



**Peli Preschool and
Family Center
PARENT
HANDBOOK
2019**



Parent Handbook

Philosophy

Peli Family Center is a not-for-profit ministry of Prince of Peace Lutheran Church, providing a childcare program of the highest quality designed to meet the needs of concerned working parents. At Peli, each child is guided to develop his/her potential in every aspect of life within the shelter and nurturing relationship of Christian love. We operate our Center valuing each child as an individual who must be allowed to grow and learn at his/her own rate and to develop a healthy self-image. Peli will assist each child to grow spiritually, emotionally, physically, and intellectually.

Childcare and preschool frequently represents the child's first separation from home. Part of this experience is learning that other adults can be helpful and loving. Children have much social learning to do. This is accomplished best in an atmosphere of love and concern for the needs of each child. Programs are planned to encourage and develop individual strengths and abilities, while helping your child to understand the value of cooperation and interaction with others. This is achieved through working, learning, playing, and sharing with other children as well as adults.

Play is the child's work. We take advantage of this fact and add many facets of early childhood teaching techniques to build a happy and strong foundation. By balancing active time with quiet time, teacher directed activities with child selected ones, and structure learning with fun-time. Peli will encourage the child's natural curiosity and eagerness to learn about the Lord's creation.

Peli's Mission Statement

Peli Preschool and Family Center is dedicated to sharing with each child and their parents, God's unconditional love so that children and their families may grow, mature, and become part of a community of fully devoted followers of Jesus Christ.

Peli's Vision

It is our Vision...

- To nurture every aspect of a child's development, while reaching out to the family and community as a whole.
- To value each child as a unique and special child of God and encouraging their individuality and promoting self-esteem
- To provide a balanced program to meet the total needs of the child to grow spiritually, socially, emotionally, intellectually and physically.
- To value child's play experience as an avenue of learning and provide a developmentally appropriate program for all children of any race, creed, nationality, or ethnic background.
- To provide a safe, stimulating, hands-on environment for children to interact with others and increase in ability and knowledge within a small group experience.
- To nurture the spiritual and professional development of our staff; thereby enriching their lives.

Ownership and Governance

Peli Family Center is a ministry of Prince of Peace Lutheran Church. A Christian atmosphere permeates the child development center. Prayer is said before snacks, lunch, religious holidays are celebrated, birthdays are celebrated, and Bible stories and songs are shared. The Center is operated as a not-for-profit institution, licensed by the State of Minnesota Department of Human Services, for children of any color, race, creed, age six weeks through school age.

The Church Council of Prince of Peace Lutheran Church governs and controls Peli Preschool and Family Center. This Council is comprised of congregational members.

GENERAL INFORMATION

- Meets and exceeds Minnesota State Licensing standards
- Teacher ratio – 1 teacher for 10 children-preschool/1 teacher for 7 children-toddler/1 teacher for 4 infants
- Two formal parent/teacher conferences per school year or anytime at parental request
- Activities are balanced between quiet and active; student-directed and teacher-directed
- Activities are developmentally appropriate providing for individual differences
- Children learn through play
- Fenced in outdoor playground equipment
- A non-profit program with an advisory board

INFANT RATES (6 weeks-12 months) – WEEKLY

- \$185 per week
- 10 hour maximum per day

TODDLER 1 RATES (12 months-24 months) – WEEKLY

- \$185 per week
- 10 hour maximum per day

TODDLER 2 RATES (2 years-3 years)- WEEKLY

- \$185 per week
- 10 hour maximum per day

3K PROGRAM

- Full-time \$160 per week
- Part-time (3 days) \$130 per week
- 10 hour maximum per day

4K PROGRAM

- \$140 per week (8:00 am-2:30 pm)
- \$3/hour surround care (7:00-8:00 and 2:30-5:30)
- 10 hour maximum per day

REGISTRATION FEE

Non-refundable

\$50 per child/\$75 per family

Hours of Operation and Holidays

The Center is licensed to operate from 7:00 am until 5:30 pm, Monday through Friday, year-round. The maximum hours that a child can be left in the care of the Center is 10 hours per day. **A weekly fee of \$15 will be charged to families that exceed the maximum daily hour limit.**

The Center will be closed, and care will not be provided on the following holidays:

New Year's Eve
New Year's Day
February Day In-Service
Good Friday

Easter Monday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day (Thursday & Friday)
Christmas Eve
Christmas Day
August Day – In-Service

Tuition and Fees

The registration fee is due upon enrollment. This is an annual, non-refundable fee. You may withdraw from Peli Family Center whenever you wish after giving the Center two a (2) week notice. Should you wish to apply for re-enrollment, their registration fee is payable, and admission is contingent upon available space in your child's classroom at that time. Discounts are available for multiple children. Tuition is decreased 5% for the second child and 10% for the third child in the same family enrolled in our **full-time program**.

Tuition is due every week on Monday, in advance for those weeks of care in our fulltime programs.

Tuition is payable through **TUITION EXPRESS**. Tuition Express is the in-house electronic funds transfer agreement Peli used for collection of tuition. It is not a third-party transaction, rather an agreement between Peli and our clients. Your bank account will be deducted each week for the tuition due that week, on Tuesday.

Checks should be made payable to Peli Preschool and Family Center. We will provide receipt for tuition upon request. Peli will provide a yearend statement for tax purposes.

Accounts will not exceed one month of billing. Furthermore, students will not be allowed to continue attending Peli Family Center if payment arrangements are not made to pay off account balance in a timely manner.

Our goal is to care for your child in the best possible way. Children become anxious when it is time to go home and no one has come for them. It is not only unfair to the child, but to the teacher as well because he/she cannot perform the duties required at that time. For these reasons, a stringent late pick-up fee will be assessed. **\$1.00 will be charged for every minute after 5:30 pm.** We will make every attempt to contact you and/or the emergency contact listed. However, it is your responsibility to contact Peli if you are running late. The late fee will be accessed the following day and is to be paid with the next tuition due. According to licensing Peli is only allowed to be in operation from 7:00am to 5:30pm.

A charge of \$30.00 will be applied to all returned checks/or Tuition Express. After the second returned check, fees will be accepted in cash or money orders.

No credit or refund of tuition shall be given for the days that the center is officially closed. Tuition is the same for each week regardless of holidays or illness or child absence.

Tuition will be charged at 50% of the regular fee paid for family vacations for **FULLTIME CHILDCARE**. The Center must be notified at least two weeks prior to the time that the child will not be in attendance. **Two weeks allowed per year (July 1 – June 30)**. Children must **not** be in attendance the entire week that the tuition credit is applied.

Making the Transition

Extra-familial care can be very beneficial to children. Children with more than one attachment are more secure and better adapted to their future lives. Children must eventually move out, learn to know and trust other people. Infants who have attachments to more than one person are more secure in the face of inevitable separations from the mother. These children are able to adapt more easily and are more socially competent than the children having a strong attachment to only one person. Babies not only need exclusive relationships with their mother, but also can have important relationship with several people.

