



CROWN OF LIFE PRESCHOOL HANDBOOK

We are qualified and prepared to help parents nurture the spiritual, emotional, social, physical, intellectual and creative development of their preschool children. Our curriculum is based on our Christian faith, our understanding of child development and our knowledge of each individual child. Our daily lessons from God's Word and Bible songs help us grow in faith and set the tone for our days. Children will develop a love for learning as they enjoy a variety of group and individual activities, indoors and outdoors. Through pre-math, early language and simple, fun science and geography activities they will gain an educational foundation on which future learning experiences can be based.

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Forward

This handbook is intended to assist parents in understanding the program offered at Crown of Life (COL), West St. Paul, MN. It presents our philosophy, objectives, daily schedule and practices.

The Church & Affiliation

Crown of Life Lutheran School and Preschool is supported by Crown of Life Lutheran Church, which is a member of the Wisconsin Evangelical Lutheran Synod. All are invited to visit and worship at COL. Sunday services are at 8:00 a.m. and 10:30 a.m. at the West St. Paul location and 9:00 a.m. at the Eagan location. Sunday School for children and Bible Study for adults is at 9:15 a.m. in WSP and 10:15 a.m. in Eagan.

There are three Pastors at COL, Pastor Mark Kom, Pastor Zachary Pudlo and Pastor Emile Burgess. All are available to COL families and would be pleased to address questions and spiritual concerns. The church phone number is (651)451-3832.

Mission Statement

The mission of COL is:

- To share the Gospel of Jesus, our Savior, with children and their families.
- To guide children in showing and sharing their faith.
- To provide a safe, caring, educational and creative environment in which children grow and learn.
- To establish an educational foundation for future learning experiences and to foster readiness for the primary grades.

Philosophy

Our philosophy is to foster the development of the whole child: spiritually, emotionally, socially, intellectually, physically and creatively.

Goals

God gives parents the primary responsibility to “bring (children) up in the training and instruction of the Lord” (Ephesians 6:4). COL specifically assists parents by helping each child:

Spiritually

- To know and love Jesus as their Savior
- To reflect God’s love by showing respect and care for others
- To thank God for His many blessings
- To share the good news of Jesus our Savior with others

Emotionally

- To develop independence and confidence in their abilities
- To be curious and interested in learning about the world around them

Socially

- To learn to work, play and communicate with peers and adults
- To learn to love and serve each other

Intellectually

- To develop intellectually through large and small group activities and hands-on exploration and play
- To develop creativity and imagination
- To develop skills necessary for a successful school experience

Physically

- To use large muscle skills with confidence, control and coordination
- To learn to care for their own bodies
- To observe safety procedures
- To refine small motor skills

Creatively

- To be curious and interested in learning about the world around them
- To be eager to try out new ideas and activities
- To use their imagination when playing and in their art production

Program

COL is licensed to operate a Preschool Program for children who are 3, 4, and 5 years old and who are self-sufficient in the bathroom. COL Preschool is licensed for a maximum of thirty 3, 4, and 5 year old children per class. Classes meet Monday-Friday from 8:00 AM – 3:10 PM. Parents have the option of 2-5 sessions a week and the option of half or full day. Half-day program runs from 8:00 AM – 11:00 AM. Full day program runs from 8:00 AM – 3:10 PM. All classes include children aged 3, 4 and 5 years old. Children are supervised at all times.

Enrollment Policies

Enrollment is open to all children regardless of race, color, national and ethnic origin, gender and disability, with all the rights, privileges and activities generally made available to the students at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admission policies or other school-administered programs.

Enrollment will be complete after a probationary period of one month to determine the child's developmental readiness for the curriculum and daily routine.

Classes will be filled first with children of COL Lutheran Church or children currently

enrolled in COL Preschool Programs or COL Lutheran Sunday School. Remaining openings are filled on a first come, first served basis.

Continued enrollment requires observance of all policies in the parent handbook. Behavior or health issues which may affect the safety, health and general well-being of other children at COL Preschool may result in limited exclusion or termination of enrollment.

A key component of the mission of our school is to teach children the truths of Scripture regarding every aspect of life, including God's will for marriage and family. COL does not bypass certain biblical teachings for the sake of societal convenience or social acceptance, but adheres faithfully to scriptural teaching as held by the Wisconsin Evangelical Lutheran Synod (WELS). Should a parent or student, through their behavior, comments, or public displays, promote life choices contrary to the teachings of scripture held by COL and the WELS, a respectful, loving discussion of God's teachings will be shared with the family. If, after this learning, the parent or student persists in their behavior, comments or promotes a lifestyle contrary to the teachings of scripture, then termination of enrollment may result.

