

Calvary 
Pre-Kindergarten

Family Guidebook 2018-2019

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Welcome

Calvary Pre-Kindergarten is a non-profit early childhood ministry of Calvary Lutheran Church of Golden Valley, MN and has been in operation since January, 1963. This ministry is committed to sharing God's love with children and their families.

At Calvary Pre-K we recognize that the family is the child's primary source of education and value formation. The child needs love and support of the family as a foundation for everything that is done in school. We believe that during the first five years of life, children grow and learn rapidly. These are important, formative years during which the foundation for personality and character are laid as they learn about love, trust, success, belonging, and respect for themselves and others. Our high-quality program is designed to provide a safe and nurturing environment while promoting the physical, social-emotional, intellectual, and spiritual development of young children.

We feel that each new family is immediately an important part of our program and we hope that your family will feel valued here at Calvary right from the beginning. We welcome this opportunity to be in partnership with you as we share the next precious months in your child's life.

Mission Statement

The mission of Calvary's Early Childhood Programs is to lead people into a growing relationship with Jesus Christ by providing programs that enable children and their families to grow spiritually, intellectually, emotionally, physically and socially. Calvary Pre-Kindergarten exists to create for children a Christian atmosphere and stimulating environment to encourage and nurture that growth.

Philosophy

We believe that a high-quality Christian early childhood program provides a safe and nurturing environment by promoting:

- A growing relationship with Jesus Christ by modeling, teaching and practicing age-appropriate components of spiritual development.
- Loving, nurturing partnerships between Christian educators, children and families.
- A commitment to support, equip, and empower families to raise competent, confident and caring children.
- Inclusive, anti-bias curriculum and policies that reflects the diversity of children and families in the world around us.
- A commitment to exceeding the standards, goals and practices of NAEYC accreditation standards and the licensing regulations of the State of Minnesota.

Program Goals

Calvary Pre-K provides activities to meet children's needs and stimulate learning in all developmental areas including physical, social/emotional, intellectual, and spiritual. The goals of our program are:

- To help each child develop at a personal pace through a challenging, but non-threatening environment that supports exploration and discovery.
- To offer a wide variety of positive experiences so each child enjoys success and feels capable and responsible through increased self-confidence.
- To help children make sense of their own experiences.
- To support skills in listening, conversation, self-expression, self-discipline, and independence.
- To help children discover and celebrate their unique and individual characteristics.
- To instill in children a sense of respect, concern and appreciation for others.
- To support in children the spirit of cooperation in work and play and the spirit of sharing both ideas and possessions with others.
- To help children build warm and trusting relationships with adults caring for them away from home.
- To help children learn they have choices.
- To help children understand that they are created in God's own image, making each one of them an amazing and unique individual.

License

Calvary Pre-Kindergarten is licensed by the Minnesota Department of Human Services-Licensing Division, St. Paul, Minnesota (651-431-6500). Our licensing number is 800387. Licensing assures families that high standards have been met regarding space, equipment, programming and staff. Our present licensed capacity for children between the ages of 2 1/2 and 5 years is 74 children during any one session. Our young preschool and preschool classrooms are licensed for 14 and 20 children respectively.

Accreditation

Calvary Pre-Kindergarten is accredited by both the National Association of Education of Young Children (NAEYC) and the Education Association of the Evangelical Lutheran Church (ELEA). The accreditation process focuses on children and what experiences are provided in order to encourage developmental growth in all areas of learning. The accreditation process involves a very in-depth self-study, including input from both families and teaching staff. The final step of accreditation is an on-site review from a national board.

Parent Visitation

Calvary Pre-K has an open-door policy and welcomes parents of enrolled children to visit the program any time during our hours of operation. Additionally, a parent/legal guardian of an enrolled child will be allowed access to their child at any time when their child is in attendance at Pre-K.

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 in your program. 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 612-348-3552 or local law enforcement at 763-593-8079.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, 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 (MN 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.
- (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 Calvary Pre-Kindergarten's Director. If this individual is involved in the alleged or suspected maltreatment, Calvary's Executive Director will be responsible for completing the internal review. While the internal review is being conducted, any involved staff member will be placed on leave.

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

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.

Admission

Enrollment

Calvary Pre-Kindergarten admits students of any race, color, national and ethnic origin.

A \$75 non-refundable registration fee is due for each child when a family enrolls. Each child will be placed in a specific classroom based on age, parent preference and the director's approval in order to provide a nourishing and balanced classroom.

Each fall, prior to the start of school, a parent orientation will be offered for all families to review school policies/procedures and meet briefly with your child's teachers. It is strongly suggested that all families attend.

The required file information included in the registration packet must be completed and received by the school at least two weeks prior to the beginning of the school year.