Your child's well-being is our primary concern. We want you to feel comfortable and confident as you combine your life as parents with your career. We want the time your child is in our care to be as free from worry for you as possible. We do this by adhering at all times to strict operational policies which govern, for example, discipline, administration of medications, or release of children to others. We will call you if anything is amiss, but otherwise, we will share your child's day with you when you arrive in the afternoon. Because consistency in child-rearing philosophy between child development center and the home is best for the child, we will honor parents' concerns and wishes for development to the best of our ability.

To ease the transition, the staff will greet each child warmly each morning as he/she arrives and bid each goodbye with the anticipation of the next day. Quality childcare is developmentally appropriate, for example, the younger children need more individual adult attention. As children grow older, they clearly benefit from association with other children. These principles are reflected in our staff-to-child ratios, and the emphasis of holding and personal interactions with all the children, especially the infants and toddlers.

When transitioning a child from old room to new room as required by Minnesota Licensing Standards, Rule #3, we provide the parents with written notice of when the move will happen. The move is preceded by two weeks of part time transitioning between the old and new rooms to facilitate smooth acclimation to the new teachers and children. All children remain in age appropriate groupings for recommended and required time and for developmentally appropriate practices.

We feel our developmental and teaching programs are selected from the best that is offered.

This handbook provides detailed information about our facilities and programs. Our Director and Staff will be happy to assist you with any question that you have about Peli.

Your Child's Home Away from Home

Peli Family Center is unique because it was expanded from the Peli Preschool program of 20+ years. The physical structure was designed to take advantage of our unique site. The rooms were planned with attention to the little ones,

Our Toddler playground is completely enclosed and offers a great variety of activities to enhance the learning experience. Opportunities for hands-on experiences will be provided throughout the day.

The building is equipped with smoke detectors, storm shelters and other safety measures. Fire emergency exit routes are posted in each room and practiced monthly. Tornado Emergency routes are posted in each room and practiced monthly between April and September. Each room has two exits. However, access to the rooms is strictly controlled for the safety of the children. Safety, security, and cleanliness are maintained at all times.

Size of Groups

The size of the groups varies depending on the age and development of the child. On average, we provide one staff person to every 6-7 children, (infants excluded). In addition to our regular substitutes and floaters, the Director is also available to assist when needed. All of the teachers are qualified and trustworthy individuals trained and/or experienced in early childhood development and education. Peli Family Center is required by the Minnesota Department of Human Services to complete a background check on each and every employee hired by the center.

Inclement Weather

PPFC will make every effort to remain open during inclement weather. Our goal is to make sound decisions based on the safety of families and staff, while still meeting families' needs for child care. PPFC may close or delay opening at its discretion. Please note we do not always follow the Minnesota State Government or ISD 300 snow/inclement weather closings. In the event that we need to close or delay opening, we will notify you by 5:30 A.M. in the following ways:

- Email
- PPFC Facebook page
- WXOW Delays & Closings
- Group Text by Lead Teacher

The responsibility lies with parents to check the above communications for weather related schedule changes. In the event the program closes early we ask that you make arrangements to have your child picked up as soon as possible (within 2 hours).

If PPFC makes the decision to remain open during the approach of a storm or deteriorating weather circumstances, the teaching staff would appreciate any arrangements you may make to pick up your child earlier than normal so daycare teachers may travel home safely, keeping in mind there are some staff members who are here providing services for children and families until 5:30 PM.

When PPFC closes due to an extreme weather event or when parents make the choice to keep their child at home due to weather, there will be no reimbursement or credit of childcare fees.

Child Attendance

We value any time your child may be able to spend at home with you or with relatives. However, if your child is ill or absent for any reason please notify the Center. No vacation or sick time is extended. Full tuition is due whether your child is present in the Center or not. No credit is extended due to illness, holidays, or inclement weather. There is an exception for family vacations (see section "Tuition and Fees").

Arrival and Dismissal

Children enrolled in the full-time program may be brought into and taken from the Center at any time during the day. Because children thrive on routine and generally prefer to know what to expect, we ask that you try to arrive at about the same time each day. Establishing a routine for the morning "good-bye" is one of the best things you can do to help your child make a smooth transition. Try to do the same thing each day upon arrival (put belongings away, assure your child you will return, say good-bye, then leave).

Attendance is taken each day to account for each child. Children are not released to anyone other than parent/caregiver and persons authorized for pick up on the child's emergency card. If persons other than authorized other than authorized on the emergency card must pick up when no other option

is available to the parent/caregiver, prior notice by phone or email must be given and proper identification must be shown upon arrival.

If at all possible, please avoid arrival times during the class naptime, as it can be difficult for your child as well as disruptive for the rest of the class.

If you plan to drop off or pick up at a time that is different than your contract, please contact your child's teachers in a timely manner to inform them of the change. This way we can prepare your child and to make sure we have enough staff at the center during those times.

Application/Admissions

Peli Family Center does not discriminate on the basis of race, color, religion, national origin, ancestry or gender. Each child must be between the age of six weeks and school age. All application forms must be completed prior to the child's first day at the Center. The forms to be completed are as follows:

- Peli Family Center Enrollment Form
- Parent Agreement Form
- Child and Family Information Form
- Health Summary
- Immunization Record
- Consent for Emergency Medical Treatment Form

Upon completion of the forms, children are considered for admission when space is available. Priority is given to full-time students and or their siblings.

When any information on the application forms becomes out of date, parents must update the information as promptly as possible.

Records

Your child's records will be maintained in an accessible manner in the accommodating classroom. These are to include the following:

- Your child's identifying information (name, birth date)
- Parent(s) name, address, home and business phone numbers
- Name and address of person(s) to whom the child may be released
- A signed statement by the parent regarding any allergies and other known health problems (medical, mental, emotional) and any special procedures that should be used in caring for the child
- Parental agreements for photo/marketing
- Description of accidents or serious illnesses occurring while your child is at Peli Family Center, including the date, time, and condition under which it occurred and the action taken
- Current Health Assessment and immunization information

Information pertaining to your child will not be disclosed to persons other than the Center staff or other authorized personnel unless you have granted written permission to do so, or in an emergency.

General Guidelines

To help us successfully meet all of our goals, the following guidelines have been set;

- All personal items must be labeled (bottles, baby food, diapers, blankets, clothing, toys, etc.)
- Sick children should remain home. Please do not bring your child to school if he/she is showing signs or symptoms of illness. If we notice any symptoms while your child is in our care, we will call you to arrange to have them picked up. **IF WE SEND YOUR CHILD HOME**

DUE TO ILLNESS, HE/SHE MUST REMAIN OUT OF THE CENTER FOR AT LEAST 24 HOURS. This means that a child may NOT return to the Center the day after being sent home. The unacceptable signs and symptoms are as follows:

- Temperature of or over 100 degrees axillary
 - Pus or mucus in the eyes
 - Continuous mucus from the nose
 - Child is lethargic
 - Diarrhea
 - Vomiting
 - Skin Rash (unknown origin)
- For toddlers and infants, an ample supply of diapers and wet wipes must be provided.
 - A fresh change of clothing including socks is required for each child each day. This is because we engage in sand and water play, as well as in case of accidental soiling. Toddler teachers may require two changes of clothing. Dirty clothing will be sent home each day.
 - Medication can be given only with the express written direction of the parent. Each medication must be labeled with the child's name and dosage. Medicine may be kept locked up by the teacher only and we must have current written consent to store medication. All medication must be taken home daily.
 - Peli Family Center staff will **NOT** give the first dose of medication. The first dose must be given by the parent/guardian and monitored at home for the risk of side effects and/or allergic reactions to the medication.
 - To protect your child against heat exhaustion in the summer and cold exposure in the winter, send clothing appropriate for the season and weather. Peli staff will ensure that your child is clothed properly for the weather when outdoors regardless of the season. Peli Family Center will administer sunscreen that is provided by the parent/guardian. Sunscreen must be both UVA and UVB with and SPF of 15 or higher.
 - Peli Family Center does not administer any insect repellent.
 - Any grievances are to be taken to the Director. Caregivers and teachers are only responsible for implementing Center policies.