Registration

1. Review the Preschool Handbook.
2. Complete and submit the Registration Form online.
3. Pay the non refundable registration fee.

The following forms must be submitted before the first day of your child's attendance:

- *Registration Form*
- *Immunization Record*
- *Health Care Summary* (Most of this form needs to be completed by a licensed physician, physician assistant or nurse practitioner who has seen the child within the last 12 months.)
- *Allergy Action Plan* (if a known allergy is listed on health summary or registration an allergy action plan from physician)

Tuition & Financial Policies

The costs of maintaining our program are dependent on regular and timely payments. Therefore, tuition payments are due on or before the 5th day of each month. Tuition is a set amount for the entire year. Parents are to pay the entire year in full or make monthly payments. *(Please note that tuition amounts do not change according to how many days of school your child has in a given month.)*

Crown of Life offers a flexible Preschool schedule. Families can enroll students in morning sessions or full-day sessions, Monday through Friday. Crown of Life requires a minimum of two sessions per week. If sessions are full, Crown of Life will be happy to place you on our waiting list.

Half Day Preschool (Mornings) Monday – Friday 8:00 – 11:00 AM

All Day Preschool Monday – Friday 8:00 AM – 3:10 PM

Preschool tuition is billed yearly or monthly.

\$100 non-refundable registration fee

2 Morning Sessions	\$1638 a year	or	\$182 a month
2 Full Day Sessions	\$2736 a year	or	\$304 a month
3 Morning Sessions	\$2457 a year	or	\$283 a month
3 Full Day Session	\$4104 a year	or	\$456 a month
4 Morning Sessions	\$3276 a year	or	\$364 a month
4 Full Day Session	\$5472 a year	or	\$608 a month
5 Morning Sessions	\$4095 a year	or	\$455 a month
5 Full Day Session	\$6840 a year	or	\$760 a month

Sessions can be changed at the beginning of each month as space allows.

Tuition is considered past due if not received on the 20th school day of the month. A warning notice will be issued. If payment is not made the 25th day of the month a late fee of \$15.00 will be added to the regular monthly tuition for that current month.

Persistent late payments may result in suspension or dismissal.

Please do not delay discussing serious financial situations with the preschool teacher or principal so alternative payment arrangements can possibly be made.

If a child is withdrawn from the program, a 30 day notice is necessary to refund unused tuition. There will be no refund of tuition once a child has started a month. There are no refunds for children's absences due to illness, weather or vacation.

Curriculum

The curriculum is based upon current theories in early childhood education, an understanding of child development, and the interests, needs and abilities of the children.

The Gospel message of salvation through Jesus Christ is integrated throughout the curriculum. *Jesus Time* will include Bible lessons, songs and prayers.

Children participate in both group and individual activities. These activities foster listening, comprehension and verbal skills. Teachers act as facilitators during individual learning and play times, guiding and supervising to foster learning. Children are encouraged to make

choices, engage in active learning, and build relationships with their peers and teachers.

Interest centers are available to the children. Each center is equipped to carry out the intended activities of the center. The children plan, carry out and share their experiences in the centers.

A complete Child Care Program Plan is available for review upon request.

Group activities for Preschool include: language and math activities, story time, games, music and singing, drama play, pre-reading, pre-math, Spanish, Sign-language, geography and science activities. There are active and quiet times, indoor and outdoor activities.

The centers in the Preschool Program include: Around the World, Construction, Creative Arts, Dramatic Play, Fine Motor, Large Muscle, Literacy, Math, Music, Sensory, Science, Quiet Area.

The Positive Supports Rule (PSR – Minnesota Rules, chapter 9544) requires all DHS license holders to use person-centered principles and positive support strategies when providing services for children with developmental disabilities or related conditions. If needed, an Individual Child Care Program Plan can be developed.

Daily Schedule

Morning Schedule

7:40 - 8:15	Small Group Discovery
8:15 - 8:45	Large Muscle Play (Physical Education)
9:45 - 9:45	Classroom Meeting Bible Lesson Fine Motor Read Aloud Snack
9:45 - 10:55	Plan, Play, & Review
10:55	Closing Prayer Table Play
11:00	Dismissal

Preschool Afternoon Schedule

11:00 - 11:45	Lunch
11:45 - 12:00	Transition Time
12:00 - 12:15	Large Group Read Aloud
12:15 - 12:45	30 Minute Rest Time
12:45 - 1:40	Teacher's Choice Snack
1:40 - 2:00	Large Muscle Play (Physical Education)
2:20 - 2:50	Specials: Art, Science, Music, Math, Spanish
2:50 - 3:00	Closing Prayer Table Play
3:10	Dismissal

Before School Care is NOT offered at this time.

