



# 2018-2019 STUDENT HANDBOOK

## *Mission Statement:*

*Trinity Lutheran School seeks to nurture children in their relationship with Jesus Christ while providing a strong academic foundation.*

### **Preschool at Trinity**

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# Statements

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## STATEMENT OF BELIEF

Trinity Lutheran Church and Preschool is part of The Lutheran Church—Missouri Synod (LCMS, Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of Trinity Lutheran Church govern our decision-making and policies. A copy is available upon request.

## STATEMENT ON MARRIAGE, GENDER AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Trinity Lutheran Church and Preschool as the local Body of Christ, and to provide a biblical role model to the Trinity members and the community, it is imperative that all persons employed by Trinity Lutheran Preschool in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Trinity Lutheran Church and Preschool.

## STATEMENT ON THE SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

## CODE OF CHRISTIAN CONDUCT

- 1) Uphold the teachings of Holy Scripture and the Lutheran Confessions
- 2) Avoid cheating, cursing, or stealing.
- 3) Show respect to those in authority.
- 4) Wearing appropriate clothing; no short skirts, shorts or dresses; no low cut or revealing blouses.
- 5) Dress in conformance with one's biological sex.
- 6) Use restrooms conforming with ones' biological sex.
- 7) Abstain from all intimate sexual conduct outside the marital union of one man and one woman.

# General Policies

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## CLASSROOM ENVIRONMENT AND CURRICULUM

The classrooms at Trinity are set up to invite and foster exploration, selection, decision-making, creativity, experimentation and discovery. Our curriculum consists of a Bible-based early childhood series called One in Christ and the Core Knowledge Preschool Sequence. These curriculums have developmentally age-appropriate activities, materials and daily practices through which children grow in all the major areas of development. Through themes, units and the use of various centers, children participate in individual, small group, and whole group experiences. We are dedicated to providing a safe, nurturing, Christ-centered preschool for students.

## CHRISTIAN GOALS AND OBJECTIVES

Preschool at Trinity is designed to provide a strong Christian environment in which each child will be allowed to grow and mature at his or her own rate of development. We strive to provide age-appropriate and stimulating experiences in all the major areas of development.

### SPIRITUAL DEVELOPMENT

Preschool guides the child to:

1. Express faith in Jesus as Savior
2. Speak to God in prayer and song
3. Recognize the Bible as God's Word
4. Learn about sin, forgiveness, God's love, grace and mercy
5. Define heaven as God's special place for us

### INTELLECTUAL DEVELOPMENT

Preschool guides the child in:

1. Number concepts – ordering, similarities and differences, and 1:1 correspondence
2. Language development – communication skills, following directions and listening
3. Reading readiness
4. Exploration of God's world
5. Art and music

### SOCIAL AND EMOTIONAL DEVELOPMENT

Preschool guides the child to:

1. Share and take turns
2. Act and think for him/herself, develop self-discipline, self-control and a degree of independence
3. Recognize and cope with feelings (of self and others) in appropriate ways
4. Feel a real sense of security, belonging and full acceptance

### PHYSICAL DEVELOPMENT

Preschool guides the child to:

1. Develop large and small muscle coordination
2. Care for his/her own physical needs – eating, dressing, toileting
3. Recognize changes and growth of self and others
4. Recognize and accept uniqueness of self and others

## DAILY SCHEDULE

Will consist of:

- Jesus Time
- Free Choice
- Art Projects/Art Exploration
- Calendar/Theme/Readiness
- Singing/Stories
- Creative Movement
- Snack
- Large Muscle

## DAILY ACTIVITIES

During each preschool session each child will experience various learning centers and activities. Examples are: block center, library center, writing center, science activities, home living center, manipulative activity area, art and sensory area.

## NEWSLETTER

Preschool newsletters/calendars are sent home in your students' folder. Please read and reference them to be aware of special activities, events, snack schedule, units, songs, finger-plays, and any other special news we have to share with you.

## PARENT-TEACHER CONFERENCES

Fall and spring parent-teacher conferences are held. At these times an evaluation of the child is given to the parents. During conferences, parents will also be able to view their child's saved work. This work will go home with the child at the end of the school year. A copy of the written evaluations will be put in each student's records.

