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\*This handbook is revised and reviewed annually. Page 1

# The Mission of Jesus' Lambs at Peace

Jesus' Lambs at Peace wishes to provide the continued warmth and security your child receives at home as well as a creative hands-on learning experience of God's wonderful world.

## Philosophy

- \*God has given parents the primary responsibility to nurture their children.
- \*The church can help parents teach their children to know and believe in Jesus Christ as their personal Savior through a Christian preschool.
- \*A church based preschool can provide an atmosphere of love and trust, helping children to grow spiritually, emotionally, intellectually, physically and socially.

## The Goals of Jesus' Lambs at Peace

### Children's Spiritual Growth

- \* to learn that Jesus is their Savior from sin
- \* to learn that Jesus is also their best friend
- \* to learn of God's love through Bible stories, prayers and songs
- \* to respond to God's love in everyday life

### Children's Physical Growth

- \*to appreciate likenesses and differences in God's children
- \*to observe simple health and safety procedures
- \*to develop small and large motor control and coordination

### Children's Intellectual Growth

- \*to learn that their abilities are gifts from God
- \*to practice and enjoy their disposition to learn
- \*to make and express choices, plans and decisions
- \*to experience using different materials in many ways
- \*to develop their language skills

### Children's Social-Emotional Growth

- \*to grow in their ability to interact with peers, adults and their environment
- \*to experience success in working and playing individually and cooperatively
- \*to grow in Christian love, respect and empathy

## Parents and Teachers Working Together

Dear Parents,

Welcome to Jesus' Lambs at Peace Preschool! We are eager to work with you, to help build your child's positive self-image by showing him how much God loves him. We will help him to explore his natural sense of wonder; learn problem-solving skills; develop self-control and consideration for others; increase coordination, balance and recognize that learning is fun!

Our environment is designed to encourage exploration and development. There will be times for sharing and conversation; stories, songs and finger plays; creative art projects and crafts; the exploration of music, games and movement activities; science and nature activities; and the exposure to shapes, colors, numbers and letters. The preschool years are an exciting opportunity to work together to support your child in his learning. If at any time you would like to visit or have any questions or concerns, please call me.

School #385-7752  
Home #386-7267  
Cell: 1-507-594-8929

In Christ,  
Mrs. Joslyn Moldstad  
Director / Teacher

## Visiting Our Preschool

To encourage the parent's role in this process, we invite them to attend chapel, to observe classes, and accompany our school on field trips. Private meetings with parents will be scheduled twice a year to discuss the development of each child and their progress toward Kindergarten.

Preschool Programs during the year will also give parents a chance to visit our classroom, listen to songs and recitations children have learned, as well as to meet other preschool parents, teachers and the pastor.

## Admissions Policy

*Jesus' Lambs at Peace* provides spiritual growth and quality education to children who attend. All children are welcome without preference to race, religion, national or ethnic origin, gender or ability.

Jesus' Lambs is intended to provide a service for families who desire early learning experiences for their children.

*Jesus' Lambs* is licensed through the State of Minnesota to serve children ages 33 months to 6 years, for 30 children at one time, with a ratio of 1 teacher for every 10 children.

**Children must be toilet trained.**

## Enrollment Information

A non-refundable registration fee of \$40 is required with a completed enrollment to register your child. Checks are payable to *Jesus' Lambs at Peace Preschool*.

