

# **MOUNT OLIVET PRESCHOOL HANDBOOK**



**MOUNT OLIVET LUTHERAN CHURCH**

# TABLE OF CONTENTS

Mission Statement	page 3
Philosophy and Curriculum Information	page 3
License Information	page 3
Eligibility and Special Needs	page 4
Hours of Operation	page 4
Communication, Conferences and Parent Involvement	page 4
Behavior Guidance Methods	page 5
Grievances	page 5
Tuition and Vacation Policy	page 5
Severe Weather and Emergencies	page 5
Field Trip and Permission Forms	page 5
Pets	page 6
Health Record Information	page 6
Meals	page 6
Allergies	page 6
Medications	page 6
Exclusion of Sick or Ill Child	pages 6 & 7
Unauthorized Child Pick Up	page 8
Sanitation	page 8
Seat Belts and Transportation	page 8
Toileting	page 8
Health Consultation Services	pages 9 & 10
Mandated Reporting Policy	page 9
Staff Training	page 10
Emergency Policies and Procedures	page 10
Severe Weather	pages 10 & 11
Fire	
Lockdown Procedures	
Pandemic Planning	
COVID-19	
Off-site Evacuation	
Emergency Management Procedures	page 11





## **MISSION STATEMENT:**

The mission of the Mount Olivet Preschool is to provide a hands-on, well integrated, play-based learning environment for young children.

We will recognize and love your child as an individual and provide:

- A social experience, where children develop individually and at times, work as a team
- Opportunities for your child to explore and investigate and share ideas with others
- A safe place where children can practice independence and decision making skills
- Encourage and promote emotional regulation, and
- A safe place where your child will find opportunities to learn and grow

## **PHILOSOPHY AND CURRICULUM INFORMATION:**

At the Mount Olivet Preschool, we believe children thrive in an environment where they feel safe, supported, and celebrated for who they are! We believe children learn best when engaged in hands-on developmentally appropriate activities, and given time and encouragement to explore, investigate, and make connections to the people and places around them.

The Mount Olivet Preschool uses play-based, interdisciplinary learning curriculum. Themes, activities, learning objectives and options for additional activities to continue learning outside of preschool will be sent home on a regular basis and posted in each classroom space. Lesson plans and activities will be adjusted to fit the needs of each class and the individual learners in the group. Parents can expect regular communication about their child's learning in the classroom on an informal basis each week, and in a more formal way during conferences. Please speak with your child's teacher or the preschool director for more information on the Mount Olivet Preschool curriculum.

## **LICENSE INFORMATION:**

Mount Olivet Preschool is licensed by the Minnesota Department of Human Services for 60 preschool students, age 31 months and older (until kindergarten) in half day, and full day program options for as few as two days per week up to five days per week.

The Mount Olivet Preschool adheres to all licensing rules and standards in child care program planning, equipment, staff qualifications, class ratios and policies.

Department of Human Services - Division of Licensing Phone Number: 651.296.3971

## ELIGIBILITY AND SPECIAL NEEDS:

A child must be 33 months old and potty trained before enrolling in the Mount Olivet Preschool. Enrollment is open to all children regardless of race, color, creed, sex, religion, or ethnicity.

Students with special needs or disabilities may be assessed by early childhood specialists and professionals from the district in which they live. The Mount Olivet Preschool staff may be part of this process with permission from the child's parents.

## HOURS OF OPERATION:

The Mount Olivet Preschool is licensed for business Monday through Friday, from 7:30am to 5:30pm, unless closed for a holiday/staff development day as listed below or as otherwise announced:

New Year's Day  
Easter Monday  
Memorial Day  
July 4th  
Labor Day  
Thanksgiving Day (and Friday after)  
Christmas Eve  
Christmas Day  
Staff Training/Development Days (1 week minimum, or as listed online and in the monthly preschool calendar)

All holidays are considered paid days of attendance.

With advance notice, vacation credit may be applied to days the Mount Olivet Preschool is closed for a holiday/staff development day.



## COMMUNICATION, CONFERENCES AND PARENT INVOLVEMENT:

Mount Olivet Preschool encourages an open line of communication between parents and staff. Parents can expect daily communication at drop off and pick up and regular updates on your child's activities/schedule via the app. Staff are available throughout the day by phone or email. Preschool Director, Lisa Rosenfield, is available by appointment to discuss any information about your family's preschool experience, or address/follow up on any needs/requests.

Conferences will be conducted twice per year, in the fall and spring. We will announce conferences in the newsletter, via email, and give reminders to sign up for a time to meet with your child's teacher. Throughout the year, your child's teacher will be conducting informal and formal assessments as they track your child's intellectual, physical, social, and emotional development. Conferences will be a time to go over this information and celebrate your child's learning progress and growth in a variety of areas. Additional conference time to check in may be requested by a parent or by a teacher as needed to support the individual needs of a child, these requests will go through the Preschool Director.

