



# Handbook

*A Christian-based preschool experience  
for children three, four and five years old*

**Roseville Lutheran Preschool**  
1215 Roselawn Ave. W. - Roseville, MN 55113  
651-488-6887

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# Licensing

Roseville Lutheran Preschool is licensed by the Department of Human Services of Licensing. We are subject to their rules and regulations as outlined in 9503.005-9503.0175. Their phone number is 651-296-3971.

A copy of the rule is available for review in the Director's office.

## The Philosophy of Roseville Lutheran Preschool

We believe that preschool age children are at a critical stage of development and will benefit greatly from a Christian based program that is comprehensive, integrated, and developmentally appropriate.

As parents and educators, we believe that through play children learn what no one can teach them. Research shows that play encourages divergent thinking, which will help our children solve the problems of the 21st Century.

Academically, play is the cornerstone of all future learning because it emphasizes the process of learning instead of the product. Our preschool will provide many pleasurable opportunities to learn through play so that they can attain **competence** and experience **joy**!

We believe parents are a child's first and continuing teachers. Furthermore, they are to be given opportunities to be well-informed participants in their child's educational process both as scheduled parent participants and as part of our "open door" policy.

**We believe** parents and others in the community are an invaluable extension of the classroom and are to be included in the preschool program.

Lastly, **we believe** in providing opportunities for sharing God's love by caring, and providing service to others. Our intent is to foster meaningful relationships between God, children, staff, parents and others in the community.



# Non-Discriminatory Policy

The Preschool is sponsored by Roseville Lutheran Church and offers a non-denominational, Christian program.

All children, regardless of race or creed, are welcome.



## Staff

Our staff will include one state-licensed teacher, one teacher aide and a director who meet the guidelines of the Department of Human Services. Each three and four year old class will also have a parent participant at each session. When absences occur, qualified substitutes will be hired.

## Classes

<b>Class 1</b> (3 year olds)	<u>M-W-F</u>	<u>9:15 - 11:45</u>
<b>Class 2</b> (3 year olds)	<u>T-Th</u>	<u>9:15 - 11:45</u>
<b>Class 3</b> (4 year olds)	<u>M-W-F</u>	<u>9:15 - 11:45</u>
<b>Class 4</b> (4 year olds)	<u>T-Th</u>	<u>9:15 - 11:45</u>
<b>Combined class 1 &amp; 2</b>	<u>M thru F</u>	<u>9:15 - 11:45</u>
<b>Combined class 3 &amp; 4</b>	<u>M thru F</u>	<u>9:15 - 11:45</u>

Children should be of age by September 1 to be enrolled in the three or four-year-old class. The maximum number of children to be enrolled in each class is 20. Children must be toilet trained before September 1. If accepted in the program, medical forms will be supplied and are to be completed on or before the opening day of school.

# Tuition

2-day-a-week class -----\$115.00 a month  
3-day-a-week class -----\$160.00 a month  
5-day-a-week class -----\$210.00 a month

\$50.00 registration fee (non-refundable)

Tuition is due on your child's first day of class each month. On the first day of class in the fall, we will collect the first and last month's tuition.

This will insure us 30 days to find a replacement for the vacancy created in the class in case you find it necessary to withdraw. Full tuition should be paid regardless of illness or vacations during the school year to insure your child's continued enrollment.

Limited financial assistance is available. Please see the Director.

# Registration

Qualified applicants are accepted for enrollment subject to the following priorities:

- A. Families that are currently enrolled in a class at Roseville Lutheran Preschool.
- B. Families who are members of Roseville Lutheran Church or have been enrolled in the Nursery School in the past.
- C. Priority for (A, B) will not continue after Jan. 30. Registration is open to the public on a first come, first served basis.

If no vacancy exists, applicants will be placed on a waiting list. Vacancies will be filled according to the placement on the waiting list.



# Preschool Orientation

Preschool orientation will be held the week before school starts (typically the last week of August). This is a time for you to come with your child to meet the teachers, explore the classroom and bring the required forms needed prior to the first day of class. These forms include: Registration, emergency form, immunization form, and health care summary.

The teachers may have you fill out some additional forms to get to know your child better.



## First Day of Preschool and Parent Orientation

On the child's first day of class, we will begin at the regular start time, but the session will only last one and a half hours. During that time all the parents will meet with the Director while the children are in the classroom with their teacher.

## Parent Participation and Scheduling

Roseville Lutheran Preschool staffs each group of 20 children with 3 adults. This allows the child more individual attention as s/he moves from home to school. We achieve this through parent participation. It gives parents the invaluable opportunity to be involved in the classroom. Parents are highly encouraged to arrange their schedule to allow participation. We ask that you participate 3-5 days per year depending upon the number of days your child has class each week.

Sign up for these days will be held at the beginning of the year. You will choose dates to volunteer at Preschool Orientation. Then during the school year, you can choose more or make adjustments as needed.

