

Dear Families,

Welcome to Augustana Preschool. We are excited to have the opportunity to work with your child and your family. We hope to make this first school experience fun, safe and wonder filled for all.

This handbook has been prepared to introduce you to our program and its policies and procedures. Take the time to read through it and feel free to contact me with any questions or comments.

Let's play, pray and grow together.

Teri Collins

Preschool Director/Teacher

## Table of Contents

<b>Welcome .....</b>	<b>1</b>
<b>Center Philosophy.....</b>	<b>4-5</b>
Mission Statement	
Preschool Philosophy	
Program Goals and Curriculum	
Assessments and Evaluations	
<b>Program Details.....</b>	<b>5-6</b>
Statement of Services	
Hours/Days of Operation	
Program Plan	
Supervision of Children	
School Calendar	
Field Trips	
<b>Registration and Enrollment.....</b>	<b>6-8</b>
Admission Policy	
Tuition and Fees	
Forms Required for Enrollment	
Withdrawal from Program	
<b>Daily Procedures.....</b>	<b>9-11</b>
Drop-off/Pick up	
Security	
Attendance	
Snacks/Lunch	
Birthdays	
What to Wear	

**Health and Safety**.....11-17

- Outdoor Play Policy
- Guidelines for Exclusion of Sick Child
- Care of Ill or Injured Child
- Medications/Allergies
- Health Consultation Services
- Emergency Procedures
- Emergency Plan
- Seat Belts/Transportation
- Behavior Guidance
- Children with Special Needs
- Pets
- Child Abuse and/or Neglect Reporting

**Communication/Family/Parent Information**.....17-19

- Methods of Communication
- Conferences
- Grievance Procedures

**Public Relations/Photography**.....19

**Licensing/Accreditation**.....19-20

## **Mission Statement**

To provide a safe, loving Christian environment that nurtures growth and learning.

## **Program Philosophy**

Augustana Preschool is a Christian preschool. In that context, it is our goal to provide a variety of experiences and opportunities for the social, emotional, cognitive, physical, language, and spiritual development of Augustana Preschool's children. Through developmentally appropriate learning activities and play, each child will be given the opportunity to grow and learn at their own rate. Children will be encouraged to imagine, explore, invent, create, interact and express ideas and feelings. **Play is a child's work!**

## **Goals and Objectives**

- Provide learning opportunities that facilitate the development of the whole child (social, emotional, intellectual, physical and spiritual) in a Christian environment.
- Help children prepare for kindergarten by focusing on their unique interests, abilities and needs.
- Provide an environment that is stimulating, educational, caring, clean, safe, healthy and fun.
- Develop supportive relationships with parents, guardians and families.
- Develop and maintain a qualified and nurturing Christian teaching staff.
- Be creative, innovative and a leader in the delivery of early childhood education.
- Provide a setting that is inclusive and fosters diversity.
- Be affordable and provide tuition assistance as needed.
- Provide intentional early education opportunities to at risk children. Work cooperatively with the community to serve these children and their families.
- Always maintain the highest ethical and professional standards and practices.

Our classrooms are child centered to help foster development through creative play choices. Our goal is to provide growth and learning opportunities in the following areas: social, emotional, cognitive, physical, literacy, science and technology, social studies, creative arts and the spiritual. The teachers prepare the environment for children to learn through exploration and interaction with adults, other children and materials. The children can choose from a variety of developmentally appropriate activities set-up in interest areas around the room. Teachers flow with children to give them individual attention and to extend their learning experience within a given area. Teachers interact with small groups and one on one. Each day, large group activities are offered to help develop large group skills and a sense of community. Large muscle activities are offered on the playground, outside, and in our large muscle area.

*Creative Curriculum* and *Handwriting Without Tears* gives us a framework for our interest areas and learning experiences. The curriculum is adapted to account for individual differences including interests, learning styles, life experiences, temperament, culture, special needs and English language learners. The curriculum specifically includes multicultural concepts and activities.

