

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."

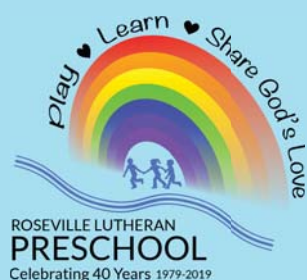
**Values:**

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.



1215 Roselawn Ave. W.  
Roseville, Minn. 55113  
651-488-6887



# Hand

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

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

2020

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If you ever have any questions,  
please contact the Preschool Director at  
[preschool@rosevillelutheran.org](mailto:preschool@rosevillelutheran.org)

Thank you for placing your child in preschool!  
We look forward to seeing you at school!



## School Adjustment

Many children are excited to come to preschool and have very little separation issues. Others may need some help from our teachers and staff to find a routine that will make them feel comfortable. If a child is continuing to have separation issues after the first 4 - 6 weeks, the child may have a more positive school experience by waiting until s/he is older and able to handle separation better. The school reserves the right to release a student from attending classes following a consultation with parents/caregivers if the child's behavior is affecting their own learning and the environment of the whole class.

## 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.



## Licensing

Roseville Lutheran Preschool is licensed by the State of Minnesota, Department of Licensing and Regulatory Services of Licensing. We are subject to the rules of licensing outlined in 9503.005-9503.0175. The rules of licensing are available for review. A copy of the rule is available for review.

## The Philosophy of Roseville Lutheran Preschool

We believe that preschool age children are capable of learning and will benefit greatly from a Christian, child-centered, integrated, and developmentally appropriate program.

As parents and educators, we believe that every child can be taught. Research shows that children learn best through play, which will help our children solve problems and learn to work with others.

Academically, play is the cornerstone of our program. We emphasize the process of learning instead of the product. We provide many pleasurable opportunities for our children to learn and can attain competence in all areas.

We believe parents are a child's first teacher. We believe that they are to be given opportunities to be involved in their child's educational process both at home and at school, and as part of our program.

**We believe** parents and others in the community are an extension of the classroom and are to be given opportunities to be involved in their child's educational process both at home and at school, and as part of our program.

Lastly, **we believe** in providing opportunities for our children to learn, caring, and providing service to others. We believe in meaningful relationships between children, staff, 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 preschool teachers, teacher assistants and a director who meet the guidelines of the Department of Human Services. When absences occur, qualified substitutes will be hired.

## Morning Preschool Classes

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

Children should be 3 or 4 by September 1 to be enrolled in class. We are licensed to have a maximum number of 20 children to be enrolled in each class. However, we have found 16 is the magic number for the 3's classroom, and we will take up to 20 in the 4's classrooms. 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.



## Fundraising

There will be fundraising projects each year. The Director and preschool staff, and parents are encouraged to participate with their family as well as the children.



## School Celebrations

Birthdays and special occasions are celebrated.

Halloween, Thanksgiving, Christmas, and Easter. Please note that we will not be having parties for these celebrations this year due to COVID-19.

## Snacks and Beverages

Store purchased snacks, i.e. fruit, crackers, etc. are provided daily. For beverages we may offer 1% milk. Cooking and preparing snacks in the kitchen is the curriculum.

Children's birthdays are celebrated. Birthdays are celebrated on the ½ year anniversary of the child's birth this year due to Covid-19 guidelines. Celebrations include recognitions, like a crown, star of the week, etc. at school.

If a child has a food allergy or food intolerance, please inform the staff to accommodate and work with the family. We will do our best to accommodate for the child.

Please do not give children in school any toys or gifts. The teaching staff. They will be aware of any child might have. Un-inflated balls are allowed.

## 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. Also, we ask that children keep an extra change of clothes, especially for the three's classroom, in a gallon size baggie labeled with your child's first and last name. A school bag/backpack is highly recommended. 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). This permission is on the backside of the emergency form.

Professional school pictures are also taken in the Fall. You will have the opportunity to choose a package to order individual pictures as well as a class group photo.

## Newsletter

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



## Tuition for

2-day-a-week class .....  
3-day-a-week class .....  
5-day-a-week class .....

