## DAILY PRESCHOOL SCHEDULE
(Schedule times are tentative upon approval of the School District, yearly Schedule.)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:15</td>
<td>Table Activities</td>
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<tr>
<td>8:15-8:30</td>
<td>Devotion &amp; Bible Lessons/Activity</td>
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<tr>
<td>8:30-8:45</td>
<td>Music &amp; Movement</td>
</tr>
<tr>
<td>8:45-9:15</td>
<td>Large Group Activities (Science/Social Studies/Math)</td>
</tr>
<tr>
<td>9:15-9:30</td>
<td>Snack and Bathroom</td>
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<tr>
<td>9:30-9:45</td>
<td>Story time</td>
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<tr>
<td>9:45-10:00</td>
<td>Small Group Activities</td>
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<tr>
<td></td>
<td>(Fine Motor Skills/Manipulatives</td>
</tr>
<tr>
<td></td>
<td>Board Games/Matching/Sorting/Etc.)</td>
</tr>
<tr>
<td>10:00-10:30</td>
<td>Play Time</td>
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</tbody>
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Revised January 2018

LITTLE BLESSINGS
PRESCHOOL
HANDBOOK
St. John’s Lutheran Church and School
421 East Avenue
Red Wing, MN 55066
651.388.2611
misscesmith@stjohnsredwing.org
3. The principal will review the separation log and meet with the teacher to discuss the child’s behavior and review the teacher’s guidance methods.

4. The principal and the teacher will meet with the parent to discuss what intervention is appropriate and whether professionals outside the preschool should be consulted.

**Grievance Procedure**

Should a situation arise that you, the parent or guardian, see as a problem, or should you, the parent or guardian, have grievance:

1. Notify your child’s teacher.

2. If the situation is not resolved to your satisfaction, schedule a meeting with the teacher and Youth Discipleship Board.

   Again, open and ongoing communication between parents and staff is an essential part of our program, and we encourage sharing of all concerns with the staff at the school.
Some Specific Techniques We Use

The staff will strive to:

- State suggestions in a POSITIVE form
- Give choices only when intended.
- Avoid making comparisons or encouraging competition
- Avoid shaming or labeling
- Encourage maximum growth of independence.
- Redirect to activity areas related to the child’s interest.
- Be aware of the total situation and make health and safety the primary concern.
- Define limits clearly and consistently.
- Use words and tone of voice as a teaching tool and give directions at an effective time.
- Foresee problems and reinforce directions when necessary.
- Observe and record individual growth and behavior.
- Give affection, acceptance, attention and care.
- Remind children of the love of their God.

When an occasion arises that needs special attention, teachers speak quietly to the child. The second step may be an arm around the child’s shoulder and a more firm statement. Teachers seldom need to act beyond the verbal guidance and direction. If necessary, further guidance may be considered for an individual, depending on the needs of that child.

Policy for Persistent Unacceptable Behavior

Little Blessings strives to provide a safe, happy, growth-enhancing group experience for each child.

1. If a child exhibits inappropriate behaviors, a form will be completed and parents will be notified.

2. If a child is separated five times or more in one week or eight times or more in two weeks, the teacher will inform the principal.

WELCOME TO
LITTLE BLESSINGS PRESCHOOL

We are so pleased you have entrusted the staff of Little Blessings Preschool with the care and education of your child. We are dedicated to meeting each child’s individual needs as (s)he learns about a loving Savior, develops social skills while playing with other children, increases self-confidence and self-esteem and experiences the joy of discovery.

Because we believe teachers and parents need to be partners for the child’s well-being, we stress the importance of communication, and we ask for your participation in your child’s preschool experience. Please share your concerns, changes in family life, and other pertinent information regarding your child with the teachers. In turn, we will communicate with you through many avenues. This booklet is one of them. Since it has important information, we ask you to PLEASE READ THE ENTIRE BOOKLET.

Little Blessings Preschool is located within St. John’s Lutheran School and is a ministry of St. John’s Lutheran Church. If you don’t have a church home, we invite you to join us! We are eager to share God’s Word with you and your family. Our regular worship services are Sunday mornings at 8:00 am and 10:30 am and Monday evenings at 7:00 pm. We have Bible study and Sunday School each Sunday from 9:15-10:15 am.