Age Requirements

Young Preschool Class:	Two years and six months (30 months) by September 1st
Three Year Old Class:	Three years by September 1st
Four Year Old Class:	Four years by September 1st
MWF Four Year Old Full Day:	Four years by March 1 st
TTh Four Year Old Full Day:	Four years by May 1 st

Hours

2's Young Preschool Class	Monday, Friday	9-11:30
3's	Monday, Wednesday	9-11:30
	Tuesday, Thursday	9-11:30
	Friday	9-11:30
4's	Monday, Wednesday, Friday	9-12:30
	Monday, Wednesday, Friday	9-3
	Tuesday, Thursday	9-11:30
	Tuesday, Thursday	9-3
Early Drop Off	Monday	8-9
Magnificent Mondays	Monday	11:30-3

Attendance and Absence

Each child is an important part of our program. Please notify the center when your child will not be in attendance. Also please notify us if your child's typical arrival/departure time will be changing.

Tuition

Tuition in full is due monthly on the first day of the month or the nearest business day after. Tuition is collected monthly through automatic fund transfer using Tuition Express. Through Tuition Express you'll have the convenience of automatic withdrawals from checking or savings accounts and access to online receipts and payment information.

- Tuition for the school year is an annual amount. This is divided into 9 monthly payments for your convenience. September tuition is due August 1, 2018.
- Monthly tuition is based on the number of days the class meets, not on how many days your child attends.
- There are no tuition reductions for holidays, illness, severe weather or other absences.
- A \$20 fee will be assessed for any returned payments.
- Tuition must be current for continued enrollment.
- A two week written notice is required in the event that you choose to withdraw from Calvary Pre-K. All children that are enrolled as of April 1, 2019 are assumed to be enrolled through the end of the school year and no tuition credit will be given.
- Field trip and fundraiser funds will be charged and collected separately.
- Soccer Shots tuition payments are billed and collected separately by this organization.

2018-2019 Tuition Payment Schedule:

August 1	September tuition due
September 1	Activities fee due (3's & 4's only)
October 1	October payment due
November 1	November payment due
December 1	December payment due
January 1	January payment due
February 1	February payment due
March 1	March payment due
April 1	April payment due
May 1	May payment due

Withdrawal and Termination of Enrollment

Each child is enrolled for the entire school year or balance of the year. Two weeks prior notice in writing must be given before withdrawal, and tuition will be collected for those two weeks. Any child enrolled as of April 1st will be charged tuition through the end of the school year.

Calvary Pre-Kindergarten reserves the right to terminate the enrollment of a child for reasons of family non-compliance with the policies of the center. Additionally, the center may terminate enrollment if it is determined that the center is not reasonably able to meet the needs of a child. Calvary will be in communication with families in an effort to solve difficulties and termination of enrollment is always the last resort.

Grievance Procedure

Calvary Pre-Kindergarten is eager to meet the needs of families. If there is a concern, parents are first asked to talk to their child's teacher. Teachers will respond to a parent's concerns within two working days. If, after talking with the teacher, the parent needs additional information or their concerns are not resolved satisfactorily, they are to speak with the Pre-K Director. You can expect a response from the director within an additional week. We are confident that through the efforts of the teaching staff, the director and the family, all concerns will be resolved in a timely manner that satisfies all involved. However, if necessary, please consult with Calvary's Executive Director. You may expect to confer with him no later than two weeks after initial contact.

Program Review

Each year, the Pre-K staff and Calvary's Leadership Team will review the Pre-K program and policies to ensure quality programming and sound fiscal practices. We also conduct an annual family and teacher survey in the spring of each year. Family survey results are available by request through your child's teacher or the director. Based on results of the annual surveys, goals for continuous improvement are set and carried out. At all times Calvary Pre-Kindergarten will strive to improve operations and policies.

Non-Discriminatory Policy

Calvary Pre-Kindergarten does not discriminate on the basis of race, color, national origin, sex, disability, age and reprisal/retaliation for prior civil rights activity. This institution is an equal opportunity provider.

Confidentiality

The Pre-K's work with children and families will sometimes bring teaching staff into contact with confidential information. We will respect the privacy of children and families, while ensuring that they have a high quality early childhood experience in our center. Our goal is to ensure that all parents/guardians feel comfortable sharing information that will enhance their child's experience at Calvary. There are record keeping systems in place to maintain confidentiality.

- Parents/guardians will only have access to the files and record of their own children.
- Staff will not discuss individual children with people other than the parents, except for the purposes of curriculum planning or classroom management. Written permission from the parent is required if they wish the teaching staff to discuss their child with others. (i.e., grandparent, nanny, outside agency.).
- Any concerns or evidence relating to a child's safety will be kept in a confidential file and will only be shared with the child's teachers and the director.
- All visitors to our program are made aware of our confidentiality policy and are required to respect it.

Enrollment Paperwork

Calvary Pre-Kindergarten is required to have registration paperwork on file two weeks prior to your child's first day. This information is primarily used to establish relationships with enrolling families and children. Information regarding health, safety and emergency contact procedures is required by the MN Department of Human Services, Division of Licensing.

