

TLC Preschool



The TLC Preschool is growing and learning together in a Christian atmosphere.

Information Handbook and Policies & Procedures Manual.

123 29th ST. NE
Bemidji, MN 56601
444-4442

TLC Learning Center welcomes children without regard to race, color, religion, national or ethnic origin, disability, any other characteristics protected by applicable law, or source of payment.

IMPORTANT PHONE NUMBERS

TLC Preschool.....	218-444-4442
Ginny Kurtzweg.....	218-333-3932
Pastor Robert Wentzel.....	218-444-4441
MN Poison Control.....	800-222-1222
DHS or Division of Licensing.....	651-296-3971

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MISSION & GOALS

TLC PRESCHOOL MISSION STATEMENT:

Jesus said, "Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these." (Mark 10:14)

Our Mission Statement for Trinity Lutheran Preschool is in following Jesus' command, to provide spiritual growth along with social, intellectual, physical and emotional opportunities for growth. We will provide this in a safe, healthy, and loving environment that is supervised at all times.

Our prayer is that by growing and learning together, we will live in joy and serve our Lord.

OUR GOALS

- ~ To encourage each child to think and act for himself/herself while also learning to live in harmony with others.
- ~ To help each child develop a positive self-image.
- ~To provide opportunities for each child to grow intellectually, socially, physically, emotionally, and spiritually.
- ~To teach children to enjoy learning: by playing, creating and exploring.
- ~To strengthen home education on behalf of the child by assisting the parent.
- ~To provide each child with enjoyable experiences.
- ~ To help share the teaching of Jesus' love for every child through stories, songs, and prayers.
- ~ To assist each child in learning more about safety, health, and good citizenship.

IMPETIGO:

Until sores are healed or can be covered with bandages, and until child as been treated with antibiotics for at least a full 24 hours.

LICE (HEAD):

Until first treatment is completed and no live lice are seen.

ORAL HERPES (COLD SORES):

No exclusion necessary.

PINWORM:

Until after treatment has been started. (Must be out 24 hours after treatment starts).

RESPIRATORY ILLNESS:

Until the child is without fever for 24 hours and is well enough to participate in normal daily activities.

RINGWORM:

Scalp: 24 hours after treatment begins. Body: until after treatment begins.

STREPTOCOCCAL SORE THROAT:

No fifteen-minute test will be allowed. A 24-hour test is mandatory through the Preschool.

For any other diseases, please contact the Director concerning exclusion policies.

EXCLUSION GUIDELINES FOR STAFF

It is the policy of TLC Preschool that staff follow the basic exclusion guidelines described above for children.

MOUTH SORES WITH DROOLING:

Until a medical exam indicates the child may return.

SPECIFIC DISEASE EXCLUSIONS GUIDELINES

AIDS:

Exclude infected child if he/she exhibits biting behavior, has open sores which cannot be covered, or any bleeding disorders.

CHICKEN POX:

Until all the blisters have dried into scabs—about six days after rash onset.

CONJUNCTIVITIS (PINKEYE):

Bacterial: until 24 hours after treatment begins.
Viral: until a letter from a physician is provided to verify that the child does not have bacterial conjunctivitis. In both situations, the child should be well enough to participate in normal activities. (Must be on medication for 24 hours before returning to the Preschool).

FIFTH DESEASE:

No exclusion necessary.

HEPATITIS B:

No exclusion necessary unless infected child exhibits biting behavior, or has open sores that cannot be covered. Ask your doctor about the hepatitis vaccination.

~ To prepare each child for a positive adjustment to future school life.

~ To value each child as an individual and allowing him/her to learn at his/her own pace, without fear or pressure.

~ To provide a balance of teacher and child-directed activities.

BASIC OPERATION POLICY

ACCREDITATION:

The TLC Preschool has been licensed by the state of Minnesota with the provision that the consultants for the Department of Public Welfare visit on a regular basis. They recommend the needed equipment and procedures to use in the operation of the school. We are listed with the Preschools of the Lutheran Church-Missouri Synod.

AGE:

Children 33 months (toilet trained) through age five may be enrolled. The class size will be no more than 18 children per session. TLC Preschool is open to all children in the community, not just members of Trinity Lutheran Church.

ENROLLMENT:

We accept enrollment for children throughout the school year. The first option shall be given to children on the waiting list, in order of application, regardless of church affiliation. Each child will be required to have a signed Health Care Summary within 30 days of enrollment. Immunization records must be up-to-date and completed at the time of enrollment, with other necessary forms.

