

Parent Handbook 2011-12

Creation Kids Preschool
St. John's Lutheran Church
301 8th Avenue NW
Kasson, Minnesota
634.7110

Staff

Administrator	Phyllis Sands	634.7182
Bridge & 4 yr old teacher	Rhonda Johnson	951.4037
CKP 3 old teacher	Kimberly Johnson	635.3612
Teacher's aide	Angie Hanson	634.3112

Board of Directors

Chairperson	Marlo Bungum	477.3085
Treasurer	Angie Moore	634.3266

Carrie Heppelmann
Mona Draheim
Kelly VanCamp
Jessica Ask
Jolene Swanson
Mindy Knutson

Program Purpose:

Creation Kids Preschool provides a quality, Christian-based preschool program for children in our congregation and community. Our goals are to nurture the intellectual, spiritual, emotional, social, and physical development of each child. Our mission is to help children grow in their faith and love of God.

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OUR CHRISTIAN PHILOSOPHY:

As we strive to nurture a child's growing faith, these are our Christian beliefs:

- God created us and everything that exists. Life is precious and creation is awesome.
- God always loves us. We should love God and others.
- In Baptism, we are reborn children of God.
- Jesus is God's son and our Savior. He was born, lived, died, and rose so we may have eternal life.
- Everyone sins. If we are sorry for our sins and ask for forgiveness, God will forgive.
- The Ten Commandments are God's rules for us to live by.
- The Bible is God's true word for us. God always keeps His promises.

CHILDREN SERVED:

Creation Kids Preschool serves 3, 4, and 5 year old children.

PROGRAM HOURS:

Preschool classes are scheduled to run September through May.

Bridge class meets on M-T-W-Th from 12:00-2:45

4 year old class meets on M-T-TH from 12:00 – 2:45 pm.

3 year old class meets on T-TH, from 8:15 – 11:00 am

LICENSING:

Creation Kids Preschool is licensed by the Minnesota Department of Human Services, and is required to comply with their rules as outlined in 9503.005 - 9503.0175. The telephone number for the MN DHS is (612) 296-3971.

REGISTRATION:

Registration for all preschool classes will be held on a Saturday morning in April, on a first-come, first-served basis. A \$50 nonrefundable registration fee will be required. Registered children will receive a free CKP T-shirt and book bag. After all classes are filled, children will be put on a waiting list and will be notified if openings occur.

Additional enrollment paperwork will be mailed in August and will be collected at the fall orientation night held the beginning of September. Health care summaries and copies of immunizations that are not received that evening must be turned in no later than two weeks after the first day of classes or your child will be unable to attend preschool until obtained.

TUITION:

All other tuition payments are due on or before the 1st of the month (example: September tuition is due by September 1st). The amount due will be \$130 per month for 4 day classes, \$100 per month for 3 day classes, and \$70 per month for 2 day classes. Checks made payable to Creation Kids Preschool should be brought directly to the Tuition Box located in our church office, or mailed to the preschool. If tuition has not been received by the 5th, you will receive a notice and a \$10.00 late fee will be assessed. If payments are not made in full by the end of the month, the child will be subject to dismissal (unless prior arrangements have been made). Please consider using the Simply Giving program to make automatic electronic payments directly from your checking account. You only need to fill out the first box on the Simply Giving form and attach either a voided check or deposit slip. Tuition will be deducted on the 1st of each month from September to May.

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ATTENDANCE:

If your child will not attend because of illness or vacation, please notify the preschool promptly. In the event that a child is to be withdrawn, parents must give 2 weeks written notice. Tuition for that month will not be refunded.

PRESCHOOL PROGRAM PLAN:

Our daily schedule offers developmentally-appropriate activities in all areas of learning. A variety of group and individual experiences are provided which promote the intellectual, spiritual, emotional, social, and physical growth/development of each child. Weekly themes focus learning and integrate all curriculum areas. Basic Christian values are learned through daily experiences with Bible stories, songs, and prayers.

DAILY SCHEDULE:

Arrival and Group Time
Free Play and Art Activities
Cleanup Time
Bathroom Break
Snack
Music Time
Large Motor / Outdoor Play
Chapel / Sharing Time
Departure

The complete program plan is available for review upon request.

ARRIVAL AND DEPARTURE:

Children should arrive at preschool no earlier than 5 minutes before the class begins. Children should depart from preschool within 5 minutes following the end of class. After 5 minutes late, parents will be charged \$1 per minute. Our program guidelines require an adult to accompany each child to/from the room and sign the attendance book. Only authorized persons will be allowed to transport children from preschool. Any changes in usual transportation plans should be reported in advance to the teacher. Please use the far Northwest doors for arrival/departure.