\$50.00 registration

Tuition is due on your child's By the first day of pre-school in the month's tuition. This will insure us 3 vacancy created in the class in case y tuition should be paid regardless of illn to insure your child's continued enroll restrictions or another emergency yo amount of tuition may be determine

Limited financial assistance is a

## Registration Guide

Qualified applicants are acco to the follow

A. Families that are currently en Roseville Lutheran Preschool.

B. Families who are members o have been enrolled in the Nurse

C. Priority for (A, B) will not cont open to the public on a first com

If no vacancy exists, applicants Vacancies will be filled according t



## Afternoon Enrichment Classes

Students are invited to extend their day from morning preschool classes to afternoon Enrichment classes. Students will dive deeper into specific topics like Science, Book Exploration, Art, Movement and much more.

The classes are offered the afternoons of Monday - Thursday for 12 weeks in Fall & Spring from 12:45p.m. - 3:15p.m. For students that enroll in Enrichment classes there is a Lunch Bunch time from 11:45a.m.-12:45p.m. to eat their lunch, rest and/or play until Enrichment Class begins. Due to Covid-19, this year students will need to sign up for afternoon classes on the same mornings they attend.

Students need to be at least 3 by Sept. 1 and toilet trained to attend. Please note we need a minimum of 8-10 students to make the class run. If a class does not run you will be notified of this change.

## Lunch Bunch

Students bring their own cold lunch from home to eat during Lunch Bunch, and place in a cooler. The cost for each Lunch Bunch is \$5.00 which covers the cost of staffing and supplies used. Students are to include a protein, vegetable, fruit and grain in their lunch as recommended from the DHS and USDA nutrition guidelines. Milk and water is provided. Students do not need to bring their own drink. Also, we discourage treats like candy and cookies in their lunch to encourage healthy choices. In addition, depending on allergy concerns, we may discourage use of certain foods like peanut butter.

## Enrichment Tuition

One afternoon Enrichment class \_\_\_\_\_ \$225.00 or  
for 12 week session \_\_\_\_\_ \$75/4 weeks  
(3 payments)

Lunch Bunch for one afternoon \_\_\_\_\_ \$60.00 or \$5.00/time  
for 12 week session

**Discount - If you sign up your child for 2 Enrichment Classes, you can get one 12-week session of Lunch Bunch free - saving \$60.**



## Behavior

Our daily schedule, curriculum plans, and routines are designed to promote a positive environment including respectful and trusting relationships. We provide for the safety of all children, and support children's self-help and self-control skills. We set limits and routines and limit the children. Consistency or knowing what to expect helps children develop a sense of trust and security.

Positive, guiding communications with children help them develop a sense of independence, confidence, and abilities to get along with peers and adults. We use language in the classroom activities. The teacher uses clear language and appropriate ways for children to express emotions. All children are encouraged to express what they need, and how they feel. All children are recognized and affirmed daily. The teacher addresses negative behavior may include the teacher reasonably discussing the problem, re-communicating clear, firm words to instruct the child to express their feelings.

When necessary, a child may be re-directed during a "time-out" period, but never isolated from the Director. Continued problems will be discussed with the parent.

It is our philosophy that every day is a new start every day with a clean slate. The teacher addresses behaviors and allowing the child to express their feelings.

## Conferences are

Conferences are held twice a year, once in the fall and once in the spring. It is an important time for us to meet with you about your child, as well as for us to learn about all things that relate to their development, social, physical (large/fine motor), and emotional progress, rather than product. Record your child's file as well as a copy that's requested a phone or personal conference. It is beneficial to you.

## 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 and emails/texts.

School cancellations due to weather will also coincide with Roseville School District. However, due to Covid-19 we are not following what Roseville School District does academically. We are following guidelines we are given from the CDC, and the State of MN/Governor through the Department of Health (MDH) and Department of Human Services (DHS).

In the event of closing for any other reason, an email/text notification will be sent out.

