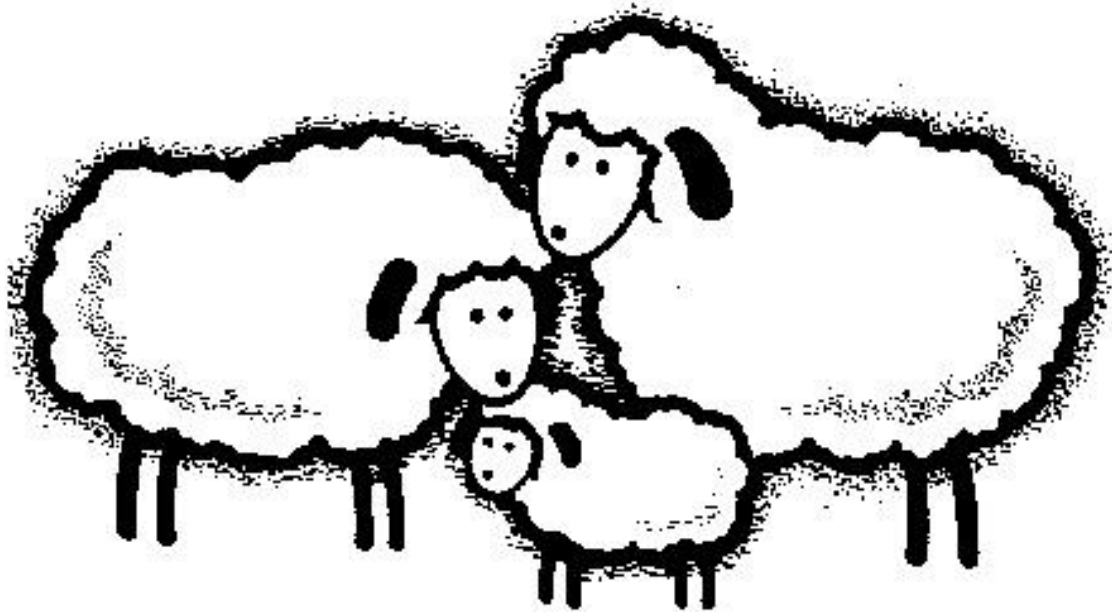


# Our Redeemer Lutheran Preschool

## 2023-2024 Parent Handbook



2145 John F. Kennedy Rd.  
Dubuque, IA 52002  
(563) 588-1247 ext. 110 Office  
orlpreschool@gmail.com  
Ext. 105 3-year-old Room  
Ext. 104 4-year-old Room  
<http://www.orlpreschool.org/>

**Our Redeemer Lutheran Church  
2023-2024 Staff**

**Office Staff**

Pastor -- Rev. Jesse Cearlock  
Assistant Pastor -- Rev. Mark Zieroth  
Office Manager -- Mrs. Teresa Cose

**Preschool Staff**

The teachers for the school year are as follows:

<b>MW (3-year-olds)</b>	Mrs. Amy Welter, Teacher	Mrs. Maria Troftgruben, Paraeducator
<b>TTH (3-year-olds)</b>	Mrs. Amy Welter, Teacher	Mrs. Maria Troftgruben, Paraeducator
<b>M-TH AM (4/5-year-olds)</b>	Mrs. Ashley Crimmins, Teacher	Mrs. Jenny Shulista, Paraeducator
<b>M-TH PM (4/5-year-olds)</b>	Mrs. Amy Kruse, Teacher	Mrs. Jenny Shulista, Paraeducator

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## **PRESCHOOL HANDBOOK**

### **INTRODUCTION**

Our Redeemer Lutheran Preschool is a Christian Preschool offering a Christ centered cross-focused education to students ages 3-5. Our Redeemer Lutheran Preschool, which is sponsored by Our Redeemer Lutheran Church and is licensed by the Iowa State Department of Health and Social Services, began in September 1971 as a response to a request for a Christian Preschool and provides an education, which makes known the love of Christ Jesus.

We welcome you into our family. This handbook has been written to answer questions you may have about our preschool program. You will find general information regarding Our Redeemer Preschool, as well as our enrollment requirements. Thank you for selecting us! We hope to provide a rewarding experience for you and your child.

### **STATEMENT OF PURPOSE**

Our Redeemer Lutheran Preschool is dedicated to providing children with a Christian Education and Early Childhood experiences to supplement those learned at home. Our Preschool offers young children a Christian setting in which to grow, to learn, and to develop physically, spiritually, intellectually, emotionally, and socially.

We provide:

- ◆ Jesus-centered teaching
- ◆ Excellent certified staff
- ◆ Low student/teacher ratio
- ◆ Age-appropriate activities
- ◆ Hands-on experiences

To develop:

- ◆ A good self image
- ◆ Trust and respect for others
- ◆ Loving, caring, sharing attitude
- ◆ Kindergarten readiness
- ◆ "The whole child" in all areas of learning

### **RELATIONSHIP TO THE CONGREGATION**

The Preschool was established by the congregation of Our Redeemer Lutheran Church with the belief that a Christian Preschool can serve as a mission outreach to reach families for Christ.

### **PRESCHOOL GOVERNING BOARD**

A Board of Directors governs Our Redeemer Preschool. This Preschool Board works with the Center Director to formulate policies and goals for the preschool. The parents of each class will elect their Parent Representative for the Preschool Board at the beginning of each school year.

### **QUESTIONS AND CONCERNS**

Please feel free to contact your preschool teacher at school with any questions or concerns you might have. If you wish, you may contact the Chairman of the Preschool Board, Ian Wallace, by calling the church office at 588-1247. If you have any questions about tuition or other fees, you may contact the Director, Amy Kruse.