After School Care is NOT offered at this time.

What to Bring & What to Wear

- **All children** should have, at all times, a **complete change of clothing** including shirt, pants, socks and underwear in a ziplock bag with the child's name on the bag.
- **All children** should wear durable, **washable play clothes** that they can manage independently in the bathroom.
- **All Children** need **play shoes**, they should have non-skid soles. They should be safe for movement activities both inside and outdoors. If open shoes are worn, pack closed play shoes for outdoor activities.
- **All children** should bring **outdoor clothing** appropriate for the weather. In Fall and Spring we go out daily, weather permitting. In the Winter, children *will need snow clothes* and *snow boots daily*.
- **All children** should have a **backpack** to carry belongings to and from school.
- If necessary or helpful, children may bring a **favorite comfort item** to help them make the transition away from home. When they have adjusted, staff will help the child to put their comfort item into their backpack.
- **Full-day Preschool children** - COL will provide a cot for use during rest time. Children are to bring their own **blanket**. The blanket will be sent home each week. Parents are asked to wash the blanket before returning it to school.
- **Full-day Preschool children** are to bring their own **lunch and lunchtime beverage or be signed up for hot lunch electronically**. Please see the list of bag lunch

requirements in the Bag Lunch section of the handbook. If a child's lunch does not meet the requirements, our staff will provide the needed food items. Please be sure your child's lunch is cut into bite-size pieces, if necessary, and ready to be served.

Snacks

A monthly snack schedule will be planned by the teacher and posted on the Parent Communication Board inside the classroom doors. The school will provide store-bought, nutritious snacks. If your child has a food allergy, an allergy plan prepared by your pediatrician is required. Cups, napkins, and any necessary utensils will be provided from those brought in by students early on in the school year.

You are welcome to bring classroom treats to celebrate your child's birthday.

Lunch

For the Full-day Preschool, parents may provide their child's lunch as well as a beverage or choose to order lunch from school through CKC Kids. According to licensing policies, lunches are to meet the requirements listed below. If a child's lunch is missing one of the necessary items, COL will offer a food item to meet the requirements of the lunch. A refrigerator is not available to store children's lunches.

Lunch Requirements

Food Components and Food Items	Ages 3-5
Fluid Milk	6 fluid ounces (<i>Unflavored 1% or skim milk</i>)
Meat, poultry, fish,	1.5 ounces
Tofu	3/8 cup
Cheese	1.5 ounces
Cottage cheese	3 ounces or 3/8 cup
Large egg	¾
Cooked dry beans or peas	3/8 cup
Peanut butter or soy nut butter or other nut or seed butters	3 tablespoons
Yogurt, plain or flavored, unsweetened or sweetened	6 ounces or ¾ cup
Peanuts, soy nuts, tree nuts, or seeds	¾ ounce = 50%
Vegetables	¼ cup
Fruits	¼ cup
Grains	
Whole grain-rich or enriched bread	½ slice
Whole grain-rich or enriched	½ serving

bread product, such as biscuit, roll or muffin	
Whole grain-rich, enriched or fortified cooked breakfast cereal, cereal grain, and/or pasta	¼ cup

Daily Arrival & Departure

- Our school doors open at 7:40 AM. Before Care children may arrive any time between 7:40-8:00 AM.
- Preschool school day begins at 8:00 AM.
- Encourage your child's independence, but give the necessary assistance when arriving and departing.
- Upon arrival, encourage your child to wash their hands when entering the classroom. This is for the health and safety of all COL students and staff. Please escort your child into the classroom.
- You are required to sign your child in each day on the iPad located in the classroom.
- **Half-day Preschool** class day ends at 11:00 AM.
- **Full-day Preschool** class day ends at 3:10 PM.
- Out of love for your child and courtesy for the teachers, please be on time to pick-up your child. Exceptions for unusual circumstances should be discussed with the Preschool Teacher as early as possible.
- Parents must sign their child in and out of school each day.
- Before leaving the building, it is highly recommended that your child washes their hands. Hand washing is the single best way to protect your family's health and in this case, to keep school germs from being taken home.
- Only authorized individuals will be allowed to check Preschool students in or out of Preschool. Authorized individuals must be at least 16 years of age.
- Staff may request to see a government issued form of identification for any individual checking a Preschool student in or out of the Preschool Program.
- Please contact the school office prior to your Preschool student's arrival if he/she will not be attending that day.
- If an unauthorized person attempts to pick up a child, COL will contact parents. Staff will keep the child in care until an authorized individual arrives.
- If a person who is incompasitated attempts to pick up a child, COL will contact the authorities and the child's emergency contact. COL will keep the child until an authorized individual arrives.
- If a person who is suspected of abuse attempts to pick up a child, COL will contact the authority. COL will keep the child in care until an authorized individual arrives.
- If no one comes to pick up a child, COL Preschool Lead Teacher will stay with the student until an authorized individual picks up the students. You may incur a fee for late pick up.

