



Parent & Student Handbook

2023-2024

Roseville Lutheran Preschool

1215 Roselawn Avenue East, Roseville MN 55113

651-488-6887 snoot@rosevillelutheran.org

The Philosophy of Roseville Lutheran Church Preschool

We believe that preschool age children are at a critical stage of development and will benefit greatly from a Christian based program that is comprehensive, integrated and developmentally appropriate.

As parents and educators, we believe that through play children learn what no one can teach them. Research shows that play encourages divergent thinking which will help our children solve the problems of the 21st Century.

Academically, play is the cornerstone of all future learning because it emphasizes the process of learning instead of the product. Our preschool will provide many pleasurable opportunities to learn through play so that they can attain **competence** and experience joy!

We believe parents are a child's first and continuing teachers. Furthermore, they are to be given opportunities to be well-informed participants in their child's educational process both as scheduled parent participants and as part of our "open door" policy.

We believe parents and others in the community are an invaluable extension of the classroom and are to be included in the preschool program.

Lastly, **we believe** in providing opportunities for sharing God's love by caring, and providing service to others. Our intent is to foster meaningful relationships between God, children, staff, parents/guardians and others in the community.

Mission/Vision/Values

At RLC Preschool we follow the mission, vision and values of Roseville Lutheran Church.

Mission: Love God, Love your neighbor.

Simply stated, but never complete. We humbly devote our lives, hoping through worship to attain a glimpse of God's magnificence. We strive to serve others with love, every day.

"You shall love the Lord your God with all your heart, and with all your soul and with all your mind." This is the greatest and first commandment. And a second is like it. "You shall love your neighbor as yourself".

Vision:

A community united by grace.

Grace comes from God. Wherever people treat one another with compassion, kindness, generosity and love, God is there.

“For by grace you have been saved through faith, and this is not your own doing; it is the gift of God.”

Values:

Love - Every person is a child of God.

Humility - We do not possess the wisdom to judge others with impunity.

Faithfulness - The Lord has a purpose for us here, in Roseville.

Together with nearly 10,000 congregations of the Evangelical Lutheran Church in America (ELCA), we profess: This is Christ’s Church. There is a place for everyone here.

Licensing

Roseville Lutheran Preschool is licensed by the Department of Human Services of Licensing. We are subject to their rules and regulations as outlined in 9503.005-9503.0175. Our program license is posted on the “Parent Information Board”. A copy of the rule is available in the Director’s office and is available electronically.

Department of Human Services (DHS) Telephone Number

The telephone number of the Minnesota Department of Human Services (DHS) of Licensing, which inspects and licenses Roseville Lutheran Preschool is 651-431-6500.

Roseville Lutheran Preschool and Roseville Lutheran Church

RLC Preschool is a non-profit preschool operated by Roseville Lutheran Church as part of the church mission. Enrollment is open to all.

Program Description

RLC Preschool educates children through academic, social and emotional needs in developmentally play based appropriate ways. The learning is theme-based, hands-on and child-centered. Teachers listen, guide, ask open-ended questions and allow individuality amongst the students.

Hours and Days of Operation Roseville Lutheran Church Preschool operates from 9:00 a.m to 3:00 p.m. September to May, offering classes that run 2, 3 or 5 days a week, Monday through Friday. Classes options are:

- Half Day 9:00 a.m. -12:00 p.m.
- Half Day Plus Lunch Bunch 9:00 a.m. - 1:00 p.m.
- Full Day 9:00 a.m. - 3:00 p.m.

Preschool office hours are Monday through Friday from 8:00 a.m. – 4:30 p.m.

Ages and Total Numbers of Children the Program is Licensed to Serve

Roseville Lutheran Preschool holds a current license with the Minnesota Department of Human Services (DHS) to serve up to 40 children. Students must be at least age 3 to age 5 by September 1st and potty trained. No Pull-Ups allowed.

Enrollment

Together, family, and school staff evaluate RLC Preschool's capabilities to meet the needs of the child before enrollment. RLC Preschool will not discriminate in its enrollment against any person because of race, color, creed, religion, national origin, gender, marital status, sexual orientation, status with regard to public assistance, disability, age, or any other protected category under state and federal laws.

