

TABLE OF CONTENTS

Staff Directory	pg. 2
Welcome.....	pg. 3
Calvary Lutheran Church Mission & Vision	pg. 3
Calvary Lutheran Christian Preschool Mission & Vision	pg. 3
Purpose Statement	pg. 3
Goals & Objectives	pg. 4
Developmental Goals.....	pg. 4
Curriculum	pg. 5
General Preschool Daily Schedule.....	pg. 5-6
Arrival and Departure.....	pg. 6-7
Tuition.....	pg. 7
Monthly Fees	pg. 8
Behavior Guidance Policy.....	pg. 8
Center Initiated Withdrawal	pg. 8-9
Maltreatment of Minors Mandated Reporting Policy	pg. 9-10 & 16-17
Snacks.....	pg. 10
Animals.....	pg. 10
Field Trips.....	pg. 10
Public Relations	pg. 11
Program Information & Conferences	pg. 11
Health Policies and Emergency Information.....	pg. 11-13
Rest Time	pg. 13
Dress	pg. 13
Parent/Guardian Involvement	pg. 13
Personal Cleanliness	pg. 13
Calvary Lutheran Church Events	pg. 14
Basic Operation	pg. 14
School Closure & Emergency Procedures	pg. 14
Staff & Volunteers.....	pg. 15
Statement of Non-Discrimination.....	pg. 15
Community Service Directory.....	pg. 15
Calendars	online

STAFF DIRECTORY

2016-17

Church Phone (218) 751-1893 (PS Office—ext. 112)
Fax (218) 444-5894
Emergency Pager (218) 759-7636
Church Website www.calvarybemidji.org
Preschool Website www.calvarybemidiipreschool.org

Staff:

Director of Children's Ministries (ext. 106)	Joan Meulebroeck	joan@calvarybemidji.org
Lead Teacher (ext. 119)	Wanda Roff	wroff@calvarybemidji.org
Teacher (ext. 118)	Diana Stokes	dstokes@calvarybemidji.org
Teacher (ext. 124)	Kenzie Hanson	khanson@calvarybemidji.org
Child Care Teacher (ext. 117)	Amanda Renbarger	arenbarger@calvarybemidji.org
Assistant Teacher	Tonia Eglinton	teglinton@calvarybemidji.org
Assistant Teacher	Jessica Gunning	jgunning@calvarybemidji.org
Assistant Teacher	Tina Garrison	tgarrison@calvarybemidji.org
Assistant Teacher	Jennifer Berg	jberg@calvarybemidji.org
Assistant Teacher	Callie Slominski	cslominski@calvarybemidji.org
Teacher's Aide	Marlene Sletten	msletten@calvarybemidji.org
Teacher's Aide	Barb Gray	bgray@calvarybemidji.org
Church Administrator	Polly Merhar	pmerhar@calvarybemidji.org
Administrative Assistant	Kim Warren	kwarren@calvarybemidji.org
Senior Pastor	Rev. Genelle Netland	revnetland@calvarybemidji.org
Associate Pastor	Rev. Andrew Ronnevik	revronnevik@calvarybemidji.org
Youth and Family Pastor	Rev. Nate Bendorf	revbendorf@calvarybemidji.org



Welcome

We are excited to partner with you in an amazing journey of helping beloved three, four and five year olds become disciples of God and academic leaders in our community. Our hope is that this parent handbook will be a tool to better communicate our mission, vision, expectations and how we will be partners in ministry.



Calvary Lutheran Church Mission Statement

Gathered to Worship, Transformed by Christ, Sent out to Serve

Vision Statement

Jesus calls us to GROW as disciples, to GIVE generously, and to SERVE others every day.



Calvary Lutheran Christian Preschool Mission Statement

Calvary Lutheran Christian Preschool is an outreach ministry of Calvary Lutheran Church. Our mission is to provide preschool age children with quality school readiness opportunities in a safe and nurturing Christian setting.