Thank you for entrusting us with your precious child. Your child is a Little Blessing from God, a Little Blessing to you as parents and a Little Blessing to our preschool. We look forward to sharing this important year in your child’s development.
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DISCIPLINE

Behavior Guidance

Expectations of behavior are guided by developmental norms of 3, 4, and 5 year olds tempered by respect for individual differences. Children will be reminded to act MORE LIKE JESUS. (Ephesians 5:1) “Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God.” A minimal number of necessary rules with reasons for them are given. If behavior that hurts others or destroys property occurs, it is stopped and reasons for the stopping are explained to the child.

We are in agreement with the seven principles for developmentally appropriate guidance of young children that are listed below:

1. Children are in the process of learning acceptable behavior.
2. An effective guidance approach is preventive because it respects feelings even when it addresses behavior.
3. Adults need to understand the reasons for children’s behavior.
4. A supportive relationship between an adult and a child is the most critical component of effective guidance.
5. Adults use forms of guidance and group management that help children learn self-control and responsiveness to the needs of others.
6. Adults model appropriate expression of their feelings.
7. Adults continue to learn even as they teach.

(Source is Minnesota Association for the education of Young children - MNAEYC)
backpack.

Backpack or book bag.

**Toys From Home**

Children are required to leave toys, food, gum, pets and money at home. The learning materials at the preschool are shared by all children as part of the learning experience.

**Pets**

Due to the possibilities of allergic reactions we ask that children do not bring pets to school for any reason.

**SPECIAL EVENTS**

**Field Trips**

Parents will be informed of each planned field trip. They will be asked to sign a permission slip. Parent volunteers will be asked to transport children on any field trips we might plan. Only those with background checks may transport the children in our preschool. If your child needs a car seat or booster seat, we ask you to provide these.

**Birthdays**

Birthdays are very special occasions and we are eager to cooperate with families on birthday celebrations. If you wish to bring a treat on or near your child’s birthday, please call the teacher ahead of time, and she will discuss time to celebrate and suggest some appropriate, reasonable snacks that children enjoy.
LITTLE BLESSINGS
MISSION STATEMENT & PHILOSOPHY

Our Mission: Little Blessings Preschool will guide, nurture and prepare children for this life and eternal life through a developmentally appropriate Christ-centered education.

Our Philosophy: We at Little Blessings Preschool understand that each child is a precious gift from God, a special person for whom Christ lived and died and rose again. We will treat your child with love and respect in a warm and caring Christian environment. The staff at Little Blessings Preschool recognizes that parents have the primary responsibility for nurturing their children. We see ourselves as partners with you in helping to impart timeless and changeless Christian values, morals and ethics to your child in an ever-changing world. We are honored with such trust and responsibility.

PROGRAM GOALS & OBJECTIVES

Little Blessings is a Christ-centered preschool. At Little Blessings, children thrive in a safe and comfortable environment where exploration and interaction are encouraged and supported. Our preschool provides experiences for construction, self-expression, dramatic play, language, experimentation and large and small motor activity. Children move freely from one center of interest to another, exploring, wandering, dancing, singing, playing, and listening. These are all ways of learning. As children mature they use materials and experiences in more complex ways and thus develop new skills and lengthen their attention spans.

If it is your child’s birthday and you would like to bring in something special as a snack, please talk to the lead teacher ahead of time so requirements can be met.

PERSONAL BELONGINGS

Clothing

Play clothes that are comfortable, sturdy and washable are appropriate for preschool. Children should not have undue concern about clothes or keeping clean. They should feel free to do all the activities, even messy ones. Part of the fun and the learning at school is the paint, water, clay, sand and glue. The teachers encourage all children to participate in all activities.

Shorts and sandals may be worn during the months of September and October and also from April 15 to the end of the school year. At other times of the school year, shorts and sandals may be worn if the high is forecasted to reach 65 degrees or above. Socks and shoes in good condition should be worn at all times. Sandals are permitted during the warmer months. For sanitary reasons, sandals must be able to stay on children’s feet.

Please label all of your child’s belongings. Please make sure children have comfortable footwear to wear during winter after they take off their boots. When buying winter clothing let the children practice putting them on themselves when possible because it teaches dressing skills. Velcro, snaps, hooks or zippers are much easier than laces or buttons. Being able to put on and take off outer clothes is a great self-esteem builder.

In addition, each child should have these items

Extra clothing appropriate for the season, in case of a toileting or spilling accident: top, pants, underwear and socks (please label each piece of clothing). These should always be in the child’s
NUTRITION

Snacks

Here at Little Blessings Preschool, we have a snack bag that goes home with a child each day. Because we are a licensed preschool, there is a certain criteria we MUST follow.