Health Procedures

We will promote the health and safety of your child by providing a clean, smoke-free environment, safe toys, physical education, supervised physical activities, and maintain information for disease prevention resources for parents. For the protection of the children **MUST** enforce rules on illness and administering.

Health Record Information

Two health record forms must be completed:

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

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

Reexamination: A new health record/summary is required for children already admitted to the program. At a minimum, an updated report of physical examination signed by your child's source of health care is required at least annually for children under 24 months of age, and whenever a child 24 months or older advances to an older age category.

Dietary modification because of special dietary needs shall be made under the direction of a licensed health care provider is required.

Dietary modifications for religious reasons require only written parent/guardian permission.

Prescription Medication

Prescription medications will only be given with **written authorization** from the child's licensed health care provider (i.e., prescription label) and parent/guardian. Please let your child's teacher know about medication your child is taking at home, too. Staff will help you look for side effects from the medication and let you know if any are seen.

Please complete the Medication Permission Form if your child needs a medication while in our care. We suggest keeping a blank copy of this form at home so it can be completed before coming to the center. This will allow you time to speak to your child's teacher about the medication.

Prescription medications will be given only as prescribed by the licensed health care provider (physician, physician assistant, dentist or certified nurse practitioner). The prescription must be current, in the original container and may be given only to the child whose name appears on the label. This includes over the counter dietary supplements.

Please ask the pharmacy to **split the medication into 2 containers** – one for home and one for the Center. Bring a copy of the drug information sheet that comes with the medication or write the common side effects on the Medication Permission Form.

Nebulizer medications that are in single dose containers must be brought to the center in the original container with a current, clearly written prescription label on the container. The prescription label must indicate the child's name, prescribing licensed health care provider's name, name of the medication, medication strength, amount to be given, how often to give and what it is to be mixed with, if applicable.

For medications which are to be given long term we will need an Individual Child Care Plan signed by you and the child's licensed health care provider. This includes as needed (prn) over the counter medication such as Tylenol (acetaminophen) and Ibuprofen used for a child with a history of febrile seizures. See the Special Needs section.

OTC Medication

The Center will administer non-prescription medication only upon the written request of the child's parents or guardians on our "Authorization to Administer Medication" form. The medication will be kept in the original container. **PLEASE, FOR THE SAFETY OF THE CHILDREN, DO NOT LEAVE MEDICATION IN YOUR CHILD'S CUBBIE OR TOTE BAG!** Medication administration records are kept on the form provided to parents for consent. Peli staff will **NOT** give the first dose of medication. The first dose must be given by the parent/guardian and monitored for the risk of side effects and/or allergic reactions to the medication. Containers must be labeled with the child's full first and last name and date. Outdated medications will not be given. Medications must be used according to the manufacturer's instructions. If the dosage or instructions differ from the manufacturer's instructions, written instruction from a licensed health care provider will be needed.

All medications must have a legible label on the container. Your medication container will be returned to you when it is completed.

Illness

A current (within six (6) months) Health Assessment by a licensed physician that includes a record of the child's immunizations (or a physician's statement that immunization is contraindicated) is required upon enrollment and must be kept current. We will help you with this by reminding you at least 30

days prior to expiration and we do expect your support in the important health requirement. We are required by the Department of Human Services to have the name, address, and telephone number of your child's physician in our files. Please be sure to bring this information with you when you are ready to enroll your child, the Center MUST have this information prior to attendance.

A child who is vomiting, has a fever of more than 100 degrees Fahrenheit, or has two loose bowel movements (diarrhea), or has signs or symptoms of any communicable disease shall be isolated from the other children and given appropriate care by the staff member until picked up by a parent, guardian, or designated representative. Parents must make arrangements to pick up their sick child within one hour of being notified. If your child will be absent or has been possibly exposed to a communicable disease, please notify the Center.

IF YOUR CHILD IS SENT HOME WITH A FEVER OF MORE THAN 100 DEGREES FAHRANHEIT, THEY MUST BE FEVER FREE, WITHOUT MEDICATION, FOR TWENTY-FOUR HOURS BEFORE RETURNING TO THE CENTER.

Parents will be informed of all communicable disease occurrences. Symptoms will be reported immediately to parents. Sick or injured children will be isolated from the other children and will be made as comfortable as possible until their parent arrives. Parents have one hour from the time that they were notified to pick up their child. If the child is not picked up within the hour time, the emergency contact listed in the child's file will be notified and asked to pick up your child.

Exclusion of Ill Child

The Department of Human Services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a licensed health care provider determines has not had sufficient treatment to reduce the health risk to others.

We will follow the exclusion guidelines listed below which are taken from INFECTIOUS DISEASES IN CHILD CARE SETTINGS AND SCHOOLS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS, **exclude** a child with any of the following conditions:

Chicken pox	Until all the blisters have dried into scabs and no new blisters or sores have started within the last 24 hours; usually by day 6 after the rash began.
Eye drainage	Until 24 hours after treatments begins when purulent (pus) drainage and/or fever or eye pain is present, or a medical exam indicates that a child may return.
Diarrhea	Until diarrhea stops or a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and /or water, bloody, or mucus-containing stools
Mouth Sores with Drooling	Until a medical exam indicates the child may return or until sores have healed.
Fever	<u>Axillary</u> (armpit) temperature: 100° F or higher; or Oral temperature: 101° or higher, when accompanied by behavior changes, or other signs or symptoms of illness. Measure temperature before giving medications to reduce fever.
Impetigo	Until treated with antibiotics for 24 hours and sores are drying or improving.

Head (head)	Until first treatment is completed, and no live lice are seen.
Rash	Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (i.e., chickenpox, measles, roseola, rubella, shingles, strep throat).
Respiratory Infections (Viral)	Until child is without fever and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.
Ringworm (skin & scalp)	Until 24 hours after treatment has been started.
Scabies	Until 24 hours after treatment has been started.
Signs/Symptoms of Possible Severe Illness	Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs for the child; should be evaluated by the child's health care provider to rule out severe illness.
Streptococcal Sore Throat	Until 24 hours after antibiotic treatment begins and child is without fever for 24 hours.
Vomiting	Until vomiting stops. Vomiting is defined as two or more episodes in the previous 24 hours.
Hand, Foot, and Mouth	Until 24 hours fever free, sores are dried up and scabs are gone. You will need a doctor's note, clearing your child, before they return to the center.

- Who is not able to participate in childcare program activities with reasonable comfort, including outdoor play.
- Who requires more care than staff can provide without compromising the health and safety of other children in care.