Vision Statement

To be a premier preschool recognized for empowering our students to be academic leaders and faithful disciples.

Purpose Statement

Calvary Lutheran Christian Preschool operates in response to Christ's commission to the church to make disciples.

Goals & Objectives

Calvary Lutheran Christian Preschool (CLCP) is an outreach ministry of Calvary Lutheran Church. The goals of this preschool are:

1. To provide developmentally appropriate educational activities and constructive recreation to preschool children ages 33 months - 5 years.
2. To provide the training described above, and other character building activities, within a congenial and positive Christian atmosphere under competent and accredited teachers (in numbers as may be required).
3. To provide such activity and care for enrolled children during specified weekday hours at a cost of a minimal monthly tuition based on the cost of operation.

The goal of the preschool is to provide an environment where children feel safe to play, create and explore. The children will be encouraged to be active in their learning, be diverse thinkers, use imagination and develop physical skills. Each child is a unique individual and supported in their feelings. The children will be guided to be strong, caring individuals who are self-sufficient.

Developmental Goals

Spiritual Development: Share the teachings of Jesus through stories, songs and prayer and model Christian values throughout all areas.

Physical Development: Provide a safe environment for exploration and natural maturation of physical growth, control and coordination. Activities will support and challenge children at their stage of growth.

Social Development: Set good examples in a variety of environments and situations, with groups and individuals. Provide activities that promote comfort with and acceptance of diverse cultures and backgrounds.

Emotional Development: Provide positive reinforcement and guidance to nurture a good self-concept and self-control.

Cognitive Development: Provide planned and incidental experiences for observation, critical and creative thinking.

Language Development: Facilitate experiences that promote opportunities for children to share ideas and thought through language.

Moral Development: Exemplify strong beliefs and discuss values with children. Uphold the value of each individual regarding sameness and differences.

These goals will be accomplished by:

1. Valuing each child as an individual, and allowing them to learn at their own pace.
2. Providing a learning environment that will nurture and enhance self-esteem.
3. Using learning centers to maximize self-directed activities.
4. Providing a balance of teacher and child-directed activities.

Let the little children come to me... Luke 18:16

Curriculum

Calvary Lutheran Christian Preschool is committed to providing experiences based on the belief that each child is a unique child of God. The curriculum stresses “hands-on” learning through play. Age-appropriate activities in specific areas of development are planned by the teachers. The experiences are developed to enhance the growth of the whole child in a Christian atmosphere.

Socially, we will follow Jesus’ message of love, kindness, and forgiveness. We will specifically teach positive social skills, learn age-appropriate Bible stories and Christian songs. We frame much of the social skills teaching by learning that we take responsibility for our own actions as well as for the well being of the community. The core skills are:

- Cooperation
- Assertion
- Responsibility
- Empathy
- Self-control

Academically, our focus will be on reading readiness. The five key areas of building a reading-ready student are:

- Vocabulary and Background Knowledge
- Discourse/Conversation
- Phonological Awareness
- Book and Print Rules
- Alphabetic Knowledge

We believe that the greatest cognitive growth occurs through social interaction in a positive, Christian environment. It is our goal, at Calvary Lutheran Christian Preschool, to partner with parents to create our community’s future leaders.

Show & Tell vs. Sharing

In the past, preschools across America did “Show & Tell.” What we’ve learned from this is that it set up a competition between the children regarding who had the latest, greatest toys. In order to avoid competition between children over ownership of material things, preschools are now doing “Sharing” as a part of their Star Student time. During “Sharing” the children practice public speaking, and share about who they are, rather than what they have.

General Preschool Daily Schedule

Early Drop Off ~ Late Pick Up

Extended care hours will focus on large motor skills as well as fine motor skills after school. Examples are balls, hoops, trikes, hop scotch, and bowling in the Gym and playing on our outdoor playground.

