



# Parent's Handbook

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Abiding Savior Lutheran Church  
8211 Red Oak Drive, Mounds View, MN 55112-5929  
(763) 784-5326 • [www.abidingsavior.org](http://www.abidingsavior.org) • [preschool@abidingsavior.org](mailto:preschool@abidingsavior.org)

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## **Notice**

When you register your child, you are accepting the following policies of our preschool. Keep the brochure handy for reference throughout the year.

## **Standards**

Our preschool is licensed by and complies with the standards set forth by the Minnesota Department of Human Services (phone 651-296-3971).

## **Purpose**

Our purpose is to supplement early home experience in a Christian environment planned to further each child's development through learning and playing with others. We believe it is important that each child feel comfortable and confident in what may be his/her first group experience outside the home in order to have enjoyable learning experiences. It is the aim of the staff to provide an environment and program curriculum that will meet individual needs and further each child's development as she/he participates in happy challenging, and personally rewarding experiences.

## **Program objectives**

1. Help each child grow and further develop socially, physically, intellectually, and emotionally through individual and group experiences, both indoors and outdoors.
2. Promote and further develop positive self-concepts and self-awareness (Who am I?)
3. Encourage creativity and self-expression through language, art, music, movement experiences, dramatic play, large and small muscle activities, block building, sand and water play, and woodworking
4. Give the children opportunities to choose and make decisions and to pursue their interests and ideas.
5. Allow the children time to "research" as they explore, investigate, and experiment to discover and interpret facts about the world around us.
6. Provide an environment in which the children may interact easily with others, to develop friendships and positive social skills.
7. Provide time and properties for dramatic play, giving the children opportunities to act out what is important to them (housekeeping equipment, dolls, dress up, play store, post office, etc.).
8. Provide a variety of books, records, finger plays, pictures, etc., that relate to the child's interest.
9. Provide resource persons to enrich the learning experiences.

The program of Abiding Savior Preschool serves children age 3 through 5 years. The center operates Monday through Friday from 9:15 am to 12:00 p.m. with an option for Lunch Bunch on Wednesday's 12:00-1:00 October thru May. Lunch Bunch is an additional cost of \$5 per session in addition to monthly tuition. Lunch bunch has a minimum of 4 children with a maximum of 10 children. Children in all age groups are supervised by adult staff at all times of the day when the program is in session. There is a maximum of twenty children per class with two adult staff, at least one being a qualified teacher.

The educational programs have been developed to be flexible so as to promote the developmental of each child's physical, social, emotional and educational needs. Activities that provide for progress in each of these developmental areas are the most important aspects of our learning programs. Abiding Savior Preschool's philosophy is predicated on the theory that learning is accomplished through interesting motivational activities and well-rounded programs. These programs help children to discover the joys of growing and becoming the best he or she can be, in a Christian environment.

Activities that are planned encourage creativity and self-expression through language, art, music, movement experiences, dramatic play, large and small muscle activities, block building, woodworking, science and sensory play. These activities give the children opportunities to choose and make decisions and to pursue their interests and ideas. The program allows the children time to research as they explore, investigate and experiment to enable them to discover and interpret facts about "things".

The program is designed to provide an environment in which children may interact easily with others in order to develop friendships and positive social skills. There are times and properties for dramatic play, giving the children opportunities to act out what is important to them by means of housekeeping, care giving, dressing-up, playing store, playing post office, etc. There are also a variety of books, records, filmstrips, finger plays, pictures and other media to add interest to the program. Resource people and field trips also add a wonderful dimension to the preschool program.

An assessment form evaluating the intellectual, physical, social and emotional progress of each child is filed in their folder and is used at parent-teacher conferences.

A typical day includes a welcome time, art and free choice activities, a large group story and lesson time, snack, and large muscle and music interaction.

A program plan is available to parents of Abiding Savior Preschool children upon their request.

### **Where**

Abiding Savior Lutheran Church

8211 Red Oak Drive

Mounds View, MN 55112-5929

763-784-5326

[www.abidingsavior.org](http://www.abidingsavior.org)

Email: [preschool@abidingsavior.org](mailto:preschool@abidingsavior.org)

### **For whom**

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

### **When**

We offer two sessions September-May. Each session is limited to 20 children:

- Monday, Wednesday, & Friday (4-5 year-olds) \$140 per month  
9:15 AM -12:00 PM  
For children who are **4-years-old** by September 1<sup>st</sup> of the current school year.
- Tuesday & Thursday (3-4 year-olds) \$100 per month  
9:15 AM -12:00 PM  
For children who are **3-years-old** by September 1<sup>st</sup> of the current school year.