There are four areas to choose from, but we must have TWO of these areas present at each snack time. The four areas are:

1. Fluid Milk
2. 100% Vegetable juice or fruit juice
3. Meat or meat alternative
4. Grains/Breads

Here are some ideas that fall under each of these categories:

1. Milk and Cheese
2. V8 juice—100% juice pouches, fruit snacks, real fruit (please avoid grapes), applesauce
3. Meat and Yogurt
4. Crackers, pretzels, and graham crackers

Children have daily nutritious snacks. We are required that they be store bought. We discourage highly sweetened products.

Little Blessings Preschool wishes to promote awareness of a healthy diet, this list of nutritious foods is provided as a guideline for snacks. Snacks will not include pastries, donuts, cakes, chips, candy, suckers, or imitation fruit drinks.

The major activity of young children is PLAY and it is the basic ingredient of all learning. The young child learns best with concrete, specific and tangible materials and sees greater value in the actual handling of objects than in the use of abstract symbols which represent the object. One of our goals is to help children develop habits of observing, questioning and listening. These habits give increasing awareness of their own feelings and their right to express those feelings through various means such as talking, moving, drawing, building, etc.

THE PROCESS OF LEARNING TAKES PRECEDENCE OVER THE PRODUCT DURING THESE EARLY YEARS.

ADMISSIONS

Eligibility

Little Blessings Preschool has been established in order to provide spiritual growth and quality education to children age 3 years to 5 years. All children are welcome without reference to race, creed, national origin or sex. However priority will be given to the children of St. John’s Lutheran congregation and the school families. Any remaining openings will be open to the public on a first-come, first-serve basis.

“Little Blessings Preschool admits students of any race, color, national and ethnic origin 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, national or ethnic origin in administration of its educational policies and other school administered programs.”
Little Blessings currently operates with one teacher and one aide. The maximum number of children allowed by the department of human services for the state of Minnesota (Rule 3) is 20. Little Blessings accepts children any time during the school year who have turned 3 years old and are toilet-trained.

**All children entering should be toilet-trained. Communication with director is essential in this area.

Initial Admission Procedures

Registration must be filled out by one of the parents or guardians. An admissions form, immunization record and health care summary are required for each child by the State of Minnesota. It must be filled out and signed by a parent and is due the first day of class. No child will be admitted without these forms completed. It is state law.

Applications for preschool for the following school year will be taken beginning in January.

Licensing

Little Blessings Preschool is a non-profit organization governed by the Youth Discipleship Board of St. John’s Evangelical Lutheran Church. The program is licensed by the state of Minnesota. Their phone number is 651-431-6500. A copy of Rule 3 is available upon request.

DAYS AND HOURS OF OPERATION

We are currently offering Monday thru Friday morning preschool sessions (with a minimum of three days). The morning session runs from 8:00—10:30 a.m.

The school year is September through May. Please consult the calendar you received at registration for vacations, teacher workdays, and conference days so

LINIES OF COMMUNICATION

Conferences and Newsletters

To ensure frequent and ongoing communication between school and parent, Little Blessings Preschool has planned the following:

Activities including both parent and child.
A daily e-mail including things that have happened as well as sharing plans for the near future.
At least two parent-teacher conferences will be scheduled during the school year. Your child’s progress will be documented and shared at that time.

We hope you will feel free to communicate with your child’s teachers. Please plan to visit with the teacher at a time he/she is not responsible for the children in class.

Progress Reports

A progress report will be filled out on each child two times a year. It will document the spiritual, physical, intellectual, social and emotional progress of your child. The report will be shared with the parents at the scheduled conference time and will then be saved in the child’s cumulative file.

Parent Involvement

We urge both fathers and mothers to take this opportunity to share in your child’s beginning school experience. Try to make a visit in the fall and one later in the year, so that you can note changes in growth. All parents are invited to visit anytime.
Dismissal
To ensure the safety of your child, he/she will be released ONLY to their parents/guardians or those stated in writing on the authorization form. Please inform teacher if anyone new is going to pick up your child. Photo identification will be required. In case of an emergency, call Little Blessings.

Children with Special Needs
The school staff is willing to consult with you and your physician, psychologist, social worker, etc., about any special needs your child may have. Also, if the school should notice any special development needs a child may have involving speech, hearing, etc., we will inform you of our concerns and of any outside help that may be available.

Visitors
Parents of children enrolled may visit anytime. However, a call ahead may help, as we want to be sure there are not several visitors already coming or that we are not out of the building at that time.