The registration information becomes part of the permanent file for each child and is accessed by teaching and administrative staff members of the center. DHS licensor and accreditation validators may review random children's files to verify compliance with licensing requirements and accreditation criteria/standards. We include the Hennepin County Community Services and MN Child Care Health Consultants, Inc. as agencies with which we share data.

Emergency personnel may review the Emergency Procedures and Permission Forms if necessary and approved by center personnel.

The "Responsible Authority" for collection, dissemination and storage of all data is the director or director designate of Calvary Pre-Kindergarten.

The following Paperwork must be on file two weeks prior to your child's first day:

- **General Information Pages:** these pages provide information that will allow teaching staff to work with each child more effectively. Parents have the responsibility to inform the center if their child has any special medical condition, dietary modifications, or special needs so that we can provide for appropriate care and support.
- **Emergency Procedures and Permission Form:** a parent/legal guardian will be asked to sign an emergency form which includes contact information, source of emergency medical and dental care, persons to contact in case of emergency and medical/dental insurance information.
- **Enrollment, Attendance, Field Trip and Information Release:** a parent is asked to notify the program of their child's regular schedule of attendance, additionally a signature is required stating that the parent is aware of Calvary Pre-K's policies and will abide by the expectations of the program.
- **Health Care Summary:** this form must be signed by the child's health care provider. This information must include the date of the child's most recent physical examination and is expected to be updated as age appropriate thereafter.
- **Immunization Record:** current immunization records must be maintained on all children. This record must give dates (month, day, and year) of immunizations your child has received. Immunization records must be updated whenever your child receives additional immunizations.
- **Two Emergency Cards:** these cards include contact information, source of emergency medical/dental care, and persons to contact in case of emergency. These cards are formally updated in September and March. Parents are expected to notify the program if there is a change in current information.
- **Allergy Action Plan (if needed):** this plan must contain the specific food allergy and appropriate action plan. This form must be completed by your health care provider and updated annually.
- **Individualized Child Care Plan (if needed):** this plan is required if your child has a current Individual Service Plan, Individual Educational Plan or requires modifications within the program.

Arrival and Departure

Arrival

The morning sessions will start promptly at 9 a.m. It is important for children to arrive on time when the teachers are at the door to receive them with individual attention. It is difficult for children (as it is for adults) to arrive late and to have to enter a group where friendships and playgroups have already formed for the day. This is especially true for children experiencing separation anxiety or for hesitant children.

A responsible adult must bring the child into the school, helping with outerwear and belongings when necessary. This adult will stay with the child until the teachers open the door for class. Adults should scan the information boards for pertinent daily information.

Departure

An authorized adult must pick up children promptly at the classroom door at the end of the session. The teacher will call your child to the door. Children are only released to parents/guardians and designated caregivers. If a person other than a parent is scheduled to pick up, please plan on providing photo identification. Children must remain within sight and sound of an adult at all times.

If you are running late for pick up, please call the office. Calvary reserves the right to charge a late pick-up fee for families that are chronically late in picking up their children. The current late fee is one dollar per minute.

Security Code

To better ensure the security of children in our care, each will select a four-digit security code number. You and all those on your “Authorized Pick-Up” list and Emergency Contact persons will need to know the child’s security number and show personal identification to be able to pick up your child.

Parking

Parking is available at Calvary on the north side of the school. Please do not park in the handicapped zone or along the curb in front of the school. Pre-K will work to accommodate families when parking is limited during church-wide events. Remember Calvary early childhood programs have close to 150 children arriving and departing on a daily basis-please drive accordingly in the parking lot. Your speed should never exceed five miles per hour. We also ask that you refrain from using your cell phone while in Calvary’s parking lot.

Weather Closings

In the event of exceptionally severe winter weather, tune into WCCO and Kare 11. Closings are announced under the name Calvary Pre-Kindergarten-not any other name. A complete winter weather policy is distributed in the late fall.

Health and Safety

Department of Human Services

The DHS-Licensing Division licenses and regulates early childhood centers in Minnesota. Most of our registration information we request is by DHS requirement. We are required to keep current health and immunization summaries on file for each enrolled child. The signature of your child's health care provider is required on the Health Care Summary. Immunization dates may be transferred from home records. Both the Health Care Summary and the Immunization record must be on file two weeks prior to the child's first day at Calvary. In the event that a child is overdue for a routine health service, Calvary has the right to exclude until families can provide proof of an upcoming appointment for services.

Special Needs

Parents/guardians have the responsibility to inform the program when their child has any special medical conditions, needs or allergies so that we can provide appropriate care and support.

If your child has a special need and is (one or more of the following):

- Eligible for case management through the state and has an Individual Service Plan (ISP),
- Receiving services through the local school district and has an Individual Educational Plan (IEP),
- Determined by licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social or emotional development,

You will be asked to share the ISP and/or IEP with us. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us in meeting your child's needs.

This plan must be signed by you and your child's health care provider as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care.

If the special need requires that our staff be trained to provide a new skill, we will ask that you arrange for this training.