## NON-DISCRIMINATION

Preschool at Trinity admits students of any race, color, and national or 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, and national or ethnic origin in administration of its educational policies, admissions policies, or other school administered programs.

## ADMISSIONS

Preschool at Trinity is a Christian Ministry of Trinity Lutheran Church and is a Christ-centered educational opportunity for children ages 3 through 5. To apply for admission your child should be at least three-years-old by September 1st of the year of enrollment. All children must be toilet trained (no "Pull-Ups™"). Our school is open to families who are like-minded spiritually, who are supportive of our philosophy, objectives and standards of education and whose children meet our enrollment standards. Apply by reading and signing the Acknowledgement of Receipt page which is the last page of the student handbook, filling out the Application Form, signing the Tuition Schedule and Payment Policy, and paying the \$100 tuition deposit to the school. You will receive notification concerning their admission approximately 2 weeks after all application material have been submitted. The \$100 will be refunded if your child is not accepted for admission.

## REGISTRATION

After receiving notification you must complete and return the remaining forms on the preschool registration checklist.



## CLASSES OFFERED AND FEES

Preschool at Trinity offers six preschool options with an AM and PM program and is primarily funded by tuition, gifts, and congregational support. The classes offered and tuition schedule for 2018-2019 is as follows:

1. Days: AM Tuesday/Thursday  
Tuition: \$973/year  
Time: 8:30 AM - 11:30 AM  
For: 3&4-year-olds—Students who are 3 years old or older on September 1, 2018
2. **Days: PM Tuesday/Thursday**  
**Tuition: \$919/year**  
**Time: 12:30 PM - 3:30 PM**  
**For: 3&4-year-olds—Students who are 3 years old or older on September 1, 2018**
3. Days: AM Monday/Wednesday/Friday  
Tuition: \$1,270/year  
Time: 8:30 AM - 11:30 AM  
For: 4&5-year-olds—Students who are 4 years old or older on September 1, 2018
4. **Days: PM Monday/Wednesday/Friday**  
**Tuition: \$1,189/year**  
**Time: 12:30 PM - 3:30 PM**  
**For: 4&5-year-olds—Students who are 4 years old or older on September 1, 2018**
5. Days: AM Monday/Tuesday/Wednesday/Thursday/Friday  
Tuition: \$2,080/year  
Time: 8:30 AM - 11:30 AM  
For: 4&5-year-olds—Students who are 4 years old or older on September 1, 2018
6. **Days: PM Monday/Tuesday/Wednesday/Thursday/Friday**  
**Tuition: \$2,080/year**  
**Time: 12:30 PM - 3:30 PM**  
**For: 4&5-year-olds—Students who are 4 years old or older on September 1, 2018**

The \$100 tuition deposit counts toward the tuition payments for the year and is NOT an extra fee. The remaining tuition may be paid in full the first day of class or paid monthly from September - May (9 months). Please see the Tuition Schedule and Payment Policy in the registration packet for specific payment information.

If a child withdraws from the program, a notice should be given to the director, to allow the director to notify others of an opening in our program. Full tuition is still due when a child is absent for the usual childhood illnesses and during family vacation time. If other situations arise, they will be dealt with on an individual basis.

## DONATIONS/CLASSROOM SUPPORT

The preschool accepts and appreciates any kind of gift such as memorials, cash donations, age-appropriate toys or educational activities or games, and requested items for projects as mentioned in newsletters.

## LICENSING STATUS

Preschool at Trinity is a non-profit Lutheran organization licensed by the state of Minnesota, through the Department of Human Services, and therefore complies with the preschool regulations presented in chapter 9503-Licensing Requirements for Child Care Centers in the State of Minnesota, parts 9503.0005 through 9503.0175. Parents may contact the Minnesota Department of Human Services at telephone number (651)431-6500.

## LICENSING PER CLASS

Preschool at Trinity is licensed for 20 children per class. The adult ratio in each class is 1 to 10. If the number of preschool children exceeds 10, an aide or assistant teacher will assist in the classroom.