When a child in our care has been medically diagnosed with a communicable disease, we will follow the appropriate health authorities' recommendations to provide information to parents/guardians of exposed children on the same day or within 24 hours by (select one or any combination):

A written notice that will be posted on the Directors bulletin board.

A written notice that will be sent home for parent/guardian to read.

Parents/guardians are required by State laws and our center policies to inform the center within 24 hours, exclusive of weekends/holidays, if their child is diagnosed with a communicable disease.

Illness at the Center

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

Accidents/Injury

In the event of an accident, appropriate procedures will be followed and parents will be notified. Reports are kept on all accidents and copies are released to the parent upon picking up the child at the end of the day. Please give us the name of an emergency contact other than the parent or physician. We also need a signed emergency medical treatment form (provided by the Center) in the event a child needs emergency care. If we cannot reach you the child will be taken to the Hospital listed on this form. Accident insurance is carried on each child enrolled at the Center and records kept on file at the Center.

First Aid

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

Special Needs

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

If your child has a special need and is (one or more of the following):

- Eligible for case management through the state and has an Individual Service Plan (ISP,
- Receiving services through the local school district and has an Individual Educational Plan (IEP),
- Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development,

You will be asked to share the ISP and/or IEP with us. In addition, state licensing regulations require us to develop an Individual Child Care Plan (ICCP) with you that will assist us in meeting your child's needs. This plan must be signed by you and your child's source of licensed health care as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care.

If the special need requires that our staff be trained to perform a new skill we will ask that you arrange for this training and we will provide all staff working with your child this specialized training. It will also be up to the discretion of the Director and Advisory Council to determine if care will be available.

Pets

Parents/guardians will be informed of pets in the center at a time of admission. Please inform us if your child has an allergy to animal dander. All pets will be licensed and vaccinated following local health department requirements. Center staff will care for pets following proper sanitation procedures. Immediately after contact with pets, children and adults should wash their hands.

Transportation

There is no transportation provided for regular attendance for children while enrolled in our program. When planned activities at our program (i.e., field trips) require transportation, the methods used will be in accordance with the Department of Human Services regulations and Minnesota law.

Photography, Research and Marketing

Peli Preschool and Family Center will obtain written permission for all published photography, experimental research or marketing that involves any child enrolled at the center. This includes, but is

not limited to classroom photography, event photography, and experimental research projects for student teaching, marketing and advertising to promote our center, that would involve or include any child at Peli, past or present.

Fire/Tornado Drills

Fire drills are conducted monthly, date and amount of time to evacuate is recorded and kept on file at the Center.

Tomado drills are conducted monthly, April through September, date and amount of time to evacuate is recorded and kept on file at the Center.

Emergency evacuation plans will be posted in conspicuous places throughout the Center in each classroom and reviewed with the parents/guardians.

Parent information, Involvement and Visits/Conferences

Parent information will be found on the Parent Information Board located near your child's classroom. Every child is provided a cubby for storage of personal items. Correspondence from the Director and/or Teacher to the parent(s) may be place in these cubbies. It is part of our philosophy to bring together the child's school and home environments. It is to the child's advantage that we work together cooperatively. A child receives a great deal of satisfaction when parents are interested and involved in the life of "their" Center. For these reasons, we request that each parent attend the Parent meetings scheduled and to keep abreast of school events through calendars and newsletters. We do offer parent involvement activities to give you a chance to participate in events with your child at the school. Some examples of these are: Family Fun Nights, Easter Egg Hunt, Circus, Grandparent's Day, and Advent Fair. These are just a few of the ways that you can actively participate in your child's early learning and development.

Communication between staff and parents is specifically encouraged. Although daily or weekly reports are submitted, we urge parents to speak with caregivers. Keep us informed of significant home events. This will allow us to deal sensitively in all situations.

Visits to Peli by parents are always welcome. We do ask that if you wish to visit your child's classroom, you make prior arrangements with the Director or Teacher in charge. We do this to minimize disruption in your child's play, since children have little concept of time and think that when they see you, it is time to go home. A parent's departure after a short visit can be very unsettling to a small child.

We also recognize that because of your interest in the welfare of your child, you will, on occasion, wish to confer with the teacher or Director. Conference may be arranged upon request.

Information dealing with child health, development benchmarks, and parenting is available in the office.

In response to our Lord's request to fulfill the ministry of Prince of Peace Lutheran Church and our congregation's priority to spread the Gospel of Christ, the families of Peli Preschool and Family Center are welcomed into our fellowship. Should any situation arise in your family life that may benefit from counseling and/or spiritual support, Pastor Mike Woods or Pastor Kent Johnson will be willing to assist you.

Custody of a Child

At the time of enrollment, you will be expected to provide in writing the names and addresses of two (2) persons to whom we may release your child. If this should be changed at any time, we will need to have that in writing also. No child will be released to anyone without prior written authorization. At any time, we reserve the right to ask for identification.

Reporting Suspected Child Abuse/Neglect

According to Minnesota State law, any Peli employee who has contact with children is mandated to report any suspected child abuse and/or neglect to the Minnesota Department of Human Services. Staff witnessing or with knowledge of suspected abuse or neglect have the responsibility of reporting the incident and may not shift the responsibility to the supervisor. The director is NOT required by law to notify the parents before contacting MN-DHS.

If we know or suspect a child is in immediate danger, we call 9-1-1. All other reports concerning suspected abuse or neglect in a licensed facility will be made to Department of Human Services, Licensing Division's Maltreatment Intake Line at (651) 431-6500.

If you suspect possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

Definition of maltreatment is contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) (see attached). A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident. An oral report of suspected abuse made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of holidays and weekends.

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

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

When our Center has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the Center must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

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

The internal review will be completed by the Director. If this individual is involved in the alleged or suspected maltreatment, the Pastor will be responsible for completing the internal review.

The Center must document completion of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Peli Preschool and Family Center provides training to all staff related to the mandate reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556).

Important Things to Remember

- Accompany your child to his/her classroom and say good-bye positively and quickly
- Try to bring your child at approximately the same time each day
- Voice appreciation of your child's creative work and if possible, display his/her work at home.
- Feel free to discuss with us things troubling you concerning your child's behavior, language, health, problems, or family changes that could affect attitude or behavior at school, and to respond to positively when things are good.
- Come for your child on time; it is very difficult being the last one picked up.

We do reserve the right to terminate a child's enrollment for violations of policies and rules the Center or of the Department of Human Services. Parents and/or guardians need to abide by the rules and guidelines that are outlined in this Handbook. It is imperative that parents respect the religious nature of Peli Preschool and Family Center.

Our Staff

Peli Preschool and Family Center is committed to providing children with a caring and nurturing Christian staff that values the opportunities to share the love of Jesus with the children in their care. The staff selection process includes interview, work experience check, and criminal history background check. Our staff participates in continuing professional staff development opportunities that included monthly staff meetings, ELEA workshop and teacher conference, shaken baby and SIDS, first aid, and CPR training.

Peli strives to provide a family environment. We believe that staff, parents, and children's feelings and emotional well-being should always be valued.