Secured Facility

It is the policy of Calvary Pre-K to keep all classroom doors locked for security reasons.

Health Consultant

We retain the services of MN Child Care Health Consultants, Inc. Through this agency we receive an annual visit from a trained nurse and have access to an on-call nurse to assist us as needed.

MN Child Care Health Consultants, Inc. has approved the development and administration of our health policies.

Injuries and Emergencies

- Children's emergency information is readily available in the office by the phone. Your child's teacher also has a copy. It is of utmost importance that this information be kept up to date and that all numbers allow us to reach a person.
- First aid of a minor nature will be administered by the staff. Minor accidents will be reported to the pick-up person. In case of injury, staff completes an Accident Report form in duplicate. One copy is filed at the center and the second copy is presented to the family.
- Occasionally a child becomes ill or has an injury/accident that requires medical attention. We will always attempt to call the parents first, however when parents cannot be reached it is necessary to have the name(s) of a relative or friend that are able to act on your behalf. Be sure that these emergency contacts are aware of this expectation and will be able to assist you.
- Children will be transported to North Memorial Hospital or another emergency facility by local emergency units for treatment as deemed necessary. The child will be transported at the family's expense.
- All of Calvary Pre-Kindergarten's staff members are trained in Adult/Child CPR, Pediatric First Aid, Abusive Head Trauma, Handling/Disposal of bodily fluids, and Allergy Response and Prevention Procedures.
- First aid kits are available in each room and are maintained in compliance with DHS and OSHA.

Medication Policy

Medication will not be administered at Calvary Pre-K due to the limited number of hours children are in attendance. (Excluding emergency medications)

Insurance

Our center, staff and children are insured through the Hellend Agency, Inc of Minnetonka, MN. The type and level of liability insurance coverage meets state standards. The coverage applies during regularly scheduled hours while the child is in attendance and during other events scheduled by the program.

Safety Drills

Calvary Pre-Kindergarten practices year round monthly fire safety drills. In addition, tornado drills are conducted in April through September. Teaching staff has also been trained in emergency "lock down" procedures.

Nap Policy

Due to the part-time nature of Pre-K's schedule, only children enrolled in our Full Day classes will have a scheduled rest time. During this 30 minute time frame, children have an opportunity to relax and enjoy books. A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on their mat.

Rest mats are provided by the program and families are encouraged to provide a small pillow and blanket for their child's use. Rest blankets/pillows must be washed at least weekly and when soiled or wet. Rest mats are placed so there are clear aisle and unimpeded access for both adults and children on at least one side.

Teachers are responsible for cleaning and sanitizing all mats after rest time is completed.

Based on the needs of the individual classes, this rest time may be adjusted or eliminated during the school year; families will be informed of any such changes.

Illness/Exclusion of Ill Children

Calvary Pre-K is not permitted to provide care to ill children. Teachers are responsible for assessing a child's health upon arrival each day. If a child shows signs of an illness, the family will be asked to take the child home.

Children will be sent home at the discretion of the teaching staff and based on the exclusion guidelines listed on the next page. These guidelines are taken from Infectious Diseases in Childcare Settings and Schools: *Information for Directors, Caregivers, and Parents or Guardians*, prepared by Hennepin County Community Health Department, Epidemiology and Environmental Health.

In addition to the guidelines listed, we will also exclude a child who:

- Is not able to participate in program activities with reasonable comfort, including outdoor play.
- Requires more care than staff can provide without compromising the health and safety of the other children.

If your child becomes ill at the program, he/she will be made comfortable under the supervision of a program staff person. Parents or authorized persons will be contacted and advised to retrieve the child. It is expected that an ill child will be picked up within 30 minutes of initial contact with parent.

Families are expected to protect the health of their own child and other children by keeping a child home if there are any symptoms of a communicable illness. Families are required to notify the program within 24 hours if a child has contracted a communicable illness.

Calvary Pre-Kindergarten will inform families via email of the presence of a contagious illness so that attention can be paid to any symptoms. *Additionally, if a vaccine-preventable disease occurs in the program, the families of any/all children who are under-immunized will be notified promptly and will be excluded until which time a health care provider determines it's safe for the child to return.*

Please Note: Specific policies dealing with Influenza-Like-Illnesses have been developed by the MN Department of Health and will be made available as needed.