Students Arrive ~ School Day Beginning

The children will arrive and go to the rug, where there will be an array of puzzles and manipulatives arranged. Preschool staff will greet parents and children, and help children practice positive social skills while playing. The children may also be guided through a craft activity by a staff member.

Message

This is a large group activity time. We do games and songs that support both our academic and social skills learning. We teach the large group segment of our faith lesson.

Music and Movement

We sing, dance, and MOVE; all to support our faith and academic learning. These songs are full of rhyme, alliteration, and chances to move our bodies.

Prayer , Bathroom, Snack

We pray before snacks and lunch and we always wash before we eat. Yes, even hand washing is taught as a specific skill.

Small Groups

Small Groups always have the same three components:

1. Faith Lesson
2. Name Practice/Writing
3. Academic Game/Fine Motor Skills

Ticket Time

Children use their “tickets” to move from center to center. The adults move around the classroom encouraging positive social behaviors.

Story Time

We choose high quality literature for our story time. We search for books filled with rhyme, alliteration, and rich vocabulary.

Guided Crafts

Children learn basic skills such as the use of scissors and writing utensils.

Arrival & Departure

<i>The Orange Group (½ day)</i>	<i>(T/TH)</i>	<i>8:30 a.m. - 11:30 a.m.</i>
<i>The Orange Group (all day)</i>	<i>(T/TH)</i>	<i>8:30 a.m. - 3:30 p.m.</i>
<i>The Blue Group (2 classrooms)</i>	<i>(T/TH)</i>	<i>8:30 a.m. - 3:30 p.m.</i>
<i>The Purple Group (3 classrooms)</i>	<i>(M/W/F)</i>	<i>8:30 a.m. - 3:30 p.m.</i>

Calvary Lutheran Christian Preschool serves a maximum of 42 children per session. We serve preschool children from ages 33 months-5 years old and children must be toilet-trained to enter preschool.

Students are to arrive no more than 10 minutes before class begins, unless the parent has signed up for the early drop-off service and a payment plan has been agreed upon. (Early drop-off is from 7:15—8:20 a.m. for the all day and morning classes.)

Upon entry, please hang up the child’s backpack, coat and other possessions on their assigned coat hook. The parent or guardian will check in by using a personal, individual 4 digit code entered on a touch screen computer screen. This will automatically enter the drop off and pick up times. There will also be a sheet for special notes (i.e., Grandma is picking up today.) Teachers are available at the start of class if you have questions or would just like to touch base. Parents are welcome to enter the classroom and stay if they wish. A brown bag lunch with beverage must be brought for children attending a full-day class. Please clearly mark all bags and containers with your child’s name. A refrigerator is available in each classroom. Please try to keep the meal simple and nutritious, e.g. sandwich, fruit, vegetable, juice box/milk, something you know your child will like.

Children must be picked up promptly when the class is over unless you have signed up for late pick up. If they are not picked up by 3:40, late pick-up fees will be applied. We will release children only to the authorized persons indicated on the pick-up form. Any changes to this information must be in writing. If you need your child to be picked up by anyone other than individuals noted on the pick-up form, you must send a signed note. In the event that an unauthorized or incapacitated person attempts to pick up a child from preschool, the child will not be released to that person. Again, you must check out your child by again entering your 4 digit code.

Note: When dropping off your child or picking him/her up, please park in the rear south parking lot, in order for you to enter the south door. An adult must come to the classroom, gym or playground to drop off or pick up your child.

If no one arrives to pick up their child within 5 (five) minutes of the agreed and scheduled time, (5:45) the following policy will apply:

- a charge of \$1 per minute may be levied against the parent/guardian of the child.

The back doors will be locked from the hours of 9:30 a.m.—3:00 p.m.
During those hours, the front doors will be open for your use.

Tuition

Tuition payment is due by the 1st of the month. If payment is not received by the 10th, a \$15 late fee may be added. Billing statements will be e-mailed so make sure we have an e-mail address on file that works best for this. Please have your tuition in on time since this money is needed to fund all aspects of the program.