Program Plan

Peli Preschool and Family Center's program of childcare and early childhood education includes' teaching, storytelling, music, playing, and Bible stories. We believe that hearing Bible stories is an important part of the development of a child because of what it teaches about God's love for the world, especially shown in Jesus Christ. We also believe that a child's knowledge of the love and acceptance of God in Christ is the best way of developing each child's unique personality, promoting individuality and a positive self-image both in individual and group situations.

The Peli Family Center program provides experiences and activities that will meet your child's spiritual, emotional, social, intellectual and physical needs. Your child will be guided to start taking part in small and large group activities. This combination of experiences will broaden your child's aptitude for future schoolwork, while allowing free reign for imagination and creativity. Children are attended at all times by trained/experienced caregivers.

Your child will be guided:

- To become aware of and have an interest in the world about him/her;
- To develop a sense of pride in him/herself, his/her school, church, and nation;
- To make a happy transition from home life to school life;

- To talk to God through a regular practice of prayer;
- To work and play comfortably with other children;
- To manifest some degree of self-discipline and self-control;
- To hear basic Bible stories and relate them to living now;
- To grow in verbal, sensory motor and conceptual skills;
- To observe and use simple health and safety rules; and
- To help think and act for self while growing in common courtesies.

The program includes outdoor play – with games, exploring, exercise, indoor child-selected play – with developmentally appropriate toys, sand and water play, prayers, songs, Bible stories, music, story time, and nature study.

Curriculum

A child who participates in our program will have experienced the following activities:

Center time: Center time is a time when children are provided with various activity centers throughout the classroom and are encouraged to choose an activity to participate in. The activity centers include: Art center, manipulative center, dramatic play center, building area, Science/Math center, and library center. Activities at these centers are changed on a regular basis to keep interest high and focus on specific themes and skills.

Reading and writing readiness: It is our goal to make reading a fun and exciting experience for children. We believe that children will learn to read naturally in a print rich environment. Teachers will read interesting, relevant and quality books to children every day. Teachers will model correct writing techniques and will help the children understand the concept that what can be written can be read. We believe that the most important work to children is their own name. Therefore, we encourage children to recognize and then learn to write their name. We also introduce children to the letters in the alphabet, work on letter recognition and instruct them in writing letters. Through observation, exploration, and practice, children will learn alphabet recognition and formation, phonics, left to right/top to bottom progression and the concept that letters form words and that words identify objects, people, places, actions and feelings.

Number experiences: We will work on identifying numbers, number formation, counting sorting, and simple addition and subtractions. We will strive to provide children with many hands on and real life experiences in dealing with numbers. We teach the children how to play with educational games that focus on math during center time.

Arts and crafts: Children will have access to crayons, markers, colored pencils, glue and scissors (when age appropriate) during center time. We will provide and are or craft project on a weekly basis. Some projects will encourage following instructions, while others will encourage child creativity. Projects will focus on the process rather than the end product.

Music and movement: Children will participate in activities that include dancing, singing, instrument playing, music appreciation, etc.

Cognitive development: We have a wide variety of toys and learning activities that stimulate cognitive development. Some included: peg boards, puzzles, board games, Lego's, and other manipulatives.

Dramatic play: Here, children are encouraged to use their imagination while playing in the kitchen taking care of a baby doll, driving race cars, playing with puppets, and pretending to work at a store or restaurant. It gives them an opportunity to take on adult roles and experiment with social interactions.

Library: The library is a quiet comfortable place where children can choose to read books that are interesting to them.

Physical activity: Physical activity is a vital aspect of an early childhood development program. Children need to develop their gross or large muscles before then can focus on their fine or small muscles needed for writing. We provide the children with a fenced playground that is used during nice

weather. When children are not able to go outside due to weather, we have a large multi-purpose room that provides an area for movement.

Health/Safety/Social Skills: We will help the children have a good understanding of their bodies and how to keep them safe and happy. We stress the importance of good hygiene to keep themselves and others from becoming ill. We will also focus on having good manners, especially during meal times. Also, children will be given a daily responsibility to encourage self-confidence and a responsibility to others.

Character education: Teaching children about values required for success is not always easy. But children should learn to behave responsibly and with courtesy and kindness. In addition to our weekly Bible lessons, good stories influence children's values. Children learn from characters actions and thoughts. They see consequences of the characters' actions and come to appreciate different perspectives. That is why we use books to illustrate values. After we have read a story that illustrates a certain value, we ask the children thought provoking questions.

Science: We try to provide the children with weekly science experiments. These experiments are simple and may include activities that use magnets, explain how colors are made, or how a potato grows. We also provide a weather chart for conditions on a daily basis.

Learning Objectives-General

1. Children will develop age-appropriate small and gross motor skills.
2. Children will establish autonomy and will develop a positive self-image.
3. Children will gain the cognitive skills they will need to move on to the next stage of development.
4. Children will communicate verbally to express their needs, joys, concerns and inquiries.
5. Children will show empathy for other living things and will try to help when possible.
6. Children will explore different ways in which to express their creativity and will learn to appreciate creativity in others.
7. Children will participate in group activities and will at times initiate activities.
8. Children will have more control over their impulses and will have an understanding of cause and effect.
9. Children will develop a love of reading and writing and will be eager to develop their own literacy skills.
10. Children will learn about the Triune God: Father, Son, and Holy Spirit and will know that Jesus is their Savior.

The curriculum is based on our knowledge that children learn best through their first-hand sensory experiences of feeling, listening, tasting, smelling, and observing. Children need to handle, manipulate, experiment, and explore; however, they also need and expect certain guidelines, rules and routines in order to feel safe and secure. It is our task to provide various materials and learning opportunities as well as the protective controls that children need for optimal learning. Activities are planned around age-appropriate objectives and units. In addition to the daily classroom routine, planned by the teacher and the children, our curriculum also includes art, music, and creative movement.

As the children continue their experience at Peli Preschool and Family Center, new considerations are given to their increased attention span, activity level and need to satisfy their curiosity. A more structured environment is created and the opportunities for exploration increase. The preschool program serves children between the ages of three and five years with a 1:10 teacher/student ratio. Emphasis is placed on cognitive skill. Our curriculum concentrates on pre-reading, reading, mathematical and science concepts, creative arts and music, and Bible truths. Planned activities are used to reinforce the natural learning that is part of every activity in a child's day, even playtime. We encourage the child to learn by doing and experiencing in a safe and well-supervised environment. We use field trips and other special experiences to extend the children's knowledge of the world

around them. All the children's activities are planned and presented in a positive, caring atmosphere by trained professionals.

Consistency is given through routine; variety is promoted through activities to stimulate all areas of development carefully nurtured.

Creativity is promoted in a non-inhibited environment. Our close staff/child relationships will contribute to the development of a child's positive self-image. All developmental areas are given equal attention. Spiritual values are strongly promoted through exemplary interaction as well as Bible story time, prayers before meals and snack. Our main objective is love and individual attention through proper stimulation by the environment. We begin to develop pre-reading skills and lay the groundwork for kindergarten programs in the #300 School District.

Toddlers/Infants

Each child has his/her own cot/crib and the linens are changed weekly or when visibly soiled. When the child is not asleep or eating, he/she is free to move about the room, explore and interact with other children and teachers. The children are held, rocked, talked to, sung to, and as appropriate taught basic concepts of language.