Nap and Rest Policy

The nap and rest policy is consistent with the developmental level of the children enrolled in COL Preschool. All preschoolers are required to lie on a cot to rest or sleep for at least thirty minutes.

The environment is darkened, and restful music is played. Staff will not awake children before they are ready to wake up on their own. Staff will raise the blinds and turn on the lights mid-afternoon.

- Naps and rest time are in a quiet area, separated from children who are engaged in an activity.
- All children must rest for at least 30 minutes. A child who has napped or rested 30 minutes will NOT be required to remain on the cot. Quiet activities are set up at tables until other children get up.
- Children's heads must be uncovered while sleeping
- Children must sleep in footwear to ensure emergency evacuations are safe.
- The preschool room has individual cots which are disinfected after each use.
- Placement of equipment: The cots are spread out throughout the room while keeping clear aisles for safety.
- Unimpeded access for both adults and children is maintained on at least one side of the cot.
- All cots are placed directly on the floor and must not be stacked when in use.
- Parents may provide a small blanket for their students. Blankets are kept in the child's backpack when the children are not napping.
- Blankets must be washed or dry cleaned by parents weekly and when soiled or wet.

Field Trips

Preschool Programs will occasionally take walking field trips, travel by bus or bring in guest presenters for in-house field trips. This may require additional expense. This might also require parent volunteers.

Information will be sent prior to all field trips, informing parents of the date, cost and purpose of the outing. A permission slip signed by a parent/guardian will be necessary for a child to participate in a field trip.

Parent Communication

Weekly newsletters will be sent home with the children to give updates about classroom activities, upcoming classroom events, items needed and more.

Student assessments will be provided to parents 4 times a year. In addition, conferences will be held in November and February to discuss your child's spiritual, emotional, social, intellectual and physical development. A written document will be shared with parents. Parents will be given a copy of evaluations completed and the same record will be kept in the child's file in the classroom. Parents are welcome to talk with the teacher anytime

there are concerns.

Parents of children enrolled in COL Programs may visit at any time. The courtesy of notifying the teacher prior to the visit is appreciated.

Crown of Life Preschool must obtain written parental permission before each occasion of research, experimental procedure, or public relations activity involving a child when/if they occur.

Preschool staff may also communicate with parents using Remind.

Parent Concerns

The goal of COL Preschool Program will be to resolve all conflicts so that God-pleasing peace and harmony may prevail.

The first step in a conflict situation will be to resolve the matter quickly and privately between all members involved. This includes relationships between: 1) staff 2) staff and parents 3) staff and/or parents and Preschool Director..

All unresolved grievances should be brought to the attention of the preschool teacher. If the situation is not resolved, it will be brought to the attention of the principal either by the preschool teacher or in writing.

Parent concerns may be directed to the Minnesota Department of Human Services, Division of Licensing at 651-431-6500.

Behavior

To help children learn to control themselves and to show love for their Lord, appropriate behavior is expected of every child. Respect for those in authority is necessary. The teachers will not permit children to hurt one another either physically or verbally.

If inappropriate behavior occurs, the first step in correcting behavior is through redirection and positive reinforcement of acceptable behavior. This positive approach encourages self-control, self-respect and cooperation among children. Corporal punishment will not be administered under any circumstances.

If misconduct occurs, it will be dealt with promptly, fairly and lovingly. If it reoccurs, a child may have to be removed from the group for a time in order to regain self-control.

Persistent unacceptable behavior will be observed and recorded. The staff response to the behavior will also be recorded. This information will be brought to the attention of the parents/guardians, so that we can work together for positive changes. Parents will be contacted and consulted if problems persist. Parents will be called to pick up their child if he/she exhibits uncontrollable behavior or threatens his/her own or another's safety.

Behavior Guidance Policies

1. Christian Behavior Guidance

Our source of Christian guidance is knowing we are redeemed children of God and expressing that joy in love for our neighbor through our words and actions. COL Preschool staff will seek to provide the student with a positive behavior role model based on this Christian perspective.

Positive behavior guidance (discipline) also will come from an understanding of child development, our knowledge of the individual child and implementing appropriate expectations. At 2-5 years, children are becoming more independent and assertive. They are learning that what they say and do are important and that it affects others. They are learning to participate in group routines and are building relationships with others. Behavior guidance will be appropriate for this level of development.

