

Christ Church Preschool Learning Center  
(State licensed since 1972)

is sponsored by the congregation of

**CHRIST CHURCH LUTHERAN**

3244 34th Avenue South

Minneapolis, Minnesota 55406-2185

telephone (612) 721-6611

fax (612) 728-0552

e-mail: [preschooldir@christchurchluth.org](mailto:preschooldir@christchurchluth.org)

website: [www.christchurchluth.org](http://www.christchurchluth.org)

**Preschool Staff**

Preschool Director / Teacher	Stephanie Gustafson (State licensed since 1975)
Preschool Aides	Kristine Nye Mary Ann Millay
Administrative Assistant	Stephanie Okoneski

**Church Office Staff**

Pastor	Kristine Carlson
Vicar	Gretchen Pierskalla
Office Coordinator	Stephanie Okoneski

**Custodial Staff**

Plant Engineer	Chuck Merrell
----------------	---------------

Revised August, 2009

## TABLE OF CONTENTS

---

Purpose and Philosophy	2
Enrollment	2
Schedule	3
Tuition	3
Forms	4
Medical Requirements	4
Transportation	4
Orientation	5
Program	5
Discipline	6
Other Written Parental Permission	6
Parent Involvement	7
Personal Belongings	7
Clothes	8
Snacks and Treats	8
Rest Period	8
Presence of Pets	8
Health and Safety	9
Licensing	11
Insurance	11
Grievance	11
Mandated Reporting	12
Tuition Schedule	14
Calendar	15
Notes	16

## PURPOSE AND PHILOSOPHY OF THE SCHOOL

---

The goal of Christ Church Preschool Learning Center is to provide preschool-age children of the community with a regularly scheduled program of constructive and educational activity with Christian leadership and emphasis. The school is a self-supporting, non-profit program that is part of the Christ Church Lutheran congregation's effort to be of community service.

We believe that a well-planned program of appealing activity in a group situation can provide a stimulating and enjoyable experience for the young child, facilitating the development of self-confidence, self-sufficiency and the learning of basic skills, all of which can help improve the physical, mental and emotional well-being of the child.

## ENROLLMENT

---

*Christ Church Preschool is open to all children of the community who are toilet-trained and at least 3 years of age by August 31st of the year of registration.*

Christ Church 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, and athletic and other school-administered programs. However, we do reserve the right to reject or terminate the enrollment of any child who, by virtue of disruptive behavior or learning difficulties to the extent it is deemed detrimental to the best interests of the other children, would make this advisable for the welfare of the other children in the class.

*A pre-admission conference with at least one parent is required for all newly-enrolled children. Attendance at the August Orientation Event fulfills this requirement. A visit to the school is encouraged before enrollment.*





## SCHEDULE

---

A family orientation event is held prior to the first day of classes. An orientation session for enrolled preschoolers *together with their parents* is held the Monday after Labor Day.

The Preschool is in session from the Monday after Labor Day to the Friday before Memorial Day with vacations and holidays conforming to those of the Minneapolis Public Schools.

Each child may attend Christ Church Preschool according to the following schedule:

### **Monday, Wednesday, Friday**

9 am - 12 pm

(Age 3 years by August 31 and toilet trained attend two days with optional third day)

(Age 4 years by August 31, Pre-Kindergarten attend all three days)

The class is limited to 20 children. Adult to child ratio is at least one adult per 10 children. This complies with licensing requirements set forth by the State of Minnesota Department of Human Services.

## TUITION

---

Tuition is based upon the number of days the child is enrolled to attend class each week. A non-refundable registration fee is due at the time of registration.

The monthly tuition payments are paid in advance on or before the 15<sup>th</sup> of each month. Bills for payment are not sent from the school.

Checks should be made payable to *Christ Church Lutheran* and be mailed or delivered to the Preschool Director or the Administrative Assistant in the church office, 3244 34<sup>th</sup> Avenue South, Minneapolis, MN 55406.

Refunds should not be expected for incidental absences, school holidays and vacation periods. These have been considered in the total tuition charge.

Please discuss any special financial needs with the Preschool Director.

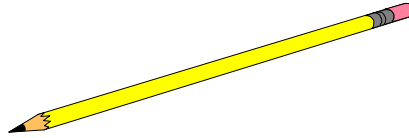
For more information see the Tuition Schedule near the end of this handbook.