RLC Preschool is a private, nonprofit program, licensed by the State of Minnesota of Human Services to serve children who are 33 months old by September 1st through 5 years of age, or until kindergarten attendance. It operates from September through May, offering classes Monday through Friday. RLC Preschool is licensed for a capacity of 40 children per day.

All children enrolling at RLC Preschool are required to be toilet trained. RLC Preschool defines toilet trained as accident free throughout the school day. Pull-ups may not be worn. More than three (3) incidents at school in a one-month period may be cause for disenrollment. Any child attending RLC Preschool needs to be able to complete the entire bathroom process without assistance. We make provisions for children with disabilities.

Registration Policies and Procedures

Enrolling your child in Roseville Lutheran Preschool is a fairly straightforward procedure. Following an informational meeting and tour with the Director, parents wishing to enroll their child or children in our school must simply complete the Registration Form for each child, along with a \$100 non-refundable registration fee.

If no vacancy exists, applicants will be placed on a waiting list. Vacancies will be filled according to the placement on the waiting list.

Parents must complete and return the forms in the Enrollment packet before the day your child begins attending. Students will not be able to attend school unless these forms have been submitted.

Parents are required to have completed the following forms before school begins to be in compliance with state regulations for preschool. These forms must be on file at school before their child can start RLC Preschool:

- a. Emergency Form
- b. Health Care Summary
- c. Immunization Record

We strive to create a healthy and safe school environment. You can help by paying close attention to our health policies, which we have designed to protect your child's well-being.

Health and Safety Policies

Health Record Information

Two health record forms must be completed before a child can start RLC Preschool:

- **Immunization Record:** This record must give dates (month, day, and year) of immunizations your child has received. It must be current and is due on admission. Records must be updated whenever your child receives additional immunizations.
- **Health Record/Summary:** This information must include the date of the child's most recent physical exam (within six months), and be signed by the child's source of licensed health care. This form is due on admission.

Reexamination: A new health record/summary is required for children already admitted to the program. At a minimum, an updated report of physical examination signed by your child's source of health care is required at least annually for children who advance to an older age category.

Medications (Prescription)

RLC Preschool will not administer **prescription** medication unless it is required and indicated by a health care professional for emergency treatment only. The need for prescription medication must be indicated on an ICCPP (Individual Child Care Program Plan) with specific symptoms, treatment plan steps, and medication name, dosage and method to be implemented and timelines. In addition, the child's name must be clearly identified on the medication.

Outdated medications will not be given.

All medications must have a legible label on the container. Your medication container will be returned to you when it is completed or if it has expired.

Medications (Over the Counter)

RLC Preschool will not administer **over the counter medication** unless it is required and indicated by a health care professional for emergency treatment only. The need for over the counter medication must be indicated on an ICCPP (Individual Child Care Program Plan) with specific symptoms, treatment plan steps, and medication name and dosage and timelines. In addition, the child's name must be clearly identified on the medication.

Outdated medications will not be given.

All medications must have a legible label on the container. Your medication container will be returned to you when it is completed or if it has expired.

Illness and/or Exclusion of Sick Child

If a child becomes ill or develops one or more of these symptoms while at preschool, he/she will be provided with a "sick" cot and blanket and will be separated from the group. The child will remain under adult supervision until the child can be picked up. We ask that all sick children be picked up within as soon as possible and no longer than one hour of being contacted. Children who are sent home must be symptom free without medication for 24 hours before returning to preschool.

The Department of Human Services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a licensed health care provider determines has not had sufficient treatment to reduce the health risk to others.

The only place for a sick child is at home. If your child displays any symptoms of an infectious or communicable disease, please keep your child at home. Make sure to

notify the school. Information about caring for a sick child is available from the Director. Children must be symptom-free without medication for **twenty-four hours before returning to school.**

We will follow the exclusion guidelines listed below which are taken from *INFECTIOUS DISEASES IN CHILD CARE SETTINGS AND SCHOOLS: INFORMATION FOR DIRECTORS, CAREGIVERS, and PARENTS OR GUARDIANS*, prepared by Hennepin County Community Health Department, Epidemiology and Environmental Health.