## SCHOOL CALENDAR, CLOSURES AND WEATHER RELATED ANNOUNCEMENTS

Preschool classes will not meet on days as listed on the 2018-2019 preschool calendar, nor when the Fergus Falls Public Schools closes. AM preschool classes will not meet when there is a 2 hour delay for the Fergus Falls Public Schools; however, on those days, PM preschool classes would still operate as usual. PM preschool classes will not meet when there is an early release for the Fergus Falls Public Schools (unless it has already begun). If you would like to receive a Fergus Falls Public School weather related announcement you can enroll in the school's text & email alert system by visiting [www.isd544.org](http://www.isd544.org) and following the directions provided.

## SCHOOL INSURANCE LIABILITY

Preschool at Trinity currently has insurance coverage through Lutheran Trust.

## GOVERNING BODY

Preschool at Trinity is under the supervision of the Director/Principal of Trinity Lutheran School. The Director/Principal is accountable to the School Board of Trinity Lutheran School. The School Board reports to the Church council and the entire voter's assembly of Trinity Lutheran Church.

## CHANGES IN POLICIES AND PROCEDURES

Licensure by the Minnesota Department of Human Services requires that current policies and fees are subject to change. These changes will be communicated to the parents and to all affected by the change.

## REVIEW AND EVALUATION

The preschool director and teacher(s) will review the program plan and policies each year. We are committed to providing parents and children with a high quality program. Parents may request to view the program plan.

## FEDERAL TAX ID NUMBER

Trinity Lutheran School's Federal Tax Identification Number is WC 41-0711486. This number may be required on your income tax return. Preschool expenses may be deductible as child care expenses.

## ARRIVAL OF CHILDREN

It is the responsibility of the parents to make sure that children arrive no earlier than ten minutes prior to the start of their school session. As you arrive with your child each day, please accompany your child into the building, assist your child out of any outer clothing and make sure that all mittens, boots, etc. are stored in his/her locker. Please allow your child to do as much as possible independently. Students arriving by bus will be escorted from the bus into the building by a staff member.

## RELEASE OF CHILDREN

The parent or person picking up the child must come into the preschool to get the child. We will not bring the child to the car. Children departing by bus will be escorted from the building to the bus by a staff member. Children should stay with their parent and teacher as they leave the school so they are safe while leaving the sidewalk and going into the parking lot to get in a vehicle or bus. Children should be picked up promptly at the end of the session. Children will be released only to their parents or to people who are listed on the emergency procedures permission form. If someone new comes to pick up the child and his/her name is on the emergency procedures permission form but he/she has not met the staff, the staff is instructed to ask for identification.

- If someone whose name is not on the emergency procedures permission form comes to pick up the child and we have not been notified in writing that he/she has permission, the child will not be released. Preschool at Trinity will request identification and contact the parent by phone.  
\*\*\*No child will be released without the parent's consent.
- If a staff person believes the person picking up the child poses a dangerous situation to the child, the staff will not release the child. Examples: drunkenness, someone suspected of abuse, etc.
- If no one arrives to pick up a child at the end of the preschool session, the Teacher/Director will make every effort to contact first the parents and then the names listed on the emergency procedures permission form. If no one can be contacted, the child will stay at Trinity Lutheran Church and School with the preschool teacher or with Trinity Lutheran Church office staff until the child is picked up.

## SUPERVISION

Children will be supervised by the teacher/qualified adult at all times. Emergency accident and fire procedures are part of employee orientation.

## SUBSTITUTE TEACHERS

Whenever the teacher must miss a day of school, a qualified substitute teacher will teach the preschool class for the day.

## IMMUNIZATIONS AND PHYSICAL EXAMINATIONS

Preschool at Trinity must comply with the Minnesota State Immunization Law regarding immunization and regular physical examinations. The Health Care Summary Form must be signed by the health care source and be on file at the preschool.

Written verification on immunization including the day, month, and year for D.P.T., polio, measles, rubella, hemophilus influenza B (Hib) and mumps must be presented to the director prior to the first day of preschool.

## BIRTHDAYS

All children will have the opportunity to celebrate their birthdays at school. If a child's birthday falls during the summer months, we will celebrate the child's half birthday (six months after their birth date).