TUITION

There will be a \$30.00-\$55.00 registration fee, payable upon enrollment, which is non-refundable. Tuition for your child is to be paid by the 1st of each month. Checks are to be made payable to TLC Preschool. If payment is not made by the 5th, there will be a \$5 late fee added to your account. If you are experiencing hardship or are in need of

extra time to make payments, please discuss these issues with the Director, Ginny Kurtzweg. There may be scholarship funds available either on a short or long term basis. If you are behind for a month or more, your child will be unable to attend the TLC Preschool, unless other arrangements have been made.

A two-week advance notice must be given on termination of enrollment. The child may attend during this two-week period. However, tuition must be paid for these two weeks.

We operate our preschool on the amount of tuition that is taken in monthly. Please meet your financial obligations. Thank you for your anticipated support.

TUITION PRICES

Little Lambs	T/Th	
		\$250.00 Non-member
		\$220.00 Member
Noah's Ark	M/W/F	
		\$350.00 Non-member
		\$320.00 Member

DIARRHEA:

An increased number of abnormally loose stools in the previous 24 hours (more than two in an hour). Observe the child for other symptoms, such as, fever, abdominal pain, or vomiting. Child must be out of the Preschool 24 hours symptom free.

VOMITING:

Any vomiting within the previous 24 hours—child must be out of the Preschool 24 hours symptom free.

EYE/NOSE DRAINAGE:

Thick mucus or pus draining from the eye or nose.

SORE THROAT:

Sore throat, especially when fever or swollen glands in the neck are present.

SKIN PROBLEMS:

Rash: Skin rashes, undiagnosed or contagious.

ITCHING:

Persistent itching (or scratching) of body or scalp.

APPEARANCE/BEHAVIOR:

Child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, or difficult to awaken.

UNUSUAL COLOR:

Eyes or skin—yellow (jaundice), stool—grey or white urine—dark tea colored: These symptoms can be found in hepatitis and should be evaluated.

APPENDIX MEDICAL EXCLUSION

Guidelines for Excluding from TLC Preschool.

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms, or any child who is not able to participate in the program activities with reasonable comfort, or who requires more care than the program staff can provide without compromising the health and safety of other children, should be excluded from the Preschool setting until:

1. A physician has certified the symptoms are associated with an infectious agent or they are no longer a threat to the health of other children at the Preschool.
2. Or the symptoms have subsided.

FEVER:

Auxiliary (arm pit) temperature: 100 degrees F. or higher, Oral temperature: 101 degrees F or higher, or Rectal temperature: 102 degrees F. or higher, especially if accompanied by other symptoms; such as: vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash. They need to be fever free without taking medication for 24 hours.

RESPIRATORY SYMPTOMS:

- ~ Difficult or rapid breathing and/or severe coughing.
- ~ Child makes high-pitched croupy or whooping sound after he coughs.
- ~ Child unable to lie comfortably due to continuous cough.

ARRIVAL and DEPARTURE

Little Lambs.....(T/Th) 8:30-3:30

Noah's Ark(M/W/F) 8:30-3:30

Please bring your child on time. Do not allow your child to enter the church or roam the church parking lot without parental guidance. Bring him/her directly to the TLC preschool room and pick him/her up there. The parent or legal guardian will be allowed access to their child at any time while their child is in care

Please be respectful of the teacher's times. Do not bring your child sooner than five minutes before the class session starts and pick them up promptly at the end of the session. Please notify the Preschool if there are any delays. TLC reserves the right to charge an extra fee if timeliness becomes a problem.

NAPPING AND SLEEPING

Parents need to provide a blanket, and small pillow for rest time. Every Friday your child's blanket and pillow are to be taken home and washed and returned for the following week. Children are assigned their own cot. The rest period will be for 30 minutes from 1-1:30. Staff help the children to remain quietly on their cots for a minimum 30-minute rest period.

It would be greatly appreciated if any doctor's appointments, or early pick-ups be scheduled before or after rest time.

THE PROGRAM

The class size will be no more than 18 children per session. The children are assembled in each session according to age. What ages meet in which session, varies each year, in order to accommodate as many children as possible. Please meet with the Director if you are interested in the session schedule.

As noted earlier, TLC Preschool provides opportunities for each child to grow intellectually, socially, physically, emotionally, and spiritually. It prepares each child for a positive adjustment to future school life. This schedule includes:

- ~ Free choice time
- ~ Circle time
- ~ Lesson time
- ~ Snack time
- ~ Time outdoors
- ~ Skill Time
- ~ Art/Craft time
- ~ Reading time

Through various activities, we actively promote development of skills, such as:

- ~ Christian Concepts
- ~ Art and Music
- ~ Science & Social Studies
- ~ Reading Readiness
- ~ Number/Letter recognition and use
- ~ Health and Safety
- ~ Physical Education

We seek to offer activities that require the use of various equipment and material. We offer activities that are both quiet and active, teacher directed and child initiated. Parents are encouraged to visit the Preschool at any time to observe.