We ask that you furnish a daily schedule for your infant with regard to eating, sleeping and other routines, and we will adhere to it as much as possible. In addition, you may provide special requests to our staff on a daily basis by making whatever written entries you wish on your child's daily record. We will also make written entries from time to time throughout the day. Detailed information on foods he/she has eaten, how long he/she slept, diapers, his/her disposition and activity level, noted signs or symptoms of illness or discomfort, special experiences during the day and any extraordinary achievements such as a new work or first step. The form will be available to you at the end of the day as a record of your child's activities during the hours you were separated from him/her. Your child's caregiver can amplify on or explain the record as needed.

Toddlers and infants are checked frequently throughout the day and changed at the first sign of wetness or soiling. No child is knowingly left in wet or soiled clothing. Parents will provide the disposable diapers, wet wipes in the manufacturer's container, and ointment. The changing table is disinfected after each use and diaper changers shall wash hands with antibacterial soap after each change. Diaper changing areas are not used for food preparation.

The infant room is designated to serve children between the ages of 6 weeks and 15 months. The staff/child ration for infants is 1:4. Infants are cared for with compassion by qualified teachers who work to create an atmosphere with age appropriate balance between stimulation and quiet; optimum for the growth and development of each infant.

The toddler room is designed to serve children between the ages of 16-32 months. The staff/child ratio for toddlers is 1:7. Communication and academic skills are developed and self-help skills, such as table manners, toilet training and dressing themselves are also worked on. Social skills such as sharing toys and positive interactions with their peers are stressed throughout the day. The positive atmosphere in the toddler room enhances a child's good feelings about him/herself and those around him/her.

Parents will provide diapers, wipes, and any lotion or ointment that your child will need at the center. All items must be labeled with the child's first and last name.

Potty Training

What are the signs that your toddler is ready to potty train?

- Pulling at a wet or dirty diaper.
- Hiding to pee or poop.
- Interest in others' use of the potty or copying their behavior.
- Having a dry diaper for a longer-than-usual time.
- Awakening dry from a nap.
- Telling you that they're about to go, are going, or have just gone in their diaper.

In order to help your child be successful at training it is beneficial for you to become familiar with the routine that the teachers follow for potty training. The teachers would greatly appreciate consistency and open communication during this process.

What are the potty-training policies at Peli?

- Please bring your child in a pull-up instead of underwear at the beginning stages of training (for safety regulations).
- Bring 4 outfits/day – after the 3rd outfit change your child will be put into a pull-up/diaper.
- Teachers will bring your child to the potty every 30 minutes at the beginning stages of training; time will be extended as they progress.
- Children who are accident-free at the center for two weeks can come in underwear.
- Children will be in a pull-up or diaper until they have woken up dry for 5 consecutive days.
- **Accidents are to be expected.** ☺

We understand that each child develops at different rates so please don't be discouraged if your child takes longer than expected to be completely potty trained. This is a group effort and if we work together it will be a positive experience for everyone.

Biting Policy

Biting is a difficult stage some children go through and can be a major problem for the group. For the biting child, it is a natural phenomenon that has virtually no lasting developmental significance. Biting is not something to blame on children, parents or caregivers.

Why Does A Child Bite?

Sometimes we think we have a good idea why the child is biting, but most of the time it is hard to guess what is behind the behavior. Some of the likely reasons also help with finding solutions for handling the biting:

1. **Teething.** When teeth are coming through, applying comforting pressure to the gums. Babies will use anything to bite. If this seems to be the cause, provide teething rings or objects to bite, hopefully lessening the child's need to bite people.
2. **Impulsiveness and lack of self-control.** Sometimes babies bite because there is something there to bit; it is another way of exploring their world.
3. **Making an impact.** Young children like to make things happen, and reactions when they bite are sometimes dramatic. If the adult reacts in a normal fashion the desire to bite may be lessened, as the reaction that the child was seeking did not occur.
4. **Overstimulation and excitement.** When some young children become very excited, they behave in an out-of-control fashion. Biting may happen. Calming the child and removing him/her from the situation may help.
5. **Frustration.** Too many challenges, demands, wants, too little space and too many obstacles may lead a child to bite, especially before he/she has the verbal skills to express their needs.

Parents

1. All parents will be informed of the biting situation and the steps that are being taken to solve the situation.
2. Both sets of parents, biter and victim, are kept informed and worked with to develop strategies for change.

3. Prepare the parents of the child who bites for the worst that if all other efforts fail and the biter is endangering others, the center's policy is suspension or termination from the program.

Center Procedures for Handling Biting

- A. The name of the child who bites is not released as it serves no useful purpose and makes a difficult situation worse.
- B. Communicating to parents BEFORE the biting occurs may reduce the emotional reaction of the parents when the incident occurs. Biting does occur in any early childhood group setting, especially in those children under the age of two. When signing the parent handbook acknowledgement page, the parent caregiver acknowledges that he/she has read and understands the risk of biting in a childcare center setting.
- C. In all biting situations, regardless of the likely cause, the adult will show strong disapproval through words and manners. Caregivers will try to minimize the behavior by letting the child know biting is unacceptable in a stern manner.
- D. Caregivers will avoid any immediate response that reinforces the biting, including dramatic negative attention. The biter is immediately removed with to show of emotion by the caregiver. Words such as "biting is not okay" or "no bite" or "biting hurts" can be used.
- E. Caregivers will focus caring attention on the bitten child. Clean wound and fill out accident report.
- F. Caregivers will remove the biter from the area of play where the incident occurred.
- G. When a biting incident occurs, both sets of parents/caregivers are informed at pick up.
- H. If biting becomes habitual the center will follow the procedure listed:
 1. Every Occurrence will be charted, including attempted bites with location, time, participants and circumstances.
 2. Staff is evaluated regarding immediate response to each biting situation for the appropriate intervention that ensures comforting the injured child and treating the injury as a well as cool, firm, disapproving response to the biter that does not inadvertently provide reinforcement to the biter.
 3. Analysis of the chart and profile of the behavior patterns and the environmental context of frequent biters and victims will be made.
 4. Children who indicate a tendency to bite will be "shadowed".
 5. Biting situations are anticipated when there have been repeated biting incidents in a particular classroom.
 6. Non-biting responses and reinforcement of appropriate behavior in biting situations are taught to staff.
 7. Staff and parents will consider early transitions for children stuck in biting behavior to a changed environment if developmentally appropriate and allowed by licensing.
 8. Staff will consider changes to the room environment to minimize congestion, commotion, confusion and disorder, competition for toys, child waiting, competition for adult attention, and boredom.
 9. Large groups will be avoided where overstimulation and lack of one-on-one supervision may occur.
 10. Ways to promote the child's sense of security and stability will be put in place such as good classroom transitions from one activity to the next and a predictable schedule for the day.
 11. Classrooms will be maintained with some smaller areas.
 12. Staffing changes will be avoided as possible.
 13. Ways to engage the children more effectively in the environment will be sought, such as developmental appropriateness of items in the classroom, choices will be increased for motor and sensory development and multiple options for activities will be made available.
 14. Groupings of children will be analyzed to avoid combinations that lead to conflict; biters and "victims" will not be grouped together.