## FORMS

---

The completion of the forms listed here will be requested and/or required at the time of enrollment and may be discussed in more detail with the Director.

- Registration
- Health Care Summary
  - (to be completed by the child's health care source, and returned before the first day of class)
- Health History
- Immunization Form
- Emergency Information (two formats)
- Permission Form(s)
- Volunteer Opportunities



## MEDICAL REQUIREMENTS

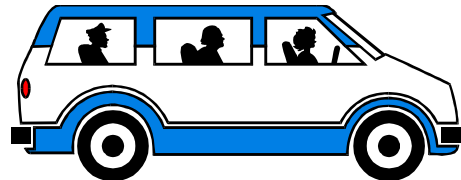
---

1. *The Health Care Summary must be completed by the child's health care source and returned to the school before the first day of class. A new Health Care Summary is not required for children returning to the school for another year, unless the child's health information has changed.*
2. *Documentation of current immunization according to Minnesota Statutes is required before the first day of class. Immunization records must be updated whenever the child receives additional immunizations. Upon request by the parent, a signed, notarized statement of parental objection to the immunization or a medical exemption will also be accepted (ask the Preschool Director for the form "Immunization Exceptions").*

## TRANSPORTATION

---

Transportation to and from the school is solely the responsibility of the parent. Car pools may be arranged between families, but the school assumes no liability for any accident or problem arising from this arrangement. Time will be allotted at the Orientation Event for making car pool arrangements.



## ORIENTATION

---

*Prior to the first day of classes, at least one parent or alternate for each child (or family) will be asked to attend an *Orientation Event*, to fulfill the state licensing requirement to inform parents of the policies and procedures of the school.*

*A second *Orientation Event* will be held for all enrolled preschoolers to attend with their parent(s) to begin the new school year.*

These events will last approximately 90 minutes and are prior to the first full-length class session. Parents are notified by mail of the specific days and times for these events.

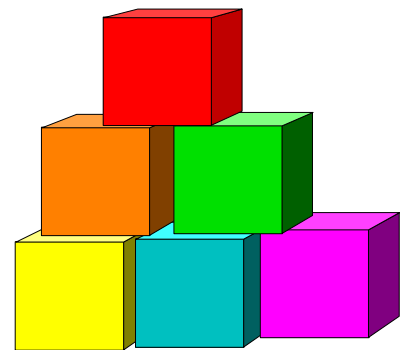
## PROGRAM

---

The Preschool program is flexible, with both free and planned activities, special events, projects, and seasonal emphases and celebrations.

Activities include: creative play / stories and language arts / devotions / large muscle activities in a well-equipped gymnasium / music and rhythm activities in the forms of singing, rhythm band and instruments, singing games, and movement and listening to music / art activities in the forms of painting, molding, drawing and a wide variety of craft projects / snack time / rest period / science and math projects / social studies, and other cognitive activities, encouraged through the use of educational games.

The children are encouraged to work and play as individuals as well as with the group. They are also encouraged to be courteous, considerate of others and to communicate through speech as much as possible.



## **DISCIPLINE**

---

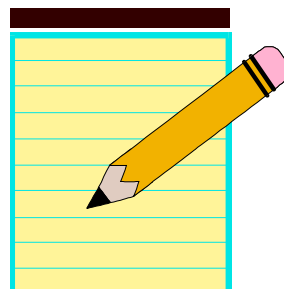
The following is the discipline progression used by staff members:

1. A general statement is made to the class at the beginning of the year on the behavior expected. Rules are kept to a minimum, but are enforced for effective operation of the program and for the safety and general welfare of all of the children.
2. A child who misbehaves is spoken to quietly in the group and the child's activity is redirected if necessary.
3. If unacceptable behavior persists, the child is taken by the hand and removed from the group for a private talk.
4. Continued lack of cooperation will require the child to sit at a place removed from the other children, but still within the room, until he/she is ready to modify the behavior.
5. In extreme cases, the child is removed from the classroom accompanied by a staff member.
6. Under no circumstances are the children spanked or slapped and a moderate tone of voice is required of staff members at all times. Misbehavior is disciplined with as much positive reinforcement and as little embarrassment to the child as possible.

