

Redeeming Grace Preschool Parent Handbook

2018 – 2019



14077 Monarch Ln. Rogers, MN 55374

763-424-5535 | www.rglc.org

License # 1054058

Quick Reference

| | |
|---|---|
| 1. Mission and Christian Philosophy | 2 |
| 2. Payment Policies | 2 |
| 3. Programs Offered | 3 |
| 4. Health | 4 |
| 5. Snacks and Lunches | 4 |
| 6. Behavior Guidance and Christian Discipline | 5 |
| 7. Parent Communication | 5 |
| 8. Clothing | 5 |
| 9. School Closing Weather | 6 |
| 10. Separation and Visitation | 6 |
| 11. Parental Permission | 6 |
| 12. Preschool Pets | 6 |
| 13. Program Review/Grievance Procedure | 6 |
| 14. Licensure | 7 |
| 15. Staff | 7 |

1 | Mission and Christian Philosophy

Redeeming Grace Preschool exists to prepare your child for more than just kindergarten. We provide Christ-centered education and care that will not only develop the skills your child will need for the next step, but develop the skills and character that they will use for the rest of their lives. More than that, however, by grounding our care and instruction in the changeless Word of God, we are preparing your children for more than just life on earth, but eternal life in heaven.

The Bible makes it clear in Proverbs 22:6 and Matthew 28:20 that we are to raise our children in the knowledge of the Lord. In light of this privilege and in accordance with God's Holy Word, Redeeming Grace Lutheran Preschool is dedicated to the following:

1. Providing instruction in God's Holy Word through Bible stories and song.
2. Providing a program structure designed to produce excellent intellectual, physical, social, and emotional, and spiritual development designed to prepare your child for a life of learning.
3. Providing a safe and caring environment in which each child is able to explore and learn as they develop their interests, gifts, and abilities.
4. Fostering self-confidence by early exposure to public speaking and public performances.
5. Serving each family's individual, spiritual, and educational needs.

Church Affiliation and Beliefs

Redeeming Grace Preschool is an extension of Redeeming Grace Lutheran Church. The continuing purpose of this congregation is to serve all people and all ages with the gospel of Jesus Christ (Matthew 28:18-20). Redeeming Grace Lutheran Church is a member of the Evangelical Lutheran Synod (ELS). We believe that the Bible is the true, timeless, and inherent Word of God. We believe that the most important teaching in all of Scripture is the message of the forgiveness of sins through Jesus Christ's perfect life, innocent death on the cross, and victorious resurrection from the dead. To learn more visit: www.els.org

2 | Payment Policies

All tuition is due the 1st of every month of the school year. Tuition and fees are paid by the month. Late payments will be charged a daily rate of \$10/day. All checks that are returned for nonpayment will incur an additional \$50 fee per incident. If payment has not been received within two weeks of the due date, Redeeming Grace Preschool will no longer be able to receive your child. Financial aid is available under special circumstances; please contact our office if arrangements need to be made.

Bill Pay

Online automatic payments are available on our website. Just go to www.rglc.org, select the "Give Now" link at the top right hand corner of the page. Then, fill in your payment amount next to the "preschool tuition" box. Please make checks payable to "Redeeming Grace Lutheran Church."

Registration Fee

A \$75 non-refundable application fee is charged per application. You may pay either by check or online following the directions under "Bill Pay."

Notice of Change

There is a two-week notice policy regarding changes to enrollment such as adding/subtracting school days or adding/subtracting before and/or after care. If a two week notice is not given, you are responsible for any and all tuition due during that two week period.

3 | Programs Offered

Redeeming Grace Lutheran Preschool currently offers 2, 3, 4, or 5 day sessions for children ages 3, 4, or 5 year olds. The day is divided up between full and half day enrollment.

| | 2 Day | 3 Day | 4 Day | 5 Day |
|--|-------|-------|-------|-------|
| Before Care 7:00 AM – 9:00 AM | \$80 | \$120 | \$160 | \$200 |
| Half Day 9:00 AM – 12:00 PM | \$170 | \$230 | \$290 | \$350 |
| Full Day 9:00 AM – 3:30 PM | \$275 | \$385 | \$495 | \$605 |
| After Care 3:30 PM – 5:30 PM | \$80 | \$120 | \$160 | \$200 |

Licensure requirements keep our student to teacher ratio at 10 to 1 with a maximum of 20 students per session.