Payment Options:

- A 5% discount will be given to any families who want to pay for the entire school year's tuition by check. A 2% discount is given if you want to pay by credit card.
- Automatic funds transfer is available through a program called Simply Giving. See Joan Meulebroeck or Polly Merhar for information regarding this program.
- Credit/Debit card payments may be made in the church office or online through the preschool's website.
- Make checks payable to: **Calvary Lutheran Church** with your child's name in the memo line and the month you are paying for. Checks may be mailed, turned in to the church office, dropped into the mail box by the Preschool classrooms or in the mail box outside the church office. Please put your child's name in the memo line. If a check is written for a tuition payment but gets returned because of non-sufficient funds, the bank fee will be added to the total owed.

If my account has a past due balance, I will be notified in writing. Within one week of the notification, a payment plan must be set up and confirmed in writing to get the account current. If the account does not become current within the agreed upon time frame, or additional past due amounts are incurred, Christ Lutheran Preschool and Child Care Center reserves the right to end my child's enrollment and pursue collections on any past due amounts.

A two-week written notice of a child's withdrawal from the preschool is necessary. Tuition will be pro-rated for days attended when a written 2-week notice is given before the 15th of the month. If the notification is received after the 15th of the month, then the family will be expected to pay for the full month's tuition cost plus any additional prorated fees for the following month. The child may continue to attend preschool during this two week period.

Additional Fees:

Registration is required to participate in any of the extra services offered such as Early Drop-off, Late Pick-up and Child Care services. Please specify days you plan to use Child Care as there is a maximum of 15 children allowed each day. A 24 hour notice is required to attend Child Care on a non-scheduled day. You will be billed according to the services you have used. A monthly billing statement will detail all fees. Please contact Joan Meulebroeck for a day's needs and availability.

Monthly Fees

The Orange Group (<u>1/2 day</u>)	Tue. & Thurs. 8:30 a.m.-11:30 a.m.	\$120 per month
The Orange Group (<u>all day</u>)	Tues. & Thurs. 8:30 a.m.-3:30 p.m.	\$225 per month
The Blue Group	Tues. & Thurs. 8:30 a.m.-3:30 p.m.	\$225 per month
The Purple Group	Mon., Wed., Fri. 8:30 a.m.-3:30 p.m.	\$315 per month
Child Care	\$26.00/day (no extra fees apply)	
Early Morning Drop off (7:15 a.m.)	\$4.25/day	
Late Afternoon Pick up (5:45 p.m.)	\$5.75/day	
Late Tuition Payments	\$15.00	
Insufficient Funds	Applicable bank charge	

Behavior Guidance Policy

The love and forgiveness that Jesus taught provides the overall model for our behavior guidance plan at Calvary Lutheran Christian Preschool. Teachers and staff will provide loving encouragement to the children and provide a positive role model for them to follow.

Children will be encouraged on a daily basis to act in a Christian manner showing self-control, self-discipline and a loving attitude toward others. We know mistaken behaviors will occur in the classroom. We will use the occurrence of mistaken behaviors as a teaching moment to reinforce Jesus' message of love, kindness and forgiveness.

At the first mistaken behavior we will re-teach the positive behavior. At the second repetition of the mistake we will remind the child about positive behaviors and warn the child about possible loss of privilege. At the third repetition of the mistake the child will lose access to the problematic item or area for a short time. If a mistaken behavior has continued to the point of loss of privilege, the parents will be informed. Continuous problems may be discussed with the parents, Director of Children's Ministries and pastor as necessary.