## **OTHER WRITTEN PARENTAL PERMISSION**

---

1. Signed permission for supervised neighborhood walking trips without destination will be requested at the time of enrollment.
2. For each field trip that has a specific destination, prior written permission will be obtained from each child's parent.
3. For each field trip that has a specific destination and involves transportation, prior written permission will be obtained from each child's parent. Transportation for field trips will be provided by charter bus or public transportation.
4. For research and/or publicity activities involving the children, prior written permission will be obtained from each child's parent.



## PARENT INVOLVEMENT

---

1. *Parents are encouraged to enter the classroom* at the beginning and end of each class period to observe the children's artwork on display, changes in the classroom environment and to briefly discuss with the teachers any problems or other necessary information concerning their child. Please plan to leave the classroom by 9:15. You are invited to continue your conversations in the Family Room, courtyard, etc.
2. *Preschool newsletters* and a monthly *Christ Church Courier* are provided to keep parents informed about the program. In addition, preschool families are invited to participate in any other activities taking place at Christ Church.
3. *Parent-teacher conferences* will be offered twice per year. Additional conferences may be scheduled whenever the child's parent or the teacher feels there is a need to meet together.
5. Parent participation in the program as *classroom volunteers* is encouraged to allow parents to observe their child in individual and cooperative activities, to evaluate any social problems the child may have and to observe both the program and the progress made by the child in the various activities. Parents also add their own special skills and talents to the program.
6. Parents occasionally serve as temporary *substitutes* in the event the Teacher or Aide is absent. Parents would assume the Aide's duties in a modified form.
7. Parents may also *volunteer to do at-home work* that directly supports the preschool program.
8. Parent and preschool *family involvement* is encouraged through attendance at special preschool events: picnics, programs and fundraisers.



## PERSONAL BELONGINGS

---

1. *The use of a daily backpack or bookbag is highly recommended.* Please choose a backpack/bookbag large enough to hold an item 9"x12" without being bent. Please do not fill the backpack/bookbag with non-preschool items (ex. clothes & toys for daycare or Grandma's house).
2. *Toys, books, tapes and similar items are to be left at home,* unless requested to be brought to school as part of the curriculum.
3. To help identify items left at school, *all personal belongings should be clearly marked* with the child or family's name (this includes clothing likely to be removed by the child during school hours, including book bags and backpacks).

## CLOTHES

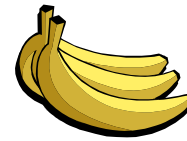
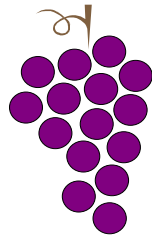
---

Please dress children *comfortably for preschool activity. Clothes that are “easy-on, easy-off” will help the child’s developing independence at school. Rubber-soled shoes are required for gymnasium activities. A sweater for chilly days and/or a pair of tennis shoes may be left in the classroom, if desired.*

## SNACKS AND TREATS

---

The children will be served a small, nutritious, mid-morning snack. *This snack will be provided by the preschool families on a rotating basis. Food brought for the regular snack, as well as for special occasions, must be commercially prepared and packaged. No cakes, cupcakes or juice boxes. Please inform the preschool staff in advance if a snack will take more than 5 minutes of preparation time or before sending any treat, other than the regular snack. Although the Preschool has a microwave oven within the classroom, its use for children's snacktime is limited. The Preschool Director must be consulted prior to sending a treat that requires microwaving. We are a peanut-free environment and will work with parents to meet individual allergy needs.*



## REST PERIOD

---

The children will have a short mid-morning rest period.

## PRESENCE OF PETS

---

Parents will be informed, verbally and/or in writing, of the presence of animals in the classroom. The safety of both animals and children will be considered in making decisions about the animals' presence. Animals in the classroom longer than one day (such as classroom pets) will have written documentation assuring wellness of the animal(s). Pet care (cleaning and feeding) will be done by the Preschool staff and volunteers following proper sanitation procedures.