PARKING LOT

Because of safety issues, cars cannot be parked along the curb when getting children to/from school. Please park in the marked spaces anywhere in the church parking lot.

CHAPEL:

Weekly chapel time will be held in the church sanctuary. The Pastors or other program staff will lead the children in Bible stories, songs, and prayers. Parents, grandparents, and drivers are welcome to attend chapel.

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SHARING TIME:

Sharing Time will be done in small groups once a week. Encourage children to bring items that relate to our weekly themes. Any kind of fighting or shooting toys will not be allowed.

CALENDAR AND CANCELLATIONS:

In the event of severe weather, Creation Kids Preschool will be closed if Kasson-Mantorville public schools are closed. On late-start days, the morning session will be canceled. Vacation/no-school days will generally follow the public school calendar. There will not be any snow makeup days.

CLOTHING:

Children should wear comfortable play clothes and shoes. Please label all outdoor clothing and boots with your child's name. Art smocks will be worn during messy art projects. Children should wear secure shoes and sandals, not flip-flops, slides, or clogs which fall off easily. In addition, we ask that while at preschool children do not wear clothing displaying skulls or other symbols having a dangerous or threatening connotation.

Please note: At Halloween, we request that children do not wear violent, scary, evil or threatening costumes such as witches, devils, ghosts, skeletons, monsters, pokemon, super heroes, etc. If you have any questions about this you may contact your child's classroom teacher.

SNACKS:

A snack and beverage will be served to children, preceded by a table prayer. Parents will be asked to provide snacks on a rotating basis. We prefer healthy snacks with 100% juice or milk. Snacks and drinks should be from two different food groups. They must be purchased from a store or bakery. Please let the teacher know about any special birthday treats. Summer birthdays may be celebrated during the school year too.

FIELD TRIPS:

Preschool classes (4 and 5 year olds) will go on field trips to enhance the curriculum. Parents will be notified well in advance about the field trip plans, and will receive a permission form. This form must be completed and returned to preschool prior to the field trip. Parent volunteers may be asked to help with and/or drive on the field trips. All children will be buckled with seat belts during transportation. Children really enjoy having parents along and teachers appreciate the extra help.

PARENT - SCHOOL COMMUNICATION:

Open communication between parents and teachers is important on a regular basis. Weekly plans and daily schedules will be posted. Monthly newsletters and calendars will be sent home. Please take time to read all notes and look at your child's artwork. Parents who are involved and informed greatly contribute to their child's school success.

OPEN HOUSE:

The week before preschool starts, open houses will be held for all classes. This is a wonderful opportunity for all children and parents to visit the preschool, meet the staff and board members, and get acquainted with the other preschool families. This would be a good time to make carpooling arrangements. All completed forms must be turned in at this meeting.

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PARENT VOLUNTEERS:

Volunteering is one way to be actively involved in the preschool program. Volunteers will be needed for parties, field trips, and special events. Preschool parents and grandparents are welcome to volunteer. **Please note:** DHS requires all volunteers to pass a background check before they will be allowed to help. Forms are included in the registration folder given to each child at the fall orientation or are available online at www.stjohnskasson.org/ckp.

PARENTAL PERMISSION:

All parents must read and sign the parental consent forms. This gives the preschool permission to involve your child in all school activities, to take your child's photo, and to administer emergency medical care as needed. A separate permission form will be required for any research, experimental procedure, or public relations activity.

PARENT CONFERENCES:

Parent-Teacher Conferences will be scheduled for four year olds and Bridge students in October and March. All parents are strongly encouraged to attend both conferences. Your child's conference evaluations will be discussed and kept on file. Four and five year old student evaluations will be sent to Kindergarten. Conferences for three year olds are not typically scheduled but can be arranged upon parent's request.

BEHAVIOR GUIDANCE:

Creation Kids Preschool will provide an environment based on Christian values of love and concern for others. Our goal is to provide a safe, enriching experience for the children.

Our plan is for a positive and enjoyable learning experience for the children. It will include opportunities for building respectful and trusting relationships with each other and with the adults in the program.

The teachers will use daily routines and consistent behavior expectations to provide a friendly environment for developing the children's self help and self control skills. The children will have opportunities to develop abilities to get along with peers and adults and to involve themselves positively in the classroom activities.