Parents of enrolled children may visit the Mount Olivet Preschool any time during the hours of operation. Additional parent involvement may come in the form of volunteering to assist with field trips, special programs, or other occasions when the teaching staff could use an extra adult. Please reach out to the director, or lead teachers for current parent volunteer needs in your child's classroom.





## **BEHAVIOR GUIDANCE METHODS**

The Mount Olivet Preschool staff models positive and acceptable behavior. Behavior guidance methods are appropriate to the developmental level of each child. Staff will redirect children toward a positive activity to reduce conflict and will guide children in using acceptable ways to handle conflict. Staff will reinforce positive behavior and will withhold attention from negative behavior. Mount Olivet Preschool does not use physically or mentally abusive discipline. All adults must follow the above policy while on Mount Olivet property.

## **GRIEVANCES:**

Any grievance should be brought to the attention of the Preschool Director, who will provide a plan for next steps. You will receive a response in a timely manner. If the issue cannot be resolved there, the Director of Children & Family Ministry and/or Pastoral Staff may be consulted.

## **TUITION AND VACATION POLICY:**

Tuition is billed weekly and Mount Olivet Preschool offers weekly or monthly online billing options. Late fees will apply to outstanding tuition owed to the preschool. Ongoing unpaid tuition may lead to dismissal from the Mount Olivet Preschool. Each full-time family will receive vacation credit equivalent to 2 weeks of their enrollment time to use at their discretion throughout the year. Advanced notice to the Preschool Director is appreciated when a family would like to use all or a portion of their vacation credit. Vacation credit may be applied to holidays or staff development days. If unused, vacation credit expires annually on the child's enrollment anniversary.

## **LATE FEE:**

While we recognize that emergencies do happen, it is important that you pick your child up by 5:30p. If you are late and able to contact the preschool via ProCare message, we would appreciate it. The first time you are late, you will receive a late warning and the next time you will be billed. A \$5.00 fee per child will be charged for the 1 to 5 minutes after 5:30. There is an additional charge of \$1.00 per child for every minute thereafter. The late fee will be added to your child's tuition.

## **SUMMER HOLDING FEE:**

If you wish to take your child out of preschool for the summer and return in the fall, to hold the spot you will be billed 40% of the summer tuition cost. Advanced notice to the Director is appreciated in coordinating date of departure for the summer and date of return to the classroom.

## SEVERE WEATHER AND EMERGENCIES:

In the case of severe weather, schedule modifications (i.e. delayed start, early pick-up, and/or preschool closure) will be communicated via email and as a notification on the parent app and/or by phone.

To prepare the students and staff for an emergency situation, the preschool will take part in monthly fire drills, lockdowns, and appropriate seasonal weather drills, documented, and kept on file.

## FIELD TRIP AND PERMISSION FORMS:

Parents will be informed of any scheduled field trips for their child and any associated field trip fees, permission will be requested prior to every Mount Olivet Preschool field trip.

In the event the Mount Olivet Preschool is asked to participate in a public relations research activity, parents will be notified and written parental permission will be requested.

## PETS

There are no pets or animals regularly in the preschool classrooms. Parents will be given advance notice of any animals visiting the preschool (i.e. in-house field trip). Staff will supervise any animal visits and follow proper sanitation procedures. Family pets are not permitted in the preschool classrooms.

## HEALTH RECORD INFORMATION

**Two health record forms must be completed:**

**Immunization Record:** This record must give dates (month, day, year) of immunizations your child has received. It must be current and is due on admission. Immunization records must be updated whenever your child receives additional immunizations.

**Health Record Summary:** This information must include the date of the child's most recent physical exam (within six months), and be signed by the child's source of health care. This form is due within thirty days of admission.

## MEALS

Mount Olivet Preschool is required to provide two meals and one snack for full time students enrolled in our program. Meals will consist of a well balanced diet directed by the Minnesota Department of Health. The Director of Dietary at Mount Olivet Church will be providing these meals to our students. Parents will receive a Monthly Menu to review items. Any allergy, food sensitivity or dietary restrictions should be communicated to the Preschool Director and written on your Child Enrollment information. NO OUTSIDE FOOD is permitted. We are a Tree Nut and Peanut Free Zone. If there is a dietary need for alternate food for your child, dietary modifications shall be made under the direction of a trained health care provider. Written permission from the child's parent/legal guardian and the child's health care provider is required.

## ALLERGIES

Parents/guardians have the responsibility to inform the school when their child has any special medical condition, needs, or allergies so that we can provide for appropriate care, support or modifications.

Documentation from your child's health care provider will be required.

## MEDICATIONS

Prescription medications will only be given with written parental consent and written physician approval. Please complete a Medication Permission Form if your child needs medication while in our care. Medications must be in their original container and include a prescription label. Medications may be given only to the child for whom they are prescribed.