## HEALTH AND SAFETY

---

1. The policies and procedures followed in the event of a medical emergency, fire, tornado, blizzard, power or water failure, missing child, etc. are posted in the Preschool classroom and are available for parents to read.
2. For your child's safety, the Education Building doors are locked during Preschool hours except during drop off and pick-up times. If the outer door is locked when you arrive, ring the doorbell by the first set of courtyard doors. Someone will come let you in.
3. Emergency phone numbers for Emergency Medical Services (EMS or 911), Poison Control and Hennepin County Child Protection are posted by each phone likely to be used by the school staff.
4. The Preschool staff is trained in First Aid, CPR and Blood borne Pathogens as required by the State Department of Human Services. An AED (Automated External Defibrillator) is located in the hallway by the main classroom door.
5. *In the event of any injury or illness*, trained staff will administer appropriate first aid. If staff decides this is an emergency situation, EMS (911) will be contacted to provide emergency first aid. If the child needs to be transported, the EMS will transport the child to a medical facility as designated by emergency services. If staffing permits, a staff person will accompany the child to the hospital and stay until the parent arrives. Staff will not transport an injured or ill child. A parent or alternate listed on the child's emergency card will be contacted as soon as possible. An attempt to contact the child's source of health care may also be made. Financial responsibility for any cost incurred in an emergency situation will be assumed by the child's parent or guardian. The parent's health or accident insurance may cover this.
6. *Medicine, both prescription and over-the-counter, may only be administered by Preschool staff with parent and physician written approval.* The Preschool Director has a medication form that must be completed if your child needs medication while in our care. Medicines must be in their original container and may be given only to the child for whom they are prescribed. Outdated / expired medicines will not be given.
7. *A child who becomes ill while at the school* will be made as comfortable as possible and monitored while under constant adult supervision. The parent or alternate will be notified by phone and will be expected to arrange for the child's immediate removal from the school setting. An attempt to contact the child's source of health care may also be made.
8. *A child with any of the following conditions or behaviors is a sick child and must be excluded from the Preschool program:*
  - a. With a reportable illness or condition as that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;
  - b. With chicken pox until the child is no longer infectious or until the lesions are crusted over;
  - c. Who has vomited two or more times since admission that day;
  - d. Who has had three or more abnormally loose stools since admission that day;
  - e. Who has contagious conjunctivitis or pus draining from the eye;
  - f. Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
  - g. Who has unexplained lethargy;

- h. Who has lice, ringworm or scabies that is untreated and contagious to others;
  - i. Who has a 100 degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given;
  - j. Who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
  - k. Who has significant respiratory distress;
  - l. Who is not able to participate in child care program activities with reasonable comfort; or
  - m. Who requires more care than the program staff can provide without compromising the health and safety of other children in care.
9. Parents are required to *inform the school within 24 hours*, exclusive of weekends and holidays, when a child is diagnosed by a child's source of medical or dental care as having a *contagious reportable disease, or any of the other conditions listed in #8 above*.
  10. *Parents of children exposed to any illness or condition listed in #8 above will be notified through information clearly posted near the main classroom door and/or through individual notices sent home with the children or via email the same day a parent notifies the school of the affected child's illness or condition.*
  11. The school is required to notify the health authority of any suspected case of a reportable disease within 24 hours of receiving the parent's report.
  12. *If the child will be absent from school for any reason, please notify the school by 9:30 AM.* Unexplained absence for more than four consecutive classes may result in enrollment replacement by a child on the waiting list.
  13. It is the *parent's responsibility to initiate notification* to the Preschool Director of *any special medical condition, needs, allergies or changes in the child's emotional or mental status*.
  14. Children with special physical or emotional needs will be accommodated upon the approval of the school staff and licensing consultant and in consultation with the parent, child's physician or special education consultant.
  15. *Fire drills* are held once a month throughout the school year and *tornado drills* are held once a month during April, May and September.
  16. The *courtyard fountain and planted areas* (esp. lilac tree) *outside the school entrance* are a temptation to children. Special care must be taken to protect both children and church property.
  17. *If the Minneapolis Public Schools close* due to severe weather, *Christ Church Preschool will also close*. Watch/listen to WCCO for school closings. If the Preschool must close, due to a problem with its own physical facility (such as loss of light, heat, water), or a staffing issue (such as no substitute available during an absence, entire staff attending a funeral, etc.) parents will be notified by email, telephone and/or a notice posted at the school. In the event the weather or other condition necessitating a school closing occurs during school hours, parents or alternates will be notified by telephone and all children will be kept in the classroom until claimed by authorized persons.