Exclusion Policy

- Chicken Pox: Until all the blisters have dried into scabs and no new blisters or sores have started within the last 24 hours; usually by day 6 after the rash began.
- Eye Drainage: Until 24 hours after treatment begins when purulent (pus) drainage and/or fever or eye pain is present, or a medical exam indicates that a child may return.
- Diarrhea: Until diarrhea stops. 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, or mucus-containing stools. Two or more episodes in the previous 24 hours. The concern with diarrhea is containment.
- Mouth Sores with Drooling: Until a medical exam indicates the child may return or until sores have healed.
- Fever: Axillary temperature: 100 degrees or higher, when accompanied by behavior changes, or other signs of symptoms of illness. Measure temperature before giving medications to reduce fever.
- Impetigo: Until treated with antibiotics for 24 hours and sores are drying or improving.
- Lice (head): Until first treatment is completed and no nits are seen.
- Rash: Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (i.e., chickenpox, measles, roseola, rubella, shingles, strep throat).
- Respiratory Infections (viral): Until child is without fever and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.
- Ringworm: Skin and Scalp-until 24 hours after treatment has been started.
- Scabies: Until 24 hours after treatment has been started.
- Signs/Symptoms of Possible Severe Illness: Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child; should be evaluated by the child's health care provider to rule out severe illness.
- Streptococcal Sore Throat: Until 24 hours after antibiotic treatment begins and child is without fever for 24 hours.
- Vomiting: Until vomiting stops. Vomiting is defined as one or more episodes in the previous 24 hours.

Nutrition

Special Diets and Food Allergies

Parents are responsible for informing the program about any food allergies or other special diets. An Allergy Action plan and Individualized Child Care Program Plan must be completed by the family and the health care provider explaining possible allergic triggers, reactions and treatment for such. This plan will be posted in the child's classroom, the office and in the Pre-K kitchen. *For a complete policy, please see Allergy Prevention and Response Policy.*

Snacks

Calvary Pre-Kindergarten families are asked to take turns providing snack for their child's classroom. The program will provide milk and water. Based on class size, families can expect to provide snack between three and six times a year, including a special birthday snack. If this is a problem for your family, please speak to your child's teacher or the program director.

A monthly snack calendar will be sent out by each classroom. This calendar will list who is responsible for snack each day so families can plan accordingly. Teachers will also send home the snack bag the session before it's your child's turn. Please return your snack in the provided snack bag on your scheduled day. If your child is absent the session "before", or for some reason the snack bag doesn't come home, please remember that we are still counting on you to bring a snack on your designated day. Please don't worry if your child is sick on their scheduled day, Pre-K will always have a back-up snack available.

The State of Minnesota, Department of Human Services, requires that all snacks be "store bought" and brought to school in an unopened package. If your snack requires cutting or extra prep, please plan on doing this when you arrive as preparations need to be done on site. Calvary will provide prep utensils.

Lunch

Families with children enrolled in our 3 ½ hour, 6 hour and Magnificent Monday classes are responsible for providing a nutritious bag lunch. The program will provide milk, water, cups and napkins.

As required by DHS, Calvary Pre-K is attentive to the nutritional needs of the children and will coach families if necessary. Please provide foods that include the following food groups: a lean meat/protein, a fruit, a vegetable and a whole grain. Pre-K will provide 1% milk. As necessary, Calvary will supplement children's lunch with needed foods. A complete copy of our Lunch Nutrition policy is provided at time of enrollment and available upon request.

Milk

As part of our nutritional requirements, 1% milk is served to all children eating lunch at Pre-K. If your child is not able to drink the provided milk due to a food allergy/sensitivity or a family preference, you are required to provide an approved liquid milk alternative. Please see the program director for more information.

Peanut and Nut Allergies

Pre-Kindergarten is a peanut and tree nut free program. Because of the severity of allergies, we are asking that all families refrain from sending foods that contain peanuts, tree nuts, peanut butter, or food from a facility that also makes/processes peanut or tree nut products to school. Foods found to contain peanuts/tree nuts will be sent home unopened.

It is also important that if you or your child has peanut products before coming to school, that hands are washed with soap and water before coming into the Pre-K area.

Outdoor Play

All children who are well enough to be in attendance at Calvary Pre-K are well enough to participate in outdoor activities. Health care providers recommend a daily dose of fresh air for young, growing children.

Children play outdoors daily as required by DHS unless weather conditions prohibit. Temperature limitations include, but are not limited to: below zero degrees (actual temp) and above ninety degrees (actual temp). Playtime spent outside will be adjusted based on the varying conditions.

Please consider your child's need for appropriate seasonal outdoor clothing. As children participate in outdoor play, they may become hot or cold. Often times, layering works well as they can add or take off a layer as needed. Children are encouraged to dress themselves as much as age-appropriate. Independence and ease are key factors in choosing jackets, snow pants, boots and mittens. All items must be labeled with your child's name. Please speak with your child's teacher if you need assistance selecting appropriate outdoor clothing.

In hot, sunny or rainy weather, general precautions will be taken in determining appropriate outdoor time. At times when a heat, weather or smog advisory has been issued, the children will be kept indoors. Areas of shade are available on all playgrounds.

Because of the limited amount of hours in attendance, children enrolled in the 9-11:30 classes will participate in outdoor play primarily in the fall and the spring.

Environmental Hazards

Calvary Pre-Kindergarten will take precautions to protect children and adults from environmental hazards. The program will follow guidelines from the MN Department of Health. These guidelines include taking precautions for air pollution, lead, asbestos and other environmental hazards.