### **TAX INFORMATION**

If you claim the tax credit for child or dependent care expenses on your income tax, you will need this information: Our Redeemer Preschool 2145 John F. Kennedy Rd. Dubuque, IA 52002  
Tax identification number: 42-606-4390

### **HOURS OF OPERATION**

The center is open the following hours:  
Monday through Thursday 8:00 am – 4:00 pm.

The 3-year-olds attend class on Monday and Wednesday or Tuesday and Thursday from 8:40 am to 11:25 am. The Monday-Thursday morning class for 4/5-year-olds is held from 8:30 am to 11:30 am. The Monday-Thursday afternoon class for 4/5-year-olds meets from 12:30 pm to 3:30 pm.

### **OUR REDEEMER LUTHERAN PRESCHOOL PARENTS GRIEVANCE POLICY**

Should any difference of opinion arise between parent(s) and preschool staff, the procedure outlined below will be followed in an effort to reach a conclusion that is satisfactory to both parties involved.

1. The parent(s) will orally communicate the matter to the teacher of their child's class.
2. If the grievance cannot be resolved in Step 1, the matter must be referred in writing by parent(s) to Director of Our Redeemer Preschool. If Preschool Director is the teacher involved, the matter will be referred to the Chairman of the Preschool Board in writing. The chairman shall meet with both parent(s) and staff member(s) involved to be sure he/she has a clear understanding of the viewpoints of both sides of the issue.
3. If the matter cannot be resolved, the grievance shall be addressed by the full membership of the Preschool Board.
4. If at any time a matter appears to be a legal issue, the Our Redeemer council President must be informed. He will give guidance to the Preschool Board as to the direction necessary for resolution of the matter. The Iowa District East (IDE) attorney will be consulted as required for this resolution.

### **NONDISCRIMINATION POLICY/ENROLLMENT**

Our Redeemer Preschool admits students of any race, color, nationality, or religious background to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or religious background in administration of its educational policies, admissions policies, scholarship programs, or other school-administered programs.

Our Redeemer Preschool is a state-licensed program. Therefore, the forms listed below are required forms that must be completed before your child's first day of attendance. Because the State of Iowa requires these forms, we do not have the ability to make any exceptions. **Please fill out all spaces on the forms.** If something does not apply, please list N/A in the section. **If your child's enrollment packet is not returned to the preschool by your child's first day, we will have to deny attendance.**

### **REGISTRATION FORMS NEEDED**

1. Intake Form
2. Travel and Activity Authorization and Picture/Information Release Form
3. Volunteer/Field Trip Form
4. Volunteers are Considered Mandatory Reporters
5. Current Immunization Record
6. Physical Examination Form
7. Copy of Birth Certificate (grant requirement)
8. 4/5-year-old Preschool Student Registration Form (grant requirement)

### **ENROLLMENT REQUIREMENTS**

All 3-year-old students of Our Redeemer Preschool must be toilet trained.

Children who are three-years-old by September 15, may attend the fall semester classes that meet on either Mondays and Wednesdays or Tuesdays and Thursdays from 8:40-11:25 AM. If there is space available, children who will be three-years-old by January 15, may attend this class for the spring semester (beginning in January). These classes include a Christian emphasis orientation to preschool – social development, large and fine motor development, music and creative movement, language skills, and cognitive skills. The Preschool is licensed by DHS to have no more than 42 children at one time. However, the 3-year-old classroom is limited to 10 students. We will always have 2 staff members present to ensure safety of the children at all times.

Children who are four or five-years-old by September 15, may attend the classes that meet Monday-Thursday from 8:30-11:30 AM or Monday-Thursday from 12:30 – 3:30 PM. Children who are 5-years-old before September 15<sup>th</sup>, will be put on a waiting list until June 1<sup>st</sup> each school year to ensure there are enough spaces for children who are 4-years-old. These classes are pre-Kindergarten groups that will incorporate a Christian emphasis as the children work on cognitive skills, social development, large and fine motor development, music and creative movement, and language skills. The Preschool is licensed by DHS to have no more than 42 children at one time. However, the 4 and 5-year-old classroom is limited to 14 students. During a pandemic, class sizes may be limited to less than 14. We will always have 2 staff members present to ensure safety of the children at all times. **During this class time, we follow the policies outlined in the Dubuque Community School Districts Preschool Family Handbook also.**

## **CURRICULUM**

Our curriculum is designed to:

- help each child grow spiritually, socially, physically, emotionally, and intellectually,
- make known the love of Christ Jesus
- provide a hands-on learning experience,
- assist each child to develop a good self image,
- foster trust and respect for the rights of others,
- develop and refine intellectual and social skills,
- encourage kindergarten readiness,
- develop large and small muscle groups,
- create a loving, caring and sharing attitude,
- provide a Christian setting and approach to the whole child in all areas of learning.
- A chapel service is held weekly by a Pastor from Our Redeemer Church.
- We use Creative Curriculum as a guide on room arrangement and developmental areas of focus.
- We use Teaching Strategies Gold in the 4/5-year-old classrooms as a way to assess our students.

## **PAYMENT OF TUITION FOR 3-YEAR-OLDS & 5-YEAR-OLDS**

You will have nine tuition payments – one for every month your child attends school. The first payment was due May 1, 2023. All other month's tuition will be payable on the first of the month beginning September 1, 2023 until April 1, 2024. There will not be a reduction in tuition costs due to missed days. If tuition problems arise, you may discuss this issue with the Center Director, who will discuss your options with you.

No refunds will be made for regularly scheduled holidays or snow days, or when the child is taken on vacation. In case of illness extending beyond two weeks, written requests may be submitted to the Preschool Board of Directors for consideration for adjustment of tuition.