We must exclude a child with any of the following conditions:

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 or a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or watery, bloody, or mucus-containing stools.
Mouth Sores with Drooling	Until a medical exam indicates the child may return or until sores have healed.
Fever	<u>Axillary</u> (armpit) temperature: 100o F or higher; or Oral temperature: 101° F or higher, when accompanied by behavior changes, or other signs or 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 live lice 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 the 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 the child can participate comfortably.
Ringworm (skin & 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 the child is without fever for 24 hours.
Vomiting	Until vomiting stops. Vomiting is defined as two or more episodes in the previous 24 hours.

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

When a child in our care has been medically diagnosed with a communicable disease, we will follow the appropriate health authorities' recommendations to provide information to parents/guardians of all exposed children. The child care program will notify the parents/guardians of exposed children on the same day or within 24 hours by

a written notice that will be posted on the “Parent Information Board” and the Director will notify families via email.

Parents/guardians are required by State laws and our center policies to inform the center within 24 hours, exclusive of weekends/ holidays, if their child is diagnosed with a communicable disease.

First Aid

In the event of any injury or illness, trained staff will administer first aid. If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent/guardian or alternate listed on the Emergency Card will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made. **Staff will not transport children.**

Care of Ill or Injured Child

If your child becomes ill or injured while in care, he/she will be isolated away from other children under supervision of a staff person. You or your designated alternate will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If staff think it necessary, the child's health care provider will be contacted.

Health Consultation Services

Our program receives health consultation services from **MN Child Care Health Consultants, Inc.**

2475 Keller Road, Long Lake, Minnesota 55356. The agency phone number is 612-500-1880. All Health Consultants are Registered Nurses with certification in Public Health.

General Procedures: (Listed alphabetically)

Our general procedures are designed to provide your child with a safe and comfortable educational environment. Children need to know what is expected of them and what they can expect at school. By making these general procedures routine, students can concentrate on their key learning experiences—discovering the world around them.

Absences

If your child is ill, is on vacation, or won't be at school for other reasons, please be sure to notify the preschool office via phone 651-488-6887, or email snoot@rosevillelutheran.org and let us know that your child will not be in attendance.

You may also communicate the absence through the Brightwheel App.

AHT (Abusive Head Trauma)

All staff are trained in Abusive Head Trauma prevention as required by licensing.

Activity Fee

There is a one time activity fee (annually) of \$75 that helps cover the cost of special events, such as Grown-ups and Goodies, Someone Special Day, the Christmas Program and Gingerbread House Making and other events throughout the school year.

Arrival and Dismissal

Arrival: All students and parents/guardians should enter the building through the upper level entrance of Roseville Lutheran Church (upper main entrance **door #2**). Students should all use the restroom and wash their hands prior to entering the classroom. Classroom doors will open at 8:50 a.m. Parents/guardians must check their child in using the Brightwheel QR code on the Parent Information Bulletin Board. Parents/guardians should make eye contact with their child's teacher/staff prior to dropping their child off and leaving the building.

Dismissal: Parents/guardians should again enter the building through the main entrance and come to the classroom. Parents/guardians should wait in the hallway until the teacher/staff acknowledges each child by name before releasing them to the parent/guardian. Parents/guardians must check their child out, using the Brightwheel App. Families may leave the building through the preschool exit (**door #3**).

Behavior Guidance for Students

Our daily routines, lesson plans, and staff help create a positive environment where students are able to create respectful and trusting relationships. To provide a safe environment, teachers develop limits and classroom guidelines. They review these guidelines with the students and share with the parents so that there is a partnership between school and home. We expect children to observe these rules and avoid disrupting the educational process at school. We are all responsible for keeping our school neat and attractive, a place where it is comfortable and pleasant to spend time.

Positive, guiding communications with each child is our goal to help children develop a sense of independence, confidence and competence in their own abilities to get along with peers and adults, and to involve themselves positively in the classroom activities. Teachers and parent participants “ model” language and appropriate ways for children to express their feelings and emotions. All children are encouraged to “use words” to express what they want, what they need, and how they feel. Appropriate and positive behaviors are recognized and affirmed daily. Expectations of the children will be developmentally appropriate.