Families and parents are an essential ingredient for a positive early childhood experience. **Parents are welcome at preschool anytime and are asked to volunteer for activities throughout the year.**

## **Assessments and Evaluations**

Augustana Preschool uses *The Creative Curriculum for Preschool* as a blueprint for planning and implementing a developmentally appropriate program. The curriculum is based on child development research. As part of the implementation of *The Creative Curriculum* and meeting the needs of every child, *The Creative Curriculum Developmental Continuum Assessment System* from *Teaching Strategies Gold* is used as a guideline for assessing each child in our program. Assessments are based on observation, children's work, and evaluation of the collected facts. These assessments are formally shared with parents twice a year.

**\*All assessments are kept confidential.**

## **Program Details**

### **Statement of Services**

Augustana Preschool is a mission of Augustana Lutheran Church, 1400 South Robert Street, West Saint Paul, MN 55118. Phone: (651) 457-3373, Fax: (651) 457-8393; Website: [www.augustana.com](http://www.augustana.com). The program provides a Christian, non-profit community preschool for all preschool age children regardless of race, color, religion, gender, or national/ethnic origin. Augustana Preschool is licensed by the Minnesota Department of Human Services (651) 296-3971. We are licensed to serve 40 children per session. All children must be at least 33 months by September 1st, not enrolled in kindergarten, completely toilet trained and independent in the bathroom. **“Pull-Ups” and diapers are not allowed.** Our hours of operation are Monday through Friday, 8:00 AM – 1:00 PM.

### **Program Plan**

Parents are welcome to review our Program Plan at any time. Please see the Director.

### **Supervision of Children**

We meet and/or exceed the state licensing requirements by ensuring the constant supervision of students by the staff.

### **School Calendar**

The preschool year runs September through May. We usually begin the year with orientation followed a start date shortly after Labor Day.

The preschool calendar closely follows the District #197 calendar. WE DO NOT FOLLOW IT EXACTLY. Tuition is monthly and there is no reimbursement for days not in session or for days the student is absent.

### **Field Trips**

Augustana Preschool offers occasional field trips. When the field trip involves transportation away from our site, a permission slip will be sent home. The slip will explain the destination, mode of transportation, hours and cost. The preschool will follow Minnesota transportation guidelines when transporting preschool age children. Parent volunteers will also be needed.

## **Registration and Enrollment**

### **Admission Policy**

All children must be toilet trained and independent in the bathroom and meet the age requirements. Children enrolled in kindergarten are not eligible for preschool.

## **Tuition and Fees**

Students must be registered annually. Registration begins in February. Priority will be established on a first come, first serve basis to Augustana Preschool's returning families and then to members of Augustana Lutheran Church followed by the public. If a class is full, a child's name will be placed on a waiting list for that class. Registration materials may be found online at [www.augustana.com/preschool](http://www.augustana.com/preschool).

A registration form and a non-refundable, per child registration fee is required at the time of registration. This fee covers administrative costs and materials.

The first monthly tuition payment is due August 1<sup>st</sup>. This is prepayment of September's tuition. Remaining monthly payments are due by the 1<sup>st</sup> of each month, October through May. A \$10 late fee will be assessed for payments received after the 7<sup>th</sup> of the month. Non-payment of more than two months of tuition will result in your child's dismissal from preschool until overdue payments are paid in full. If problems arise please communicate with us so we can work with you.

Automatic withdrawal using your checking/savings or credit/debit card payment of tuition from your account is available through Augustana Lutheran Church. **There is a 3.2% processing fee per transaction if you use a credit/debit card.** This fee can be paid at the time of the transaction or it will be added on to your final tuition payment.

**There is no fee for using Automatic Withdrawal from a checking or savings account.**

A limited amount of Tuition Assistance is available for families who qualify. Please contact the Director for further information.

Augustana's Federal Tax ID number is 41-0782849. State Tax ID number is 8798045.

## **Forms Required for Enrollment**

**Student Enrollment Form** - this form provides information that will allow staff to work with each child more effectively. Parents have the responsibility to inform

the preschool if their child has any special medical conditions, dietary modifications, special needs, allergies, or changes in the household such as separation/divorce/death/birth so that we can provide for appropriate care and support

**Emergency Form** - a parent/legal guardian will be asked to sign an Emergency Form which includes source of emergency medical and dental care, medical/dental insurance information, and persons to contact in case of an emergency. **Emergency contacts must be local and include address and phone number.**

**Immunization Record** - current immunization records are required **before the first day of class**. \*Your child cannot attend preschool until this form is returned. \*This record must give dates (month, day, and year) of immunizations your child has received. Immunization records must be updated whenever your child receives additional immunizations.