## Preschool Hours / Fees

**Two-Day Preschool** – (Tuesday and Thursday) (8:30-11:00)

First child - \$105 monthly / \$945 annually (prepay: \$898)

2 children from same family (\$100- 2<sup>nd</sup> child) or \$898 per year, 2<sup>nd</sup> child (Prepa: \$853)

**Three-Day Preschool** – (Monday, Wednesday and Friday)

(8:30-11:00) or (12:30-3:00) \$135 monthly / \$1215 annually (prepay: \$1,154)

2 children from same family - \$128 (2<sup>nd</sup> child )\$1,154 annual (prepay: \$1097)

**Five Day-Preschool** – (Mon, Tues, Wed, Thurs, Friday) (half days)

(8:30-11:00 Monday-Friday) (12:30p.m.-3:00p.m. and 8:30-11:00 T/Th a.m.)

or morning- 2-day program and afternoon 3 day program

1<sup>st</sup> child - \$240 monthly (\$2,160 yearly) prepay: \$2,052)

2<sup>nd</sup> child- \$228 monthly (\$2,052 yearly) (Prepay: \$1,949)

### When to Pay Fees

Fees are PAID IN ADVANCE, monthly or yearly.

Tuition payment for the month is due on the 25<sup>th</sup> day of the preceding month. A late fee of \$10 will be added to payments not made by the 30<sup>th</sup> of the preceding month, unless prior arrangements have been made.

Fees will be charged whether a student is present that day or not. If a child is moving or leaving preschool, parents will notify the preschool a month in advance. If a child's enrollment ends before the required month, the full fee will be charged.

## Flexible Hours and Fees

To provide help to parents who need to be at work by 8:00 a.m. *Jesus' Lambs at Peace* will open its doors by 7:45 a.m. For those unable to pickup their child by 11:00 a.m. we will extend preschool activities until noon. Children who stay may bring a bag lunch and milk will be provided.

To provide help to parents who are unable to pick up their child at the close of the afternoon session, we will extend preschool activities to 4:00 p.m.

*Jesus' Lambs* will charge \$3.00 per hour for students who wish to use our flexible hours. **A LATE FEE of \$5.00 will be charged** in intervals of ten minutes, to students who are not picked up by 4:00 p.m.

**Entering/ Exiting the building:** A parent or authorized person must accompany the child into the building and exiting. If you wish your child to arrive earlier than five minutes before start time, you will be charged for only those minutes you come early. Please sign your child in on arrival and out on dismissal.

## Daily Schedule – group of 20 or less

8:30 – 8:45 Table Top Time – skills – writing – manipulative games, puzzles  
8:45 – 9:00 First Circle; Alphabet, Shapes, and theme of the week or day  
9:15 – 9:20 Large Circle: Prayer, Bible Story, songs, music, jobs  
9:20---9:35 Group Games, Movement/ Bathroom  
9:35---10:00 Discovery, Math, Science, cooking. Learning games  
10:00---10:25 Dramatic play and Free Play  
10:25-10:40 Snack, Story, Show and tell, Finger plays  
10:40—11:00 Outside play and Closing

## Daily Schedule - - group of 30 or less

8:30-8:45 Table Top Time and Jobs/ Skills/Writing/ Manipulative (split group)  
8:45-9:05 First Circle: Alphabet, shapes, theme of day/week (split group)  
One Group – Math in Fireside room  
9:05-9:30 Large Circle: Prayer, Bible Story, songs, music (together in Sanctuary)  
9:30-9:45 Group Games: Movement/ Bathroom (together in Narthex or Outside) (groups rotate between bathroom and games)  
9:45-10:05 Discovery, Math/Science, cooking, learning games (split session)  
10:05-10:25 Math, Science, Jobs (Fireside-1 group) Craft and discovery (Main -2groups)  
10:25-10:45 Dramatic Play, Free Play, Craft (split session between 2 rooms)  
10:45-11:00 Snack Time in 2 separate rooms or Outside Together.

**Naps: We do not take naps at Jesus’ Lambs at Peace, but if a child needs to stay longer than 4 hours, we will offer a nap. A teacher will be present with the napping child. Transitioning: When moving to another classroom, teachers & children meet in hallway and exchange children.**

## Snacks

Snacks will be served to children in the morning and afternoon sessions. It is considered part of the learning experience to share, say ‘please’ and ‘thank-you’, and to open with prayer, and enjoy this quiet activity as a preschool family, together. We ask parents to bring a snack for the entire group once a month. Suggestions for snacks are:

- \*Fresh fruit, low-sugar cereals, puffed popcorn, yogurt
- \*Fresh vegetables, crackers, cookies, cottage cheese
- \*Raisins, muffins, milk, peanut butter, cheese, trail mix, whole grain bread
- \*Dried fruits, granola mix or bars, 100% fruit juice.