If you know in advance you are unable to participate, you may either use your class list to find a replacement, or check with the classroom teacher to see if another parent can switch with you. If you become ill or an emergency arises, **please notify the Director at 651-488-6887.**

**Parents are welcome visitors at RLC Preschool at all times.**



# Parent Participation Guidelines

Your involvement in your child's class is an essential part of his/her Preschool program. Parent participants should try to arrive 5 minutes early. Siblings are not allowed to attend class. Personal possessions, such as purses, must be safely stored, out of the reach of children. During your days at Preschool, consider involving yourself in our program by participating in any of the following suggested activities:

## Playtime—Creative activities

- Read a story to a group of children
- Build with the building blocks
- Encourage children to work with the puzzles
- Play a game with a group of children
- Assist at the playdough table



## Clean-up

- Encourage all children to help clean up
- Clean off the tables
- Help the children get organized into the circle for circle time
- Sweep up any spilt sand from the floor

## Circle Time—Story Time

- Sit with the children and helping to maintain a listening atmosphere

## Snack Break

- Help with snack and beverage
- Remind the children to clean up their own place at the table
- Wipe off tables
- Sweep up after snack

# School Hours

Our morning school hours are from 9:15a.m. – 11:45a.m. Children are not to arrive more than five minutes prior to the start of the session.

They should be picked up promptly at dismissal time.

A late fee will be collected for each 15 minutes after dismissal time.



For the safety of the child, each parent or driver must accompany the child into the classroom. Parents are asked to pick up their child in the room at dismissal time. Please inform us if someone else will be picking up your child.

We will not release your child to anyone without your permission.

## **Withdrawal**

We ask for a 30-day written notice if you withdraw from the class. Your last month's tuition will not be refunded unless we are able to find a replacement for the vacancy created in the school.

## **Child Care Program Plan**

Roseville Lutheran Preschool is licensed to operate from 9:15 am to 12:00 noon and from 12:30 pm to 3:30 pm Monday through Friday, September through May. The facility is licensed to accommodate 40 per session children in attendance, ages three to five. The complete child care plan is available from the Director.

## **Health, Medical Emergency**

Within one year prior to the first day of school, all children must have a physical examination. A completed health form with all the immunization records up to date must be turned in prior to the beginning of school.

Fire and weather drills are required throughout the year. The Director will make a daily inspection for hazards within the rooms. An accident report log will be maintained so that it is up to date and accurate. The Director will report serious injury or fire to the Department of Human Services. Only the staff will be permitted to administer first aid. Parent participants will administer only after they have received proper instructions.

In the event that emergency medical care or related service is needed, a staff person will call 911. If the child's doctor or dentist is not indicated on the Emergency Information Form, the Roseville Lutheran Preschool will use Children's Hospital, 345 Smith Ave., St. Paul (651-298-8666) and Gentle Family Dentistry, 1050 W. Larpenteur Ave., St. Paul, (651-488-5521).

Parents will sign a letter of consent in the event that the Director needs to call 911 to transport due to a serious medical emergency.





## **Illness**

Please keep your child home if s/he appears to be ill or has a fresh cold. In fairness to the other children, any child who does not appear well will not be allowed to stay for the class session. Any contagious disease should be reported to the Director.

If your child becomes ill while at school, you will be called immediately. If you cannot be reached, we will call the other names listed on your emergency card. Until, your arrival, your child may lie down on a mat.

If your child requires medication during the school time, you must return the Permission to Administer Medication form. Please refer to our written "Health Policies" for more detailed information.

## **Insurance**

Roseville Lutheran Preschool carries liability insurance in excess of \$100,000 per person and in excess of \$300,000 per incident.

## **Child Abuse**

Under penalty of law, our teachers, aides and the Director are required to report suspected child abuse or neglect to the Department of Human Services.

## **School Calendar and Emergency Cancellation**

The Preschool calendar typically follows the Roseville Area Schools calendar with the exception of conference days and teacher workshop days. During parent orientation you will be informed of specific dates as well as being kept up to date via the Newsletter.

School cancellations due to weather will also coincide with Roseville School District. In the event of closing for any other reason, an email will be sent out.



# Behavior Guidance

Our daily schedule, curriculum plans, classroom arrangement, and staffing patterns are designed to promote a positive and enjoyable learning experience including respectful and trusting relationship between adults and children. To provide for the safety of all children, as well as the individual development of children's self-help and self-control skills, the teacher maintains daily routines and sets limits. The routines and limits are often discussed and defined with the children. Consistency or knowing what to expect throughout the day, helps children develop a sense of trust and understanding of their environment.

Positive, guiding communications with each child is our goal to help children develop a sense of independence, confidence, and competence in their own abilities to get along with peers and adults and to involve themselves positively in the classroom activities. The teachers and parent participants "model" language and appropriate ways for children to express their feelings and emotions. All children are encouraged to "use words" to express what they want, what they need, and how they feel. Appropriate and positive behaviors are recognized and affirmed daily. The teacher's response to inappropriate or negative behavior may include the following: ignoring the behavior, reasonably discussing the problem, redirecting the child's activity, and using clear, firm word to instruct the child about more positive ways to express him/herself.