Ultimately, the safety of all children and staff is the primary goal. No form of physical or psychological abuse by a staff member will be used in any circumstance.

Children may be redirected to work independently for a short period of time, in order to regain self control, the child has an open invitation to rejoin the group when she or he feels ready. Any separation from the group will always be within sight and hearing of the staff/teacher. It is our policy that all disciplinary actions resulting in separation from the group will be recorded in the classroom log, and the parent will be notified at the end of the day.

If an unacceptable behavior is persistence and taking up an increased amount of staff time, the staff will need to document the behavior. Staff will also communicate the student’s behavior with the parent. If needed a conference, with the director, teacher and parent/guardian will be scheduled. Continued enrollment will be dependent upon the family’s cooperation in the resolution of the behavior as well as the child’s developmental concerns.

Brightwheel

The Brightwheel App is used for tuition payments, daily attendances (check in/out), notification of absences, and communication with families.

Bulletin Boards

A Classroom Bulletin Board is located inside the preschool and preK classrooms. The board will contain our daily schedules and snack menu, and our monthly class newsletters.

A Parent Bulletin Board is located in the hallway outside of the classrooms, which contains our Brightwheel check in/out QR code, our licensing information, policies, teacher posters and our wish list.

Change of Clothing

Indoors: Although RLC Preschool requires that all students be fully and independently potty trained, accidents may happen. Other spills and accidents can soil clothes as well. Therefore, all students should keep a complete change of clothes in a labeled plastic Ziploc bag at school. A complete set includes underwear, socks, shirt, and pants.

Please label each item of clothing with your child's name.

Outdoors: We will go outside everyday unless the weather is raining or below 10 degrees F (including windchill). Please dress your child in clothing that is suitable for outdoor play. Running, climbing etc. Please be sure that your child is wearing closed toed shoes. Send along a hoodie, jackets etc. for those days that the weather seems unpredictable. Please be sure to label all outdoor clothing with your child's name for easy recognition.

Changes in Policies or Procedures

RLC Preschool is licensed by the MN Department of Human Services. On occasion, the Department of Human Services revises current policies and procedures within the school year. These changes will be communicated to you through the weekly RLC Preschool/PreK Update, and/or a notification on the "Parent Information Board".

Chapel Time

Monthly we will share in Chapel time with the RLC Children, Youth and Family Ministry Pastors in the Worship Center. Chapel is about 15 - 20 minutes in length and consists of a story, conversation, song and prayer. Families are welcome to join us. See the monthly newsletter for more information and dates.

Check In and Check Out

Parents **must check in and check out** their child on a daily basis through the BRIGHTWHEEL app using the QR code. If you are not able to check in/out via the Brightwheel App, please let your child's teacher know so that we may sign them in/out. Individuals listed on the Emergency Information form are required to sign a child in or out.

In an emergency situation, a child will only be released to someone not identified on the card with written permission from a parent or guardian authorizing such action. All individuals that pick up your child must provide appropriate identification.

For your peace of mind and for the safety of your child, only persons you have been **authorized in writing** will be allowed to pick up your child at school. Even if it is their

best friend, students must have written permission to go home with any unauthorized person after school.

If neither you nor the persons you have authorized to help with emergencies can come for your child, please notify the director or your child's teacher in writing, authorization that someone new will be picking up your child that day. That individual **must provide picture identification**. We will then release the child to this person's care. **Do not send the written permission with the person who is picking up your child.**

Class Parties and Special Treats

Birthday and other celebrations at school will include recognitions like a crown and a sticker. Due to food related allergies RLC Preschool will provide the snack or special treats. On occasion, we may request specific items be donated and will indicate such on the "Wish List" board outside of the classrooms.

If your family would like to arrange for special activities to take place at parties outside the school environment, please note that: **Invitations may be distributed at school only if all students in the class are invited to attend.** Otherwise, invitations must be mailed directly to the other children's home.

Classroom Visits

Parents of enrolled students may visit the school at any time during hours of operation. This provides an opportunity for the parents to become better acquainted with the staff, to observe other children the same age as their own, gain ideas for home use and observe techniques in behavior management. Parents are encouraged to share hobbies, skills, etc., with the class or to be an observer. Teachers appreciate prior notice of a classroom visit if possible.