Appropriate and positive behaviors will be recognized and affirmed daily. Expectations and limits will be discussed and defined with the children. They will learn of God's love for us and how He wants us to love and care for each other.

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

We believe each day is a new day. The teacher and child begin each day with a clean slate. The focus of our behavior policy will be to redirect behaviors in a secure environment and to allow the child's self-esteem to remain intact.

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WEAPON'S POLICY:

Creation Kids Preschool takes a zero tolerance position on weapons. No student or adult shall possess or use a real weapon or any object having the appearance of a weapon while at Creation Kids Preschool.

Pro-social play and conflict resolution will be encouraged. Violence, including threatening actions or words, will not be tolerated. Toys will not be used as pretend weapons, such as guns or swords.

If a child brings a weapon or toy weapon to Creation Kids Preschool, it will be confiscated immediately, and parents will be notified. Depending on the severity of the situation, the teacher and/or board may use their own discretion to determine appropriate consequences.

It is the parent's responsibility to understand and discuss this policy with their child. For more information regarding K-M School District's Weapon's Policy or general gun safety, please access the following web sites:

www.komets.k12.mn.us

Kasson-Mantorville Schools
(District Page → District Policies → Students → Weapons)

www.nsc.org.

National Safety Council

www.nssf.org

National Shooting Sports Foundation

<http://kidshealth.org>

Kids Health

<http://www.nrahq.org>

National Rifle Association

<http://www.keepkidshealthy.com>

Keep Kids Healthy

PETS:

As a general rule, pets are not allowed at preschool. At the teacher's discretion, special arrangements may be made for pets to visit with their owner.

CHILD ABUSE:

All staff persons are required by law to report any suspected child abuse or neglect.

DRUG OR ALCOHOL USE IS PROHIBITED:

Employees, subcontractors, and volunteers are prohibited from abusing prescription medication or being under the influence of a controlled substance or alcohol while responsible for children served by Creation Kids Preschool.

NONDISCRIMINATION POLICY:

The preschool will not discriminate on the basis of race, sex, religion, or ethnic background. No child will be subjected to any verbal, emotional or corporal abuse or punishment.

PARENT GRIEVANCE PROCEDURE:

Any concerns about your child, your child's teacher, or Creation Kids Preschool should first be discussed with the teacher. If not resolved, concerns may be brought to the Preschool Board of Directors, which shall address the concern within 30 days. The decision made by the Preschool Board of Directors will be final.

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HEALTH POLICY:

Every effort will be made to establish an environment which encourages the health and well-being of children and staff.

1. All children enrolled in the preschool must have a current physical examination signed by a licensed physician and evidence of current immunization on file before their first day of school.
2. Children should remain at home if they have had any of these symptoms within 24 hours:
 - A fever over 101 degrees Fahrenheit
 - Diarrhea or vomiting
 - A contagious disease (refer to number 4)
3. If a child becomes sick while at preschool, parents will be contacted immediately so arrangements can be made to pick up the child.
4. Please inform the preschool within 24 hours if your child is diagnosed with a contagious disease or illness such as lice, pinkeye, strep throat, severe cold, chicken pox, scabies, impetigo, ringworm, measles, or mumps.
5. The staff of Creation Kids Preschool will administer no medication of any kind.
6. In case of emergency or injury at the preschool that requires medical attention, parents will be notified immediately. In an extreme emergency, the staff will call 911 and every effort will be made to contact the parents as soon as possible. Emergency information from your child's file will be used to determine care. All injuries at preschool will be recorded in an accident report log to be kept on file.

7. All teachers are trained in first aid and CPR, and will administer it as needed.

OUTDOOR PLAY POLICY:

Preschoolers will play outside daily, 2 or 3 times per week, weather permitting. During adverse weather conditions, children will have large motor activities in the youth room. Children will not play outside if it is raining or lightening. Children should wear secure shoes and sandals, not flip-flops, slides, or clogs which fall off easily.

During the winter, children will wear appropriate winter play clothing, including snow pants, coat, hat or hood, mittens, and boots. Children will not play outside if the temperature or wind chill are below 0 degrees F.

If you take time to let your children use the playground equipment, please have them follow our CKP playground policies:

Always sit on the tire swing

Adults need to do the pushing when children are on the tire swing

Feet first on the slides

VISITOR POLICY:

Preschool parents / grandparents are welcome to visit. Please make arrangements with the teacher prior to visiting. Children who are not enrolled in class must be accompanied by a parent or other adult.