Teachers will strive to develop a positive relationship with each child and interact with them rather than manage their behavior. Teachers will make positive comments about children's experiences as the children learn to solve problems, deal with social conflict and make choices and decisions.

Teacher will build relationships with children by reinforcing positive behavior and providing feedback by:

1. Being Specific
2. Asking Open Ended Questions
3. Focusing on the Product not the Process

Teachers will redirect children and groups away from problems and toward constructive activity. Teachers will encourage children to think for themselves, correct their own mistakes and solve their own problems. Children will learn that their self-chosen alternatives to problem behavior not only reduces conflict but helps promote a healthy sense of self control over their lives and positive self-esteem.

The safety of all children and staff is to be maintained at all times. Teachers will do this by letting the children know what is expected and setting appropriate limits. Teachers will state rules positively and firmly and carry them out consistently.

Teachers will try to anticipate problems and plan accordingly. However, when inappropriate behavior occurs, teachers will provide immediate and directly related consequences. Children will gain the security of knowing what is expected and this will be consistently carried out.

2. Persistent Unacceptable Behavior

Crown of Life will use the following procedures for behavior that is persistent and unacceptable. This behavior policy applies to all children within the Crown of Life Preschool program.

1. Discussion/Redirection

Discussing with the child how their behavior is inappropriate and engaging with the child other words or methods that would suggest a more appropriate response. Redirection offers an alternative to a child such as suggesting a new activity, or different toy, encouraging independent play, or interacting with the child in a different way.

2. Reasonable Consequences

The staff may implement reasonable consequences such as taking away a toy if the child used the toy to hit another child.

3. Take a Break

Staff will have the child calm down at the quiet table. The child will have access to a calming quiet activity. While the child will remain supervised, his or her classmates will not immediately influence him or her. This is different from the concept of “time out,” which is often seen as more punitive as the child is isolated and does nothing. In “take a break” the child will have access to other activities while he or she settles down. Once the negative behavior is under control, the child can be returned to the group.

Persistent unacceptable behavior will be observed and recorded. The staff response to it will also be documented. This information will be brought to the attention of the parents/guardians that we can work together for positive change.

When behavior is repeatedly disruptive, aggressive or unsafe the child will be removed from the situation. (See section 4 Separation from the Group.)

Parents / guardians will be informed in writing what behaviors have been observed and what the staff has done to try to modify the behavior.

If the inappropriate behavior continues, the principal, director, and teacher will meet with the parents / guardians to develop a written action plan to correct the behavior. Crown of Life will seek the parent’s input and agree on steps to attempt to modify the behavior. Crown of Life may suggest involving outside resources and professionals to assist with the situation.

If the inappropriate behavior persists, the parents / guardians will be notified by phone and the child will need to take the remainder of the day for a behavioral leave of absence.

After returning to group care, if the child continues to act inappropriately, Crown of Life may dis-enroll the child. Crown of Life reserves the right to use these guidance techniques at our discretion. It is our goal to work together for a positive outcome of behavior change, however, circumstances may arise when we may immediately dis-enroll a child if his or her behavior creates a health or safety risk to themselves, other children, or the staff.

3. Prohibited Actions

Staff attention will be focused on the problem and not on the child. No one will do anything that could break the spirit of a child, be humiliating, frightening, threatening or abusive. There will be no rough handling, shoving, hair pulling, ear pulling, shaking, slapping, biting, kicking, hitting, pinching or spanking. Children will neither be called names, ostracized, shamed, nor they or their families spoken of derogatorily. Staff will not use language that threatens, humiliates or frightens a child.

Separation from the group will be limited to separation with a teacher as described in Part 4 Separation from the Group. Children will not be disciplined for mistakes or mishaps such as lapses in toileting. Staff will not withhold food, light, warmth, clothing or medical care as a punishment.

Physical restraint would only be used when it was necessary to physically hold a child to protect the child or protect another child from harm. Mechanical restraints, such as tying, will not be used.

4. Separation from the Group

No child will be separated from the group unless the following has occurred:

- Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
- The child's behavior threatens the well-being of the child or other children at COL Preschool.