PROPERTY DAMAGE

No student shall damage/vandalize or attempt to damage/vandalize property belonging to another or the school/church property. Students who destroy or damage school/church property will be required to pay for losses or damages. If students willfully destroy school property, suspension and/or subsequent expulsion may occur.

GRIEVANCE PROCEDURES

Should parents have concerns or complaints, they should be brought to the Director's attention within two (2) days so that appropriate action can be taken. If no action is taken by the Director, parents should contact the School Board Members:

Marie Chandler.....751-7677

Stacy Scott.....390-1261

Lisa Larson.....243-3380

The preschool program does not discriminate in admissions or emissions on the basis of race, color, creed, sex, religion, national origin, or source of payment. Confidentiality is of utmost importance. We will not reveal any information to anyone or any source without the written permission of the parent or legal guardian.

If you feel that you have not been treated fairly in the grievance procedure, you are welcome to call the Division of Licensing: 651-296-3971

**IF YOU HAVE ANY QUESTIONS
DON'T HESITATE TO ASK!**

POISIONINGS:

The Minnesota Poison Control Center will be notified, giving staff instructions on what to do if an accidental poisoning occurs.

LOST CHILD:

Local authorities will be contacted if a child strays or becomes lost from the preschool. Parents will also be notified.

CHILD ABUSE:

The Preschool has a legal responsibility to report any suspected child abuse or neglect to the local authorities.

UNAUTHORIZED PEOPLE:

If a parent or guardian will not be picking up their child, the Teacher or Director must be notified. The child will not leave the premises with anyone not authorized by the parent. Any questionable person on the premises will be asked to leave and local authorities will be contacted.

SEMI-ANNUAL ANALYSIS:

This will be done of all records and logs documented during the preschool year. Accidents, injuries or incidents will be recorded and kept on file. Modifications will be made on analysis.

COMPLIANCE:

This list will reviewed by the Director, School Board, and staff members at the beginning of each school year. Failure to comply with the above listed procedures could result in loss of state licensing.

MEALS AND SNACKS FOR M,W,F PRESCHOOL

. A nutritious hot meal will be provided for lunch. Breakfast and snacks are also included. Each month you will receive a monthly menu. If a child will arrive after the scheduled meal time, feeding him/her is the parent's responsibility.

AM Snack 10:30am

Lunch 12:00-12:30pm

SNACK & SPECIAL TREATS FOR T,TH PRESCHOOL

There will be a monthly snack calendar requesting parents to bring one bottle of juice/milk and one box of crackers, cheese, cookies, or other simple snacks to share with the group. According to state law, all snacks/special treats must be store bought. Throughout the year our class will celebrate birthdays and 1/2 birthdays.

SHARING TIME:

We have a "Sharing Time" at a designated time during the class. At this time children show us their new toys, shoes, books, family pictures, etc. This time is fun for the children and helps them in their learning and sharing skills. Specific information regarding sharing will be sent home by the teacher after school begins. Please do not send gum, candy, toy guns, or knives. Children may bring a pet for show and tell if the pet(s) are in a cage, or held by an adult. All animals must be vaccinated by a D.V.M. Please talk to the Teacher(s) before sending a pet.

CLASSROOM PICTURES:

We will take pictures of events in the classroom. They may go into the newsletters for the TLC Preschool. If you do not wish for your child to be photographed, please let the Teacher/Director know. This will be recorded on the child's record.

FIELD TRIPS:

Occasionally the class may go on a field trip that would coincide with the theme that week. Parental permission is needed for these events. Signed permission slips need to be on file before your child goes on the field trip.

OUTDOOR PLAY:

Outdoor play is part of our program. Children should be dressed for the outdoors unless the temperature is below zero. This includes boots, cap, mittens, snow pants, and jacket. Please send along to every session, as we don't know from day-to-day when we will be able to go outside.

CLOSURES:

If the Bemidji Public Schools are closed due to weather emergencies, preschool classes will not be in session. The local radio stations, KB101 and 103.7 will carry preschool cancellations.

Other cases:

- ~ If school is two hours late, the morning session will not meet.
- ~ If school is one hour late, we will meet.

EMERGENCY PROCEDURES

MONTHLY FIRE DRILLS:

Fire drills will be held once a month and documented. The fire evacuation route will be posted in the classroom. It will include two exit routes. A fire extinguisher is located inside the classroom for use in case of emergency fire.

