



# Roseville Lutheran Childcare House



## Roseville Lutheran Childcare Policy

**Roseville Lutheran Childcare House**  
1200 Ryan Ave. - Roseville, MN 55113  
651-488-7991

**2021-2022**

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# **Welcome to Roseville Lutheran Child Care**

## **Licensing**

Roseville Lutheran Child Care is licensed by Ramsey County of MN and Department of Human Services of Licensing. Licensed Family Child Care Providers are required to follow Minnesota Statutes, Chapter 245A and Minnesota Rule 9502 that is also known as Rule 2.

## **License Capacity**

We hold a Group Family Day Care License through Ramsey County. Our license capacity is 14 children with two caregivers. Of the total children under school age, a combined total of no more than four shall be infants and toddlers. Of this total, no more than three shall be infants.

Note: A helper (age 13-18) may be used in place of a second adult caregiver when there is no more than one infant or toddler present.

## **Days and Hours of Operation**

Your weekly rate provides for care Monday through Friday from 7:00 a.m. through 4:30 p.m. Parents are welcome to visit with us at any time during these hours.

Note: Children should not arrive before 7:00 a.m. and need to be picked up by 4:30 p.m. A late fee of \$15.00 per family for every 15 minutes or portion thereof will be charged and made payable at the time of pick-up.

If you are in an emergency situation and must be late, please notify us at 651-488-7991.



# Goals & Philosophy

- The goals of the child care are to provide a supportive, nurturing environment in a Christian home setting with a balance on the emotional, spiritual, physical, and cognitive development of each child.
- We believe that every child is special and unique! We recognize that each child has individual needs as well. We will strive to work with you and your child to provide an atmosphere that is conducive to the growth of your child.
- The childcare has been blessed to offer over 20 years of ministry at Roseville Lutheran and we hope to offer nothing but the highest quality in childcare to each and every child enrolled in our care.

## Setting Age Appropriate Limits

Simple behavioral expectations need to be established while attending childcare.

### Caregivers will:

- 1) Tell children what is expected of them in a positive but firm manner.
- 2) Make sure that children understand what the expectations mean.
- 3) Apply the expectations consistently and appropriately.

### Children are expected to (age appropriate):

- 1) Respect self, other children and caregivers.
- 2) Accept others' individual differences.
- 3) Accept the consequences of their behavior.
- 4) Let caregivers know of their needs.
- 5) Respect the home and its property.
- 6) Be considerate.



# **Behavior Guidelines**

Our discipline procedures are tailored to the developmental level of the children in our care. Caregivers are expected to model acceptable behavior, redirect children to use acceptable alternatives and to ensure that all safety measures are taken. Our primary goal as caregivers is to foster the self-esteem of each child in our care.

## **Discipline Procedures of Behavior Considered Harmful or Inappropriate**

The following are examples of behaviors which are considered inappropriate and harmful: Any form of aggression, such as hitting, kicking, pushing, biting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, and inappropriate touching of a person's body. Children who demonstrate such actions will be warned once and if the behavior continues, a time-out will be used. (A child will be removed from the group and asked to sit alone for approximately 2-10 minutes depending on age.) If a very young child needs direction, a very gentle but firm "NO" will be used. If any further action is needed, we will discuss it with the parent and work on a plan of action to remedy the situation. ALL CHILDREN HAVE A RIGHT TO BE SAFE!

## **Challenge of Separation**

Many children enter new situations with none or very little difficulty. For some, however, separation from the parent is more difficult. New situations are hard for many people, even adults, with all their experience and knowledge. Our caregivers will be sensitive and quick to give whatever help your child needs while making their new adjustment.

# Roseville Lutheran Child Care Enrollment Contract

This contract is made between the parent(s)/guardian(s) and Roseville Lutheran Child Care prior to child(ren) attending. The contract explains terms of enrollment, weekly rate for each child, and when payment is due.