Clothing

Clothing Suggestions

Children should be comfortably dressed for play. The children will be exposed to many kinds of media, including paint, chalk, playdough, markers, etc. Art smocks are provided, but not required. The children will enjoy themselves more if they can experiment without fear of soiling their clothes.

For safety in play, children must wear rubber soled sneaker type shoes with socks every day. Boots, Crocs, sandals and/or open toed shoes are not permitted. Children who do not have the appropriate shoes will be presented with alternate activities outdoors.

Extra Clothes

For children that are still mastering the bathroom, families are encouraged to provide an extra set of clothing that can be left in the classroom for those occasional accidents.

Toys/Personal Belongings

Toys brought from home present special problems for the children and staff. Personal possessions are often difficult to share or may get lost or broken. Parents are asked to not allow children to bring toys from home. There may be special show and tell days designated by individual teachers and special directions will be communicated with the involved families.

In our effort to teach peace and maintain a peaceful environment, toys that resemble weapons of any kind or clothing that portrays weapons/violence are not allowed at Calvary Pre-Kindergarten. We want all children coming here to feel loved, protected, and safe! The staff at Calvary is dedicated to encouraging peace here and in the world.

Pets

Families will be notified beforehand of the presence of animals/pets in the program.

Communication

We believe that good communication with parents is a benefit to the children in our care. Communication will come to you in a variety of ways including: postings on the front bulletin board, postings on classroom bulletin boards, notices sent home in child's bucket, Facebook postings, email messages and website.

Please be alert to any information that is being sent home, as we do try to limit the amount of paperwork that is provided to you.

The opportunity for brief contact with your child's teacher is available during drop off and pick up. For more in-depth conversations, please arrange a meeting with either your child's teacher or with the program director.

Family Involvement

Calvary Lutheran Church of Golden Valley regards families of the Pre-K program as part of its extended church family and welcomes you to worship services, forums, seminars, celebrations and other family events throughout the year. Calvary Calls, the congregational newspaper, is available at the front desk.

Family Participation

Parent(s) or guardians of enrolled children are welcome and encouraged to visit the program at any time during its hours of operation. These visits give families the opportunity to observe what happens each day in our classrooms. Some suggested ways for parents to participate include accompanying children on field trips, eat lunch with your child's class, reading stories, and sharing skills or talents. The staff may request occasional donations or loans of specific items to enhance learning experiences. Your contribution of these items is greatly appreciated.

All families, regardless of family structure; socioeconomic, racial, religious, and cultural backgrounds; gender; abilities; or preferred language are included in all aspects of the program, including volunteer opportunities.

Family Life

We would like to support your family by giving attention to the events in your life. If we can lend a hand or give congratulations, please let us know.

Family Events

Calvary Lutheran Church and the Early Childhood Ministries are committed to providing opportunities for families to fellowship together during various times throughout the year. Further information on events will be made available through flyers, calendars and other promotions.

Public Relations

We obtain written permission in accordance with DHS regulations when children are involved in research, public relations or other ventures in which identity may be disclosed. Student observation projects and occasional public photos in Calvary Calls (where identity remains confidential) do not require specific written permission, but we will inform families of occurrence.

Birthdays

Unless informed otherwise, we will plan to celebrate your child's birthday here at Pre-K with his/her friends and plan on your providing the birthday treat that day. Your child's birthday will be scheduled by the classroom teachers around weekends, other birthdays, field trips, and other school events. Each classroom has its own way of celebrating birthdays so watch for this policy from your child's teacher.

Per MN health regulations, please remember that all treats and snacks brought into the program must be commercially prepared and packaged. Additionally all foods must be nut/peanut free.

Field Trips

Throughout the year, Pre-K children will have the opportunity to participate in a variety of field trips. Some of these include trips to the library, the police/fire station, and other area businesses that are within walking distance of the program.

A permission form stating the purpose, destination, date and time of the field trip will be made available for parent's signature. Signed permission must be given in order for the child to participate in the trip.

The four year old classrooms will participate in "bus" field trips throughout the year. The destination of these trips is determined by several factors including: children's interest, educational value and affordability. For this trip Calvary Pre-K retains the services of First Student Transportation. The bus company and program staff will follow the guidelines that have been set forth by the Department of Public Safety, Office of Traffic Safety.

Developmentally Appropriate Practices

We follow the guidelines for developmentally appropriate practice as presented in the National Association of the Education of Young Children (NAEYC) Developmentally Appropriate Practice in Early Childhood Programs Third Edition 2009.

What is Developmentally Appropriate Practice?

- Developmentally appropriate practice requires both meeting children where they are-which means that teachers must get to know them well-and enabling them to reach goals that are both challenging and achievable.
- All teaching practices should be appropriate to children's age and developmental status, attuned to them as unique individuals, and responsive to the social and cultural contexts in which they live.
- Developmentally appropriate practice does not mean making things easier for children. Rather, it means ensuring that goals and experiences are suited to their learning and development and challenging enough to promote their progress and interest.
- Best practice is based on knowledge-not on assumptions-of how children learn and develop.