### **Lunch bunch**

Offered Wednesday 12:00-1:00, October-May. Children provide their own lunch from home, nutritionally balanced and not needing refrigeration. Milk will be provided. Space is limited to 10 children per session. Sign up will be conducted week by week. When signed up for Lunch Bunch you agree to participate and pay for the session unless your child is absent from preschool. Cost \$5 per session.

### **Late fee policy**

Parents should be prompt in picking up their children at the end of class. Children will need to be picked up outside their classroom, in the church building. If there will be an unforeseen delay, please notify the preschool that you will be late picking up your child, or if there is a change in who will be picking up your child.

#### **Late fee schedule:**

- **1-10 minutes late:** Reminder of late fee policy (after 2 reminders – the over 10 minute policy will apply).
- **Over 10 minutes late:** \$ 5.00 late fee per child, per 10-minute increments, due at the time of pick-up.

If the parent is not at the preschool within 15 minutes of dismissal (and we have not been notified of a late arrival), we will call the home and then, if necessary, the emergency numbers. If the parent or someone from the emergency numbers does not arrive after one hour, we will contact the Mounds View Police. We regret any inconvenience this would cause, but feel it is necessary to ensure the safety of our students and families.

### **Staff**

There is a teacher and an assistant or aide working with each session of twenty children. Substitute teachers are available when it is necessary for a regular teacher to be absent.

### **How to enroll**

To register your child, call the Director, at 763-784-5326 or download forms at [www.abidingsavior.org](http://www.abidingsavior.org), preschool tab. When the registration form is completed and returned to the Director with your registration fee, your child will then be registered. Forms returned after the class is filled will be placed on a waiting list. The Director will notify these persons when an opening is available. You may mail forms to Abiding Savior Preschool, 8211 Red Oak Drive, Mounds View, MN 55112-5929, or you may leave the completed form with the church office. A registration form, parent handbook, and medical forms will be mailed to you in August of the coming school year.

### **Registration fee**

A \$50.00 registration fee is due at the time you register your child. This fee is not refundable and does not apply to tuition.

### **Party fee**

Upon completion of registration each family is asked to contribute \$15.00 for parties and entertainment for the year.

### **Tuition**

- Tuition is paid in nine (9) equal monthly payments for the preschool year and is due on the first school day of the month.
- Tuition should be paid by the fifth day of the month. An extra fee of \$5.00 should be added to your child's tuition if paid after that date. If for any reason, you cannot pay for your child's tuition on time, please discuss this with the Director promptly.
- The program is in session for 32 weeks. Children are expected to remain in preschool for the full year. In unusual cases a two-week paid notice must be given to the Director
  1. There is no reduction in fees for holidays, illness, vacation or other absences.
  2. Monthly tuition statements are not issued.
  3. Make checks payable to:  
**Abiding Savior Preschool.**  
Checks can be put in the preschool mailbox outside the classroom.

### **Parent orientation**

Parent orientation will be held on your child's first day of class. A shortened class period (1 – 1 1/2 hrs.) will give the preschool child and his/her parent(s) an opportunity to meet together and then separately as they become acquainted with the preschool program.

**Parent conferences**

Conference will be offered to discuss the child's progress and any other concerns of the child. Special conferences will be arranged at any time the parents and /or teachers feel it would be helpful. Telephone calls, email, and written communiqués may also be used.

**Parent information**

Parents will be provided with a list of days no school is in session at orientation. Spring break for Abiding Savior Preschool will follow the Mounds View District #621 calendar. All other days off may or may not coincide with the Mounds View District #621 calendar. Monthly calendars with themes and special days at preschool will be distributed at the beginning of each month. Please check your child's "blue pocket" daily for notices and newsletters sent home periodically throughout the year.

**Parent involvement**

The teaching staff will plan special activities. Parents will be notified in advance of the planned date some will include opportunities to volunteer in the classroom. Extra take home opportunities are also available to prep projects for the class. Fieldtrips are offered to all classes 1-3 times per year. All fieldtrips include a bus ride. Written parental permission slips will be sent home and returned before the event. All fieldtrips will require a small fee.

**Parent grievance procedure**

Our staff welcomes comments and suggestions to improve the quality of care for your child. When an area of concern arises, the problem should be brought to the immediate attention of your child's teacher who will work with you to solve the problem to everyone's satisfaction. If the problem is still unresolved, it should be brought to the attention of the preschool Director. The Director shall then hear both parties and within a period of 24 to 48 hours shall try to mediate a settlement of the grievance. In the event the problem is still not resolved, the grievance shall be taken to the Preschool Committee at their next scheduled monthly meeting for resolution of the grievance. At anytime a list of current Preschool Committee members may be obtained from the director or the church office 763-784-5120.