## Registration Fee

A \$50.00 non-refundable fee for each child enrolling for care will be charged at the time of enrollment.

## Weekly Rates

Childcare fees are due Monday morning prior to the week of childcare. A \$5.00 per day late fee will be charged for each day payment is not made. Weekly payments will be automated through an app called Brightwheel. You will be given a weekly invoice through the app. To set up payments, you will receive an invite from the director and then you will be able to set up your banking information through the Brightwheel App. Please check with the director for weekly rates.

## Vacation, Sick Days, Holidays, or Snow Days

Roseville Lutheran Child Care is a non-profit organization, which operates primarily on the tuition fees from each child. Therefore, it is essential that your fees be paid promptly and regularly. **ALL DAYS ARE PAID REGARDLESS OF SICKS DAYS, SNOW DAYS, HOLIDAYS, VACATION TIME, ETC.**

In the event of closure, due to Covid-19 or another emergency, tuition would still be expected. An adjustment to tuition would be determined by the program, if needed, depending on the circumstance.

## Withdrawal from Child Care

Before withdrawing your child from the childcare program, a two-week written notice is required.



# Parent Communication

Please feel free to communicate concerns you may have with our director/staff. Parents are also responsible for notifying us if the child is to be picked up by anyone other than themselves. Children will not be released to anyone other than their parents without prior consent.

## Meals Provided

Family style meals and snacks will be provided. Caregivers will encourage conversation and appropriate table manners. Meals will be prepared in our kitchen. Special food needs for medical and religious reasons will be supplied by the parent. Infant formula and baby food will be supplied by the parent.

Note: We feel that your child's birthday is a special event! Please feel free to bring a special treat for the celebration. The treat needs to be store packaged.

## Diapers

Parents will provide diapers and wipes for their child. These can be brought on an "as needed basis." For sanitary reasons, we will use disposable diapers only.

## Sleeping Arrangements

Children will use cribs, mats, or cots according to age appropriateness. Sleeping arrangements will be discussed with parents prior to enrollment.

## Toilet Training

Our toilet training procedures stress cooperation with the parents. We will not initiate toilet training but will respond to your child's interest in such training. Parents are asked to share toilet training expectations with our caregivers to ensure consistency for the child.



# Absences

Parents must notify us if their child will be absent for any reason.

## Illness

Roseville Lutheran Child Care and the Minnesota Department of Human Services have established guidelines to protect your child, the other children and the caregivers. If your child needs to be excluded from care, it is your responsibility to find alternative care.

Parents will be contacted to pick up any child who appears to be ill. This includes severe diarrhea, temperature of 100 degrees or higher, vomiting and/or rash not associated with diaper rash. Until the parent arrives, the child will be provided a quiet area excluded from activities with other children. Parents will also notify the director in the event that your child has a diagnosis of a serious or contagious illness.

**In case of a Covid-19 related illness please notify staff and see the Covid-19 preparedness plan for further details.**

## Parent Notification of Illness or Accident

In the event that your child becomes ill while at daycare, we will attempt to reach a parent to pick up the child. If the parent cannot be reached, we will contact one of your authorized persons to do so.

Our caregivers have been trained in first aid and C.P.R. In the event of an accident creating a need for medical attention, we will proceed as follows:

1. If the accident indicates immediate emergency treatment, we will proceed by calling 911 and then contact the parents.
2. If less serious, we will administer the necessary first aid.



## **Sharing Time**

Children are welcome to bring items from home to share with other children. We ask that you do not bring any items that depict that of a violent nature, which include: toys that resemble guns, knives, or swords. Videos brought from home must be rated appropriately for the children in care.

## **Insurance**

Roseville Lutheran Child Care is covered by an insurance policy.

## **It's The Law**

As a licensed provider with Ramsey County, we must report to the agency any suspected emotional, physical and/or sexual abuse, or neglect of a child.

## **Parking**

To ensure the safety of all children, we ask that you park in the church parking lot adjacent to the home when dropping off and picking up the children. Also, please use the back door when entering or leaving the home.