## PRIVATE PROPERTY

Please discourage your child from bringing toys or other special "treasures" from home. These items are often difficult for the child to share during free play and the item may become broken or lost. The preschool does not assume responsibility for toys or "treasures" brought from home.

If you have an item that you think may fit into a theme, we would appreciate your sharing it with us. Please bring the item to the child's teacher. It will be kept in a secure place and returned promptly.

## FIELD TRIPS

One week prior to a scheduled field trip, the teacher will send home a note. This note will include the date, time, and purpose of the field trip. Drop-off and pick-up for the day may be at the site of the field trip or the class may walk to the field trip destination. Parents will be asked to sign a field trip permission form.

On field trips, staff must take:

1. emergency phone numbers for each child's parent and the persons to be called if a parent cannot be reached
2. the phone number of the child's physician
3. a first aid kit.

## PETS

Children may not bring pets to school unless it is a designated pet day or permission has been sought and a note has been sent home to all the children prior to the animal's visit. This helps us deal with fears and allergies.

## VISITORS

During the year we encourage parents to visit at any time! Children enjoy sharing their preschool with their parents.

## VOLUNTEER HELPERS

Volunteer helpers are moms, dads, grandparents, or even interested friends who love young children and would like to help us at preschool. All Volunteers must read and sign the Staff/Volunteer Handbook.

## ABSENCES

Please let the teacher know if your child will be absent for the day or for several days.

## SUPPLIES

Supplies used by the children will be purchased by parents and the preschool. A list of supplies parents are asked to purchase is included in the preschool registration packet.

## RESEARCH AND PUBLIC RELATIONS PERMISSION

Written permission will be obtained from a parent before a child is involved in an educational procedure, research, or public relations activity involving the child while he/she is at school.

# Behavior Guidance Policies

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## DISCIPLINE

The goal of Preschool at Trinity is to help the children become responsible and cooperative participants and to maintain the safety of children and staff through positive, non-threatening techniques. All guidance and discipline will be administered in a gentle, loving, Christian manner and tailored to the developmental level of preschool children. At Preschool at Trinity we use the following techniques:

### MODELING

Teachers, staff and all volunteers are expected at all times to model appropriate behavior and communication.

### ENVIRONMENT

The preschool room is well equipped to meet the developmental level of preschool children. The classroom offers choices of age-appropriate activities, independence, a safe environment, adult supervision and a Christ-centered atmosphere. The daily schedule provides a consistent routine and a sense of security for the children.

### POSITIVE REDIRECTION

Positive redirection is the basic procedure used at the preschool. This is accomplished by redirecting unacceptable behavior to an acceptable alternative. Verbal praise and actions are used once the redirection has occurred to motivate continual appropriate behavior and success.

### LIMIT SETTING

Teachers set limits to help give children appropriate direction, to help them learn and understand the difference between appropriate and inappropriate behavior and to help them develop self-control.

### MANAGING BEHAVIOR:

Unacceptable behavior will be handled in the following way:

1. The child will be told what would be acceptable behavior.
2. The child will be given the opportunity to change inappropriate behavior.

3. The child will be helped to understand why his/her behavior is not acceptable.

Only after the above has occurred will a time out (separation) be used.

- Time out is not a punishment, but a time of renewal for the child. When a child is ready, he/she may join the group once again.
- The time out area will always be within the preschool classroom. The child will be within sight and hearing of a staff person.
- If it is necessary to separate a child from the group, it will be documented in a logbook which remains at school.

Logbook entries must include the following information:

1. Child's name
2. Staff person's name
3. Time
4. Date
5. Information indicating what less intrusive methods were used to guide the child's behavior
6. How the child's behavior continued to threaten the well-being of the child or other children in care
7. See "Persistent Unacceptable Behavior" below for further instructions.

#### PERSISTENT UNACCEPTABLE BEHAVIOR

If a child is separated from the group three or more times in one day, the parent will be notified and the record of the parent notification will be indicated in the daily logbook.

If the child is separated five times or more in one week or eight times or more in a two week period, a special meeting will be called with the parents and the director/teacher to determine how the behavior will be handled.