**Open-door policy**

Parents are invited and encouraged to visit at any time during the school year. Short visits are often more rewarding than a full session visit.

**Funeral policy**

The preschool is located within a church and, therefore, funerals are an occasional occurrence during the preschool hours. The narthex is often used for funeral purposes during this time. We ask that preschool families enter and exit through the side door at the South East end of the church when a funeral is in session. Please be aware of notes posted as you enter the church or notice via email or note in your child's blue pocket announcing this event. Please share funeral information with others that may be transporting you child to or from preschool.

### **Health care form and immunization policy**

These forms will be mailed to you with the registration forms. Please be certain that:

1. The health Care Summary needs to be signed by your child's doctor. The doctor's phone and address are complete (street, city, zip code) within 30 days of enrollment.
2. The immunization record is complete (month and year for each one). Minnesota Immunization Law requires this at the time of enrollment.

### **Health regulations**

1. Parents are asked to protect their own children and the health of others by keeping a child at home that is carrying an infectious illness.
2. If a child becomes ill during the session, the parent will be called to come and get the child. If the parents cannot be reached, the temporary care persons listed on the child's registration form will be called. The ill child will be kept comfortable and isolated from other children in the company of an adult while waiting to be picked up.
3. The following conditions are reasons for a child to be excluded from the preschool program and are mandated by the State of Minnesota licensing standards:
  - a. Chicken pox, until the lesions have crusted over;
  - b. Has vomited two or more times within the 12 hours prior to coming to school or after arrival;
  - c. Has had two or more abnormally loose stools within 12 hours prior to coming to school or after arrival;
  - d. Has conjunctivitis or pus draining from the eyes;
  - e. Has a bacterial infection such as strep or impetigo and has not completed 24 hours of antibiotic treatment;
  - f. Has unexplained lethargy;
  - g. Has lice, ringworm, or scabies that is untreated;
  - h. Has an auxiliary temperature of over 100 degrees F;
  - i. Has an undiagnosed rash or a rash associated with a contagious disease;
  - j. Has significant respiratory distress;
  - k. Is unable to participate in the school program with reasonable comfort, or requires more care than the staff can give without jeopardizing the program for other students.
4. If your child has an allergy please make this known to the teachers, so that it will not be mistaken as cold symptom.
5. If your child should become ill with a contagious disease, please notify the teachers so that they may inform the other parents.
6. Only children who are toilet trained and in good health will be enrolled.
7. The parent or driver is asked to stay on the premises until the teacher has observed and greeted each child.
8. The teachers have current first aid and CPR training. The staff will treat only minor first aid for such cases as bumps, bruises, or abrasions.
9. Teachers are not allowed to give oral medication or to apply antiseptics or sunscreens without written permission from the parent. Non-prescription medications can be given with written parental authorization. Prescription medications must have a doctor's written authorization and be in the original container with the child's name and current prescription information on the label.
10. The staff carries out regular accident prevention checks.

### **First aid**

Teachers are trained in First Aid procedures and will administer first aid for minor injuries (cuts, scratches, and bumps), which do not require medical attention. Injuries requiring stitches or x-ray will be reported immediately to the parent(s) or caregiver and they will be expected to come and pick up the child and make medical arrangements. If the injury is life threatening, 911 will be called.

### **Medical emergency procedure**

If a medical emergency would occur during the session, we will:

1. Call the child's parents.
2. If the parents cannot be reached we will call 911, and then continue to contact the parents.
3. The immediacy for emergency care will be our guide, as to whom we call **first**, the parents or 911.

When 911 is called:

1. The Mounds View Police and paramedics will be sent to our facility.
2. If the paramedics find it necessary to take the child to a hospital emergency room, the services of Unity Hospital will be used unless the parent is present to designate otherwise.
3. A teacher will accompany the child to the hospital if a parent is not present.

### **Snack time and birthdays**

Parents are asked to take turns providing snacks for their child's class several times during the year. The State of Minnesota, Dept. of Human Services, requires that treats be "store bought" to avoid the possibility of hepatitis infection. One of the treat days will be on your child's birthday or "summer" birthday celebration. You can do something special for this occasion.

A snack bag will be sent home with your child the session before it is his/her turn to bring snacks. If your snack doesn't fit into the snack bag, send it whatever way you can, but remember to send back the snack bag so that we use it as a visual reminder for the next person.