WEATHER EMERGENCIES:

Tornadoes, Blizzards, Severe Weather Warnings: If severe weather is threatening, staff will make every effort to have the children returned home. If there is little or no warning, the staff can best insure the children's safety by keeping them in the church. Tornado drills will be held and documented during the months of September, April, and May.

FIRST AID:

All staff members will be required to have first aid and CPR training yearly. They will administer first aid to minor accidents.

MEDICAL EMERGENCY:

Staff will contact Sanford Clinic and parents in the event of a more serious injury or illness. Emergency numbers on the child's record will be used to contact parties involved for transportation of the child. In cases of severe injury or illnesses, the ambulance may be used.

ACCIDENT LOG:

All accidents (except minor scrapes) shall be noted in the log. Any accident that requires hospitalization, death of a child, or a fire that requires the fire department, must be reported to the DEPARTMENT OF HUMAN SERVICES within 48 hours.

In cases of a more serious emergency, help will be obtained from the Sanford Clinic or Sanford Bemidji Medical Center. Any evidence of unusual bruises, contusions, lacerations, or burns will be noted in a medical log book and reported to the person in charge. Parents will be notified, as well as proper social service authorities, if abuse is suspected.

CONTAGIOUS DISEASE:

If your child has been exposed to a communicable disease, please let staff know. Parents *must* notify the preschool in the event that your child has been diagnosed with a contagious disease. Parents will be notified of any infection or communicable disease that has occurred (and we are aware of) to children in any preschool session. We would appreciate having parents keep communication open with staff if their child contracts any such disease. The center will then post and give notice to others of the condition. The health authority must then be notified.

MEDICATION:

Medication, prescription or non-prescription, will be given only under written orders signed by the parent. Medications are to be kept in their original containers bearing the original label with legible information on it. Any other form will be prohibited. All medications will be stored out of the reach of children. The parents are to be informed when any medications are given out.

DRESS:

Children should be dressed according to the weather and for active play. Tennis shoes should be worn at all times. Garments should be of self-help variety.

***Please mark all possessions clearly with your child's name.**

PARENT/GUARDIAN/TEACHER INFO.

Parents are their child's first teacher and the most important influence in their life. We encourage parents to be involved in their child's activities and the experiences they will have at TLC Preschool.

~ A monthly calendar will be given to families to inform them of schedules due to school happenings, snacks, and curriculum outline for the month.

~ Parents are invited to volunteer in the classroom. Please talk with the Teacher or Director if you wish to volunteer.

~ Parents are asked to help on field trips and special events.

~ Family nights will be scheduled during the year, so the whole family can share the preschool experiences.

CONFERENCES:

Parent/Teacher conferences will be held two times during the school year, to discuss the child's intellectual, physical, social and emotional progress. On those days, class will not be in session. We encourage you to confer with the teacher at any time and invite you to visit us during the day.

BEHAVIOR GUIDANCE POLICY

Children need boundaries and consistency. Simple rules are set to provide children with expected behavior so that their responses are predictable.

- ~ Children will be encouraged to share items and cooperate with one another.
- ~ Children will be encouraged to use kind words and calm voices to share their needs or feelings.
- ~ Children will be encouraged to "use their words" to express the conflict.
- ~ Listening skills will be enforced.
- ~ Respect for children and adults will be modeled.
- ~ Firm but gentle reminders will be given by staff for misbehaving.
- ~ The program is tailored to the child's developmental level; however, if warranted, a child may be required to sit away from the group so he/she can be spoken to privately by an adult.
- ~ In cases of extreme misbehavior, the parents will be notified and required to remove the child from the preschool for the day.
- ~ If chronic disruptive or dangerous behavior patterns occur, the child will be permanently dismissed from the preschool.

The following disciplinary actions by the staff are PROHIBITED:

~ Corporal punishment, namely: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, hitting.

~ Emotional abuse, namely: name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, using language that threatens, humiliates or frightens the child.

~ Unsupervised enclosure in a separate room. If a child is separated from the group, he/she will remain within an unenclosed part of the classroom where the child will always be seen and heard.

~ Withholding basic needs. A child will not be punished by withholding any basic needs, use of physical restraints, or punished in any way for mishaps regarding bathroom use.

HEALTH CARE POLICIES

If your child does not feel well before class begins, please do not send them to preschool. If your child becomes ill during the session, a parent or emergency contact will be notified. Your child will be isolated on a cot away from the other children, but under the supervision of an adult until someone arrives to pick up the child.

In order to protect the health of each child and staff member, parents should not send their child to the center when he/she does not feel well. Please consult the Appendix: *Medical Exclusions* at the end of the handbook to help with decisions.

All staff members are certified in first aid. An emergency first aid kit will be available at all times. They will administer first aid for minor accidents.