

# Parent Handbook



4638 381<sup>st</sup> Ave. N.W.



Dalbo, MN 55017



763-689-1687

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**Salem Lutheran Preschool**  
**4638 381st Avenue NW**  
**Dalbo MN 55017**  
**(763) 689-1687**

**Mission Statement**

We believe Salem Lutheran Preschool will be a visible witness to the community by providing a nurturing, Christian environment for children and their families, that supports each child's spiritual, social, intellectual, and physical development.

**License**

Salem Lutheran Preschool is sponsored by Salem Lutheran Church, Dalbo, MN. The Minnesota Department of Human Services, Division of Licensing (651-296-3971) has granted a license to Salem limited to the operation of a preschool. Salem is licensed for no more than 20 children, aged 33 months to pre-kindergarten.

**Registration**

All children regardless of race, color, and ethnic origin are welcome. Applications will be accepted on first come, first serve basis. A \$30 registration fee and first month's tuition must accompany the application forms.

**Tuition**

Tuition is charged on a per month basis, per child. Checks should be made to Salem Lutheran Preschool and may either be mailed to the church or given to the director/teacher. Tuition is paid one month in advance. Payment is due the first day of preschool each month. For example: September 1st the October tuition is due. There is no tuition due on May 1st. A \$2 fee will be added for any late payments. In the event of financial difficulty, we encourage you to discuss your situation with the director/teacher. There will be no deduction for months in which holidays, vacations, or absences occur.

**Days and Hours**

The preschool will follow Cambridge-Isanti school district calendar for closures and will be in operation Tuesdays and Thursdays, 9:00 a.m. to 11:30 a.m. We begin with open house the first Thursday after Labor Day and sessions begin the following week. If Cambridge-Isanti cancels school due to inclement weather, there will be no preschool. This information is available in the mornings on KBK 95.5 FM. We end in May with a graduation ceremony on the evening of the third Thursday (unless otherwise stated).

Please bring your child anytime between 8:55 a.m. – 9:05 a.m. When dropping off your child, you will be asked to sign your child in and **indicate who will be picking up your child** that day. The person picking up the child will be asked to sign the child out.

**Curriculum**

Children will be involved in the following activities: story time, peer interaction, play time, music and art activities, snack time, academic worksheets, writing practice, etc. The preschool will follow a literature based curriculum utilizing bible stories and the church calendar, but will not be teaching specific denominational church doctrine.

**Open Door Policy - Parent Review of Program**

Parents are welcome to visit the preschool during normal preschool hours. A copy of the parent handbook will be distributed with the registration materials. The policy and procedure manual,

a detailed document of information regarding Salem's policies, is available for review upon request. A copy is also kept in the hallway along with the license review results.

### **Snacks and Treats**

Each day a mid-morning snack will be offered. This will be provided by the preschool. Children will be allowed to bring a special treat on occasion with prior approval from the teacher. This special treat may consist of purchased snacks, books, cassettes, or other gifts to the children and/or preschool.

### **Show and Tell**

Items may be brought from home for show and tell. You may help your child choose an appropriate item, which corresponds with the day's activities. We would prefer nonviolent toys and play items, which may be handled by other children. Please refrain from sending whistles, horns, balloons, and other small fragile items.

### **Pets**

Pets may be brought for show and tell, but we request parents remain while the child shares so the pet may be taken home when show and tell is completed. Pets are allowed during free play 9:05 – 9:25 unless other arrangements have been made.

### **Communications**

Please check the bulletin board by the entrance for important information. Individual parent conferences will be offered in the fall and spring. At the conference, parents will be updated as to their child's intellectual, physical, social and emotional development.

We welcome any suggestions you may have for our program and encourage new ideas. Please feel free to discuss any concerns you may have with the director/teacher. If you feel your concerns are unresolved, you are welcome to discuss them with one of the preschool board members.

### **Written Consent for Field Trips and/or Public Relations Activities**

Notification will be sent home prior to any and all field trips. Written parental consent will be required before a child may participate. Before any research, experimental procedure, or public relations activity involving a child is conducted, written parental consent will be obtained.

### **Behavior Guidance**

Salem Preschool will strive to provide positive models of acceptable behavior for all children. When problems arise, children will be redirected and encouraged to use acceptable alternatives to problem behaviors. When difficult behaviors arise, children will be given immediate and direct consequences. This may include anything from cleaning up a mess made, to a short time out. Appropriate documentation will be made by staff. Parents will be notified of significant, persistent, or recurring behavior issues. Staff will strive to ensure the safety of everyone at Salem Lutheran Preschool.

### **Health and Emergency Care**

Parents are required to complete an immunization record prior to their child's attendance at preschool. A health summary will need to be completed by your family physician within 30 days. Both will be distributed with registration materials and kept on record.

A slight fever, sore throat, coughs, or rash are stay at home signals. These may be symptoms of either a common cold or some other communicable disease. If your child has any of these conditions, protect them and others by keeping them at home until they are well.

## **Health and Emergency Care (continued)**

In the event of an illness, the child will be encouraged to rest on a cot and covered with a blanket in the office under the supervision of the staff. Parents will be notified immediately. If parents are unable to be reached, the emergency contact person you have designated on the emergency card will be notified. If your child has been exposed to a communicable disease (i.e., chicken pox) while at preschool, a letter will be sent home notifying you.

Preschool staff has available first aid supplies and has participated in basic first aid training as required by the Department of Human Services. When the need for care arises, basic first aid procedures will be followed. In the event of an emergency, staff will contact emergency personnel through 911. Parents will be contacted immediately. If parents are unable to be reached, the emergency contact person you have designated on the emergency card will be notified.

Medication will not be administered without written parental consent. In the event of poisoning, the poison control center will be contacted. Parents may give written permission for the administration of ipecac syrup on the emergency card. If authorized by the parents and poison control center, ipecac syrup will be administered.

## **Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs**

MN Dept. of Human Services Form DHS-4961-Eng 2-08

### **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 911. •
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Minnesota Department of Human Services, Licensing Division's Maltreatment Intake line at **(651) 297-4123**.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at **763-689-1711** or local law enforcement at **763-689-2141**.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, call the Department of Human Services, Licensing Division, at **(651) 296-3971**.

### **What to report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (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.

### **What to report (continued)**

- 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.

**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.

**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.

**MN Dept. of Human Services Form DHS-4961-Eng 2-08**

**Fire and Tornado Safety**

Emergency plans are posted throughout the building and established procedures are within the policy and procedures manual. Fire drills will be held monthly. Tornado drills will be held monthly during the months of April to September when school is in session.

**Grievance Policy**

Any and all suggestions are welcomed by the staff and preschool board. Parents are encouraged to discuss their concern(s) with the director/teacher initially. However, if issues are unresolved, parents may address their concern(s) in writing to the preschool board. Concern(s) will be addressed at the next monthly board meeting.

In the event the director/teacher has a concern, they may address their concern(s) with the preschool board at the monthly meeting. Other support personnel are asked to address their concern(s) first with the director/teacher. However, if issues are unresolved, support personnel may address their concern(s) in writing to the preschool board. Concern(s) will be addressed at the next monthly board meeting.

**Salem Lutheran Preschool  
Board of Directors**

Pastor Bill Pearson:	763-689-1687	Dee Dee Johnson:	763-689-5346
Herman Jackson:	320-396-2487	Bruce Lindfors:	763-389-3529
Cindy Johnson:	763-389-1245	Faye Erickson:	320-396-0439