- 7:00-9:00 a.m. – Before Care/ Supervised play
- 8:45-9:00 a.m. – Arrival of students, parental interaction, playtime
- 9:00-9:15 a.m. – Pick up/clean up; Bathroom break
- 9:15-9:30 a.m. – Circle time (calendar, duties, daily news)
- 9:30-9:45 a.m. – Devotion/Bible time/Chapel
- 9:45-10:05 a.m. – Reading activities (Reading Series)
- 10:05-10:15 a.m. – Play Time/ Physical Education
- 10:15-10:40 a.m. – Snack time; Bathroom break
- 10:40-11:00 a.m. – Supervised recess time (outdoor, weather permitting)
- 11:00-11:15 a.m. – Music time
- 11:15-11:30 a.m. – Seated activity
- 11:30-11:45 a.m. – Circle time for half-day students
- 11:45-12:00 p.m. – Bathroom break; wash hands
- 12:00-12:30 p.m. – Lunchtime
- 12:30-1:00 p.m. – Supervised recess time
- 1:00-1:15 p.m. – Bathroom breaks; rest readiness
- 1:15-1:30 p.m. – Story time
- 1:30-2:30 p.m. – Rest time
- 2:30-3:00 p.m. – Bathroom break; wash hands; afternoon snack time
- 3:00-3:15 p.m. – Table activity; individual/station/independent study
- 3:15-3:30 p.m. – Quiet play, good-bye, parent messaging
- 3:30-5:30 p.m. – After school extended care

4 | Health

Redeeming Grace Lutheran Preschool is required by the State of Minnesota to keep a medical record of each child attending preschool. Health care summaries and immunization records are required upon enrollment. A health care summary must be given, signed by a certified health care provider, upon enrollment. For late enrollment or mid-year enrollment, the health care summary must be provided within 30 days of the child's first day of school.

Special Needs

We work with families to develop an educational plan that best fits the individual child. However, due to our facility, size, and staffing; we reserve the right to evaluate situations on an individual basis.

First Aid and CPR

All staff at RGLS is trained in First Aid and CPR and in the event of an emergency may act in the best interest of any child in need of such assistance.

Emergency

Acting in each child's best interests, trained staff will come to the aid on any child in a medical emergency, they will call 911, and parents will be contacted. Each child will have emergency information in their file, which is required upon enrollment, and parents will be given all pertinent information by the director/teacher, administrative assistant, or pastor.

Sickness

For the protection of all children enrolled in the program, please contact the school prior to the start of the school day if your child becomes ill. Messages will be reviewed by the principal/director each morning. You may also email the school to report your child as ill for that day. Child should be free of fever, vomiting and diarrhea for 24 hours before returning to school.

School Office: (763) 424-5535.

School Email: school@rglc.org

If your child has been exposed to or becomes ill with a communicable disease, you are required by law to inform Redeeming Grace Lutheran Preschool, and keep your child home until their return has been approved by a health care provider. The school is then required to inform all families of children who may have come into contact with any communicable disease.

Redeeming Grace staff will notify parents immediately when their child becomes ill while at school. Parents should make arrangements to pick up their child as soon as possible. No medication will be given to a sick child without parental consent.

Medicine

If a parent desires or requires the administration of medication to their child while at RGLS, they may give RGLS written permission to do so by filling out a medicine permission sheet. Parents must also supply written directions for each medication from a physician or pharmacy if they wish their child to receive medicine at school.

5 | Snacks and Lunches

Student families and members of the Preschool staff will provide snacks on a rotational basis. The lead classroom teacher based on food allergies, and other pertinent student information, will compile an approved snack list for each classroom. The approved list will be supplied to each family by the first week of school. Snacks must be listed on the approved list and prepackaged. Nutritional snacks are always our goal. A list of food sensitivities and allergies will be posted as a precautionary reminder. Parents who supply snacks will be notified to avoid foods with such allergens.

The staff will serve the snack foods:

1. After having washed hands;
2. Sanitized the eating areas;
3. Maintained hot and cold food temperatures at safe levels;
4. On clean disposable tableware.

Lunches

Similar procedures are followed in serving the lunches brought by children attending full day sessions. If possible, please try to minimize the number of microwavable lunches. Only one microwave is available in the classroom; so a long line for microwave use dramatically increases the time needed for lunch.

6 | Behavior Guidance and Christian Discipline

To achieve its highest purpose, the school is the agency of the home and the church. The parents are God's representatives in the home and the teachers are God's representatives in the school. Therefore, it is Godly and logical that the home, church, and school be saying the same thing to the child by word and example. RGLS is dedicated to ensuring that all staff members are, at all times, providing the children with a positive model of acceptable behavior. In turn, children at RGLS will be expected to obey the requests of each staff member, work kindly with all other children, and keep their words and actions under control at all times. Children are responsible for their own words and actions at all times. These and all expectations of children at RGLS are designed to be age-appropriate, tailored to the developmental level of the children served by our Preschool program.

God's Word serves as our ultimate guide and model for behavior expectations. Christian Discipline takes place by pointing out wrongful sin with the law, and upon repentance, offering the forgiveness and promises of the gospel.

Correction Procedures and Assurances

When an undesirable or unacceptable behavior takes place, RGLS staff will gently and immediately redirect from negative behavior toward positive actions. This can take place by showing non-verbal disapproval (such as a pause or headshake) verbal disapproval, or the loss of privileges, and will be followed by a statement pointing to a positive alternative. Discussion of better choices may quickly follow once the behavior has been corrected and classroom time and the learning process will not be greatly interfered with.