Center Initiated Withdrawal

Unfortunately, there may be reasons we have to remove a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from our preschool:

Parental Actions for Child's Removal

- Physical or verbal abuse to staff or preschool children or threat of physical or intimidating actions
- Habitual tardiness when picking up your child

Child's Actions for Removal

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting

Proactive Actions That Will Be Taken

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, activities, supervision
- Staff will use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules not followed
- Child will be given verbal warnings
- Child will be given time to regain control
- Child may lose certain privileges
- Child's disruptive behavior will be documented
- Parent/Guardian will be notified verbally
- Parent/Guardian will be given written copies of the disruptive behaviors that might lead to removal
- Parent/Guardian will have a conference(s) to discuss how to promote positive behaviors

Schedule of Removal

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting removal. The removal action is meant to be a period of time so that the parent/guardian may work on the child's behavior to come to an agreement with the preschool
- The parent/guardian will be informed regarding the length of the removal period
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the preschool
- The parent/guardian will be given a specific date of removal that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks)
- Failure of the child/parent to satisfy the terms of the plan may result in permanent removal from the preschool

Bring them up in the discipline and instruction of the Lord. Ephesians 6:4

Maltreatment of Minors Mandated Reporting Policy (full policy p. 16-17)

When Calvary Lutheran Christian Preschool (CLCP) has reason to know that an internal or external report of alleged or suspected maltreatment has been made, CLCP must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- i. related policies and procedures were followed;
- ii. the policies and procedures were adequate;
- iii. there is a need for additional staff training;
- iv. the reported event is similar to past events with the children or the services involved; and
- v. there is a need for corrective action by the license holder to protect the health and safety of children in care.

The internal review will be completed by Joan Meulebroeck, Director. If this individual is involved in the alleged or suspected maltreatment, Pastor Nate Bendorf, Youth and Family Pastor, will be responsible for completing the internal review.

CLCP must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

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.

CLCP 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). CLCP must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Snacks

Healthy snacks will be offered each day as part of our program. We ask that at the beginning of the school year families bring in nutritional snacks and drinks (large bottles not juice boxes) that can be shared with about 15 friends. When we are running low on snacks we will put a notice in the preschool newsletters and by the preschool classrooms. For ideas, please see the snack idea list below. Peanut allergies are on the rise in the USA and are potentially deadly. For this reason we ask that you send **only peanut-free food** to school.

All snacks need to be store bought and in the original packaging when brought in.

Any food allergies or food sensitivities should be noted on your child's health form or reported to the teacher as they arise. If you know of a specific allergy or sensitivity, we ask you to provide safe snacks that will be stored and used for your child only.

Birthday Parties

If you would like to send birthday treats to school on or near your child's birthday, we will have a party for your child at snack time. Ask your child's teacher how many snacks you will need on that day. Let us know one class time prior to the party date so we can be ready. Make sure to send a **peanut-free** treat so all can be included. (If you would like to invite children from school to an out-of-school party, we ask that you either invite all the children in the class, or do your inviting privately so those not invited are unaware of the party.)

Ideas for Snacks (all store-bought and in original packaging)

100% Juice	Pretzels	Graham Crackers
Apples for slicing	Trail Mix	Fruit snacks
Bag/Box of cereal	Popcorn	Goldfish
Fruit cups	Granola bars	
Yogurt	Teddy Grahams	
Cheese sticks/slices	Crackers	
Pudding cups	Baby carrot sticks	
Applesauce	Raisins	

Animals

Animals will be allowed at preschool by special permission only. Please see the director about pets coming to school. Permission will need to be obtained from all parents prior to an animal visit. Details will be given about pet visits when permission from the director has been obtained.

Field Trips

Because of transportation issues, CLCP does not take off-site field trips requiring vehicles.

Public Relations

When you complete the registration form, you are asked if we may take pictures of your child for agency publications as well as the local newspaper. No child's identification will be given with the photo.

Program Information & Conferences

Each day, you are welcome to visit with the teacher about any thoughts, concerns or problems that may arise throughout the year. Your child's well-being is of the utmost importance.

Families are first...we want you to feel comfortable in our school. The door may be physically closed but the door is always open to you, so come on in for a few minutes or all day!

Parents may review the written child care program plan by contacting the director. We invite your input and feedback about our program. Please use the Preschool mail box or email us at any time.