**The following procedures will be followed by all staff members:**

1. The staff will be firm, but calm, positive, and respectful of the child. They will explain to the child why the child's current behavior is not acceptable, and not the child himself/herself.
2. The staff may find it necessary to hold a child who is about to cause harm to himself or to others, but the staff will not employ any physical punishment. (Physical or corporal punishment, which will not be used, includes but is not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking. Mechanical restraints (ex. tying) will not be used.)
3. Children will not be shamed, humiliated or labeled. (A child will not be subjected to emotional stress including but not limited to: name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.) They will not be punished for lapses in toilet habits.
4. The staff will not withhold food, light, warmth, clothing or medical care as a punishment for unacceptable behavior.

## DISMISSAL

If a child is not ready for the preschool group experience or if a child's needs are not best met in our preschool environment, Preschool at Trinity may ask for removal of the child in a confidential conference. We do not believe the child should remain in school unless he/she derives some benefit from the program and experience. The preschool director, teacher, and School Board will have the final say in such a case.

## DAMAGES

Through regular play and use some items in the preschool will become damaged. However, if intentional destructive behavior results in damages, the child's parents will pay for the damages.

# Emergency and Accident Policies and Records

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## FIRST AID/CPR

The preschool teacher, teacher's assistant, classroom aide, and church secretary are trained in First Aid and CPR. The first aid kit will be maintained by the director. The kit will always be stored in the same place for easy access by all school staff members. A complete kit will be taken along on all field trips.

- First aid will be administered to any child who receives a minor injury.
- In case of a serious injury, an immediate attempt will be made to contact a parent.
- If a parent is not available the procedure outlined by the parent on the Emergency Procedures form will be followed.
- If necessary, 911 will be called.
- If a child should swallow or eat anything that is poisonous while at preschool, the Poison Control Center will be notified immediately. The preschool will then follow all the directions given by the Poison Control Center.

The parents will be expected to assume responsibility for any resultant expense. The school will maintain a parent's signed consent form agreeing to this provision. It is in your child's best interest that you keep the preschool up-to-date with telephone numbers and other pertinent information.

A first aid kit containing sterile bandages, Band-Aids, sterile compresses, scissors, an ice bag or cold pack, an oral or surface thermometer, adhesive tape, and a current first aid manual will be kept in the preschool.

## EMERGENCY CARE FORM

An emergency care form needs to be completed and kept on file for each child enrolled in preschool. Parents will be asked to list their choice of medical and dental care for their child.

## SOURCE OF EMERGENCY MEDICAL CARE

In the event of a medical emergency, 911 and the child's parents will be called.

## POTENTIAL HAZARDS

The teacher will conduct a daily inspection for potential hazards in the areas in which the children will be using during the day. These areas include the hallway, classroom, gymnasium and playground.

## AVOIDING ACCIDENTS

The classroom environment is set up in a way that seeks to prevent injuries. Age-appropriate materials and supplies are used daily, and the room arrangement and rules are provided to prevent possible accidents, injuries, and choking. All outlets are covered with safety plugs, and electrical cords are safely out of direct contact with the children. All cooking experiences will be done with care and supervision. All poisons are kept out of the preschool areas at Trinity Lutheran School. All items that could cause suffocation have been removed from the preschool areas. The arrival and dismissal procedures have been designed to ensure safety from potential pedestrian and traffic accidents.

Children will not be lifted unless absolutely necessary.

Children will not be lifted with only one arm and adults will refrain from holding the hands of children when walking due to risk of elbow dislocation.

## FIRE

Preschool at Trinity is required by law to have a monthly fire drill. The drills will be a combination of scheduled and surprise drills. The drills will be logged in a fire logbook with the date noted. On nice days we will go outside, but during winter months we will go to the proper door and talk about what we would do next.

Fire extinguisher instructions:

1. Pull the pin
2. Aim at the base of the fire
3. Squeeze the trigger lever
4. Sweep the base of the fire from side to side

If possible, close windows and doors behind you as you evacuate the building.