### **Suggestions for snacks:**

- **Fruits** — apples, oranges, bananas (usually ½ per child) canned unsweetened pineapple chunks, fresh pineapple, raisins, etc.
- **Crunchies or dairy products** – popcorn, pretzels, cheese curls, granola-type snacks, yogurt, pudding pops, etc.
- **Vegetables** – carrot sticks or curls, cauliflower, zucchini, or celery with dip
- Crackers & cheese or meat – graham, triscuts, rye crisp, etc., pieces of meat or cheese or a honey/peanut butter or cream cheese spread
- DRINK – 1 gallon of milk or
- **100% juice** (not Hi-C)

## **Clothing**

1. We urge that the children be dressed in washable, comfortable clothing.
2. During snow season, we require the children to wear boots, mittens, hats, and snow pants for their outdoor playtime. Please remember to bring shoes for the classroom.
3. Please mark all clothing to avoid mix-up due to similarity, especially boots and mittens.
4. A loop on the child's jacket/coat for hanging is helpful.
5. Please no flip flops or sandals.

## **Toys**

We prefer that children do not bring toys from home. However, if special situation arise when the parents finds if necessary to allow the child to bring a toy, the teacher will determine whether the toy is appropriate in a group situation. Please be sure children do not bring money, candy, gum, nails, rocks, etc., in pockets. Should you find puzzle pieces, small toys, etc., in your child's pockets when he/she comes home, return them to the teacher. Many children save things in their pockets and are not "stealing" them.

## **Methods of behavior guidance discipline**

We think of discipline as guidance, which will correct, strengthen, improve and help the child to learn to control his/her actions. Actions prompted by a combination of thoughts and feelings make up behavior.

To discipline or guide behavior:

1. Teachers will model expected behavior.
2. Teacher will set limits to:
  - a. Give children proper direction.
  - b. Help children learn and understand the difference between appropriate and inappropriate behavior.
  - c. Help children develop self-control. Limits are explained to the children, and adapted to meet the needs of the individual and the situation.
3. Children are allowed to express their feelings, but not in a destructive way, nor in a way that would be harmful to others, to themselves, or to things.
4. Children may express feelings:
  - a. Through conversation with a teacher, helping them to know the teacher understands, is accepting of these feelings and is ready to provide help and alternatives to improve these feelings.
  - b. By being channeled to a media or space that will accommodate the physical release of their feelings such as play dough, water play, pounding activity, etc.
5. In some instances, it is necessary for a child to be removed form the group temporarily, to gain control of his/her actions. This method is employed:
  - a. After she/he has been told what the acceptable behavior is at the time.
  - b. Had been offered opportunity and encouragement to change the behavior.
  - c. And has been helped to understand why her/his behavior is not acceptable at that time.

A teacher will be near the child until the child has gained control and is ready to return to class.



6. Teachers will be firm, but remain calm, positive and respectable of the child. They will be certain to interpret to the child that it is the current action that is not acceptable, and not the child as a person.
7. Teachers may hold a child who is extending physical action to prevent harm to others, and will not employ any physical punishment.
8. Children are not shamed, humiliated or labeled.
9. Teachers will consult with parents if serious behavior occurs frequently.

### **Sharing time**

The children may bring items for the nature and science center; items that can be displayed in the room during the session for others to enjoy; or books that fit the theme at any time. Pets may be brought to the preschool by the parent with preapproval and notice. Occasional opportunities to bring something special from home will be communicated throughout the year.

### **Pastoral visits**

Any one of the Abiding Savior Pastors are likely to pay a visit to the classroom and share a short Bible story with the children on a regular basis, or gather them in the sanctuary for a brief “chapel time” together. Tuesday/Thursday students will visit the Women’s Bible Study for a story and songs as part of their chapel time.

### **Fire & tornado drills**

In compliance with the Minnesota Department of Human Services, the children will participate in monthly fire drills, and tornado drills once each month in April, May and September.

### **Snow day policy**

If the Mounds View Public School Dist. #621 close because of inclement weather, we too, will close. Please check KSTP and/or KARE for Abiding Savior Preschool closing as well.

- Tuition for “snow days” will be credited for the two-day per week class, if we exceed two days lost during the school year.
- Tuition for “snow days” will be credited for the three-day per week class, if we exceed three days lost during the school year.

### **Transportation**

The staff does not arrange transportation to and from class, and other car pools, but parents of enrolled children may request a class list to assist them in making those arrangements. The staff must be informed in writing if your child is to leave the premises during the session or at the close of the session with anyone other than the parent or the usual designated pick-up person.

### **Insurance**

The children are covered by general liability insurance while on the premises of Abiding Savior Lutheran Church. The coverage is with Church Mutual Insurance and has a 1.5 million dollar limit.

**Confidential information**

It is the policy of this preschool that no information of a confidential nature will be released without the written consent of the parent or guardian. This includes information to the public schools and medical offices.

**Research & public relations permission**

Written permission will be obtained from a parent before a child is involved in each occasion of experimental research or public relations activity involving the child while she/he is at the preschool.

**Notes:**