In the interest of safety, it is important that we know who is on the campus at all times. Therefore, we ask that all visitors check in with the Director or your child's teachers.

Communication

Communication will happen in person, by phone or through the Brightwheel App. A weekly **RLC Preschool/PreK 2023-2024** email will be sent out from the Director

informing you of what's happening at school as a whole and events at RLC Church. A monthly classroom newsletter will keep you informed of themes, activities and special events. In addition, parents are informed of their child's activities through classroom bulletin boards, conversations with staff, and notes sent home with children.

Parents should feel free to contact the teacher whenever they have questions or information to share. Parents are encouraged to let the teacher know of any home situation (death, divorce, severe illness, hospitalization, parent traveling/absence, new sibling, etc.) that may influence the child's behavior.

Conferences

Parent conferences will be offered twice a year, which occur in the fall and spring. Additional conferences may be requested by either the parent or the teacher at other times during the year to discuss the child's progress or special concerns. Conferences will include the status of the child's intellectual, physical, social and emotional development.

A written assessment of the child's status will be given to the family and a copy will be part of the child's record.

RLC Preschool's policy is to refrain from discussing issues when children are present, unless the child is an active member of the discussion.

Custody Issues

Our primary concern is the welfare of the students. Consequently, the school will not allow access to children by non-custodial parents without prior arrangements having been made. We ask parents to provide us with any and all information regarding custody agreements so that we may act equitably and within the law. The absence of such an agreement on file absolves the school from any action deemed in violation of a custody agreement.

Donations

At the beginning of the year RLC Preschool requests donations of snack and school supplies. Throughout the year additional items are needed. Snack and supply item requests will be posted on our "Wish List Board" located outside of the classrooms, near the "Parent Information Board". Your donations help us keep tuition costs down, while still providing an excellent quality program for your child. If you prefer not to shop, monetary donations are also accepted.

Economic Hardship

RLC Preschool does not wish to turn away a student due to tuition problems. For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the RLC Preschool Director as soon as possible when they are anticipating economic difficulties.

Emergency Drills

Fire Drills: The specific procedures for fire drills requiring evacuations of the building are posted in each area of the school. Each month drills are conducted to prepare students and staff in proper procedures.

Severe Weather Drills: The specific procedures for severe weather drills requiring evacuations of the classrooms are posted in each area of the school. Weather drills are conducted September, October, April and May. Drills are conducted to prepare students and staff in proper procedures.

Safety Drill (Shelter in Place): The specific procedures for safety drills or other emergencies requiring sheltering in place are conducted at least once per school year to prepare students and staff in proper procedures.

Evacuation/Relocation: In the event that RLC Preschool and/or the Roseville Lutheran Church building becomes unsafe, the teachers will relocate the students to Roseville Lutheran Childcare House located at 1200 Ryan Avenue West, Roseville, MN 55113 or to St Rose of Lima at 2072 Hamline Avenue N, Roseville MN 55113

Emergency Information

Before a child attends RLC Preschool, they must have a completed **Emergency Form**. If an accident or emergency occurs, we must be able to reach you or an authorized person immediately. We cannot get emergency medical care for your child without your permission. Therefore, **all students must have accurate emergency notification information on file the first day of school.** Please update this information as your situation changes.

Field Trips

RLC Preschool will occasionally go on walking field trips in the neighborhood and also to Bruce Russell Playground, located near the Roseville Lutheran Church parking lot, on Roselawn Avenue West. Field trips allow students exciting new opportunities for learning, and we will notify parents in advance of any planned trips.

RLC Preschool's first concern is for the safety of all students, and we need written permission for field trips if your child is to participate. We will provide appropriate form(s) requiring your signature to assure that you are fully informed and approve of your child's participation.

RLC Preschool does not provide any transportation or contract for transportation for any enrolled students.

Fundraisers

Various fundraisers are held throughout the school year. Types of fundraisers held are: Parkway Pizza, Gertens Plant Sale, Scholastic Books, and After School Summer Bash. These fundraisers help to support our preschool and pre-K programs.