Please bring snacks that have been purchased and unopened. Choose from 2 food groups Teachers will cool any hot foods. Any coffee for teachers, parents will be kept in a carafe to prevent burns. **Allergies are posted on Cup Cupboard. If there is a severe allergy to any foods, both teachers check labels. We will send a letter notifying all parents. If parents don’t bring 2 food groups, we will offer the missing food group.**

## Snow Days

Please call District #77 at 386-4777 for information concerning snow days. If District 77 announces a 2 hour late start, Jesus’ Lambs at Peace Preschool will begin at 9:30 a.m. and finish at 11:45 a.m. Afternoon will begin at its normal time. If District #77 is cancelled for the day, so will we. If the district calls early dismissal, so will we.

## First Aid and CPR Training

At least one staff person trained in CPR and First Aid will be on duty at all times.

## Drug and Alcohol Policy

\* At no time will any Jesus' Lambs at Peace employee, subcontractor or volunteer, when directly responsible for persons served by the program, 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. Jesus' Lambs at Peace will train employees, subcontractors and volunteers about the program's drug and alcohol policy

## Illness

If your child has a cold or symptoms of illness, it would be best to keep the child home. Please contact the preschool if your child will not be coming to school due to illness. Should a teacher feel that a child is unable to function properly at the preschool due to illness, parents will be notified immediately and requested to make arrangements for transportation home.

In the event that your child has a contagious disease, your child may not come to preschool. Please inform us of the disease so notice of possible exposure can be given to families enrolled. A child with a communicable disease will be readmitted to the preschool only after allowing the longest incubation of the disease or with a signed statement from your physician. Children will be charged for sick days.

## Medication

No medication of any type will be given to a child without written consent from a parent. An Administration of Medicine form is available at the preschool. If a parent brings the medicine to school we will place it a locked container in the kitchen in its original container and we will mark it legibly with child's name. **Parents, please inform your child's teacher should your child be under medication**, since this might affect him/her at preschool. Simple injuries will be treated with soap and water cleansing.

A state-required Health Care Summary and Immunization Record will be kept on file at the preschool. This record must be on file the first day of the child's attendance. The health care summary must be submitted within 30 days of admission to class.

## Withdrawal / Dismissal of a Child

Biting, hitting or physically hurting another child may result in the dismissal of a child from preschool. This may involve a permanent removal or a suspension for a two-week period.

## Field Trips / Neighborhood Walks

Field trips and neighborhood walks are a part of the curriculum at *Jesus' Lambs at Peace*. Advance notice of field trips will be given. Parents will sign an approval form. A staff member will take along a first aid kit and all emergency phone numbers. Children walk between teachers on neighborhood walks. Families will transport their own children or let children ride with parent or teacher with CPR and the Seatbelt Safety Class. Parents will bring up to date car seats and boosters for their child.

## Children's Clothing

Children must be dressed appropriately for weather conditions. **Please label all extra clothing and put it into a Ziploc bag.** If you feel your child has no accidents or need to change, we will have extra clothing here just in case. Clothes should be comfortable and easy for the child to manage. Tennis shoes are the best as our playground is a sand surface. **Parents will bring sunscreen for their child and apply at home.**

## **BEHAVIOR GUIDANCE PROCEDURES**

### **Subpart I – General Requirements**

*Jesus Lambs* will ensure that :

- A. Each child is provided with a positive model of acceptable behavior.
- B. Behavior guidance will be tailored to the developmental level of preschoolers.
- C. Children and groups will be redirected away from problems toward constructive activity in order to reduce conflict.
- D. Children will be taught how to use acceptable alternatives to problem behavior in order to reduce conflict.
- E. The safety of children and staff will be protected at all times.
- F. We will provide immediate and directly related consequences for a child's unacceptable behavior.