For a child that requires separation from the group. The teacher will:

- State the inappropriate behavior and direct the child to sit separately from the other children, yet within the classroom where the child can be continuously seen and heard by the teacher.
- The child's return to the group must be contingent on the child's stopping or being under control the behavior that brought about the separation. The child must return to the group when the behavior stops.
- Discuss what happened with the child.
- Search for God-pleasing alternatives.
- Encourage the child to act on what he has learned and assure him of Jesus' love and forgiveness.
- When another child is involved, the offending child will tell the other child that they are sorry and be assured they are forgiven. In this way we can encourage children to seek forgiveness as through Jesus Christ they have been forgiven.
- These instances will be noted in the child's record and on a daily Separation Report Log. (see Section 5)

5. Separation Report

All separations from the group must be noted on a daily log that must include the following:

- Child's name
- The staff person's name
- Time
- Date
- Information indicating what less intrusive methods were used to guide the child's behavior.
- How the child's behavior continued to threaten the well-being of the child or other children in preschool.
- If a child is separated from the group three or more times in one day, the child's parents shall be notified and the parent notification shall be indicated on the daily log.
- If a child is separated five or more times in one week, eight or more times in two weeks, the procedure in Behavior Guidance Policies, Part 2 must be followed: develop a plan to address the behavior with the staff and Christian professionals when appropriate.

6. Children with Mental Handicaps/Related Conditions

Children with mental handicaps or related conditions that are able to participate in the COL Preschool program, will be treated as any other student will be, with love and respect as children of God. All students will have the same rights and privileges as stated in these policies.

If our program cannot adequately fill the behavioral needs of a child, the preschool teacher and principal may decide to dismiss the child from the program after consultation with the Board of Education and the parents of the child.

Parents will be provided a copy of all prohibited behavior actions.

Health & Safety

As required by the state of Minnesota, Crown of Life Preschool must have on file: a current health report and immunization record of each child before their first day of school.

As required by the state of Minnesota, all COL preschool staff have completed pediatric (infant and child) first aid and CPR within the first 90 days of work.

If a child becomes ill at school, he/she will be made comfortable in a place away from the other children. Parents will be called to pick up their child. If they cannot be reached, the child's emergency contact person will be called.

If a child becomes injured while at school, on site first aid will be administered and parents

will be notified. In the event of a life threatening emergency or if a child becomes unresponsive, on site CPR and first aid will be administered and 911 will be called immediately. CPR and first aid will continue until Emergency Responders arrive.

If there is a need for emergency medical treatment, parents will be called and children will be taken by ambulance to Children's Hospital, 345 Smith Ave. N, St. Paul, MN. Parents are responsible for the costs of such services.

Parents are asked to keep at home any child with a temperature of 100 degrees or higher, diarrhea or vomiting in the past 24 hours, or who has a contagious illness such as strep throat, pinkeye, etc. Wait 24 hours after a fever subsides before returning your child to school.

Please inform your child's teacher of your child's infectious disease or illness. In the case of communicable disease, COL will notify all parents that their child may have been exposed.

Superficial injuries will be washed with soap and water and covered with a bandage, or treated with an ice pack. Medication will be administered only when it is unavoidable and with written direction and permission of the parents.

To avoid occurrences of allergic reactions, COL Preschool Programs will not have any permanent pets that will cause allergies. Parents will be notified prior to any special programs involving animal or reptile appearances.

By Minnesota State Law, COL staff is required to report any suspected neglect or physical or sexual abuse of the children in their care.

Program Drug and Alcohol Policy

It is the policy of this DHS licensed provider (center) to have a policy that prohibits license holders, employees, subcontractors, and volunteers, when directly responsible for persons served by the program, from abusing prescription medication or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care.

The license holder must train employees, subcontractors, and volunteers about the program's drug and alcohol policy.

Accident Prevention

The environment is arranged to be safe.

- o Hazardous and potentially toxic substances will be locked and kept out of the children's reach. Surfaces are covered with non-toxic substances, and all room furnishings are safety approved.
- o Staff will be trained in keeping the size of playthings age appropriate.
- o All electrical outlets are equipped with safety plugs.
- o High traffic areas and sidewalks are designated as high priority for snow

- removal.
- o The director inspects the facility periodically for potential hazards and corrections.
- o Twice a year the accident log is evaluated for hazardous areas.

Allergy Prevention and Response

Crown of Life Preschool recognizes the potentially serious consequences of children with allergies.

- o COL will obtain documentation of any known allergy from a child's parent before admitting a child for care. If a child has a known allergy, COL must maintain current information about the allergy in the child's record.

Accidents, Injuries, and Incidents

COL has an incident report that includes:

- o name and age of the person(s) involved
- o date of the accident, injury, or incident
- o location of the accident, injury, or incident
- o type of injury
- o action taken by staff person(s)
- o to whom the accident, injury, or incident was reported

COL staff will provide parents with a copy of the report upon each accident, injury, or incident. COL will conduct a yearly review of the incident reports to see if any hazardous areas need to be changed.