If you have a grievance concerning the CLCP program, its staff or policies, please submit a letter to the Director of Children's Ministries detailing the grievance. If the grievance involves the Director, the grievance may be addressed to the Youth and Family Pastor. A response to the grievance will be completed within one week of the receipt of the grievance. The grievance may also be brought to the attention of the Calvary Lutheran Church Council.

Two conferences will be held during the year. On those days, class will not be in session. A written assessment of the child's physical, social, emotional and intellectual development will be recorded and kept in a private file and provided to the parents during the scheduled conferences. Signup sheets for available time slots will be out approximately two weeks prior to conferences.

Health Policies & Emergency Information

- A. Your child's most recent health care summary form, signed by the child's physician, must be provided by the time school begins or within 30 days of admission in accordance with Minnesota State Regulations. A revised summary must be provided annually when your child advances to an older age category.
- B. A current immunization record must be on file at the school at the start of the preschool sessions. If a child's immunizations are not up to date at the time of enrollment, a plan to get them current must be on file at the preschool at the beginning of school and updated within 30 days of classes beginning or the child will be excluded from the program in accordance with Minnesota State Regulations.
- C. If your child is ill, for the safety and health of the other children and staff, please keep your child home. Parents are required to inform the Preschool within 24 hours, exclusive of weekends and holidays, when a child is diagnosed by a doctor as having a contagious, reportable disease.

Some examples of WHEN TO KEEP YOUR CHILD HOME include:

- FEVER

When accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat and/or other signs or symptoms of illness; or the child is unable to participate in normal activities, use temperature measurement BEFORE fever reducing medications are given. They must be fever free without medication before returning to school. If your child has a temperature at school, parents will be called to pick the child up.

Axillary (arm pit) temperature: 100°F or higher

Ear temperature: 100°F or higher

- **SIGNS/SYMPOTMS OF POSSIBLE SEVERE ILLNESS**
Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, or wheezing should be evaluated by the health care provider to rule out severe illness.
 - **DIARRHEA**
Until diarrhea stops or until a medical exam indicates that it is not due to a communicable disease (diarrhea is defined as an increased number of stools compared with a person's normal pattern along with decreased stool form and/or watery, bloody, and/or mucus containing stools.)
 - **VOMITING**
Until vomiting stops (vomiting is defined as two or more episodes in the previous 24 hours).
 - **MOUTH SORES WITH DROOLING**
Until a medical exam indicates the child may return.
 - **RASH WITH FEVER OR BEHAVIOR CHANGE**
Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (chickenpox, measles, roseola, rubella, shingles, strep throat).
 - **HEAD LICE (*Pediculosis*)**
We support a head lice control program, that is to say a **No Nit Policy**. The **No Nit Policy** remains a sensible approach that sets the standard to serve and protect all the children in the group. When it is known that head lice are present in the classroom, a notice from the Minnesota Department of Health (MDH) will be posted on the classroom door to inform all parents and everyone will receive a Sanitization Checklist to help make the **No Nit Policy** succeed. The child/children concerned will be cared for with sensitivity and parent/s of the child/children will be notified in strict confidentiality. Please do not rely on school staff to regularly check for head lice. Parents are encouraged to check your child's head on a regular basis throughout the year.
 - **CHICKEN POX**
Children are contagious 1-2 days before the rash develops and until all lesions are crusted over. To avoid exposing other children, an ill child will not be allowed to attend preschool until all of his/her lesions have crusted over.
 - **EYE DRAINAGE**
Until 24 hours after treatment has started when thick mucus or pus drainage is present (conjunctivitis).
 - **UNUSUAL COLOR OF SKIN, EYES, STOOL OR URINE**
Until a medical exam indicates the child does not have hepatitis A (yellow eyes or skin (jaundice); gray or white stool; dark, tea or cola-colored urine.)
- D. If your child becomes ill at Preschool, the child will be isolated from the other children and parents or other emergency contact will be notified to pick up the child. All cases will be handled diplomatically and in strict confidentiality. No medication will be given to your child at Preschool without written permission and specific instructions.
- E. If your child has been exposed to a contagious reportable disease at school, a notice will be posted by the check-in computer from the Minnesota Department of Health (MDH) when available, providing parents with information regarding definition, prevention and control. If they have been exposed outside of school, please report this information to the teacher within 24 hours. The Public Health Department will also be contacted to report suspected cases of reportable diseases.
- F. Injuries – Treatment of children's injuries shall be as follows:
- An emergency first aid kit shall be available at all times.
 - Superficial wounds shall be cleansed with soap and water, then protected with a sterile bandage.