Outdated/expired medications will not be given.

This policy also includes over the counter medications with the exception of sunscreen.

## **EXCLUSION OF SICK OR ILL CHILD**

A child with any of the following conditions or behaviors must be excluded from our program according to Department of Human Services licensing requirements that the Commissioner of Health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.

We will follow the exclusion guidelines listed below which are taken from INFECTIOUS DISEASES IN CHILD CARE SETTINGS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS AND GUARDIANS, prepared by Hennepin County Community Health Department, Epidemiology Program.

## **WE MUST EXCLUDE A CHILD WITH ANY OF THE FOLLOWING CONDITIONS:**

### **CHICKENPOX**

Until all the blisters have dried into scabs; usually about six days after rash onset.

### **CONJUNCTIVITIS (PINKEYE)**

Bacterial (with pus): until 24 hours after treatment begins. (Pink or red conjunctiva with white or yellow discharge that causes matting of the eyelids; pain or redness of eyelids.)

### **DIARRHEA (INFECTIOUS)**

Until diarrhea has stopped. For some infections, the person must also be treated with antibiotics before returning to school.

### **DIARRHEA (UNCONTROLLED)**

Until uncontrolled diarrhea stops, or until a medical exam indicates that it is not a communicable disease (uncontrolled diarrhea is an increased number of stools, compared with a person's normal pattern, along with watery stools, and/or decreased stool form that cannot be contained by the use of toilet).

### **FEVER**

Until a medical exam indicates the child may return. Axillary armpit temperature: 100 degrees or higher, before fever reducing medication is given, when accompanied by behavior changes, or other signs of illness.

### **IMPETIGO**

Until a child has been treated with antibiotics for at least 24 hours.

### **LICE (HEAD)**

Until after the first treatment, and no live lice are seen.

### **MOUTH SORES WITH DROOLING**

Until a medical exam indicates the child may return.

### **RASH WITH OR WITHOUT FEVER OR BEHAVIOR CHANGE**

Until a medical exam indicates these symptoms are not that of a communicable disease (i.e., chickenpox, fifth disease, measles, roseola, rubella, shingles, strep throat).

### **RESPIRATORY INFECTIONS (VIRAL)**

Until a child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.

### **RINGWORM**

Until 24 hours after treatment is started.

### **SCABIES**

Until 24 hours after treatment is started.

### **SIGNS/SYMPTOMS OF POSSIBLE SEVERE ILLNESS**

Until a medical exam indicates the child may return (unusually tired, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing).

### **STREPTOCOCCAL SORE THROAT**

Until at least a full 24 hours after treatment begins and child is without fever for 24 hours.

### **VOMITING**

Until vomiting stops (vomiting is defined as two or more episodes in the previous 24 hours).



## **WE MUST EXCLUDE A CHILD:**

Who is not able to participate in school activities with reasonable comfort, including outdoor play; or  
Who requires more care than staff can provide without compromising the health and safety of other children in school.  
When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The school will notify the parents of exposed children on the same day or within 24 hours by:

- Giving written notice of the communicable disease.
- Phone call if necessary and possible.

**Parents are required by State laws and our school policies to inform us within 24 hours (exclusive of weekends/holidays) when their child has been diagnosed as having any contagious disease.**

## **UNAUTHORIZED CHILD PICK UP**

A child will not be released to an unauthorized person. If a person who is incapacitated or suspected of abuse arrives to pick up a child we will call 911. Staff is not expected to jeopardize their own safety or the safety of children in their care.

If the child is not picked up by closing time, staff will call parents/guardians, or the emergency contact person. If neither can be reached, staff will remain at the school for one hour and continue to attempt to reach parents/guardians or emergency contacts. If no one can be reached, staff will call the police and follow their instructions. A note will be left on the door at school for the parent regarding the situation and a phone number to call. Under NO circumstances will staff transport a child.

### **First Aid**

In the event of any injury or illness, appropriate first aid will be administered by trained staff. If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent or alternate listed on the Emergency Card will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made. Staff will not transport.

### **Care of Sick or Injured Children**

If your child becomes ill or injured while in our care, he/she will be isolated away from other children under supervision of a staff person. You or your designated alternate will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If staff thinks necessary, the child's health care provider will be called.

## **SANITATION**

The Mount Olivet Preschool is cleaned daily. This includes the cleaning of hard surfaces, carpet maintenance, bathrooms, as well as sanitizing toys. Staff are trained in the proper use and protocol for cleaning products in the Mount Olivet Preschool, and proper handling/disposal of contaminated items. The daily cleaning routine reflects modified routines to prevent the spread of COVID-19 within the classrooms.

Food requiring refrigeration will be kept at 40 degrees or less, and temperature will be checked daily. Staff are trained in proper food handling techniques, and will supervise children during snack and meal times.