When necessary, a child may be removed from the group activity for a "time-out" period, but never isolated or out of distance from a teacher or the Director. Continued problems will be brought to the attention of the parents.

It is our philosophy that every day is a new day. Teacher and child together start every day with a clean slate. The focus of discipline is on redirecting behaviors and allowing the child's self-respect to remain intact.

## Conferences and Observations

Conferences are held twice a year, one in the fall and one in the winter. This is an important time for us to meet with you as we share what we have observed about your child, as well as for us to learn from you about your child. We look at all things that relate to their development which includes: emotional, social, physical (large/fine motor), and intellectual growth. We focus more on progress, rather than product. A written observation will be sent out at the end of the school year. You are invited to request a phone or personal conference at any time you feel it would be beneficial to your child's progress.



# Clothing

Children should wear comfortable clothing suitable for school activity. Please label articles of clothing, especially outerwear, boots, tennis shoes, scarves, hats, mittens, etc. Show your child the label so s/he can recognize it. You will be notified in the winter of snow-play days so you can send your child suitably dressed for outdoor play. A school bag is highly recommended for your convenience. Please have your child's name on the bag.

# Pictures

Pictures are taken in the classrooms throughout the year. We use them in class books, activities and labels. We occasionally use them in newsletters and other publicity. We ask for signed permission to use them for publicity (i.e. pamphlets, Facebook, and our website).

# Surprise Bag/Box

Each classroom assigns a child each day to bring in an item to share with the class in a surprise bag/box. The teachers will give specific directions when it is your child's turn. This is an opportunity for your child to share something personal that he or she likes to play with or use at home. Otherwise we highly encourage to leave belongings at home.

## Family Events

### August

Preschool Orientation

### September

Special First Day and Parent Orientation

### October or November

Dads, Grandpas, and/or Uncles Night

### December

Christmas Programs

### April

Moms, Grandmas, and/or Aunts Night

### May

Ice Cream Social



# Newsletter

A monthly newsletter will be distributed which will include items of information regarding the Preschool. *Please take time to read it carefully.*

## Fundraising

There will be fundraising projects each year. These will be decided on by the Director, and participation will be solicited from each family as well as the broader community.



## School Parties

There are five parties during the year:

Halloween, Thanksgiving, Christmas, Valentine's Day and Easter.

## Snacks and Birthday Treats

Store purchased snacks, i.e. fruit, crackers, and cheese will be served daily, as will 100% fruit juice. Cooking and preparing snacks in the classroom will many times be part of the curriculum.

Children's birthdays are celebrated at school. Summer birthdays will be celebrated on the ½ year anniversary. Birthday treats may be brought by the child, but are not necessary. If you bring treats or donate snacks, they need to be store packaged. Please do not send candy for snack time. Food that is homemade is not allowed in Preschool.

**Please do not give children in school any food without first checking with the teaching staff. They will be aware of any diet restrictions or allergies a child might have. Un-inflated balloons are not allowed in Preschool.**

## School Adjustment

The school reserves the right to release a child from attending classes following consultation with parents. In order to ensure a learning situation, enrollment is restricted to children displaying normal behavioral patterns.

## **Special Needs and IEPs**

Every effort will be made to accommodate special needs of individual children, including children with handicaps. When the program serves children with handicapping conditions, the Director, teacher and parents will meet to determine the special needs of the child. The parents will be responsible for any special equipment needed or extra costs incurred while the child is attending our school.

If your child has an Individualized Education Plan (IEP) for any reason (i.e. speech), it needs to be on file with our program.

## **Tax I.D. Number**

You may be able to write off part of your tuition expenses with your company's flexible spending plan. Some companies require their own worksheet while others request a receipt from us. Please let the director know if you need help with this. Our Tax I.D. Number is 41-074-5918.

## **Parent Grievances**

Any concerns should first be discussed with the teacher and/or Director. If unresolved, further question can be brought to the Staff Administrator and/or Education Committee, which shall address the concern within 30 days.

**If you ever have any questions,  
please contact the Preschool at 651-488-6887.**

**Thank you for placing your trust in us!  
We look forward to a great school year!**



At RLC Preschool we believe that preschool age children are at a critical stage of development and benefit greatly from a Christian-based preschool.

We develop social skills by providing dramatic play areas where children can be in control of a situation and act out their feelings: a spaceship, a campground, a zoo and much more. Big and small blocks are also available to stimulate creativity, as well as practice at learning to work cooperatively at a task.

We work at refining large muscle development by hopping, climbing, running and crawling. Small muscle development activities include things such as puzzles, cutting and pasting, playing in the water and sand tables. Storytelling, cognitive games, music, science are all a part of school. These activities help children to develop language skills, number skills and writing skills.

We believe parents are a child's first and continuing teachers. Therefore, they are given opportunities to be well-informed participants in their child's educational process both as scheduled parent participants and as part of our open door policy.

Lastly, we believe in providing opportunities for sharing God's love by caring, and providing service to others. Our intent is to foster meaningful relationships between God, children, staff, parents, and others in the community.



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