- If emergency care is needed, 911 shall be notified immediately.
- In the event of an accidental poisoning, Poison Control will be contacted immediately for proper care procedures.
- A designated staff person with first-aid training shall handle the situation until help arrives.
- Parents shall be notified as soon as possible.
- Incident/injury forms will be kept at the Preschool and maintained by the preschool staff. These forms will be kept on file and will be reviewed semi-annually.

Parents will be contacted if it appears that an accident or illness requires medical attention. If the staff deems it necessary, the child's health care source may be contacted. For emergency medical conditions, 911 will be called. If an ambulance is required, the cost will be the responsibility of the parents. If there is any other emergency or injury requiring medical attention, parents will be notified immediately. Parents shall be notified of minor injuries when the child is picked up from preschool.

Any evidence of unusual bruises, contusions, lacerations, or burns shall be noted and reported to the person in charge. Parents will be notified as well as proper social service authorities if abuse is suspected.

Rest Time

A child who has completed a nap or rested quietly for 30 minutes will be allowed to read, etc.; after 60 minutes they will be allowed to go to the gym or outside. There is unimpeded access to a child for both staff and children during rest time.

Dress

Children are encouraged to wear play clothes and tennis shoes. Flip flops and open back shoes may prevent a child from moving safely, especially in the gym and on the playground. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. As outside temperatures cool, children should be dressed warmly enough to play outdoors. **PLEASE LABEL** all removable clothing to help ensure the return of coats, jackets and sweaters. During the winter months it is also important to label boots, snow pants, hats, and mittens.

Please dress your child in clothes that he/she can get in and out of for bathroom needs. It causes frustration for the child and also possible accidents when he/she can't quickly undo clothing.

Although all children should be able to use the bathroom independently, accidents do happen. It is recommended to have an extra set of labeled clothing in the child's backpack for such incidents.

Parent/Guardian Involvement

Parents are their child's first teacher and the most important influence in their life. Parents will be encouraged to be involved in their child's activities and experience at Calvary Lutheran Christian Preschool. Parents are welcome at any and all times in the classroom.

Personal Cleanliness

- Children shall wash their hands with soap and water before eating and after toileting.
- Staff shall wash their hands with soap and water before handling food and after assisting children with toileting.
- Soiled or wet clothing shall be changed promptly.

Calvary Lutheran Church Events

During special events at the church, please be aware of extra activity both in the building and parking lot when picking up or dropping off your child when events such as funerals, community meals or conferences are in process or being set-up.

Basic Operation Policy

Standards: Calvary Lutheran Christian Preschool, established in 1986, is licensed by the State of Minnesota and complies with all the standards put forth by the State. Its operation is governed by the Preschool Advisory Ministry Team and Calvary Lutheran Church Council. The current license is posted in the Preschool classrooms. Parents may use the following numbers to contact services:

State Licensing Office	1-651-296-3971
Child Abuse Hotline	1-800-422-4453
Social Services Child Protection (Beltrami)	1-218-333-4223

Supervision: The children will be supervised during class time by a teacher with the addition of an instructional aide and/or teacher assistant in classes of more than 10.

Registration: Only after the pre-registration form and non-refundable registration fee are received will your child's place in the program be held.