Grievance Policy

Any concerns should first be discussed with the teacher and/or Director. If the situation is unresolved, further action can be brought to the Church Administrator, which shall address the concern within 30 business days.

Insurance

Roseville Lutheran Preschool carries liability insurance in excess of \$100,000 per person and excess of \$300,000 per incident.

Late Pick-Up

Parents are required to pick up children by their class dismissal time. A child who is picked up late can get anxious, and upset. In addition, after dismissal teachers need to attend to other duties and lesson planning time for our students.

If your child has not been picked up by 10 minutes after dismissal, or if you have not made special arrangements for the child's care, the staff member on duty will call you or your child's emergency person designated on the Emergency Form. **A fee of \$5.00 for every 10 minutes will be charged for any child picked up after the dismissal time**

Lunch Bunch

Lunch-Bunch is a program that runs from 12:00 pm – 1:00 pm, Monday through Friday. Students must bring a healthy nutritious well-balanced meal that consists of a whole grain, protein, fruit and veggie in their lunch. Due to licensing we cannot heat or keep meals cold. We provide 1% milk, water, utensils and napkins for the students. We ask that you do not send reusable water bottles with your students, as it is a licensing requirement for staff to wash and sanitize all reusable water bottles before sending them home with your student.

Media And Publicity Release

Parental or guardian written permission must be obtained before use of their child's photograph in publication or on social media. A permission form will be provided requiring your signature to assure that you are fully informed and approve or disapprove of your child's photograph prior to a photograph being used in a publication or social media.

Parking Lot Safety

Parents may not leave their vehicle running or leave children unattended in the vehicle. For your safety, please do not leave children or valuables in locked or unlocked vehicles. Please ensure that your child walks with you in the parking lot. It's often hard to see young children between cars.

Personal Belongings

Many items look alike—you can help out by labeling all items. We make every effort to help your child keep track of his/her belongings. Please clearly label all of your child's belongings brought to school. Children easily misplace coats, backpacks, tote bags, and lunch boxes, or mistaken someone else's belongings for their own. Such incidents are potentially upsetting to a child, so we ask that parents take responsibility for their children's belongings at dismissal.

As you know, certain items are not appropriate for school. Children should leave toys, dolls, money, electronics or other items that are not essential to learning at home. We do not allow children to bring matches, toy guns, weapons, other combat toys, or any object that could injure another person into the school.

Pets

Parents/guardians will be informed of any pets or animals in the center at time of admission and throughout the year. Please inform us if your child has an allergy to animal dander. All pets will follow state licensing and health regulations and guidelines. Any visiting pets must be licensed and vaccinated following local health department requirements. Center staff will care for pets following proper sanitation procedures. Immediately after contact with pets, children and adults should wash their hands.

Physical Play

Outdoor play is part of the RLC Preschool philosophy. ***Please make sure that your child has appropriate clothing for the weather.*** We follow the MN State guidelines regarding the weather temperature. If the weather is severely cold or hot, students will be indoors. Otherwise, we plan to go outside each day. If we are unable to go outside due to inclement weather, we will have large muscle activities in the Activity Center or the Great Hall.

Pictures

RLC Preschool staff and students will have their photographs taken by Slow Road Photography in January or February. Families may purchase packages if they wish. Class photos will be in a composite format.

Preschool Orientation and Open House

Orientation and Open House is in the fall before the week before school starts (typically Labor Day week) where families have the opportunity to see the classrooms, become familiar with the facility, and meet staff. You and your child will also have the opportunity to explore the classrooms, make a craft and have a snack. This is a great opportunity to meet other RLC Preschool/PreK families.

Snack and school supplies may be dropped off as well as any necessary paperwork.

Public Relations and Research Permission

RLC Preschool will notify all parents prior to any public relations, research and experiment activities. Parents will receive information about all activities, how the information will be used and how their child would be involved. Separate written parent consent forms will be required for any child who participates in these activities.

Rest Time

If your child is staying for our full day program, we are required by licensing that they have 30 minutes of rest time. Rest time will occur from 1:00 p.m. until 1:30 p.m. Each child will be assigned a cot. We ask that you send a “nap mat” or small blanket and pillow for your child. If your child has a favorite stuffed animal they may bring that as well. Nap items will be sent home weekly with your child for laundering.