## Daily Schedule

A Typical day in the preschool rooms looks like:

9:15 - Greeting/Free Choice Time (child initiated)

9:45 - Large Group/Songs/Calendar/Review Class Rules and Routine

10:00 - Small group/Physical Education

10:30 - Snack

10:45 - Large Group - Singing/Story

11:00 - Free Choice Activities

11:30 - Large Group - Story/Songs

11:40 - Get ready to go home/Parent Announcements/Thank You's

11:45 - Dismissal



## Preschool Orientation

Preschool orientation will be held (toward the end of August). This is a time to meet the teachers, explore the classroom, and complete any forms needed prior to the first day of class. Forms include an emergency form, immunization form, and a consent form. Teachers may have you fill out some forms to make your child better. Due to Covid-19 Parent Orientation and Preschool Orientation and



## First Day of School

On the child's first day of class, we will have a special breakfast and the students will stay for the full day. If your child has separation issues please contact us at parent orientation and the staff will be prepared to help. Due to Covid-19 we are unable to have parent attendance.

## Parent Participation

We will not have parent volunteers due to Covid-19 recommendations. We request that parents stay outside of the classroom. Please contact us if you can help in any way.

## School Hours

Our morning school hours are from 9:00 a.m. to 12:45 p.m. Enrichment classes are from 12:45 p.m. to 11:45 a.m. - 12:45 p.m. Children are required to be at school prior to the start of the day.

They should be picked up by 11:45 a.m. A late fee of \$15.00 will be collected for late attendance after 11:45 a.m.

## Drop-Off and Pick-Up

For the safety of the child, each parent or caregiver must accompany the child to the Check-In station (near preschool entrance/lobby area-outside when weather permits). As parents wait for their turn they will need to wait on designated markers that are 6ft. apart for social distancing on the sidewalk/lobby area. If there are too many waiting, families may be asked to wait in their parked car until there is a space available on the sidewalk/lobby area. Parent/Caregiver will need to assist staff person at the station with Covid-19 Health Check, and sign child in via barcode/tablet when dropping off. A teacher or staff person will greet the child at the Check-In station and then escort them to the classroom.

For Pick-Up, parents will either notify the teacher by text or a staff person at the Check-In Station, that they have arrived, and then sign the child out via barcode/tablet. A teacher/staff person will escort the child to meet the parent outside by the preschool entrance. When weather permits, classes may be playing outside in courtyards and parents can pick up the child from that area, but will still need to sign the child out at the Check-In station prior.

In addition, please inform us if someone else will be picking up your child. We will not release your child to anyone without your permission or anyone not listed on the emergency form.

## 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.



## Preschool/Child Care Program Plan

Roseville Lutheran Preschool is licensed to operate from 9:15 am to 3:15 p.m. Monday-Thursday, and from 9:15 a.m.-11:45a.m. on Fridays, 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, which includes most policies and items from the handbook. The handbook is a summary of the Childcare Plan).



## Health, Medication

Within one year prior to the first day of school, a physical examination and health records up to date must be turned in.

Fire and weather drills are required and will be conducted. Fire drills will be conducted daily. A daily inspection for hazards will be maintained so that it is up to date. In the event of a report serious injury or fire to the Director, the staff will be permitted to administer first aid. Medication will be administered only after they have been given written permission.

In the event that emergency medical services are required, a staff person will call 911. If the child is transported to the Emergency Information Form, the child will be taken to Children's Hospital, 345 Smith Ave., or Family Dentistry, 1050 W. Larpenter Ave.

Parents will sign a letter of consent in the event of an emergency call 911 to transport due to a serious medical condition. The emergency form will be filed in the child's file.

## Illness

Please keep your child home if s/he has a fever, cough, or other illness. It is a matter of fairness to the other children, any child with a fever will not be allowed to stay for the class session. If a child is reported to be ill, the child will be kept home.

If your child becomes ill while at school and we cannot be reached, we will call the office. If you are unable to be reached, we will call the office card. Until your arrival, your child will be kept home.

If your child requires medication during the school day, you must provide written permission. The Permission to Administer Medication form is included in the "Health Policies" for medication.

For info on illness due to Covid-19 please refer to the plan for Preschool. This is included with the handbook on the website, and is available at the preschool.