15. If needed, outside resources will be brought in to help provide analysis and solutions.

Share Days

Most classes have "Sharing Time". Toys, games, puzzles, tapes, CD's, videos, and books may be brought from home to share on these days. We ask that toys not be brought from home on other days. Exceptions will be made for security items such as blankets or a stuffed animal resting friend. Do not send items that cannot be played with by the other children. Do not send toy guns, weapons or other inappropriate toys that encourage violence. If these toys are brought into the building they will be kept in the Director's office until the child is picked up. Gum and candy may not be brought to share.

Behavior Management

We believe that all our children can behave appropriately at Peli Preschool and Family Center. Setting limits helps the child. If a child engages in improper activity, we will explain to him/her why his/her actions are unacceptable to those around him/her.

Teachers are directly responsible for the behavior management of the children in their care. Teachers facilitate the development of self-control in children by using the following positive guidance techniques:

- Setting clear, consistent expectations for age appropriate classroom behavior;
- Valuing mistakes as learning opportunities;
- Redirecting children to a more acceptable behavior or activity;
- Listening when children talk about their feelings and frustrations;
- Guiding children to resolve conflicts;
- Modeling skills that help children solve their own problems;

The teacher may ask the child to sit apart from others if there is repeated disciplinary attention. This is time for the child to calm down and decide when he/she is ready to rejoin the group.

If all it's all customary techniques are exhausting a parent teacher meeting may provide to be effective. This is an opportunity of sharing between teacher and parents of possible causes and or solutions in person or by telephone. If this does not produce the desired improved behavior, the teacher will, with approval from the director and knowledge of the parent, moved to a check system with documentation on the form. For checks in the period of the day will result in the parent/Caregiver thing called to come and pick up the child immediately. Peli Preschool and Family Center will not tolerate repeated acts of aggression towards other children or staff. Peli Preschool and Family Center reserves the right to unenroll a child if these attempts at behavior modification has failed repeatedly and the child is considered a danger to others and his/herself.

Children will have the opportunity to earn reinforces through good behavior. Peli Preschool and Family Center prohibits punishment that is humiliating, frightening, or physically harmful to a child. Instead, we offer praise and reinforcement.

Peli preschool and family center rules

- No running inside; exception is during playtime it's healthy inside due to weather
- Quite voices inside;
- Shows respect for others
- Keep hands to yourself;
- Follow directions;
- Any other classroom rules agreed upon by the children and the teacher.

Assessments

Assessment is an integral part of our early childhood program. Assessments are used in a variety of ways. They are used to support learning, identify special needs, to monitor and evaluate the program

and for program accountability. Assessments relate closely to the policy and objectives of the curriculum. The center uses a variety of assessment methods. These include daily observations of children including socialization, participation, communication, small and large motor skills, problem-solving abilities, exploration and a variety of other skills. In addition, the program administers tests that identify letter, shape and number recognition. Another method for assessment is informal and formal conversations with each child to find out what they enjoy about school, who they like to play with and what they have learned. Fine and large motor skills are observed and documented. Also included, are samples of children's work that may include art, cutting samples, etc. Sometimes photographs are included this part of assessment. These assessments are documented on a daily, weekly basis.

Children are assessed under a variety of settings. Observations are conducted during regular class time and often informal but intentional. Observation is done continuously and documented in a journal. Individual testing is administered in preparation for parent teacher conferences. Work sampling is done over time and individual progress is demonstrated (writing name, drawing oneself). Creative art also used for assessment. Individual conversation with children is done by staff and noted over time.

Data is collected and results of assessments are shared with parents/guardians at conferences and other times as needed (daily, weekly, monthly). All assessments remain confidential and are shared with parents/guardians. If the information is shared with a local professional or other organization, written permission is necessary from the parent/guardian.

These assessments are used for a variety of purposes. Parent – teacher conferences are held twice during the school year and assessment results are shared with parents. From student information gathered through observation, individual testing, conversation, and work sampling, a progress report is completed to review with the parents. The assessment information is also used to gather learning data and guides curriculum development and lesson planning. It also can identify children's interests and needs. Special needs are identified with the assessment information. From the results, staff can determine if additional developmental screening or diagnostic testing should be recommended. Results of assessment also help guide program evaluation and accountability. In other words, are goals and objectives being met and is the program accountable. These results can also guide staff in program improvement.

Meals and snacks

Breakfast will be offered for full-time children around 8:00 if the parent requests. A substantial snack will be served at approximately 10:00 am. A hot lunch will be provided by the Center for \$3.00 per meal or a sack lunch provided by the child's family will be served with milk provided by the Center around 12:00 pm. An afternoon snack will be served at approximately 3:00 PM.

Children are given as much time as they wish to eat. Children are encouraged to become interested in the food before them and assisted when needed. NO child is forced to eat any food. Special eating problems or marked changes in lunchtime behavior will be reported to parents.

We will review each child's medical report to be aware of allergies or any other food problems. We also do some cooking and baking in school to provide the children with both a fun and nutritional experience. The school serves either juice or milk with morning and afternoon snack.

Food Brought from Home

Sanitation procedures and practices for food will be in accordance with licensing and health department guidelines. If food is brought from home to share with other children (i.e., for special occasions) it must be commercially prepared and packaged.

Toddler Food

We will provide morning and afternoon snack. Hot lunch will be provided by the Center or a sack lunch will be provided by the parent/guardian. Peli Family Center provides the milk. Transitional or "sippy" cups will be provided by parent/guardian. Our goal is to educate your child in independent drinking from a regular cup. These "sippy" cups will be used only for a short time while these skills are being taught.

Infant Food

Formula will be provided by parent/guardian.

Bottles will be provided by parent/guardian.

Infant food will be provided by parent/guardian.

The infant's parent must determine the diet of an infant. The license holder must ensure that sanitary procedures and practices are used to prepare, handle, and store formula, milk, breast milk, solid foods, and supplements. Procedures must be reviewed and certified by a health consultant. A center serving infants must:

- Obtain written dietary instructions from the parent of the child
- Have the infant's feeding schedule available in the food preparation area
- Offer the child formula or milk and nutritionally adequate solid foods in prescribed quantities at specified time intervals, and
- Label each child's bottle with first and last name.

COMMERCIALY PREPARED INFANT FOOD AND FORMULA, WHEN BROUGHT FROM HOME MUST BE UNOPENED AND LABELED WITH CHILD'S FULL FIRST AND LAST NAME.

Unopened formula and infant food will be stored in infant room cabinets. Formula (except powder) or infant food once opened must be refrigerated immediately (and maintained at 40° F. or less) and used the same day unless otherwise specified by manufacturer's directions. Formula must not be out of the refrigerator beyond feeding time. Formula remaining in a bottle after the feeding must be thrown out and not used for another feeding.

Formula need not be warmed; it can be given to the child directly from the refrigerator. If parents request warmed formula, warming is accomplished by warming the bottles in a bottle warmer. Warmed formula will be tested before feeding the child. Microwaves will not be used to heat infant formula/food.

All bottles of formula or breast milk must be labeled with child's first and last name.