*\* This training and discipline will be blended with God's love and concern. Guidelines reassure children that they are loved and there is concern for their welfare.*

*\* Two behavior goals will be communicated to the children. These are:*

*\*The love of Jesus motivates children to live as the Lord expects*

*\*Children show love through words and actions.*

### **Subpart 2 Behavior Consequences**

1. Our staff is committed to modeling Christian attitudes. The goal of discipline is to teach. Your child will be dealt with constructively at all times. A child will never be disciplined in a way that is frightening or demeaning. The teachers use love, encouragement and praise. Should behavior problems occur, positive guidance will be offered and behavior will be redirected.

- A. We will observe and record the behavior of the child and the staff person's response.
- B. Continual behavior problems shown by using timeouts, will be brought to the attention of the parent. Increased staff guidance and time will be implemented if a child's behavior is persistently unacceptable. A plan will be developed to address the behavior and a consultation will be held with the child's parents/guardians or staff persons and professionals when appropriate.
- C. No child will be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior that have been ineffective and the child's behavior threatens the well being of the child or other children in the preschool.

### **Subpart 3 - Prohibited Staff Action**

- A. Corporal punishment and/or humiliating techniques to control behavior are not allowed by any staff person. Corporal punishment includes rough handling, shoving, shaking, slapping, pinching and spanking.
- B. Humiliating and emotional abuse is not allowed by staff. This includes name calling, shaming, derogatory remarks about the child or using language that threatens or frightens the child. A child will not be mechanically restrained in a manner such as tying.
- C. Children will only be separated from the group as spelled out in subpart 4.
- D. Children will not be punished for lapses in toilet training.
- E. No child will be withheld light, warmth, clothing or medical care as a punishment for unacceptable behavior.
- F. No use of physical restraint other than physically holding a child when containment is necessary to protect a child or others from harm, will be used. Do not pull up a child by his/her hand or yank the child upward, as this may dislocate elbow.
- G. No use of mechanical restraint, such as tying will be used.

### **Subpart 4 - Separation from Group**

No child will be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior which have been ineffective and the child's behavior threatens the well being of the child or other children in the center. A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

### **Subpart 5 Separation Report**

All separations from the group will be noted on a daily log. The staff will include the child's name, staff person's name, time, date and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children in care. If a child is separated from the group **three times** or more in one day, the child's parent will be notified and the record of the parent notification will be indicated on the daily log. If a child is separated **five times** or more in one week or **eight times** or more in two weeks, the parents will be notified.



## Grievance Procedures

- If at any time parents have a grievance, they should contact their child's teacher or helper and discuss the matter.
- If the matter is not satisfactorily resolved parents should contact the director.
- If the matter still is unresolved, parents should contact the superintendent of the preschool.
- If the matter remains unresolved, parents should contact the pastor and church council. The timeline will be one month to serve any complaint.

## Reporting Responsibilities

### Child Abuse Reporting Procedures

1. Suspicion of child abuse or maltreatment will be reported to the Department of Human Services. It is the legal responsibility of personnel working with children to report such incidents of suspected child abuse or maltreatment to the proper authorities. This oral report must be followed by a written report within 24 hours.

**Department of Human Services (DHS)**

**444 Lafayette Road North**

**St. Paul, MN 55155**

**651-431-6500**

**Samantha Wueste – 651-431-2804**

**North Mankato Police Department**

**625-4141**

**County Child Protection Agency**

**934-8559**

## Emergency and Accident Policies

\*Parents will be notified via telephone numbers listed on the application if a child becomes ill or an accident occurs that requires medical attention. (minor scrapes we notify at time of pick up.)