In the event of a pandemic or natural disaster and the preschool is closed for more than 2 weeks, tuition will be refunded for students paying tuition in the 3-year-old program and students who are 5-years-old and paying tuition.

If payment of tuition and/or fees has not been received by the 15<sup>th</sup> of the month it was due, the Preschool Director will call and ask for an update on the family's situation. If no payment is received by the 25<sup>th</sup> of the month, a letter will be sent to the family. If the issue is not resolved by the last day of the month, a second letter will be sent informing the parents their child will be taken off of our enrollment beginning on the first of the upcoming month until tuition is paid up to date.

If your family is finding it difficult to make your tuition payments, please contact the Center Director, Mrs. Kruse, or the Preschool Board Chair, Ian Wallace for assistance. There are funds available to families who qualify, and your name will be held confidential.

There will be no tuition fees for children who are age 4 by Sept. 15<sup>th</sup>, 2023, as Our Redeemer Preschool is participating in the State Voluntary Preschool Grant Program.

Monday/Wednesday or Tuesday/Thursday class: Tuition is \$150 per month.

Monday-Thursday AM or PM class: Tuition is FREE for 4-year-olds.

Monday-Thursday AM or PM class: Tuition for 5-year-olds is \$300 per month.

## **REGISTRATION FOR THE 2023-2024 SCHOOL YEAR**

You may receive an application from your child's teacher or in the church office after December 15, 2022. The registration fee of \$50 is due when you enroll your child. This fee holds your child's place in the class of your choice or holds your place on the waiting list until May 1, 2023. This \$50 fee is non-refundable. Applications without the registration fee will not be accepted.

**There is no registration fee for the 4-year-old children who participate in the voluntary preschool grant program.**

Your child is permanently enrolled in the 3-year-old class when your first of nine tuition payments is received—at any time between the date you register and May 1, 2023\*. This first tuition payment will only be refundable after May 1 with consent of the Preschool Board in extenuating circumstances (moving out of the state, etc).

There is also a \$50 snack fee for all children in our 3-year-old program. This is due along with the registration fee. There is a \$100 snack fee for children who are 5-years-old by Sept. 15, 2023. This snack fee is due by May 1, 2023. **There is no snack fee for children who participate in the voluntary preschool grant program. However, donations for snack fees are accepted.**

Registration for the upcoming school year begins December 8, 2023, for returning students, their siblings, and congregational members of Our Redeemer Lutheran Church, St. Paul's Lutheran Church & St. Matthew's Lutheran Church.

Any family that is not current with their tuition for the current school year will not be accepted for enrollment until their tuition is brought up to date.

Registration for the rest of the community begins January 8, 2024. You may send your application into the church at any time in January. If the class receives more applications than we have openings, the director will accept applications in the order they are received.

\*Again, if your family would find it difficult to make your tuition payments, please contact the Center Director, Mrs. Kruse, or the Preschool Board Chair, Ian Wallace, for assistance WHEN YOU APPLY. There are funds available to families who qualify, and your name will be held confidential.

### **VACATIONS, HOLIDAYS, AND CANCELLATIONS**

The preschool monthly calendar will note vacation time, in-service days, and holidays. Please note that we try to follow the Dubuque Community Schools calendar but occasionally may have other days off.

It is important to listen to a radio or TV station to hear if the Dubuque Community Schools are delaying school or canceling school for weather related reasons. Because we cannot telephone each family if our preschool will be closed for bad weather, we have adopted the following policy:

If the Dubuque Community Schools (DCS) are delaying their start time by one hour, we will have school as usual.

**If the DCS are delaying their start time by two hours, we will start all morning classes at 9:30.**

If the DCS are canceling completely because of weather, we are cancelled all day also. Weather cancellations will be made up at the end of the school year or days will be added according to staff availability. The Director will decide which days will be used for makeup days and a notice will be given to parents if any need to be made up.

On excessively hot days, if the Dubuque Community Schools cancel or have early release because of heat, we will still meet. We have a great air conditioning system and classes will still be held; they will just not play outside for long on those days.

**We will email and text all families and make an announcement on our Facebook page when there are weather related changes in our schedule.**

### **CANCELLATIONS DUE TO CONTAGIOUS OUTBREAK OR PANDEMIC**

Our 3-year-old program will close, and refunds will be issued if we are closed for an extended period of time (more than 2 weeks). Our 4-year-old program will close also due to outbreaks or a pandemic. At this time, there are no requirements to complete activities online if this should happen. We will keep you informed via text and email. Some materials may be provided that you can work on at home, but this would all be voluntary for the teachers to provide and for children to complete.

### **EMERGENCY DRILLS**

Tornado and fire drills are practiced monthly at preschool. We practice exiting to safe areas and following disaster procedures. Verbal roll calls are taken. The route for both drills is posted.

If other emergencies would occur while preschool is in session (such as a chemical spill, power failure, or bomb threat), we will follow all safety procedures. Parents would be contacted as soon as possible so that they may see to their child's needs and remove them if necessary.

### **CHILD ABUSE/NEGLECT**

Our Redeemer Lutheran Preschool complies with the Iowa Code Section 232.69 which requires any director or employee of a licensed child care center to report to the Department within 24 hours when, in the course of working with a child, they have reason to believe that the child has suffered sexual abuse, physical abuse, or neglect. The first oral report must be followed within 48 hours with a written report to the Department. The person who has witnessed the abuse or the effects of the abuse should make the reports.

Staff may report suspected child abuse by calling the county Department of Human Services office or calling the 24-hour, toll-free, Child Abuse Hotline number: 1-800-362-2178.