Children that are capable of holding their own bottle will on occasion be allowed to feed themselves on a Boppy pillow while being supervised by a teacher. We **do not allow** propping of bottles or infants being put into bed with bottles.

Infants will be offered finger foods and cups when developmentally appropriate and with parental consent.

Food is served on plates or bowls. Eating utensils will be offered when developmentally appropriate.

If only a portion of a jar of infant food is to be used, the food will be put in a dish. Saliva on the spoon can begin the digestion of the food left in the jar and could start spoilage.

Use of breast milk or homemade infant food requires special care and preparation. Our program welcomes feeding request of this kind when special procedures have been developed with and found satisfactory by our health consultant.

Special diet requests will require **written permission** from the child's parent/guardian and the licensed health care provider.

The following information is given to parent/guardian prior to starting a child in the Program.

Procedure for Formula Prepared At Home

1. **Always wash hands** carefully before preparing food.
2. Use hot soapy water, bottle brush and brush that goes into the nipple. Wash bottle and ring at the same time. Squirt water through nipple to clean holes. Rinse well with hot water. Cap bottle when dry so it does not remain exposed to dust and germs in the air. Wash container and items for making formula.
3. Clean top of formula container with a clean cloth wrung out in hot detergent water before opening.
4. Fill bottles with the amount baby drinks at one feeding of formula or milk and date bottles, time of preparation, and name of infant. **Refrigerate immediately.**
5. Put bottles into an insulated bag to carry to the Child Care Program. Do not allow bottles to become warm in the car or by carrying in coat pocket, etc.
6. Be sure bottles are refrigerated as soon as you get to the Program. All bottle parts must be labeled with the child's full first and last name.
7. Take bottles home at the end of the day. Bottles will have been rinsed but **must be washed** as in 2 above.

Procedure for Parents bringing Breast Milk from Home

1. **Wash hands, breast, and breast pump.** Express milk.
2. Use a clean bottle or storage bag as in "Formula Prepared at Home by the Parent".
3. Fresh breast milk, if kept refrigerated, may be used up to 48 hours. It may be frozen in the bottle/bag until ready to use at the Program Label with date, time removed from freezer, and child's full first and last name. Frozen breast milk may only be kept for 24 hours after thawing.
4. Bring bottles to Program in **insulated bag**. Frozen milk should be kept frozen for transport. Once unthawed, it must be used that day or sent home with the parent.
5. Be sure bottles/bags are refrigerated as soon as you get to the Program.
6. Take bottles home at the end of the day. Bottles will not be rinsed but returned to parent for sanitation. See "Formula Prepared at Home by the Parent" (points 1 and 2).

PICTURES

Individual and sibling pictures will be taken in the fall. Dates will be posted on the Parent Information boards located near your child's class and flyers will be sent home with your child or children.

Naptime/Rest

Children will nap or rest for a minimum of 30 minutes, as required by state licensing board, sometime between 1:00pm and 3:00pm each day, depending on the child's age. If your child is not a napper, he/she will be required to have quiet time on the cot for 30 minutes with books or puzzles. Peli Family Center will provide a crib sheet to cover the cot, which will be washed weekly or when soiled. Parents may provide a **SMALL** blanket and or **ONE SMALL** sleeping friend if so desired. These items must be small enough to fit into a standard shoebox.

Child's Personal Items

Please have your child wear play clothes that are comfortable and easy for your child to manage as we encourage children to be as independent as possible. Independence is a part of the learning process and helps to build self-esteem. It is important that your child be allowed to get dirty and to get wet (we do have sand and water tables and encourage the children to play both indoors and out). Therefore, we require that your child have at least one complete change of clothing including socks, at school. Infants and toddlers require two changes of clothing, including socks. Bowel movements will be dumped, however due to regulations will not be washed or rinsed out. Soiled clothing will be placed in the child's cubby in a plastic bag. Each item of clothing should be clearly labeled so the clothes are not misplaced. Please place clothing in a clearly labeled Ziploc bag to be kept in the child's cubby. Jackets or sweaters sent to school should also be clearly labeled. Rubber soled shoes are required; although sandals are cute, it is important to wear proper shoes to avoid falls that could result in injury.

Parents are required to provide a crib sheet and blanket or covering, for us at the Center Other personal items such as pillows and stuffed animals from home are allowed at school for rest time, however must fit in the child's cubby. Safety considerations dictate that cosmetics and money, particularly coins, should never accompany your child to school.

All children must have a backpack or tote bag at school with them at all times. This is a place to keep personal belongings during the day to ensure they are taken home in the evening. Parents, please check the bag regularly for communication and announcements. The backpack will be kept in the child's cubby.

Policy Changes

Peli Preschool and Family Center reserves the right to change the policies and procedures written within the Parent Handbook at any time. Every effort will be made to communicate any changes in a timely manner. Furthermore, proper notice will be provided to each parent through written or oral communication.

Child's First Day

A child's first day can be very overwhelming. During Open House, your child will have the opportunity to meet the teacher as well as see the classroom. Take the time to prepare your child for the first day by having positive discussions and reading books about going to school.

Learning to say "Good Bye"

- ❖ Let your child know what to expect. Explain what will happen while you are gone: "You're going to have fun with your friends!"
- ❖ Let your child know when you are coming back. Use a time-frame they will understand, such as "I'll be back when your nap is over."
- ❖ Tell your child that you are leaving. Don't just disappear. This will help your child develop the security they need, and it will make good-byes easier in the long run.
- ❖ Keep your good-byes short. Give your child a quick hug and kiss...and then leave. Long good-byes can make things more difficult.
- ❖ Follow a routine. When you leave your child, say good-bye in the same way each time so they know what to expect and feel secure.

What to do at Parent Pick-up Time

- ❖ When you return, take a few minutes to give your child some special attention: "I'm so glad to see you! Let me see your work!"
- ❖ Share with your child what went on while the two of you were apart.
- ❖ Ask your child's caregiver how their time went. Find out what your child did while you were gone so you can talk about it together.

Parent Resources

- ❖ *Anna Marie's Blanket*
 - By Joanne Barkan
- ❖ *Love You Forever*
 - By Robert Munsch
- ❖ *First Day at Day Care*
 - By Ellen Weiss
- ❖ *Will You Come Back for Me?*
 - By Ann Tompert

Last but Not Least

Parents are free to visit at any time and have access to all areas of the Center. We request consideration so as not to disrupt our programs. If you are concerned or uncertain about anything relating to our care of your child, please contact the Director at once. Do not keep it to yourself. If there is a problem, we want to correct it as quickly as possible.

Our greatest gift is to share the love we have received from Christ with the children in our care. These policies are established for the welfare and safety of each child who attend our Center.

Jesus said..." Let the children come to me, do not stop them, for the kingdom of Heaven belongs to them. Then he put his arms around them, laid his hands on them and gave them his blessing." Mark 10:14-16

And also..." Anyone who welcomes a little child in my name welcomes me. But anyone who is an obstacle to bring down one of these little ones who have faith in me would be better drowned in the depths of the sea with a great millstone round his neck...See that you never despise any of these little ones, for I tell you that their angels in heaven are continually in the presence of my Father in heaven." Matthew 18:5,6,10