Insurance
Church Mutual is the carrier for the Little Blessings general liability insurance and automobile insurance on privately owned autos used by Little Blessings. It is effective in a situation when the child is transported to any other place for which the parents cannot provide transportation.

Reporting Child Abuse
In accordance with state law, Little Blessings staff MUST report suspected cases of child neglect or abuse to the Department of Human Services (651-431-6500) or the police department or the county sheriff.

FEES AND PAYMENT

Registration Fee
A fee of $30 per child is due at the time of registration and is not refundable. The fee covers administrative and supply costs.

Tuition Fee
Preschool tuition must be PAID IN FULL by the end of August or electronically deducted from your checking account monthly.

CURRICULUM
We believe in working with the child’s development in all areas: spiritual, emotional, social, physical, intellectual and creative.
We will present Bible lessons and encourage Christian living so the children can feel God’s love, respond in God’s love, and feel secure as God’s children.

Each month a curriculum is designed for all the children, which includes children’s literature, special themes and events. The curriculum includes shapes, colors, letters and numbers.

Our various themes are reinforced through art, music, finger plays, stories, science and physical activities. All curriculums are age appropriate. Programs are individualized as needed.

Special events are posted as necessary.

Newsletters are provided for your information.

Objectives

SPIRITUAL: The child will:

- Learn that Jesus is his/her best friend and Savior.
- Learn that the Bible is God’s Word.
- Learn God’s plan of salvation and His love for each of them.
- Gain a greater understanding of God’s world and all He has created.
- Learn to apply God’s truths to everyday living through the daily use of prayer, worship and devotion.
- Learn that all abilities are gifts from God and are to be used to serve God.

SOCIAL: The staff will strive to:

- Help each child learn to enjoy the friendship of others-both children and adults.
- Help each child learn to work and play independently.
- Give each child many opportunities to work and

LITTLE BLESSINGS POLICIES

Supervision

CHILDREN ARE SUPERVISED AT ALL TIMES!

The teachers are responsible for the children during school hours. If you wish to have a conversation beyond the usual greetings with the teachers, please make arrangements for a time when they are not in charge of the children. The teachers appreciate talking to the parents when they are not responsible for the children.

Absences

PLEASE CALL TO LET THE TEACHER KNOW IF YOUR CHILD WILL BE ABSENT OR LATE. THE PHONE NUMBER AT ST. JOHN’S LUTHERAN IS 651-388-2611.

Unauthorized Persons

If an unauthorized person, or a person who is incapacitated or suspected of abuse, attempts to pick up a child, the parent/guardian must be alerted. If the parent/guardian cannot be reached, the teacher will keep the child at the school or have an authorized back-up person come for the child. The teacher will decide if the police must be called.

Research/Publicity

Parents must give written permission before pictures are printed or used for publicity or research.

Missing Child

If a child is missing, the teacher will contact the parents to determine whether the teacher or the parents shall call the police.
Smoking

There is a no smoking policy in place at Little Blessings. No smoking is allowed in our building.

Fire Evacuation Plan

We will practice monthly fire drills. In the event of a fire, all children and staff will exit through the safest door and meet in the corner of the back parking lot for roll call. The daily attendance sheet will be on hand.

Weather Closures

When the Red Wing School District 256 public schools are closed because of weather conditions, the preschool will also be closed. If Red Wing Schools begin 2 hours late, there will be no preschool. Listen to local radio stations for closing announcements. On other days, please use your own good judgment about driving and the weather situation.

We also suggest that if a tornado watch is announced during the session, you may want to come for your child. However, if there is a tornado warning the children will be taken to our shelter in the basement, which can accommodate all the children and the staff. A warning means a tornado has been spotted and everyone should take cover.

Play cooperatively in a group.
Provide each child with opportunities to experience success.
Strengthen family ties and to help parents understand their children better.

EMOTIONAL: The staff will strive to:

Instill in each child a healthy self-image as a child of God.
Help each child understand his feelings and how to cope with them in a God-pleasing way.
Instill in each child the awareness of their God-given abilities and learn to respect the varying abilities of others.

PHYSICAL: The child will:

Develop fine motor skills such as: cutting, coloring, writing, using glue, etc.
Develop gross motor skills such as hopping, skipping, throwing and catching a ball, etc.
Practice safety, hygiene, nutrition and basic health procedures through everyday experiences.