### **DISCIPLINE POLICY**

Our goal at Our Redeemer is to provide loving guidance and encouragement. We try to role model kind words and respectful behavior towards others. If a child is misbehaving, we use praise, redirection, and other behavior management techniques to help the child make better choices. We may occasionally use "time-out" to help a child gain control. The teaching staff will

implement the discipline procedures stated here, which utilize the environment and a variety of techniques.

### **Techniques**

a. Praise and other positive cues such as smiling, and spending time with individual children will be consciously used to reinforce appropriate behaviors. Teaching staff will also be appreciative of children's attempts that do not succeed.

b. Redirection - When practical, teaching staff will suggest alternative choices of activities to avoid conflict. This method is particularly effective for very young children. Redirection will include communication with the child as to how they might handle the situation.

c. Breather - A breather is appropriate for calming children when their behavior is getting out of hand before it becomes disruptive or dangerous. It is also used for minor infractions, to remind the child of more appropriate behavior. In a breather, a child sits away from the group and decides himself when he has regained control and is ready to rejoin the group. This method allows the child to exercise self-control, as the expectations are that the child calms himself/herself down. The child also has control in determining the length of time that is needed. The Breather will include communication with the child as to how they might handle the situation.

d. Time Out - In a time out, the teaching staff exercises more control, deciding when it will begin, how long it will last and when it is over. Time outs are used when age and developmentally appropriate. They will always involve a discussion of the rule, to make sure the child understands why (s)he is being given a time out. Time outs will be given automatically in cases of violence or where there is danger of the child hurting himself/herself or others.

In all cases a discussion of other ways to behave, emotions involved, various possible solutions to the problem will take place. We have chosen to use these methods of discipline because they require communication. They are an opportunity for the teaching staff to promote the learning of verbal and problem-solving skills, as well as recognition of and empathy for the needs of other people.

### **Additional discipline techniques**

If the above techniques are ineffective, the teaching staff will document and contact parent(s)/guardian(s) concerning all behaviors that are inappropriate.

### **Inability to adjust**

If a child has had difficulty adjusting to the program, then a meeting will be held between the Teacher and parent. At this time, they will discuss the situation and problem solve to find a way to help the child benefit from his/her experience at Our Redeemer. If a child is not successfully able to participate and meet the behavioral expectations of the program, another meeting will be held to determine if the child will be able to remain in the program. Lead Staff or Administrative Staff may also meet to discuss any benefits provided from a consultation with Keystone Area Education Agency that partners with local schools, teachers, and parents, to provide services that support Dubuque's children and schools.

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

**E-MAIL:** Some of the teachers and the director have e-mail addresses. Families are encouraged to contact them when there are any questions, concerns, or compliments. Families must understand that e-mail messages may not be read each day and an immediate response should not be expected.

**TAKE HOME FOLDER:** Everyday a take home folder is sent home with each student. This folder includes newsletters, calendars, field trip forms, information from community agencies, and any other bits of information that families need to know about.

**INFORMAL CONFERENCES:** There may be times that family members may want to talk to the teacher at the beginning of the school day. Since this is a very busy time of the day for the student and teacher, we ask that the family member make arrangements for a time to talk that is more convenient to the teacher and the family member.

**NEWSLETTER:** The classroom teacher will send home newsletters weekly. The center director will send home a monthly newsletter. These newsletters give information about upcoming events and progress being made in classrooms.

**PHONE:** All teachers and the director may be contacted via phone. In some cases, staff give families their cell phone numbers or home numbers. Families are encouraged to call the school first and leave a message out of respect to staff and their personal time. Emergencies may arise and families are encouraged to contact staff members through the contact number given. Families must understand that phone messages may not be responded to immediately and an immediate response should not be expected.

### **PARENT – TEACHER CONFERENCES**

In August, we have a Parent Orientation night/Home Visit & Open House. This allows parents a time to meet with their child's teacher and discuss expectations for the upcoming school year. Parent-Teacher Conferences for all preschool students will be held twice a year, once in the Fall and once again in the Spring. Student Evaluations will be sent home for all students. Parents may consult the teacher on matters concerning their child or the school. If needed, the teacher will notify parents concerning a problem.

### **SNACK AND BEVERAGE**

The Preschool will be preparing the snack and beverage for your child. Some snacks may be related to the lesson taught on that particular day. The snack schedule will be posted for parents to view on the parent info board and also in the classroom. Snacks shall have food from two separate food groups present. Changes to the daily snack are to be recorded on the snack schedule.

We enjoy celebrating birthdays and other special occasions with your child. If your child would like to bring a special treat to share with their class, they are welcome to do so. **We will ask that only prepackaged treats be brought from home i.e., Little Debbie Snacks, Rice Krispie Treats, Individual packs of cookies or crackers. The package must contain the list of ingredients so we can determine what the item contains due to food allergies. DO NOT bring anything that contains nuts or products made from nuts. We will not be serving peanut butter due to food allergies.**

Please discuss the treat you will bring with your child's teacher, because food brought from home will be supplemented when necessary to ensure that good nutrition guidelines are still followed. **We ask that you try to avoid sending cupcakes as a treat item.** Teachers should be made aware of any food allergy.

### **ENROLLMENT WITHDRAWAL**

If you find it necessary to withdraw your child from preschool, please let us know in writing two weeks in advance, if possible. Again, there are no refunds for fees.