\*In an emergency where time is a factor, staff will call 911 for local ambulance help and the child will be transported to an appropriate medical facility. Parents will be notified immediately. A complete written report will be recorded of all accidents, injuries and incidents involving a child enrolled in the preschool. **(Director takes care of injured child. Lead teacher calls 911, gets Pastor or secretary for more help.)**

\*Within 24 hours after the occurrence of an unusual accident, death or serious injury to a child, the appropriate reports will be submitted. A serious injury is defined as one in which the child is treated by a physician.

\*A log will be kept of all accidents, injuries or incidents involving children, staff and visitors.

\*A first-aid kit and emergency handbook is kept in the preschool room. Standard first-aid practices will be followed. Superficial wounds will be cleaned with soap and water and protected.

\*Each morning before children arrive, the staff will check that the preschool is orderly and clean. Any potential hazards that might cause injury to children will be removed.

- \***Hazardous substances** will be used and stored out of reach of children and inspected daily. **Medicines kept in locked container in kitchen.** If a poisoning is ever suspected, the Poison Control center will be contacted and parents will be notified.
- \*Non-toxic washable paint will be used and stored out of reach of children. **Sharp objects** such as scissors and pencils will be used with teacher and children will be seated at the table.
- \***Entrance hallways and exits will be kept clear. Unstable equipment will be repaired or eliminated. Equipment suitable to the age group. Stools will have rubber grips. Teachers will hold doors open for safety of children. Playground will always be supervised with teachers and aide. Bathroom doors will be propped open for safety of the children and bathroom supervision given. Teachers will open cabinet doors. Bounce House – pads by slide. Teachers will stand by swings and climbers during outside play. Children will swing from monkey bars only when teacher is present by apparatus. Children will be taught where to stand when others are swinging. We will do head/face count entering/exiting playground. Sandbox in classroom will have ordinary sand, not fine sand. Caution will be taken when children are on the steps in front of church so children do not jump from steps.**
- \*Matches and flammable substances will be stored in proper containers out of reach of children. **Medicines kept in locked container in kitchen.**
- \*Electrical outlets will be covered when not in use.
- \*Food will be stored in proper containers and sanitary measures will be taken when preparing daily snacks. Snack food having pits, cores or large seeds will have these removed before serving to children.
- \*The staff will be aware of children with allergies and take necessary precautions. Notice of allergies in child's folder and on lazy Susan cup/ plate cupboard.
- \*Children will cross streets only at appropriate crosswalks and will be under direct supervision. We will do a number as well as head/face count to prevent lost children.
- \*In the event that a child should become missing from school, the police department will be notified and the parents will be called.
- \*If an undesignated person or no one comes to pick up the child, the parent or designated person from the emergency list will be called. If an incapacitated person or person suspect of child abuse attempts to pick up a child, the police may be notified.
- \*The persons authorized to pick up a child must sign their names on the attendance log before the child will be dismissed. If not on list, parents must state their permission by writing it on sign-in log. Teacher may add this name then to child's file.
- \*In the event of fire, the building will be evacuated using the main room exit or front door exit. Children will be led out of the building by the teachers and staff to a designated area. **Staff will be trained to carry out procedures in case of fire, tornado, or natural disaster.**

\*Fire drills will be held once a month and recorded in a log. Children will be led from the building until the all-clear signal is given.

\*A fire extinguisher is easily accessible near the main door and in the kitchen. Directions for use are posted. Fire extinguishers will be checked annually.

\*In the event that the Civil Defense sirens should sound to warn of a **tornado**, the children will be taken to the basement of our building. Children will remain there until the all clear is sounded or parents pick up their child. A tornado drill will be held and recorded monthly.

In the event of a **blizzard or a natural disaster**, children will be kept inside the building. Parents will be called and children will be kept in the building until parents are able to pick them up. 911 will be called for emergency medical care.