## EMERGENCY EVACUATION PROCEDURE

1. Exit the classroom using the main classroom door, and then exit to the north through the exterior door. Proceed to the far side of the garage and go to the top of the hill.
2. If the exit is not able to be used, exit the classroom and turn south, proceed forward and turn right at the first possible hallway, exiting behind the building toward the road ditch.
  - The teacher will check the classroom, do a head count prior to exiting, close the classroom door, follow the children out of the building and take attendance once they are safely lined up outside.
  - If the children are in the gymnasium they will exit with the teacher through the doors that lead directly outside.
  - The teacher and children will remain in their safe location until an ALL CLEAR signal has been given. The children will be familiar with this procedure, as



announced and unannounced drills will be conducted monthly. All staff members are trained in how to carry out the fire exiting procedures.

- The fire department can be reached by telephone at 911.

#### TORNADO/SEVERE WEATHER WARNING

In the event of a weather related emergency such as a tornado or severe storm warning, the staff will follow the evacuation procedures as follows: In the case of a tornado warning, the teacher will gather the students and proceed to the church basement. Attendance will be taken. All the existing classroom doors will be closed to ensure safety from broken windows.

Tornado drills will be held in the months from April through September when preschool is in session. All tornado/severe weather drills will be logged and dated in the logbook. A radio and flashlight are also available.

#### SCHOOL CLOSING

Preschool at Trinity will automatically close if the Fergus Falls Public Schools close due to the weather. This announcement will be broadcast over the following radio stations: KBRF 1250 AM, 103.3 FM, KJJK 1020 AM and 96.5 FM. Morning preschool classes will also be cancelled if the Fergus Falls Public Schools have a late start due to bad weather. In the event that Preschool at Trinity is scheduled to be in session on a day when the Fergus Falls Public Schools are not in session and the weather is bad, a decision about whether or not to close will be made by the preschool teacher/director and the school board chairperson, and families will be notified if preschool is closed.

#### MISSING CHILD

In the case where a preschool child is missing, the Director/Principal will first make a search in the school, church, and then outside. If the child is not found, 911 will be called. Parents and guardians will then be contacted immediately.

#### RELEASE OF CHILDREN (*See "Release of Children" in General Policies*)

#### ACCIDENT LOG

A log of accidents, injuries and incidents will be kept in the preschool. This log will include a date, time, and a description of the accident. This log will be reviewed yearly by the Director.

The written record of accidents, injuries, and incidents must include the following information:

1. Name and age of person(s) involved
2. Date of the accident, injury, or incident
3. Place of the accident, injury, or incident
4. Type of injury
5. Action taken by staff person(s)
6. To whom the accident, injury, or incident was reported

One copy of any log form shall be placed in the logbook, and one copy of the log form shall be placed in the file of the applicable student(s).

## PLAYGROUND SAFETY

1. Teacher or helper will hold doors open for children when entering/exiting the building.
2. Children may not play on the playground without adult supervision.
3. Hood and strings of clothing should be tucked inside of garment.
4. Play and climb inside the slides rather than on the outside of the slides.
5. Children are not allowed to hide inside slides or tunnels.
6. Walk around the fence (do not climb over).
7. Do not dig holes in the pea rock that go down to the fabric, and fill in holes before leaving the playground.
8. Pea rock should remain on the ground in the playground area (do not throw or put it on the slides).
9. The “orange” grated area is for dumping rock out of shoes.
10. Be kind to others.
11. Take good care of the playground equipment.

## GYM SAFETY

1. Gym doors remain open before and during gym use.
2. Only the teacher will retrieve play supplies from the gym storage room.
3. Gym storage room doors will remain closed except when retrieving or putting away toys.
4. Cabinet doors under kitchen serving area are to remain closed.
5. Chairs stored against walls are not for climbing.
6. Teacher/adult will visually inspect gym toys before allowing children to use them.
7. Be kind to others.
8. Take good care of all gym equipment.

## BATHROOM SAFETY

1. Bathrooms are cleaned regularly.
2. Step stools are to remain directly in front of sinks.
3. Students should tell an adult before using the bathroom.
4. Bathroom door is only to be closed by the person entering/exiting the bathroom.
5. Students will be instructed not to lock the bathroom door.
6. Lock picking device is to remain attached to bathroom door.
7. Students will be taught proper hand washing procedure.
8. Floor will be checked by teacher after hand washing times to make sure it is dry.