Missing Child

COL will maintain constant supervision of children at all times.

In the event that a child goes missing, COL preschool staff will do the following:

- o COL will issue a yellow or orange lock down of the school
- o a thorough search throughout the entire property will be conducted
- o parents will be contacted
- o if first attempts are unsuccessful, authorities will be contacted

Safety Rules to Follow

Upon arrival, each classroom's opening staff will conduct a daily inspection to identify and remove potential hazards within their designated classroom, including but not limited to: injuries, burns, suffocation, pedestrian accidents, poisoning, choking, and traffic accidents.

Prior to children playing on the playground a staff member will conduct a similar inspection of the outdoor play area.

Prior to children entering or exiting the building, a staff member will conduct a similar inspection of the transition areas.

In the event of each item listed, COL preschool staff will do the following:

- o injuries
 - staff will follow and administer first aid protocol as needed
 - parents will be notified
- o burns
 - staff will follow and administer first aid protocol as needed
 - parents will be notified
- o suffocation
 - staff will follow and administer first aid and CPR protocol as needed
 - parents will be notified
- o pedestrian accidents
 - staff will follow and administer first aid and CPR protocol as needed
 - parents will be notified
- o poisoning
 - staff will follow and administer first aid and CPR protocol as needed
 - staff will contact poison control
 - parents will be notified
- o choking
 - staff will follow and administer first aid and CPR protocol as needed
 - parents will be notified
- o traffic accidents
 - staff will follow and administer first aid and CPR protocol as needed
 - parents will be notified

Appropriate, proper accident prevention and safety procedures will be taught to the staff and children of COL preschool.

Environment regulations will prohibit children climbing on any furnishings other than designated climbers, and staff will prohibit the putting of small objects in the mouth.

Fire and tornado drills will be conducted every month at COL preschool and a log will be kept of each drill performed. The log will be accessible to staff at all times. Staff will be trained on how to carry out fire procedures, including instructions on how to use a fire extinguisher and how to close off a fire area.

COL will identify and post the following information: primary and secondary exits and evacuation routes, on a floor plan of the facility. The map will include the phone number of the fire department, and a list of staff persons that are responsible for the evacuation of children in all areas of the building.

Emergency Procedures

In the event of this emergency, COL staff will do the following:

- **Fire**

Staff and students will exit the building per the fire safety plan to the appointed location along the East playground. Fire evacuation routes are posted on all of the doorways, and have diagrams indicating which area of the center uses which exit. Age groups of children assemble as far away from the building as possible, then proceed as a group with their staff to Net Ministries. In the event of fire in the building, children will exit out of the south east classroom doors, through the hallway to the north east school building doors. Staff and students will proceed to the designated area. General guidelines include: follow the exit map on your classroom door; keep children in group and away from the building; take head counts and roll attendance when outside; hold children's hands when exiting. All classrooms are equipped with smoke detectors. The Center practices monthly fire drills and follows routine evacuation procedures. Emergency evacuation routes are posted.

- **Blizzard**

COL follows district 197 for school delays, early release, and school closing.

- **Tornado**

When the weather is threatening, staff will keep children's play away from the windows. Monthly tornado drills are conducted April to September. When evacuation is deemed necessary, children exit out of the south east door and seek shelter in the appointed area, in the hallway outside of the preschool classroom. Children should crouch near the walls in the 'tuck' position, and cover their heads with their arms.

- **Other Natural Disaster**

COL staff will assess the situation, contact help, disable utilities if needed, provide protection and care for occupants, and contact parents

Staff and students will follow appropriate crisis contingency plans per the COL Crisis Management Procedural Handbook.

Emergency Preparedness

In the event of an emergency, COL staff will do the following:

Yellow Lockdown

What happens:

1. Students must go to their classroom
2. Students must remain in their rooms until the "All Clear" has been given
3. Teachers must lock the classroom door until the "All Clear" has been given

4. All students outside at recess must come inside to their classroom
5. Teachers may open the classroom door if a student is locked out
6. This is NOT considered a threatening situation
7. Classes continue to be taught as usual

Why: A student or teacher might be sick or injured and medical help needs to be given. We do not want students to gather around to watch.

“ALL CLEAR” – The “All Clear” will be given by the principal or school secretary and information passed along to teachers when medical help is completed.

Orange Lockdown

What happens:

1. Students must go to their classroom
2. Students must remain in their rooms until the “All Clear” has been given
3. Teachers must lock the classroom door until the “All Clear” has been given
4. All students outside at recess must come inside to their classroom
5. Teachers may open the classroom door if a student is locked out
6. COULD be a potential threat
7. Classes continue to be taught as usual

Why: A person may have entered the building that we do not know, has not checked in at the office, or seems to raise suspicion.