In all groups, teachers use daily observation and documentation to plan and adapt curriculum to meet individual children's needs, to identify children who may have barriers to learning, to communicate with parents and to evaluate the program's effectiveness.

Young preschoolers are involved in experiences with language, creative expression and movement. Puzzles and books are available in all learning areas. Dramatic play provides opportunities to build language skills through conversation and stories. Blocks, wheel toys and climbing equipment provide an emphasis on large muscle activity for young preschoolers. Frequent experiences in art and music support creative development. Staff works to build a sense of community within a small group setting in order to support optimal social and emotional growth.

Four and five year old preschoolers participate in a broader range of experiences. We provide a print-rich environment that stimulates language and literacy skills. Teachers use a variety of strategies to support and integrate development in math, science, and social studies. Four and five year old children have daily opportunities for aesthetic expression and appreciation through art and music. Planned indoor and outdoor physical activities increase the children's large and small motor development.

Curriculum

Beginning with the 2018-2019 school year, Calvary Pre-Kindergarten will start utilizing The Minnesota Early Childhood Indicators of Progress as a curricular guide.

The areas of learning or domains covered by the ECIPs include physical and movement development; language, literacy and communication; cognitive; mathematics; scientific thinking; social systems; approaches to learning; the arts; and social and emotional development.

Our teachers provide a developmentally appropriate learning environment in which all children are encouraged to learn at their own pace and in their own style. By providing a combination of child-guided and teacher-guided learning opportunities, children are able to master their environment and be successful in all that they do.

The educating and nurturing of your child is a joint venture of school and home. It is our hope that, as you learn what and how we teach, you will see ways to follow up and incorporate these concepts at home.

A copy of Pre-K's complete Program Plan is available for review upon request.

Typical Daily Schedule (specific class schedules posted in classrooms)

A typical day in our Pre-K rooms features:

Morning Meeting/Greeting:

All children gather and share daily announcements with each other. These announcements might include letting children know about things that are happening today, who is at school vs. home, possible changes in the daily schedule and any other topic that may seem relevant for the class.

Work Time/Choice Time:

Children work in the room and experience the areas of learning that have been set up by the teachers. This is when children are able to work on social skills, problem solving and have a chance to build new skills. Teachers have an opportunity to observe children and gain insight into each child's development.

Large Group Time:

Large group is when all children and adults participate in an activity together. This may involve a music/movement activity, a group storytelling experience, a nature walk or a group planned game. Large group time is planned and initiated by the teachers but children are given many choices as to how they wish to participate.

Small Group Time:

A small group of children meets/works with the same adult every day. This is a time that is planned by the teachers for the specific group of children and changes as needed.

Outside/Large Motor Time:

Children can enjoy physical, noisy and vigorous play. Teachers are actively engaged with children at all times, including outside.

Meals and Snack Time:

Eating together is done in small groups with the same teacher and children who gather together for small group. This continues to be an outlet for social interaction as children and teachers enjoy relaxed conversation together. This is one of the times throughout the day that we give thanks to God with a special prayer.

Transitions:

Throughout the day, children experience many transitions. These in-between activities are important and are handled in the same consistent ways as all other daily activities.

Daily Summary:

Hear a daily summary of the day's activities and learnings from your child's teacher at time of dismissal.

Faith Development

Our program integrates faith teaching into all areas. Some of the ways in which this is done include:

- Daily prayer at meal time, when children/family members are sick, prayers of thanksgiving, prayers of celebration
- Ongoing discussions about God's love and the many blessings He has given us
- Incorporating pictures, books, flannel boards and music that show God's love
- Family worship opportunities
- Children's Chapel

Assessment of Child Progress Plan

Assessment is an integral part of our early childhood program. Assessments are used in a variety of ways. They are used to support learning, identify special needs, to monitor and evaluate the program and for program accountability. Assessments relate closely to the goals and objectives of the curriculum. At all times, assessment methods are sensitive to and informed by family culture, experiences, children's abilities and home language. Families are encouraged to be an active part of the assessment process.

Methods

Calvary Pre-Kindergarten uses a variety of assessment methods. For preschoolers the daily observations of children include approaches to learning, social relations, creative representation, movement and music, language and literacy, and mathematics and science. At times the teaching staff may administer tests that identify letter, shape and number recognition when appropriate. Another method of assessment is informal and formal conversations with each child to find out what they enjoy about school, show they like to play with and what they've learned. Fine and large motor skills are observed and documented. Also included, are samples of children's work, anecdotal notes, documented conversations and photos. These assessments are documented on a daily, weekly and monthly basis.

Settings

Children are assessed in a variety of settings. Observations are conducted during regular class time and are often informal but intentional. Observation is done continuously and documented by familiar teaching staff. These observations are then used to develop lesson plans and individual goals based on the children's interests and abilities.

Data Collected

Assessment data is collected and the results are shared with families at conferences and other times as needed. All assessments results remain confidential. If the information is shared with a local professional or other organization, written permission is required.