Vacancies: When vacancies occur or new registrations are available, the first option shall be given to children on the waiting list in order of application, regardless of church affiliation.

Conditions: The Preschool reserves the right to refuse admittance to any applicant who might not benefit from the objectives of the training offered. The Preschool reserves the right to refund tuition to any child who, for cause, is not permitted to continue in the preschool program.

School Closure & Emergency Procedures

Calvary Lutheran Christian Preschool follows the lead of Bemidji Public Schools regarding weather-related cancellations. **If the Bemidji Public Schools are closed due to inclement weather, Calvary Lutheran Christian Preschool will also be closed. Child Care MAY be offered, depending on the type of weather closing.** We encourage you to listen to the radio for weather-related announcements: KZY 95.5 FM, KB 101.1 FM, or KKBJ 103.7 FM. *Information will also be posted on our preschool website and Facebook page as soon as possible.*

A **2 hour late start in the Bemidji Public Schools** means:

If your child is in the half day morning class, they will have no school that day.

If your child is in a full day class which begins at 8:30 a.m., their class will begin at 10:30 a.m. and proceed as usual from there. **Please note: early drop-off that day will still be available.**

We will also follow any **early dismissals in the Bemidji Public Schools. Late pick-up will NOT be offered** as generally the early dismissal is resulting from approaching storm conditions.

If cancellations need to be made on short notice, a staff/parent calling tree will be in place to try to notify parents. For example, the Bemidji Public Schools may not cancel school because of cold weather but CLCP may decide to cancel because of extreme cold weather.

Our school vacations and staff development days will often coincide with the Bemidji Public Schools (Independent School District 31). However, in the event that there is a major conflict with the use of church facilities, classes may be cancelled that day. You will be notified in advance of that cancellation.

Procedures for fire and tornado are posted in each classroom as well as the offices. In addition, we will conduct monthly fire drills and regular tornado drills during the appropriate seasons.

Staff & Volunteers

The teachers are qualified, caring and experienced professionals in the field of early childhood education according to MN licensing regulations. Staff members continue their professional training and development by attending various conferences and classes sponsored by Early Childhood organizations.

Volunteers are always needed and appreciated. If you are able to volunteer your time to assist in the classroom, please let us know. Background checks will be required for individuals who assist in the classroom.

Statement of Non-Discrimination

Calvary Lutheran Christian Preschool admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, ethnic origin or religious affiliation in administration of its educational policies, admissions policies, scholarship programs, or other school administered programs.

COMMUNITY SERVICE DIRECTORY

Emergency

Fire Department	318 5 th Street, Bemidji, MN	(218)751-8001
Police	311 Minnesota Ave., Bemidji, MN	(218) 333-9111
Ambulance	512 Kay Ave. SE, Bemidji, MN	(218) 444-3328
Child Protection Beltrami County Social Services		(218) 333-4223
Poison Control		1-800-222-1222

Missing Children

Amber Watch Foundation	1-949-222-5880
Child Find of America	1-800-I AM LOST
National Center for Missing Exploited Children	1-800-843-5678
Thursday's Child	1-800-USA-KIDS

Health and Wellness

Beltrami Health and Human Services & Car Seat Distribution	616 America Ave., Bemidji, MN	(218) 333-8300
Bemidji Health & Wellness	403 America Ave. NW, Bemidji, MN	(218) 444-8727
Upper Mississippi Mental Health	722 15 th St., Bemidji, MN	(218) 751-3280
Department of Human Services, Licensing Division's Maltreatment Intake		(651-431-6600)

MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS

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 occurring 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 at (218) 333-4223 or local law enforcement at (218) 333-9111.
- 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 should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

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

Retaliation Prohibited

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

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

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

The internal review will be completed by Joan Meulebroeck, Director. If this individual is involved in the alleged or suspected maltreatment, Rev. Nate Bendorf, Youth and Family Pastor, will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

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.