Redeeming Grace Lutheran Preschool does not engage students in any method of corporal or inappropriate discipline.

7 | Parent Communication

Teachers are available to speak with parents as needed on an ongoing basis. Folders are used to send materials back and forth between school and home. Redeeming Grace Preschool will also send regular emails to keep parents informed about classroom progress and upcoming events.

8 | Clothing

Children should wear comfortable, washable, play cloths. Some physical activity is part of the program, and clothing should be such that allows free movement. Your child may also choose to paint. Tennis shoes/sneakers are recommended for outdoor play. Please label each child's clothing, including shoes, coats, and accessories such as hats, mittens, and scarves to avoid them being misplaced. All clothing should be seasonally appropriate. Each child should come to school each day with a backpack for carrying papers home.

9 | School Closing / Weather

Redeeming Grace Lutheran Preschool will follow the school closings of the Elk River Area School District, ISD #728. School closing due to winter weather will be reported on the local television station: Channel 11 (NBC). Closing reports may be found online at <http://www.kare11.com/>, under the “Weather” tab there is a “School Closing” option.

10 | Separation and Visitation

The school process includes and requires a separation of the child from their parent(s). In order to assist that separation, Redeeming Grace eagerly invites parents to enter the building and classroom with their child and assist their child in the day’s welcome activities. This process can take just moments and will make a smooth separation possible. Teacher’s will have welcome activities ready for the children at the opening of each day, and will assist parents in learning the brief process.

RGLS maintains an “open door” policy regarding the visitation of parents whose child or children are enrolled in the program. Parents will be allowed to see or visit their child at any time during program hours. To assist the staff of RGLS and in respect to the learning process, RGLS asks that parents please notify the school if they are planning to visit or stop by.

11 | Parental Permission

Written parental permission is required for a child’s participation in any field trip. A permission slip will be sent home to each parent at least one week ahead of time regarding any off campus field trip. Students will not be allowed to participate without written parental permission by the day of the trip. Verbal permission may be acceptable at the discretion of the program director.

Media release forms will be provided in each enrollment packet. Parental permission is required to use any picture, video, or likeness of any child in the program, in the interest of development, information publishing, and advertisements on the part of RGLS.

12 | Preschool Pets

It is the policy of RGLS that classrooms may be allowed small pets, contained within a cage or aquarium. All handling of the animals must be done by RGLS staff. Children may handle animals only when exclusive permission has been granted by the child’s parents. This communication is the responsibility of the teacher.

Both staff and students must thoroughly wash and disinfect their hands after contact with any animal. Cleanliness of the cage and feeding the animals is the responsibility of RGLS staff. Classroom pets are the sole responsibility of the classroom teacher once in the classroom. Pets must be approved by the principal/director. Any opposition to the presence of the animal must be formally addressed to the classroom teacher or principal/director, and will result in the removal of the pet from the classroom. Any student allergy to the animal, which affects the health of that student, will result in the removal of the pet from the classroom.

13 | Program Review / Grievance Procedure

Upon request a copy of the Redeeming Grace Lutheran Preschool Program Plan is available to all parents at the school office.

Minnesota Statue, section 626.556 requires us to provide the following information. Parents who desire to report a grievance with the Redeeming Grace Program should first determine the nature of their complaint.

If the grievance is in regards to suspected child-abuse or the maltreatment of a child by the RGLS Program or a staff member of the program, parents should immediately contact:

MN DHS Division of Licensing Maltreatment Intake line: 651-431-6600

If the grievance is in regards to suspected licensing violations by the RGLS Program, parents should immediately contact: MN DHS Division of Licensing: 651-431-6500

14 | Licensure

Redeeming Grace Lutheran Preschool is licensed through the Minnesota Department of Human Services Licensing Division. This program supports the Preschool level; children ages 33 months to 5 years old. It is required of this program to provide the following information. (MN Rule 9503.0090 Subp.1.0) Questions or grievances regarding this program or its certification can be addressed to:

Minnesota Department of Human Services Licensing Division
444 Lafayette Rd N
St. Paul, MN 55155-3842
Phone: (651) 341-6500

15 | Staff

| | |
|---------------------------|---------------------|
| Director/Teacher: | Linda Hoffmann |
| Administrative Assistant: | Heather Whitcomb |
| Pastor/Principal: | Joshua Mayer |
| Classroom Aid: | Christine Schonning |
| Classroom Aid: | JoAnn Fignar |

Redeeming Grace Lutheran Preschool employs only qualified staff members according to the guidelines as listed in MN Rules 9503.0031 to 9503.0033. All staff, teacher, and director participants in the program have been approved through the appropriate background studies as guided by the Background Studies Act (MN Statutes, Chapter 245C).