Purpose of Assessment

These assessments are used for a variety of purposes. Parent-Teacher conferences are held twice during the school year and assessment results are shared with parents. From information gathered through observation, informal testing, conversation and work sampling, a written report is completed and reviewed with parents. At all times throughout the year, families are encouraged to participate in observations and the assessment process. Special needs or barriers to learning may be identified through assessment information. From these results, staff can determine if additional developmental screening or diagnostic testing should be recommended. The results of assessments also help guide program evaluation and accountability. In other words, are program/child goals being met and is the program accountable. These results are also used to guide staff in program improvement.

Conferences

Parent/Teacher conferences provide a great opportunity for families to sit down and meet with the classroom teachers. It is during this time that the status of the child's intellectual, physical, social, emotional and spiritual growth and development will be shared. Conferences will be planned at least twice a year and record of such will be documented in each child's file. At each conference a written report/summary will be provided to families.

Enrollment Conference

For the first day of school, children will accompany their parents to meet the teacher and get acquainted with the classroom. This a brief conference after which the child returns home with their parent.

Goal Setting/ Fall Conference

Early in November the classroom teachers schedule short blocks of time to meet with each family. These blocks of time are meant to focus on conversation and goal setting for the upcoming year. *(Pre-K is closed on conference days)* In order to maximize communication between parents and staff, we ask that children not be in attendance.

Developmental/Spring Conference

Early in March the teachers will once again set aside a time to meet with each family. As with other conferences, this is a relaxing time of mutual affirmation and respect in regards to the individual child. During this meeting, families and teachers will have the opportunity to review any previously set goals and look towards setting new and realistic goals for the remainder of the year. *(Pre-K closed on conference days)* In order to maximize communication between parents and staff, we ask that children not be in attendance.

Families will receive a written assessment/report of their child at each of the conferences. Written assessments are confidential and will be given to parents only. A copy will be kept in the child's file.

Additionally, conferences may be scheduled as requested to address any concerns of families or teaching staff.

Behavior Guidance

The goal of discipline and guidance techniques at Calvary Pre-Kindergarten is to help children develop safe and appropriate ways of interacting with others and with the environment. Young children are working towards independence and self-control. They learn by experimenting, testing limits and experiencing the consequences of their behavior. In the process of setting and enforcing limits, teachers assist young children in developing self-control and respect for their rights and the property of others.

To help with this, Calvary Pre-K will be using the “I Care Rules”. They are:

- We listen to each other
- Hands are for helping
- We care about each other’s feelings
- We are responsible for what we say and do
- We use “I care” language

Guidance begins with respect for each child and adult and the establishment of a warm relationship between individuals. It is based on the consideration of each child’s developmental level, interests, needs, abilities and physical status. Guidance provides limits, which are few in number but clearly explained and consistently followed. It relies on a supportive environment, which includes:

- Comfortable, attractive and interesting furnishings
- A variety of age appropriate materials
- A well-paced curriculum
- Adequate adult availability to children

In every area, teaching staff needs to focus on safety and supervision issues for both children and staff. Children need to learn the rules for individual rights and self-expression within a group setting. Rules and limits at the center are likely to differ from those in a child’s home because of this need to protect the rights and safety of other children.

Preferred discipline and guidance techniques include: setting clear and enforceable limits, modeling acceptable behavior, structuring the environment and schedules to maximize good behavior, planning enough activities, giving choices, recognizing children’s efforts, anticipation and elimination of potential problems, using acceptable alternatives to problem behavior, redirection, good timing of teacher intervention and use of natural and logical consequences.

Separation

Children may be separated from the group temporarily if other less intrusive methods of guiding the child's behavior have been ineffective and the child's behavior threatens the well-being of other children or staff. Occasionally children may also be temporarily separated from the group if they need time to regain their self-control and composure. If separated, the child will remain in an unenclosed area in the classroom where he or she can be seen and heard by a staff person. The length and time of separation will be related to the child's age and maturity level.

When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior abates or stops.

Separations from the group will be noted on a daily log which will describe what less intrusive methods were used to guide the child's behavior and how the behavior continued to threaten the well-being of the child, other children or staff.

If a child is separated from the group three or more times in one day, the child's parent shall be notified and the parent notification will be indicated on the daily log. In the event that a child is separated five times or more in one week or eight times or more in two weeks, the guidelines for Persistent Unacceptable behavior will be followed.

Persistent unacceptable behavior that requires an increased amount of staff guidance and time will be documented along with the following procedures:

- Staff will observe and record the behavior of the child and staff response to the behavior
- Develop a plan to address the behavior documented in consultation with the child's parent and with other staff persons and professionals when appropriate.

Continued enrollment may depend upon the family's cooperation and partnership in resolution of behavior or developmental concerns. Calvary Pre-Kindergarten reserves the right to disenroll a child should it be determined that in spite of all efforts, the program is unable to meet their needs.

“And whoever welcomes one such child in my name welcomes me.”

Matthew 18:5