAR/WEATHER CLOSINGS**

The preschool calendar coincides as closely as possible with the Bloomington Public School schedule. Our classes begin after Labor Day and end before Memorial Day. In the event of a snow storm or other emergency closing due to weather we will follow the decision made by the Bloomington Public School system and broadcast over WCCO-AM radio.

A calendar of events including holidays and many special event days is handed out at orientation in September. School is in session September through May.

## **ABSENCE**

When a child is ill, the Preschool should be notified so that we are aware of health problems. A communicable disease must be reported to the school so that parents of other children can be made aware of possible exposure. Teachers usually wait until all children arrive to begin their first Group Time, so a call is appreciated if children will be absent.

## **WITHDRAWAL**

Parents may withdraw a child from the program at any time. The school requires a 30 day written notice when a child is withdrawing from school. September tuition is not refundable after May 1.

## **CLOTHING/SCHOOL BAG**

Comfortable, washable play clothes should be worn to school. Paint aprons are provided, but with children's creativity clothing can still get dirty so we assume that the clothing children wear to school can get dirty. Soft-soled shoes are preferred for safety reasons.

Please mark the child's name on all outer clothing including shoes, mittens and hats. The outer clothing should be large enough so the children can dress and undress themselves. Since children are dropped off and picked up curbside, winter boots are not necessary at school.



We ask that you send a large backpack (without wheels) or two-handled bag with your child to carry items to and from school. Your child's backpack/bag needs to be large enough for your child to independently put art items into it. Backpacks with zippers are easier for children to open and shut than ones with buckles.

We would also like books, toys, etc. that your child brings to school for Sharing Time to be marked. No guns or gunplay is allowed at preschool. Remember to label whatever you can with your child's name!

## **RESEARCH/PUBLIC RELATIONS/PHOTOGRAPHS**

Prior written permission will be obtained from the parent before a child is involved in research or public relations activities involving a child while at the preschool or when advance notice is given the preschool of potential public relations activities involving the children off-site (i.e. during a field trip). This permission form will be maintained in your child's file.

Occasionally photographs will be taken of the children and put on display. Notices of date and time will be sent home with the children.

## **TRANSPORTATION/FIELD TRIPS/CARPOOLS**

Parents are responsible for transporting their child to and from school. If you participate in a carpool, please inform the director in writing. Lists of addresses are available at orientation in September. If someone other than yourself or carpool is to pick up your child, the teacher must be notified in writing.

We take several field trips each year. Buses are used. A written parental permission will be obtained before any field trip. Only children who have returned signed permission slips will be able to go on each field trip. We are unable to accommodate any additional children (i.e. siblings, daycare children, etc.) on field trips.

## **PETS**

Due to safety issues, we are not able to welcome family pets into our classroom.

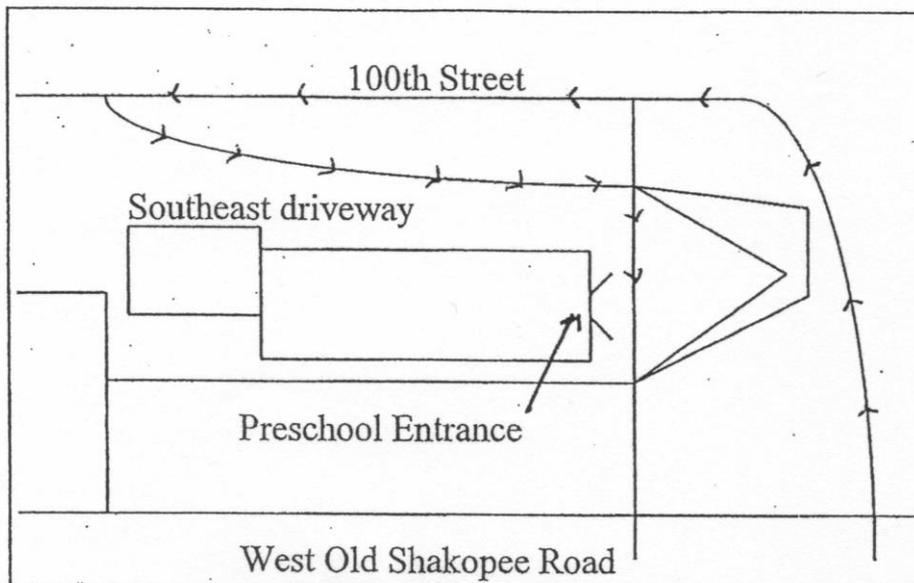
## **STUDENT DROP-OFF AND PICK-UP PROCEDURES**

Easy and safe curbside drop-off and pick-up of students is provided by our preschool. As students enter the building each is warmly and individually greeted by our staff. They will be assisted as needed with removing their outerwear and settling into the daily routine.