## **Severe Weather**

Roseville Lutheran Child Care will follow the same method of closings as Roseville Area Schools. Listen to local stations for closings, delays, or early dismissals of Roseville Area Schools. If tornado sirens are sounding, we will use the lower level of the home. For severe weather events you will be notified by a text email or phone call of closing by the childcare staff.

## **No Smoking**

We are a smoke-free environment. Smoking in the home or on the property is not permitted.



# Outdoor Policy

Children will play outside every day, weather permitting. A guideline we follow in winter months is that the outside temperature must be 20 degrees or higher for outside playtime. Please provide outerwear to accommodate outdoor temperatures and conditions (i.e. jacket, snow pants, boots, hat and mittens for winter). In summer if heat index is 100 degrees or above we will be inside.

## Learning/Education



Roseville Lutheran Child Care provides age appropriate, fun-filled, hands-on activities to help create a strong foundation upon which your child can build a world of knowledge. In addition we are Christian-based and share God's love through stories, songs and prayers. We believe that learning is best facilitated in an environment, which is loving, challenging, hands-on, and, of course, FUN!!!

Note: When students are age 3 by Sept. 1 they can enroll in the Roseville Lutheran Church Preschool during the school year. To help with drop off and pick up times of preschool, the Childcare Staff will assist in this as long as permitted on their preschool emergency form as emergency contact. Plus this is a separate cost from your childcare tuition.

## Holidays/Closed Days of Childcare

Roseville Lutheran Child Care will be closed various days of the year. This includes most holidays, and for staff development. Please look for updated dates posted on the refrigerator at the childcare as well as in the newsletter. A handout of yearly holidays/closed days is given out each year.

# Medical Records and Forms

All forms necessary for enrollment need to be completed before your child's first day. No medication will be given without permission from the parent/doctor. If child has a food allergy or food restriction, a form will need to be completed by parent/guardian and doctor. For infants who are not in roll-over/movement stage, a swaddling form will need to be completed by parent/guardian.

## Clothing

Children should wear comfortable clothing suitable for play. Due to bathroom accidents, eating, and active play, please provide your child with extra clothes to keep at childcare in a bag with their name on it.

## Pictures

Kids love to see themselves in photos, and tell stories about what they have done. At the childcare, pictures are taken throughout the year and displayed or used in Roseville Lutheran Church newsletters. We ask parents to sign a permission form allowing us to display their picture.

## Tax I.D. Number

Our Tax I.D. Number is 41-0745918. You will want this number for a child care expense deduction of your taxes. Some companies use their own tax worksheet while other request a receipt from us. Please let the director know if you need a tuition tax form.

**If you ever have any questions, please contact the Child Care at  
651-488-7991 or [RLCchildcare@rosevillelutheran.org](mailto:RLCchildcare@rosevillelutheran.org).**

**Thank you for placing your trust in us!  
God's Blessing to You!**





At RLC Preschool we follow the mission, vision and values of Roseville Lutheran Church.

**Mission:**

Love God. Love your neighbor.

Simply stated, but never complete. We humbly devote our lives, hoping through worship, to attain a glimpse of God's magnificence. We strive to serve others with love, every day.

"You shall love the Lord your God with all your heart, and with all your soul, and with all your mind." This is the greatest and first commandment. And a second is like it: "You shall love your neighbor as yourself."

**Vision:**

A Community united by grace.

Grace comes from God. Wherever people treat one another with compassion, kindness, generosity and love, God is there.

"For by grace you have been saved through faith, and this is not your own doing; it is the gift of God."

**Values:**

Love - Every person is a child of God.

Humility - We do not possess the wisdom to judge others with impunity.

Faithfulness - The Lord has a purpose for us here, in Roseville.

Together with nearly 10,000 congregations of the Evangelical Lutheran Church in America (ELCA), we profess: This is Christ's church. There is a place for everyone here.



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