Scholarships

RLC Preschool has a limited amount of scholarships available to help cover the cost of tuition. Families that are interested in receiving a scholarship grant, must contact the Director for an application. Applications are then reviewed by the finance team and a determination is made. Scholarships are awarded on a school year basis. If the family decides to withdraw from the school, unused scholarship funds are non-transferable and will be forfeited/remain with the school

Snacks

We provide water, 1% milk and commercially prepared and packaged snacks 2x daily (an a.m. snack and a p.m. snack) for all children at RLC Preschool. Daily snacks are posted near the door of your child’s classroom.

At the beginning of the school year, you will receive a list of appropriate store-bought snacks and snack supplies (cups, plates, napkins, etc) that can be donated. Items needed are also posted on the “Wish List Board”. Your donation helps to keep our snack cupboard stocked. Occasionally teachers will provide a special snack to go along with their theme and/or lessons.

For the safety of all children, the State requires that all food students bring from home to share with the class **must be in its original store container or packaging**. For the protection of all the children, we do not allow any homemade treats. We encourage children to eat healthy snacks, please do not send gum, pop or candy to school with your child. Teachers will inform you of any food allergy concerns of which to be aware.

Special Events

Throughout the year we will host special events for our families. This is a great opportunity for your child to share their day with you or another loved one. If you are not able to attend, you may have another “grown up” take your place. If another adult is

not available, please let your child's teacher know and we will enjoy the event with them.

Some of the events that we will have this year include: Someone Special day, Lunch with a Loved One, Grownups and Goodies, Christmas Program, and Gingerbread House Making.

Special Needs

Parents/guardians have the responsibility to inform the center when their child has any **special medical condition, 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 a 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 Program Plan (ICCPP) with you that will assist us in meeting your child's needs.

This plan must be signed by you and your child's source of licensed health care 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 perform a new skill we may ask that you arrange for this training.

If your child has **allergies**, please notify your child's teacher right away so that we may provide this information with all staff. If medications or an epi-pen are required to be at school, we will need to fill out an ICCPP form with you, as well as providing the medication/epi-pen.

Supervision

Children enrolled at RLC Preschool will be supervised at all times, RLC Preschool's staff to student ratio is 1:10. Parents or guardians will supervise their child until the child

is signed in and dropped off in their classroom. Children will be under the supervision of RLC Preschool staff until they are picked up by a parent or guardian and signed out.

Tax Id Number

RLC Preschool's tax id number is 41-0745918

Tax Report

An end of year tax report is available through Brightwheel, contact the director for more information.

Tuition Payment Policy

Tuition Payments

RLC Preschool tuition payments are due on the 15th of the month. Tuition payments are due September 15th through May 15th.

Tuition is paid through the Brightwheel app. Tuition payments may also be paid by cash or check. If paying by check please indicate "tuition payment" on the memo line.

Late Payments

If full payment is not received by the last day of the month, the parents/guardians will be telephoned or emailed, advising them that the tuition is past due and a \$25 late fee may be assessed.

Volunteer Opportunities

Families are welcome to lend a helping hand. Opportunities may include projects to take home, classroom help, office assistance, in house field trips or outings to Bruce Russell Park. Other events such as mystery reader, class parties, fundraisers and/or Roseville Lutheran Church Events such as Trunk or Treat and the Block Party.

Some volunteer opportunities may require a background study check through the MN Department of Human Services and required training.

Weather Related Closures

Severe weather may warrant the cancellation of all school programs. In general, we will close RLC Preschool if Roseville Area District Schools are closed. We will announce

closings via email, the **BRIGHTWHEEL App**, Instagram and Facebook. The Preschool Office voicemail will also be changed to indicate a closure.

Roseville Lutheran Church also reserves the right to make an independent decision regarding closure of Roseville Lutheran Church, Roseville Lutheran Preschool and Childcare and other events held at RLC in effort to keep families and staff safe.

Withdrawal from RLC Preschool

We understand that family situations change. If you choose to withdraw from RLC Preschool, a 2 week written notice is required. Tuition refunds need to be approved by the Church Finance Committee.