Please Note: Students arriving prior to 9:10 or leaving after 11:50 will be charged the Early Arrival/Late Pickup standard fee. Thank you for your cooperation!

At the close of each day students line up at the outside entrance to the school and are escorted by the staff directly to your awaiting car. To assist in a smooth dismissal, we ask that you follow these directions:

**Enter the southeast church driveway via 100<sup>th</sup> Street following the map shown below. At Pick-Up time, please stay in your car and drive ahead to buckle up your child so we can keep the line moving. For safety, we ask that no one walk across the driveway at the beginning or ending of the day.**



# Financial Information

## REGISTRATION

Application forms and a \$65 registration fee are accepted in the order in which they are received. The fees are not refundable. We encourage anyone interested in our program to come for a pre-admission conference and visit to allow you an opportunity to get to know us and for us to meet you and your child. Our address is 1701 West Old Shakopee Road in Bloomington. Our telephone number is 952-881-5801, ext. 108. Our e-mail address is [preschool@stlukesbloomington.org](mailto:preschool@stlukesbloomington.org). Our website is: [www.stlukesbloomington.org/preschool](http://www.stlukesbloomington.org/preschool).

## TUITION

- 2 day program --- \$150 per month
- 3 day program --- \$195 per month
- 4 day program--- \$250 per month
- 5-day program --- \$295 per month

Monthly rates are determined by taking the total cost per child/year and dividing that by 9 months to make equal payments. There is no reduction for illnesses, family vacations or other absences. Tuition for September is due within 30 days of acceptance to the program. Thereafter, each month's tuition is to be paid during the week of the 15<sup>th</sup> in advance of the month due (i.e. October tuition is due the week of September 15<sup>th</sup>). No monthly invoice for payment will be issued by the school.



## Health and Safety

## MEDICAL

The school provides a Health Care Summary and Immunization Record which are to be completed by the child's physician and his/her parents. These are to be returned before the first day of school. State law requires that immunizations must be up-to-date before the child enters preschool. The director or other staff person will notify parents if a child becomes ill at school. If the parent cannot be reached, we will call whoever is specified as an emergency number. While awaiting the parent, the child will be resting away from the other children and watched over by the director, assistant teacher, or a teacher. In an extreme emergency, health or accident, we will first call the Bloomington Emergency Unit and then the parent and/or doctor. The child will be transported to the appropriate medical facility by the local emergency unit for treatment if the local emergency resource deems it necessary at the expense of the parents or their medical insurance. Our staff has had training in First Aid and CPR.

## **INSURANCE**

Children are covered by their own medical insurance in the event that a local emergency unit is needed and/or hospital services are used. St. Luke's Lutheran Church provides accident insurance. The church carries liability coverage with Church Mutual Insurance Company. For field trips the bus company carries insurance coverage for our group.

## **ILLNESS/ABSENCE**

Children should be kept at home if they are ill. Upon the child's return to school, he/she should be able to participate in all indoor and outdoor activities. Contact the school immediately if your child has a communicable disease or infection so we can send notices home with other children in the class. We do not administer medication at school.



According to the Department of Human Services Rule 3, 9503.0080 a "sick" child includes a child: a) with a contagious condition which has not been treated sufficiently to reduce the health risk to others; b) with chicken pox, until no longer infectious or until lesions are crusted over; c) who has vomited two or more times since admission that day; d) who has had three or more abnormally loose stools since admission that day; e) who has contagious conjunctivitis or pus draining from the eye; f) who has a bacterial infection such as streptococcal or impetigo and has not completed 24 hours of antimicrobial therapy; g) who has unexplained lethargy; h) who has lice, ringworm, or scabies that is untreated and contagious to others; I) who has 100 degree F axillary or higher temperature of undiagnosed origin before fever-reducing medication is given; j) who has an undiagnosed rash or a rash attributable to a contagious illness or condition; k) who has significant respiratory distress; l) who is not able to participate in program activities with reasonable comfort; or m) who requires more care than the staff can provide without compromising the health and safety of other children in their care.