## CLASSROOM SAFETY

1. Students are not allowed in the teacher’s desk area.
2. Students are not allowed to open classroom doors.
3. A cordless telephone is available for use.
4. Classroom doors can be locked if necessary for safety.

## GENERAL BUILDING SAFETY

1. The door from the church into the educational wing is to remain locked while preschool is in session.

# Health Policies

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A health consultant will annually review health related policies including:

1. First Aid and safety policies and procedures
2. Sanitation procedures and practices for food not prepared by or provided by the preschool.

## SICKNESS

A sick child will not benefit by being at preschool; in fact it can be a very frightening experience, and may also spread illness to others. For this reason we ask parents not to send their child when he/she is ill. If symptoms of an illness are observed, or should the child become ill during the day, the child will be separated from the other children, but within sight of an adult.

A cot, blankets, and pillow are available in the preschool if the child becomes sick during preschool.

The parent will be notified, and in the case where a parent cannot be reached, we will notify the person designated on the emergency procedures permission form. If we are unable to reach anyone to pick up the child, we will continue to assess the child's condition. If we feel the child's condition warrants medical attention, we will contact the child's source of health care or, if necessary, call 911. For the safety and well-being of all the children, the child who has any of the following symptoms must remain at home and be **symptom free for 24 hours**.

- **FEVER:** 100° or higher
- **RESPIRATORY SYMPTOMS:** Difficult or rapid breathing or severe coughing: child makes high pitched croupy or whooping sound after he coughs, and child is unable to lie comfortably due to continuous cough.
- **DIARRHEA**
- **VOMITING**
- **EYE/NOSE DRAINAGE:** Thick mucus or pus draining from the eye or nose, red or pink eye, with or without drainage.
- **SORE THROAT:** Sore throat, especially when fever or swollen glands in the neck are present.
- **SKIN PROBLEMS:** Rash: skin rashes, undiagnosed or contagious. Infected sores; sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.
- **CHICKEN POX:** Child cannot return until he/she is no longer infectious or until the lesions are crusted over.
- **ITCHING:** Persistent itching (or scratching) of body or scalp. This includes: lice, ringworm and scabies.
- **APPEARANCE/BEHAVIOR:** Child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, or difficult to awaken.

## NOTIFICATION OF INFECTIOUS OR COMMUNICABLE DISEASES

The Director will notify all parents of any communicable diseases that occur among the children, along with specific guidelines for the safe return of the child to school. Likewise, parents are asked to notify the teacher or director within 24 hours of any communicable disease incurred by their child. Parents are encouraged to call the preschool before 8:30 am if their child will not be in school that day. The Director will notify the health authorities of any suspected case of reportable diseases within 24 hours of a parent's report.

## MEDICATION ADMINISTRATION

No non-emergency medication will be given during preschool. Children with asthma, food, or insect allergies must have written permission on file for the teacher to administer any oral, topical, or inhaled medication. Food and insect allergies will be posted at the teacher's desk and in the student file. Any emergency medication (ex.: medication for allergic reaction, epi-pen) will be kept in the classroom in a readily accessible area out of the reach of children.

If medication is given, the following must be recorded on a log page and placed in the child's record:

1. Name of child
2. Name of medication or prescription number
3. Date
4. Time
5. Dosage
6. Name and signature of the person who dispensed the medicine.

Blank log pages can be found in the logbook.