*Mayo Health Center 1025 Marsh St. Mankato, MN 560091 625-4031	Nicollet County Social Services 1070 Howard Drive North Mankato, MN 56003-1527 931-6800
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Nicollet County Public Health 931-6800

State Public Health Department – 1-507-285-7289

S.E. Minnesota Department of Health – 1-507-285-7289

Child Care Resource and Referral 389-1716

Poison Control 1-800-222-1222 or 1-612-221-2113

County Child Protection Agency – 934-8559 Olmstead intake – 285-7009

Licensing Division – 1-651-296-3971 Samantha Wueste – 651-431-2804

City Hall – 625-4141 (Marian) 381-6608

Maltreatment Intake Line – 1-652-431-6600 Fax – 651-431-7601

Background Studies – 651-431-6620

## **Health and Safety Policies**

\*All children will be required to have a current immunization recorded on the Child Care Immunization record at the time of enrollment. Health Care Summary must be submitted within 30 days of attendance in the preschool.

\*Parents are requested not to send a child to preschool if he/she is sick.

Parents will be called to pick up their child if the teacher feels it is necessary. The center must exclude a child:

--with a reportable illness or condition that may be contagious

--with chicken pox until the child is no longer infectious or until the lesions are crusted over. All blisters, bumps, scabs, must have faded and no new blisters/bumps, scabs, sores occurred for a 24 hour period.

--who has vomited two or three times since admission that day or in the past 24 hour period.

--who has had three or more abnormally loose stools that day, or in past 24 hour period.

--who has contagious conjunctivitis (pink eye) or pus draining from an eye in the past 24 hour period. Upon returning to class the child must be examined by a healthcare provider and approved for readmission.

- who has a bacterial infection such as streptococci or impetigo and has not completed 24 hours of antimicrobial therapy and has a fever. Impetigo sores must be drying and improving in order to be readmitted.
  - who has unexplained lethargy or fatigue.
  - who has lice, ringworm or scabies that is untreated and contagious. (no child will be admitted who has live lice. Nits may be present.)
  - who has a 100 degrees or higher temperature of undiagnosed origin before fever-reducing medicine is given. (may return if fever is abated for 24 hrs. but without the use of fever reducing agents.)
  - who has measles or mumps. (must have permission from physician to return)
  - who has an undiagnosed rash or rash attributable to contagious illness or condition.
  - who has significant respiratory disease. (pneumonia or bronchitis)
  - who is unable to participate in normal activities with reasonable comfort.
  - who requires more care than the staff can provide without compromising the health and safety of other children present.
- \*Parents will be notified via telephone numbers listed on card in file if the child becomes ill with vomiting or diarrhea or accident needing medical attention occurs.
  - \*There will be a qualified first-aid person with CPR training present at all times. The first-aid kit contains sterile bandage and Band-Aids, sterile compresses, scissors, and an ice bag or cold pack, a surface thermometer, adhesive tape and a first- aid handbook.
  - \*No child will be photographed, nor will he/she be alone with any visitor or visiting teacher without the written permission from parent or guardian.
  - \*Children and staff are required to wash their hands after using the bathroom and before and after meals and snacks. Tables will be washed and sanitized before meals and snacks, and washed after snacks.
  - \*Most injuries can be treated with ice, soap and water. An accident report will be written for every accident, regardless of how minor. These reports will be signed and dated by staff and kept for records.
  - \*Staff will give full attention to the safety and physical welfare of the children, NEVER LEAVING THEM UNSUPERVISED. We will do a head /name count. **When traveling from classroom to classroom, teachers meet in hallway and change groups of children. When outside, children walk between teachers. Times we travel to other rooms: 8:45 12:45 (Kitchen to classroom) 10:00am 2:00 pm and 10:15am/ 2:15pm (fireside/ kitchen or classroom transition. Teachers are always with children when moving from room to room.**
  - \*Due to prevalent allergies among children, no live pets will be in the preschool on a continuing basis. Pets may be brought to the classroom for show and tell, except for snakes and reptiles

**Jesus' Lambs at Peace Preschool Handbook was evaluated on June 28, 2019 by Joslyn Moldstad, director and teacher.**