### **HEALTH INFORMATION**

Please call the preschool if your child will be absent. Please do not send your child to preschool if the child's temperature is 100.4 degrees or above. **Your child should be fever free for 24 hours before returning to school. If your child is vomiting or has diarrhea, we ask that you do not bring him/her until s/he has shown no signs of illness for 24 hours.** Your child should be kept home for other illnesses as well—Covid-19, abdominal pain, strep throat, rashes, impetigo, influenza, chicken pox or other infectious illnesses which will require you to consult a doctor. After this consultation, the advice of the doctor needs to be shared with the preschool staff and then your child may return to the center. Please also keep us informed of any illnesses that your child may have when absent as we need to keep other parents informed of what their child has been exposed to. Only the illness will be posted, not your child's name.

We work hard to keep our classroom as healthy an environment as possible with sanitizing surfaces and following good health practices like frequent hand washing. If your child becomes ill while at the center, parents or other individuals listed on your emergency forms will be contacted to remove your child. Our center is not licensed for ill-child care. A quiet area will be made for your child, but we do ask that all ill children be picked up as soon as possible.

Please talk to your child's teacher if any medication will be needed during preschool. **We will need your doctor's permission to administer any type of medication, prescription or non-prescription.** This includes items such as lip gloss, sunscreen, cough drops, and lotions. **Please do not send these items to school in your child's bookbag.**

For minor incidents, a written incident report will be completed based on the information observed and received from the child. You as the parent will review the report with the teacher and sign a copy. One copy shall be given to the parent and the original shall be kept in the student's file.



## **Exclusion Criteria**

A child should be temporarily excluded from an education or child care setting when the child's illness causes one or more of the following:

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash.
- Fever with behavior change or other signs and symptoms in a child older than 2 months (e.g., sore throat, rash, vomiting, diarrhea).
- A fever is defined as: a temperature that is above 100.4 by any method.
- **If a staff member or a child would be diagnosed with Covid-19 they are excluded for 5 days after positive test or 5 days after symptoms started. The day of the positive test or the day symptoms start is considered day 0. On day 6 if fever free for 24 hours without fever reducing medication & symptoms have improved the child or staff member may return if he/she can wear a mask properly on days 6-10. If no mask can be worn, staff and child will be excluded for 10 days (can return on Day 11).**

A copy of our center's policies and programs are always available to parents. A copy of the Iowa Department of Human Services' Licensing Standards and Procedures is available upon request. Concerns should be directed to our area Child Consultant whose name, address, and telephone number are posted outside the classroom.

## **ORAL HEALTH POLICY**

We participate with the Visiting Nurse Association that provides dental education, screening, and fluoride application to preschoolers in our school when available. The goal of this program is to ensure that preschool-aged children experience oral health through education and early preventive services. All children who attend our preschool and who return a signed consent form are eligible for this program. Education, screening of the mouth and teeth, and fluoride varnish are provided by a licensed dental hygienist. No tools are used and each child receives a new toothbrush. The fluoride varnish is long proven to prevent cavities and can reverse decay in the early stages. This is a simple painted on tooth colored liquid that's tolerated by all ages. Children can drink or rinse immediately after but should wait until bedtime to brush their teeth to give it extra time to work.

## **BITING POLICY**

### 1. Center Perspective on Biting

Biting is a very common behavior among children birth to three years. It is important to think positively of children who bite. Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor.

We offer small class sizes to try to ensure a healthy relationship develops between teachers and child. This allows each teacher to recognize each child's needs and to adjust routines to individualize care. Teachers can anticipate behaviors that are likely to occur and redirect children to help guide them toward controlling their own impulses and behavior.

### 2. Center Response to Biting

Teachers will keep their feelings in check and not express frustration or anger to the child.

Teachers will ensure all children are safe from being bitten again.

Teachers should in a firm, calm voice, address the child that bit in a short, simple, and clear way.

Teachers should shift their attention to the child who was bitten and show concern and support for that child.

Teachers will go back and talk with the child about the different strategies s/he can use next time, instead of biting.

### 3. Assessment of Supervision, Context, and Environment in which the biting occurred.

We will assess the quality of the relationships between the child and primary caregivers. Is there a nurturing relationship with the child? Does the teacher know the child's needs, interests, routines, and preferences? Does the teacher need further professional development?

We will assess the environmental influences on the child's behavior.

Does the environment prevent large groups and reduce disorder? Are there long waits and duplicate toys? Are the centers organized to minimize confusion and stress? Is there a quiet place where children can go when overwhelmed?

We will assess the social emotional supports for the children.

Are children provided safe and secure daily routines? Are transitions managed effectively? Do caregivers routinely assist children with identifying feelings and learning to calm themselves?

We will assess these situations through observations and documentation of these observations to determine what is causing the biting behavior.

### 4. Response to Child or Staff who were bitten

The child who did the biting shall rinse his/her mouth out with water immediately. The child who was bitten shall be immediately cared for and shown concern and support. First aid procedures will be administered if necessary.

### 5. Notification Process to Parents of Children Involved

An incident report form will be filled out for both children involved. A brief verbal description of the incident will be given to parents as well. Parents will sign the incident report with a copy given to them and a copy kept in the child's file.

#### 6. Documentation

A paragraph describing the incident will be submitted on the incident form. This form will be kept in the child's file. If the biting continues, confidential observations will be recorded regarding the child, the environment, and caregiver interactions. Interventions will be tried and documentation of the results of each intervention will be made also.

#### 7. Confidentiality

Under no circumstances will staff tell the parents who their child bit or who bit their child.

#### 8. First Aid Procedures

Clean the wound with soap and water. Apply a bandage if needed. An ice pack can be applied for pain. If the skin is broken, you may suggest the bitten child be seen by a health care provider, as there are possibilities for tetanus, hepatitis, or infection.