## FIRST AID/CPR

(See "FIRST AID/CPR" in Emergency and Accident Policies and Records)

### EMERGENCY CARE FORM

(See "EMERGENCY CARE FORM" in Emergency and Accident Policies and Records)

### SOURCE OF EMERGENCY MEDICAL CARE

(See "SOURCE OF EMERGENCY CARE" in Emergency and Accident Policies and Records)

## POTENTIAL HAZARDS

(See "*POTENTIAL HAZARDS*" in *Emergency and Accident Policies and Records*)

## AVOIDING ACCIDENTS

(See "*AVOIDING ACCIDENTS*" in *Emergency and Accident Policies and Records*)

## SUN EXPOSURE

*Student exposure to sunlight is generally less than 15 minutes per day. If students will be outdoors for a lengthier amount of time, parents will be notified in advance and asked to put sunscreen on their child before school. A bottle of hypoallergenic sunscreen will be kept at school or taken on a field trip in the case that reapplication is deemed necessary.*

## HAND WASHING

A child's hands must be washed with soap and water after use of a toilet and before eating a meal or snack. Staff must monitor hand washing.

A staff person must wash his or her hands with soap and water after using toilet facilities and before handling food or eating.

## SNACKS

Parents will take turns during the school year providing snacks for their child's class. The number of times a parent will provide snack and drink (100% juice or 2% milk) will be determined by the session's enrollment. A calendar will be sent home. PLEASE notify the teacher in writing if your child has a food allergy. Disposable utensils and cups are used in the classroom. All snacks must be prepackaged, "store bought," and nutritious. The snack and drink together must include two food groups. Food groups include dairy, fruits/vegetables, meat/protein, and grains.

Tables used for meals or snacks must be washed with soap and water or sanitizing wipes before and after each use. Snacks are to be placed on a paper towel or paper plate to minimize contact with the table surface.

**Food allergy information will be posted near the teacher desk.**

# Maltreatment of Minors Mandated Reporting Policy FOR DHS LICENSED PROGRAMS

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## WHO SHOULD REPORT CHILD ABUSE AND NEGLECT

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your 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)431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (218)998-8150 or local law enforcement at (218)736-5438.
- 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)431-6500.

## WHAT TO REPORT

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

## 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 Personal 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 within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; 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 COMPLETE

The internal review will be completed by the director. If this individual is involved in the alleged or suspected maltreatment, the school board chairman will be responsible for completing the internal review.

## DOCUMENTATION OF THE INTERNAL REVIEW

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

## CORRECTIVE ACTION PLAN

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

## STAFF TRAINING

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

**The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.**

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**Reporting Abuse; Neglect.** Staff must comply with reporting requirements for abuse and neglect specified in Minnesota Statutes, section 636.556.

**Other reporting.** The commissioner must be informed within:

- 24 hours of the death of a child in care in the center
- 24 hours of any injury to a child in care in the center that required treatment by a physician
- 48 hours of the occurrence of a fire during the hours of operation that requires the service of a fire department
- 24 hours of the use of any emergency medical service by a child while in care

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## Drug and Alcohol Policy

No employees, subcontractors, or volunteers of Preschool at Trinity/Trinity Lutheran School shall abuse prescription medication or be in any manner under the influence of a chemical that impairs the individual's ability to provide services or care. Preschool at Trinity/Trinity Lutheran School shall provide training to employees, subcontractors, and volunteers regarding the drug/alcohol policy.

# Staff Orientation

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Employees will be given a copy of the Staff/Volunteer Handbook and will be kept informed of any updates to policies. As mandated by the state of Minnesota, employees will receive training yearly in sudden unexpected infant death/abusive head trauma and will attend other in-service training as required by the state.

# Grievance Procedure for Parents

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## GRIEVANCE PROCEDURE AND GUIDELINES

When parents have questions, problems or complaints, they should first contact the teacher or person involved, as written in Matthew 18:15. If the problem is not resolved, they should then contact the principal/director. If this is not effective, they should express their grievance in writing to the school board, at which time a meeting will be set up between the parties involved and the school board.



## ACKNOWLEDGMENT OF RECEIPT OF STUDENT HANDBOOK

**Parents: Please read the following statements carefully and sign below to indicate your agreement.**

I hereby affirm that I have read the Student Handbook. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate dishonor to the Holy Trinity and the Word of God.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any of all services at any time. I understand that this Handbook does not contractually bind Preschool at Trinity and is subject to change without notice by decision of Preschool at Trinity's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Signature of Mother: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Father: \_\_\_\_\_ Date: \_\_\_\_\_

**This page is intended to be removed from the Handbook and returned to the school.**