Our teachers like to wait to begin their first Group Time until all the children have arrived so we ask that you **call the preschool (952-881-5801, ext. 108) or e-mail (preschool@stlukesbloomington.org) if your child will not be attending school due to illness.**

## **PROVISIONS FOR SPECIAL NEEDS OF INDIVIDUAL CHILDREN**

We do not have special equipment or trained teachers for severely handicapped children, but will work with parents and special needs professionals for the benefit of the child and will make referrals for other special help. Children must be toilet trained prior to starting school since the preschool does not have diaper-changing facilities.

If your child has allergies, please alert the director and your teacher to specific information related to your child -- what symptoms to watch for, what to avoid, how severe the reactions are, and whatever other information would be helpful to us.

## REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

Who should report Child Abuse and Neglect?

- Any person may voluntarily report abuse or neglect
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency

### **Where to Report:**

- If you know or suspect that a child is in immediate danger, call 911
- All reports concerning suspected abuse or neglect of children in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 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 or local law enforcement
- 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 651.431.6500.

### **What to Report:**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and is available for viewing in the child care center 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

**Retaliations Prohibited** An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

### **Failure to Report:**

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

**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 days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an 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 children 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 Director of the Preschool Program. If this individual is involved in the alleged or suspected maltreatment, the Senior Pastor of St. Luke's 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 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:**

St. Luke's Preschool 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 the implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

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.

## **SNACKS**

Parents provide daily snacks. Here are some nutritious snack ideas:

animal crackers	string cheese	vanilla wafers	cereal
mini-yogurts	soft granola bars	mini-muffins	bananas
pretzels	hull-less popcorn	crackers	small pudding packs
cereal bars	graham crackers	goldfish crackers	
mini-Ritz	cheese puffs	trail mix <b>(no peanuts or peanut butter)</b>	

- \* We supply the cups and napkins, but donations are welcome!
- \* We will provide water for the children to drink.
- \* Please don't send sweets. We ask that daily snack items be nutritious.

## **GRIEVANCES**

All problems or grievances that need to be reported to St. Luke's Christian Preschool must be brought to the attention of the director of the preschool within a 24 hour time line from the time of the actual concern problem. The director and concerned parties will discuss the grievance and come to an agreement about how the issue should be handled. If this meeting does not satisfactorily address the grievance, the same procedure will be used, addressing the issue with the following people until an agreement or solution:

- 1) preschool director
- 2) director and senior teacher
- 3) preschool Board members
- 4) church education committee
- 5) church pastor

## **REPORTING POLICY**

Any person may voluntarily report child abuse or neglect. As a licensed facility we are legally required to report suspected child abuse or neglect. Reports concerning a child development center are to be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-297-4123. Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to Hennepin County Child Protection at 612-348-3552 or local law enforcement at 952-563-4900.

## **BEHAVIOR GUIDANCE**

The ultimate goal for each child and all individuals is an acquisition of self-control. Gradually children learn how to make their own decisions and whether or not their behavior is acceptable to others. Adults can help children and guide them in the process of independent decision making. We try to maintain consistent limits for each child. Redirection, talking to the child, modeling expected positive behavior or removing a child temporarily from a situation to a different activity are used by the teachers when needed.

St. Luke's Christian Preschool reserves the right to dismiss a child after consultation with the parents when the welfare of the child or the group would make this advisable.

St. Luke's Christian Preschool has the following guidelines for developmentally appropriate guidance of young children from the position statement by the National Association for the Education of Young Children:

1. Children are in the process of learning acceptable behavior.
2. An effective guidance approach is preventative because it respects feelings even while it addresses behavior.
3. Adults need to understand the reasons for children's behavior.
4. A supportive relationship between an adult and a child is the most critical component of effective guidance.
5. Adults use forms of guidance and group management that help children learn self-control and responsiveness to the needs of others.
6. Adults model appropriate expression of their feelings.
7. Adults continue to learn as they teach.

## Board and Staff

St. Luke's Christian Preschool is a non-profit preschool sponsored by St. Luke's Lutheran Church as a community service. It is governed by the Preschool Board comprised of education-oriented church members, past or present parents of students, a church council representative, a church pastor, and the director of the preschool.

### BOARD MEMBERS

Suzie McWilliams  
Nicole Sundry  
Matt Roberts  
St. Luke's Senior Pastor, Rob Norris-Weber  
St. Luke's Deacon, Stephanie Luedtke

### TEACHING STAFF

Allison Berger, Head Teacher  
Tracey Engdahl, Assistant  
Barb Watson, Director (*available during the school year for administrative duties and to answer any questions you may have*).