### **ATTENDANCE and ABSENCES**

We expect your child will be in attendance every day that preschool meets. However, we do understand that illnesses and other events occur. The preschool needs to be notified if your child will be absent from school for any reason. Please call (563) 588-1247 ext. 110 (Office), Ext. 105 (3-year-old Room) or Ext. 104 (4-year-old Room). You may also email the director at [orlpreschool@gmail.com](mailto:orlpreschool@gmail.com) if your child will be absent.

According to Iowa Code § 299.1A(2) (2013), "A child who has reached the age of four by September 15 and who is enrolled in a Statewide Preschool Program under Chapter 256C shall be considered to be of compulsory attendance age unless the child's parent or guardian provides written notice to the preschool of the "intent to remove the child from enrollment in the preschool program."

### **CLOTHING**

Washable, comfortable play clothing and appropriate shoes should be worn at all times. Outdoor clothing should be labeled with the child's name. A book bag or school backpack is needed to carry school items home in. **We ask that a spare set of "emergency" clothing be kept in your child's bookbag at all times.**

### **SHOW AND TELL**

You will be notified of your child's assigned show and tell days and the types of items to bring. No toys should be brought to preschool unless it is for the show and tell topic. If your child needs a toy or blanket for a temporary adjustment period, please inform your child's teachers. **We do not allow toy guns, swords, or knives, as they encourage aggressive behavior toward one another. We do not want this behavior expressed in our school.** We also ask that children do not bring money, food, juice, or chewing gum to school unless it is a treat for all class members.

### **FAMILY DATA CHANGES**

Please give us prompt notification of any changes of family status, address, phone numbers, etc. This ensures better safety coverage for your child.

### **ARRIVAL AND DISMISSAL**

An adult should walk the child to his/her classroom before class starts and be waiting outside the classroom door when class ends to walk the child to his/her car. Please observe starting and dismissal times for your child's class. Due to needed teacher prep time, the door to the preschool will remain locked/closed until 5 minutes before the start of class. We also request that you pick up your child within five minutes after dismissal. Your absence at pick-up time can be upsetting to the child. If an emergency situation exists that prevents you from picking up your child on time, please contact the preschool (588-1247) as soon as possible. **Children will not be released to any person who does not have prior written parental permission.** Identification may be required. The doors to the building are locked during the school day and get unlocked a few minutes prior to arrival/dismissal time. Staff members are not allowed to take children home unless the staff member is listed as a pick-up person.

**These procedures may change during the year depending upon DHS COVID-19 Guidance.**

### **EARLY DROP OFF/LATE PICK-UP**

We realize that unforeseen circumstances do come up. Please notify us by phone as soon as possible if you know you are going to be late or need to arrive early. Being ten minutes late occasionally due to horrible traffic is not the same as being ten minutes late every day. Please respect the staff's personal time and be on time to drop off and pick up your child(ren). Our phone number is 588-1247 ext. 104 for the 4-year-olds and ext. 105 for the 3-year-olds if you need to reach us. The answering machine also lists these extension numbers.

### **EARLY DROP OFF/LATE PICK-UP FEE**

When you drop off early or arrive late to pick up your child, a caregiver must be paid extra money in wages to stay with your child. You will be charged a \$10 fee for any portion of each ½ period of time that you are early or late. (ie. if you are ten to thirty minutes early/late you will be charged \$10 and if you are 30 minutes to 60 minutes early/late you will be charged \$20).

### **SPECIAL OCCASIONS**

A preschool orientation/home visit is held at the beginning of the school year. The children participate in holiday parties. They also sing during a church service in the winter. The school year may conclude with a field trip to the Arboretum. **Some of these activities may not be held during a pandemic.**

### **UNLIMITED ACCESS**

You are welcome to visit and observe the Preschool at any time. Take note of any scheduled field trips or other days when the children are gone from school. Parents will always have unlimited access to their children and to the providers caring for their children during the center's hours of operation, unless parental contact is prohibited by court order. However, you must ring the doorbell at the preschool entrance to be admitted into the building. For your child's safety, this door is locked during the school session.

**During a pandemic, parents may not be allowed in the building.**

### **UNAUTHORIZED ACCESS**

Any person in Our Redeemer Preschool who is not the Director, staff member, substitute, or volunteer who has had a record check and approval to be involved with child care shall not have "unauthorized access" to children for whom that person is not the parent, guardian, or custodian.

The following people can be on our property when children are present: Director, Staff members, substitutes, family members of students, Our Redeemer Lutheran Church Pastors, and Our Redeemer church members.

In our classrooms, the only people allowed regularly are teachers, associates, and immediate family members of students. The family members will not have had a formal record check so will not be left alone with any child other than their own. There may be times family members can help in the classrooms on special occasions or can come in to be guest readers. These will be large group activities and both staff will be present to ensure safety of our students. Family members will not be alone, as both staff will be sitting on the floor with students when they are guest readers. Family members will be paired with another staff member if working in small groups with children. This staff member will be supervising what the parent does and will not leave the family member unattended.

**During a pandemic, parents may not be allowed in the building.**

There are church members on the property, but they do not have access to our children unless staff members are present. These meetings are limited mainly to walking through the halls or being in the Fellowship Hall together. No direct contact is made between church members and students. Church members can not enter the building without coming through the front doors of the building. This door is locked to help with admittance. The church secretary allows people to come into the building if they have church business to take care of during school hours.

**During a pandemic, church members will not be allowed in the preschool rooms or bathrooms during school hours.**

The pastors will go through a formal record check process as there are times when the pastors will be with the students during Chapel once a week. Normally both staff members are present during chapel. However, if something should happen with another student, at least one staff member will always be present to monitor the interactions between the pastor and student.

All staff members are responsible for supervising and monitoring other adults who are around our students. If there is a conflict, the Director will be informed and will take care of the situation reporting things to the proper authorities.