INTELLECTUAL: The staff will strive to:

Inspire in each child the love of learning.
Extend familiarity with God’s Word.
Acquaint children with good literature and literacy activities. Pre-number and number concepts will be extended through problem-solving experiences with sequence, sizes, shapes, and other organized play activities.
Help your child develop an ever-increasing attention span.
HEALTH & SAFETY

State Health Regulations

We do consultations and an annual review with a public health nurse through the services of the Goodhue County Health Department.

State law requires each child’s immunization records and Health Care Summary forms to be filed with the school. NO CHILD MAY ATTEND PRESCHOOL WITHOUT THESE RECORDS. THEY MUST BE ON FILE THE FIRST DAY OF SCHOOL. If there is a medical reason for not completing immunizations, we must have a signed statement from your doctor. If there is a religious reason for not having immunizations we must have a notarized statement of such reason. The cooperation of the home with the school is a necessary part of maintaining good health standards.

Please be on guard if your child shows any of the following symptoms, which may be early signs of respiratory infections or contagious disease:

- Unusual crankiness or fatigue
- Rash of any kind
- Runny noses
- Fever
- Sneezing and/or coughing
- Marked loss of appetite

Colds, viruses, childhood diseases, etc. are most easily transmitted in the early stages before the most obvious symptoms appear.

State Health Guidelines

A child with any of the following conditions or behaviors is a sick child and must not attend preschool. If the child becomes ill while at the school, the child must be isolated and the parent called immediately. A sick child must be supervised at all times. The license will be isolated, under adult observation away from other children, and offered a mat to rest on until a parent can pick up the child. If a life threatening emergency occurs, a teacher will follow the special emergency instructions on the registration form. In non-emergency situations/accidents parents are informed at pick-up time or by phone.

If a poisoning occurs, we will call the State Poison Control Center. For your information their number is 1-800-222-1222.

If your child is injured at school, a note will be sent home or you will be notified at pick-up time. If you seek a physician’s attention, you are asked to let the preschool know as we are required to inform the Department of Human Services.

Most injuries can be treated with ice, soap and water. An accident report will be written for every accident, regardless of how minor. These reports will be signed and dated by staff and parents and kept for the records.

A first aid kit is kept in the classroom. The kit must contain sterile bandages and band-aids, sterile compresses, scissors, an ice bag, or cold pack, adhesive tape and a first aid handbook. The kit and emergency handbook are accessible to the staff in the school and taken on field trips.

Sources of emergency care:
Clinic (651-267-5000) & Hospital (651-267-5700)

Medications

Medications will not be administered to children for the short time they are in preschool, except in special circumstances such as inhalers or epi-pens.
The school should be aware of any allergic condition your child has and, with your written permission on the Consent form for Administering Medications, staff will administer medication for emergency treatment only.

Our staff has the required First Aid and CPR training through the American Red Cross.

Little Blessings Health Regulations

1. Parents must observe their child before arriving at school to notice any sign of sickness, i.e. unusual crankiness or fatigue, fever, marked loss of appetite, rash of any kind, running nose, sneezing and/or coughing.

2. If your child has a cold, and is unable to participate in normal activity, including outdoor play, he/she should remain at home.

3. If your child has a fever, he/she should remain at home for at least 24 hours after normal temperature returns \textit{without fever reducing medicines}.

4. Your child should remain at home \textbf{for at least 24 hours} after the last episode of vomiting or diarrhea.

5. When a child is diagnosed with a contagious disease, the parents must notify the teacher/director within 24 hours. Parents of children who have been exposed will be notified on the same day with a note.

6. The teacher/director has the right to send any child home if the health of the child is questionable. This measure protects the health of the other children.

Illness or Injury

If a child becomes ill during school hours, he/she holder must exclude a child:

- With reportable illness or condition as specified by law that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;
- With chicken pox until the child is no longer infectious or until the lesions are crusted over;
- Who has vomited once since admission that day;
- Who has had three or more abnormally loose stools since admission that day;
- Who has contagious conjunctivitis or pus draining from the eye;
- Who has a bacterial infection such as streptococcal pharyngitis or impetigo and not completed 24 hours of antimicrobial therapy;
- Who has unexplained lethargy;
- Who has lice, ringworm, or scabies that is untreated and contagious to others;
- Who has a 100 degree Fahrenheit or higher temperature (using an ear thermometer) of undiagnosed origin before fever reducing medication is given;
- Who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- Who has significant respiratory distress;
- Who is not able to participate in the child’s program activities with reasonable comfort;
- Who requires more care than the program staff can provide without compromising the health and safety of other children in the program.