



# 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

**2021-2022**

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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 651-296-4123.

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 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

|                                 |                 |                     |
|---------------------------------|-----------------|---------------------|
| <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 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.



## Tuition for AM Classes

2-day-a-week class .....\$135.00 a month

3-day-a-week class .....\$175.00 a month

5-day-a-week class .....\$225.00 a month

\$60.00 registration fee (non-refundable)

Tuition is due on your child's first week of class each month. Tuition will be paid through the Brightwheel App. You will be given a monthly invoice via the Brightwheel App. We prefer that you automate your payments monthly through the app, but we will still accept cash/checks as payment.

By the first day of pre-school 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. If we are closed due to Covid-19 restrictions or another emergency you will be expected to pay tuition. The amount of tuition may be determined at that time based on circumstance.

Limited financial assistance is available. Please see the Director.

## Registration Guidelines for AM Classes

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.



# 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.

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, which they keep in their backpack. 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 | \$240.00 or        |
| for 12 week session            | ----- \$80/4 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.**



# Preschool Orientation

Preschool orientation will be held the week before school starts (typically toward the end 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: 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. Parent Orientation will be included with the Preschool Orientation and not on the first day of school.



## First Day of Preschool

On the child's first day of class, we will begin at the regular start time, and the students will stay for the full 2 1/2 hours from 9:15 a.m.-11:45 a.m. If your child has separation issues please notify the teachers at preschool orientation and the staff will be prepared to help you through this process.

## Parent Participation

**We will not be having regular parent volunteers in the classroom this year, due to Covid-19 recommendations.** We may be asking for help in other ways outside of the classroom. Please contact your child's teacher to see how you can help.

## School Hours

Our morning school hours are from 9:15a.m. – 11:45a.m. Afternoon Enrichment classes are from 12:45 p.m. - 3:15 p.m. with Lunch Bunch from 11:45a.m. - 12:45 p.m. Children are not to arrive more than 5-10 minutes prior to the start of the session.

They should be picked up promptly at dismissal time.  
A late fee of \$15.00 will be collected for each 15 minutes the child is in attendance after dismissal time.



# Drop-Off and Pick-Up

For the safety of the child, each parent or caregiver must accompany the child to the Check-In station in the lobby area. As parents wait for their turn they will need to wait on designated markers that are 6ft. apart for social distancing. Parent/Caregiver will sign child in via the Brightwheel App with their cellphone 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, teachers will bring the class group to the lobby area to meet the parents. Parents will check their child out via the Brightwheel App on their cellphone. When weather permits, classes may be playing outside in court-yards and parents can pick up their child from that area, but will still need to sign child out at 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 hand-book. The handbook is a summary of the Childcare Plan).





# 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 first day of school.

Fire and weather drills are required throughout the year. The Director and staff 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 (651-220-6000) and Gentle Family Dentistry, 1050 W. Larpenteur Ave., St. Paul, (651-488-5522).

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, which is located on the emergency form.

## 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 cot.

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.

For info on illness due to Covid-19 please refer to the Covid-19 Preparedness plan for Preschool. This is included with the Back-to-School packet, posted on the website, and is available at the preschool by the Director's office.



# **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



# 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 relationships 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 words 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: spiritual, emotional, social, physical (large/fine motor), and intellectual growth. We focus more on progress, rather than product. Records of the progress reports are kept on your child's file as well as a copy that's sent home with you. 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. 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.*



# Fundraising

There will be fundraising projects each year. These will be decided on by the Director and preschool staff, and participation will be solicited from each family as well as the broader community. Fundraisers include: Scholastic Book Sales, Poinsettia Sale in Nov/Dec and Plant Sale in April/May.



# School Parties

Birthdays and six other parties are celebrated during the year:

Halloween, Thanksgiving, Christmas, June in January, Valentine's Day and Easter. Please note that we will be providing snacks in-house from the preschool for these occasions.

# Snacks and Birthday Treats

Store purchased snacks, i.e. fruit, crackers, and/or cheese will be served daily. For beverages we may offer 1% milk, 100% fruit juice, and/or water. 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. **A Birthday snack will be provided by the preschool**, along with other recognitions, like a crown, star of the day, and/or choosing a favorite story at school to read. If you would like to recognize your child's birthday at school, you may provide a small trinket to place in students' mailboxes. Items such as a birthday pencil, bubbles, or noisemaker for the children to take home. Or you can purchase something in honor of your child for the preschool, like a new toy, game, or book. Please check with your child's classroom teacher for suggestions.

If a child has a food allergy or food restriction we will adjust snacks to accommodate and work with the family to create a safe snack experience for their child.

**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**

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 41-0745918.

# **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 or  
[preschool@rosevillelutheran.org](mailto:preschool@rosevillelutheran.org)**

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



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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