# SEAT BELTS AND TRANSPORTATION

There is no transportation provided for regular attendance for children while enrolled in our program. When a planned field trip requires transportation, the methods used will be in accordance with the Department of Human Services regulations and Minnesota law. Minnesota law requires federally approved age-appropriate car seats and seat belts to be used to transport children.

## TOILETING

A child must be toilet-trained, without the use of Pull-ups, to be admitted to our program. We do understand that toileting accidents occur. Procedures for toileting accidents are approved by our program's health consultant and are posted in the restroom area.

## HEALTH CONSULTATION SERVICES

Our program receives health consultation services from Minnesota Child Care Health Consultants. The agency phone number is 612.500.1880. All Health Consultants are Registered Nurses with certification in Public Health.

## MANDATED REPORTING POLICY

### Who Should Report Child Abuse and Neglect?

Any person may voluntarily report abuse or neglect.

If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

### Where to Report?

If you know or suspect that a child is in immediate danger, call 911.

All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651.431.6600.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency or local law enforcement.

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.

### What to Report?

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

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.

### 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 Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

## FAILURE TO REPORT

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Providers.

## 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 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:

- Related policies and procedures were followed;
- The policies and procedures were adequate;
- There is a need for additional staff training;
- The reported event is similar to past events with the children or the services involved; and
- There is a need for corrective action by the license holder to protect the health and safety of children in care.

### Primary and Secondary Person or Position to Ensure Internal reviews are completed:

The internal review will be completed by the preschool director. If this individual is involved in the alleged or suspected maltreatment, Nancy Nash will be responsible for completing the internal review.

### Documentation of the Internal Review:

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon 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 14.

**The reporting policies and procedures 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. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.**



## EMERGENCY POLICIES AND PROCEDURES

The complete Mount Olivet Preschool Emergency Preparedness Plan is available upon request from the preschool office. This plan is developed from Minnesota's Statewide Child Care Emergency Plan and with the assistance of Mount Olivet Lutheran Church's Safety Committee. The Mount Olivet Plan identifies the church emergency staff who are responsible to initiate emergency warnings and alerts.



## **SEVERE WEATHER**

If sirens are heard or a tornado warning is announced all staff and children will proceed to the severe weather shelter, located on the lower church level across from the choir room, and will remain there until the all clear is announced. Parents/caregivers are asked NOT to come to pick up children during a severe weather event. Mount Olivet Preschool practices severe weather drills in the fall, spring and summer.

## **FIRE**

In the event of a fire emergency, Mount Olivet Preschool will take direction from Mount Olivet Church's emergency staff, whether to follow the "protect in place" procedures or to evacuate the building. Parents will be notified by phone or email. Mount Olivet Preschool practices monthly fire drills.

## **LOCKDOWN PROCEDURES**

In the event of a church-wide lockdown all doors will be locked and people will not be able to enter or leave the building until an all clear is announced. Teachers and students will remain in the locked classrooms. If appropriate for the situation, communication with parents will be attempted. Safety of the children is of utmost importance.

## **PANDEMIC PLANNING**

Upon request, the license holder will cooperate with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak.

## **COVID-19**

Mount Olivet Preschool follows recommended MN Dept of Health and CDC guidelines regarding COVID-19. For more information about our current COVID-19 policy, please contact the Preschool Director.

## **OFF-SITE EVACUATION**

Evacuation site:

Burroughs Elementary School

Address: 1601 W 50th St, Minneapolis, MN 55419

Phone: (612) 668-3280

District: Minneapolis Public Schools

In the event that the Burroughs School staff determines the need for the building to be evacuated, the Mount Olivet staff will move students to the primary evacuation site. Students will be moved in the safest and quickest way. Parents/guardians will be notified as soon as possible of the evacuation. The children will be with a Mount Olivet staff member at all times. Burroughs Emergency Staff will be asked to assist with the evacuation.

## **EMERGENCY MANAGEMENT PROCEDURES**

Mount Olivet Preschool has developed a guide on Emergency Management Procedures for its staff based on the guidelines in the Emergency Planning and Procedures Guide for Schools provided by Minnesota Department of Public Safety. Procedures concerning General Emergency Guidelines, Fires, Tornado/Severe Thunderstorm, Blizzard and Snow Emergencies, Lockdown Procedures, Intruder Safety, Shelter in Place Procedures, Evacuation and Relocation Procedures, Safety from Hazardous Materials and Bomb Threats are included in this guide. A copy is available for viewing in the preschool office.

Emergency Phone Numbers (posted in each classroom)

Police and Fire	911
Poison Control	800.222.1222
Health Department	952.351.5200
Child Protection Services	612.348.3552
MN State Licensing	651.431.6500
Maltreatment Intake	651.431.6600