A sex offender who has been convicted of a sex offense against a minor who is required to register with the Iowa sex offender registry shall not be allowed in the center at any time. If the sex offender has a child in attendance at this center, a staff member will meet the child at the door so the sex offender will not need to come into the building. A sex offender shall not operate, manage, be employed by, or act as a contractor or volunteer at a child care center.

The policy will be shared with parents, guardians, and custodians of all children in the parent handbook.

### **PROSPECTIVE PARENTS/ORIENTATION**

When a prospective parent calls, the Director tells them briefly about what we offer during our preschool time, what sections are available, and any fees associated with sending their child to Our Redeemer Preschool. A tour is arranged if they would like one. A brochure is mailed or emailed to them also. If a parent emails regarding preschool information, the above information is shared to them via email. A tour is arranged and a brochure is emailed to them.

During a tour of the facility, the parents are shown both classrooms, the playground, the fellowship hall, and the chapel area. We discuss the daily schedule and curriculum and go over any questions or concerns the parents may have. **During a pandemic, tours can only be done when children are not present in the building.**

Orientation for three-year-olds is held the week before school starts in August. Each family is allotted a 30-minute time period to meet with the classroom teacher and associate. During this time, we talk about our classroom and answer any questions parents may have. We also verify that parents have everything turned in. Parents receive a folder containing a parent handbook, the yearly calendar, a classroom schedule, a monthly calendar, a newsletter, and other important information about our classroom and school. The items in the folder are gone through 1-by-1 with parents to ensure that they understand all items included in this folder. Items sent home throughout the school year are sent with students, as well as hung up in the hall, to help ensure parents know what is going on.

**During a pandemic, these visits will still be held in the classroom.**

Families in the 4-year-old program receive Home Visits. These also will be a 30-minute time period to meet with the classroom teacher and associate. During this time, we talk about our classroom and answer any questions parents may have. We also verify that parents have everything turned in. Parents receive a folder containing a parent handbook, the yearly calendar, a classroom schedule, a monthly calendar, a newsletter, and other important information about our classroom and school. The items in the folder are gone through 1-by-1 with parents to ensure that they understand all items included in this folder. We will also host an Open House night prior to school starting so that the children and parents can see the classroom and meet the teachers before the home visit.

**During a pandemic, these visits may be done in the classroom.**

### **FIELD TRIPS**

Parents will be notified and asked to authorize permission for each field trip planned for your child's class. Options may be discussed with your child's teacher if your child does not participate. We believe field trips are valuable learning experiences and lots of fun. But safety of children is always of utmost importance. Teachers cannot provide transportation, so parents will be asked to drive their own child. **A parent must only transport his/her own child to and from the field trip or make arrangements for his/her child to be transported by another adult. We can not arrange to have parent volunteers drive other students other than their own child.** Children that are three – five years old must be buckled into appropriate child safety seats (see chart below). All children must only ride in back seats. All staff shall remain with children at all times during a field trip activity. **One additional staff over the required staff ratio is required for any activity away from the licensed premise.** We plan walking trips, a few trips where we need parent drivers, we use the trolley on occasion, and we have several educational programs here at Our Redeemer Preschool.

**During a pandemic, we will not have field trips.**

**Nationally Recommended Standards for Safe Use of Child Restraint Systems**

	<b>TODDLER/PRESCHOOL</b>	<b>YOUNG CHILDREN</b>
<b>WEIGHT</b>	Over 1 year and 20-40 lbs.	Over 40 lbs. up to 80 lbs. and 4'9" tall
<b>TYPE OF SEAT</b>	Convertible or forward-facing	Belt positioning booster seat
<b>ALWAYS MAKE SURE</b>	Harness straps should be at or above shoulders Most seats require top slot for forward facing	Belt positioning booster seats must be used with both lap AND shoulder belt.
<b>WARNING</b>	All children under age 13 should ride in the back seat	Make sure the lap belt fits low and tight to avoid abdominal injuries

### **T-SHIRTS**

At the beginning of each school year, Our Redeemer Preschool t-shirts will be purchased for your child. The shirt is a purple, 50-50 fabric, short sleeve shirt with the preschool's logo and phone number printed on the front. There are two sizes: child's 4 (XS) and child's 6-8 (small). Children are asked to wear the shirts for certain programs and on all field trips.

### **SMOKING**

For the health of all staff and children, Our Redeemer's facility and property are smoke-free environments.

### **ANIMALS IN THE CLASSROOM**

Live animals will not be allowed in the building without prior permission of the director & lead teacher. The adult owner must provide appropriate supervision of the animal. Classroom pets or visiting animals appear to be in good health. Pets or visiting animals have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Program staff make sure that any child who is allergic to a type of animal is not exposed to that animal. Reptiles are not allowed as classroom pets because of the risk for salmonella infection.

Our Redeemer Lutheran Preschool 2023-2024  
M-TH AM Classroom Schedule  
Mrs. Crimmins & Mrs. Shulista



8:30-8:45 Arrive/Free play/Small Groups

8:45-9:00 Jesus Time (Chapel Wednesday @ 8:45)

9:00-9:30 Gross motor activities (Outdoors or Fellowship Hall)

9:30-9:45 Circle Time (Jobs, Show & Tell, Math)

9:45-10:00 Bathroom/Snack

10:00-10:10 Story Time (Story, Fingerplays, Songs, Read It Again)

10:10-10:20 Large or Small Group Learning (Study activity/Art/Growing Up Wild/Math/Literacy)

10:20-11:20 Centers (Free play time & work with a teacher)

11:20-11:30 Language Activities/Dismiss (Second Step)

Our Redeemer Lutheran Preschool 2023-2024  
Monday through Thursday Afternoon Preschool  
Mrs. Kruse & Mrs. Shulista