“ALL CLEAR” – The “All Clear” will be given by the principal or the school secretary and information passed along to teachers when it has been determined that the threat is no longer viable.

Red Lockdown

What happens:

1. Students must go to their classroom
2. Students must remain in their rooms until the “All Clear” has been given
3. Teachers must lock the classroom door until the “All Clear” has been given
4. All students outside at recess must head over to NET Ministries
5. Teachers may NOT open doors for ANYONE
6. This is a THREATENING SITUATION
7. Classroom lights are to be turned out
8. Students are to listen carefully to the teacher’s instruction and find a safe place away from any windows
9. Everyone is to remain quiet until the “All Clear” has been given

Why: A “bad” person has entered the building or is in the area. A person in the school has been threatened in some way. We want to keep everyone safe from any harm.

“ALL CLEAR” – The “All Clear” will be given and information passed along to teachers when medical help is completed.

See back of handbook for full Emergency Preparedness Plan

Handling and Disposing of Bodily Fluids

Surfaces that come in contact with potential bodily fluids, including blood and vomit, must be cleaned and disinfected according to MN Rules, part 9503.0005, subpart 11. COL will have disposable gloves, disposable bags, and eye protection on site. Blood contaminated material must be disposed of in a plastic bag with a secure tie and sharp items used for a child with special care needs must be disposed of in a “sharps container.” The sharps container will be stored in the nurse’s office, out of reach of children.

Administration of Medication

- **Non-Prescription Medications**

Written permission from the parent is required for the administration of any non-prescription medication such as Tylenol, insect repellent, sunscreen, etc. These will be administered according to the manufacturer’s instructions unless there are written instructions for their use provided by a physician or dentist.

- **Prescription Medication**

For prescription medication to be administered, the center will follow written instructions from the physician or dentist before administering. Signed authorization for the parent is also required. The pharmacy label on a bottle constitutes the prescription.

Medication must be kept in their original container and be properly and legibly labeled with the child’s full name and current prescription. Medications will not be given after the expiration date and unused portions will be returned to the child’s parent.

Parents must state dosage, time, and duration the medication is to be given on the signed authorization form. Parents should inform the staff of the last time the medication was given.

Medications will be kept out of reach of children. All controlled substances such as Ritalin, will be locked.

Pandemic Planning

COL Preschool Program will cooperate with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak.

Photographs, Videos & Audio Tapes

COL Preschool Program may wish to photograph, audio tape or videotape children for an educational/experimental activity, research, or public relations purpose. Parents will be informed of all such events prior to their occurrence and given a permission form to sign to allow their child to participate.

Singing in Church

Singing in COL Lutheran Church's worship services will be scheduled at special times throughout the year. This gives the children an opportunity to express their love for Jesus by singing his praises. Parents will be notified in advance of upcoming singing dates.

Snow Days & Class Cancellations

COL Preschool Program will close for snow days and extreme cold weather when West St. Paul School District, #197 closes. Please listen to WCCO Radio (830 AM) or WCCO TV (channel 4) for such an announcement. There will not be a separate announcement made for "Crown of Life."

Emergency closings are determined by West St. Paul School District #197. In the event of a late start for the public schools, COL Half-day Preschool students will not have school on that given day. Full-day Preschool will begin at the stated time of the late start for the public schools. There is no fee reduction for weather canceled days or late start days for Preschool.

Involvement Opportunities for Parents

Parents who are willing and have the time to volunteer are encouraged to speak to the Lead Teachers about volunteer opportunities.

Parents may also support COL Preschool Programs with donations of quality toys no longer being used at home. Donations of paper and other recyclable materials are appreciated. All donations require the approval of the Preschool Teacher of COL Preschool.

State of Minnesota Reporting Policies for Child Abuse and Neglect

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 responsibility for 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 Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600, fax # (651) 431-7601
- Reports regarding incidents of suspected abuse or neglect of children occurring within family or in the community should be made to the Dakota County Child Protection Services at (651) 554-6000 or local law enforcement at (651) 552-4200.
- 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, fax # (651) 431-7673.

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.

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 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.

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:

1. related policies and procedures were followed;
2. the policies and procedures were adequate;
3. there is a need for additional staff training;
4. the reported event is similar to past events with the children or the services involved; and
5. if there is a need for corrective action by the license holder to protect the health and safety of children in care.

The internal review will be completed by the Preschool Director. If this individual is involved, in the alleged or suspected maltreatment, the Chair of the Full Time Education Committee 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 review 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

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.