## LICENSING

---

The school complies with all standards and regulations set forth by the **State of Minnesota Department of Education and Department of Human Services at 651-296-3971**. In addition, health consultation services by the **Minnesota Visiting Nurse Agency Child Care Consultation Team at 612-617-4616** are being used by our school.

## INSURANCE

---

The school is insured as part of Christ Church Lutheran's coverage and will maintain liability insurance.

## GRIEVANCE

---

In the event a parent has a grievance with the program and/or its staff and feels it cannot be corrected through consultation with the staff member(s) involved, the parent may direct the concern to the **Preschool Director and/or the Pastor of the congregation at 612-721-6611** and may expect to receive a response within 10 working days. Complaints about the program and/or suspected maltreatment within the program may also be directed to the **Licenser at Minnesota Department of Human Services at 651-296-3971**.

## MANDATED REPORTING POLICY AND PROCEDURES FOR MALTREATMENT

---

The program's policies and procedures for reporting suspected child maltreatment are included here and are also available upon request.

### *Who Should Report Child Abuse and Neglect:*

Any person may voluntarily report abuse or neglect. Program staff and others working in a licensed facility are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or to anyone else at the 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 **9-1-1**.
- 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 651-297-4123**.
- Reports regarding incidents of suspected abuse or neglect of children *occurring within a family or in the community* should be made to **Hennepin County Child Protection Agency at 612-348-3552** or **Minneapolis Police at 612-673-5703 (Precinct 3 non-emergency #)**.
- 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 651-296-3971**.

### *What to Report:*

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (MN Statutes, section 626.556) and are available upon request from the program or DHS.
- 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.

### *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.

*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 Person Care Provider Organizations.

*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 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 the Preschool Director. If this individual is involved in the alleged or suspected maltreatment, the Pastor of the congregation will be responsible for completing the internal review.

*Documentation of the Internal Review:*

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

*Corrective Action Plan:*

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

*Staff Training:*

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 available to staff, as specified under Minnesota Statutes, section 245A.04, subsection 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.**

– Minnesota Dept. of Human Resources  
Division of Learning  
January 8, 2008

## TUITION SCHEDULE

---

Christ Church Preschool Learning Center

2009 - 2010

- **All students have a \$50 Non-Refundable Registration Fee**  
due with form at time of registration
  
- **The total Tuition is divided into nine monthly payments**  
3 Year Olds attending two days per week  
\$50 Registration + \$165 a month for 9 months  
Total \$1,535
  
- 4 Year Olds and 3 Year Olds attending three days per week  
\$50 Registration + \$200 a month for 9 months  
Total \$1,850

- **Payment Schedule**

September – due at August Orientation  
October – due *during first week* of preschool  
November – due October 15  
December – due November 15  
January – due December 15  
February – due January 15  
March – due February 15  
April – due March 15  
May – due April 15

Thank You!

A late fee of 5% will be added one week after due date.  
Financial difficulties affecting on-time payments  
should be discussed with the Preschool Director.



## CHRIST CHURCH PRESCHOOL LEARNING CENTER CALENDAR

---

Our Preschool Calendar of holidays conforms to that used by the Minneapolis Public Schools. The Preschool Director sets dates for our Preschool's first and last days and special events. For this year's dates, please refer to your calendar handouts or contact the Preschool Staff.

August/September	Orientation Event <i>for Parents, Children &amp; Staff</i>
September	School Begins (Monday after Labor Day) - Orientation with <i>Parents &amp; Children Together</i> on First Day 9:00–10:30 a.m.
October	MEA Teacher's Convention - NO SCHOOL
November	Thanksgiving - NO SCHOOL
December - January	Winter Break - NO SCHOOL
January	M. L. King, Jr.'s Birthday - NO SCHOOL
January / February	ELEA (Lutheran Early Childhood) Conference – NO SCHOOL (Sometimes differs from Mpls. School Schedule)
February	President's Day - NO SCHOOL
March / April	Spring Break - NO SCHOOL
March / April	Good Friday - NO SCHOOL
March / April	Easter Monday – NO SCHOOL
May	School Ends (Friday before Memorial Weekend)

## NOTES

---