12:30-12:45 Children Arrive; Free play/Small Groups

12:45-1:00 Jesus Time (Chapel Thursday @ 12:45)

1:00-1:30 Gross motor activities (Outdoors or in Fellowship Hall)

1:30-1:45 Circle Time (Jobs, Show & Tell, Math)

1:45-2:00 Bathroom break/Snack

2:00-2:10 Story Time (Story, Fingerplays, Songs, Read it Again)

2:10-2:20 Large or Small Group Activities (Study activity/Art/Growing Up Wild/Math/Literacy)

2:20-3:20 Centers (Free play time & work with a teacher)

3:20-3:30 Language Activities/Dismiss (Second Step)

Our Redeemer Lutheran Preschool 2023-2024  
Monday/Wednesday & Tuesday/Thursday Preschool  
Mrs. Welter & Mrs. Troftgruben



8:35-8:40 Arrival

8:40-9:30 Center Time

9:30-9:40 Calendar & Jobs

9:40-9:50 Movement Game

9:50-10:00 Story Time

10:00-10:20 Snack

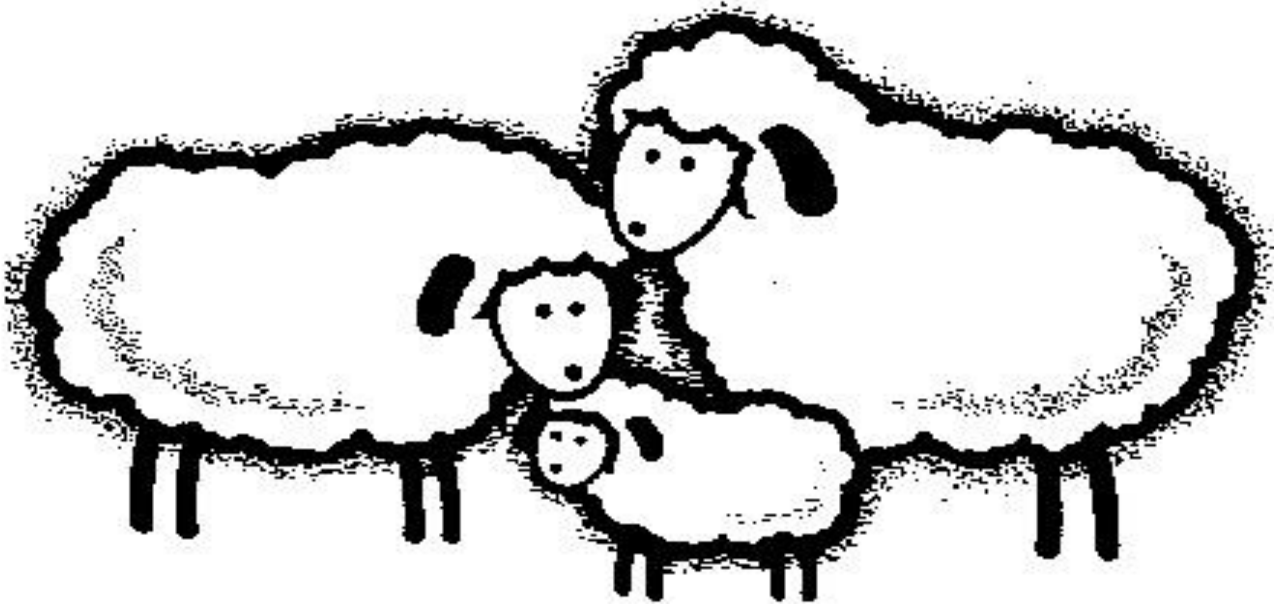
10:20-10:30 Show & Tell

10:30-10:45 Bible Time or Chapel

10:45-11:15 Large Motor Movement in Fellowship Hall or playground

11:15-11:25 Circle Time

11:25 Dismissal



Train up a child  
in the way he should go,  
And when he is old  
he will not depart from it.

Proverbs 22:6



### Parent Statement of Understanding

The following information is important for the safety and protection of your child. **Please read the information, sign this form, and return it to your child's preschool teacher on the first day of preschool.** Please keep and refer to your copy of the Parent Handbook. **Your signature below indicates that you have received this book.**

**If you are just receiving this page to sign, you received a copy of this handbook last year. An electronic version of the handbook is available on our website at [www.ourpreschool.org](http://www.ourpreschool.org) or a printed copy is available upon request.**

I understand that Our Redeemer's staff is not allowed to transport children at any time.

I understand that I am not to leave my child unattended. Children should be picked up and dropped off at the preschool door. I will be sure staff are present to supervise and receive my child when I drop them off.

I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child must be listed on the enrollment papers.

I understand that if a person should arrive who appears to be under the influence of drugs or alcohol, and they wish to pick up my child, the staff of Our Redeemer will not release the child for their own safety. The staff member will have no recourse but to contact the police. Please do not put staff in the position where they have to make this judgment call.

I understand that the preschool is mandated, by state law, to report any suspected cases of child abuse or neglect.

I understand that I will be charged a \$10 fee for any portion of each ½ period of time that I am early or late if this is a frequent problem. (ie. if you are ten to thirty minutes early/late you will be charged \$10 and if you are 30 minutes to 60 minutes early/late you will be charged \$20).

I have received and understand the Our Redeemer Preschool Parent Handbook.

If you are in need of assistance to translate or read any of the information provided to you, please let us know. We have resources such as The Presentation Lantern Center, Multi-Cultural Family Center, or Crescent Community Health Center.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Again, thank you for choosing Our Redeemer Preschool!

Please sign, date, and return this page on your child's first day of preschool.