**Health Care Summary** - this form is required **before the first day of class and must be signed by the child's healthcare provider**. \*Your child cannot attend preschool until this form is returned. \* This information must include the date of the child's most recent physical examination.

**Parent Permission Form** - this form gives staff permission to take the children on short walking field trips, to have your child's picture/video taken for school and/or church use, permission regarding pick up of your child, curbside drop-off permission, permission to talk with your child's school district of residence regarding development and permission for your child's health records to be reviewed by our nurse consultant.

**\*Please notify the Director and teaching staff of any changes to these forms during the school year.**

Written parental permission will be required before field trips, each occasion of research, experimental procedure, or public relations activity involving a child.

**\*All forms are kept in a child's file, kept confidential and are locked in the Director's office.**

### **Withdrawal from the Program**

Each child is enrolled for the entire year or balance of the year. If permanent withdrawal from Augustana Preschool is necessary, a two-week (10 business days) notice is required. If you withdraw without notice, a two-week tuition charge will apply. **No adjustments will be made to tuition for absence due to illness or vacation or weather related closings.**

Augustana Preschool may terminate enrollment of a child for reasons of family non-compliance with the policies of the preschool. Additionally, the preschool may terminate enrollment if it is determined that the preschool is not reasonably able to meet the needs of a child. Augustana Preschool staff will be in communication with families in efforts to solve difficulties. Termination of enrollment will be a last resort.

## Daily Procedures

### **Drop-off/Pick up**

Families may use our Curbside Drop-Off upon arrival or walk their child to their preschool room. To use Curbside Drop-Off, you must be at the east driveway (preschool entrance) at 8:55AM or 5 minutes prior to the start of class. Two teachers will be there to walk the children into school. If you walk your child to their classroom, please sign your child in and wait with your child until the classroom door is open. If you use curbside drop off, a staff member will sign your child in. \*Curbside Drop-Off hours are 8:55AM – 9:00AM.

At the end of the school day, families must come to the preschool classroom to pick up their child. The responsible adult is required to sign your child out. A child will be released to parents and those adults identified by the parents as authorized to pick-up their child. If another adult comes to pick up your child, we will release the child only through notification in writing from the child's parent/guardian. Proper ID must be provided before the child is released.

Children should be picked up promptly. Your child must be picked up no later than five (5) minutes after the class is over. **This 5-minute time frame is for emergency purposes only. Overuse of these 5 minutes will result in late fees.** Following this policy will allow proper supervision and safety of the students. A late fee of \$10 per 5-minute segment, per child, will be assessed for families who do not follow this guideline. If a parent calls to inform the preschool of an unforeseen situation, the Director will decide as to if a fee will be charged. **This policy will be strictly enforced.**

### **Authorized Pick-up**

Anyone who is not authorized on your child's forms must have a written authorization from the parent to pick up the child from school. A formal ID will be asked for by the staff for release to this person.

## **Security**

Providing a safe environment for children and staff is very important to us. The preschool doors will be locked 10 minutes after the start of class and opened just prior to the end of class. If you are visiting or picking your child up early, please enter through the east doors of the church building and the office staff will direct you.

## **Attendance**

If possible, contact us if your child will not be at school. If your child is ill, please let us know so we can provide communication to others about communicable or contagious illness. Call 651-457-3373x26 or email preschool or the teacher.

## **Snack Time**

Each child will have designated snack days monthly during the school year. A snack schedule will be provided with the monthly newsletter. Please provide a healthy snack and drink for the class. Suggestions for snack are in the family folder. All snacks must be commercially prepared and packaged. Juice must be 100% juice. As a guideline, a half-gallon or gallon of juice will serve the classroom for a day or two. Frozen juice is fine but **please, NO JUICEBOXES.**

**NOTE: Notification will be sent home if there are any allergies in the classroom. Snacks will be modified as needed.**

## **Lunch**

For children who bring a lunch to school, USDA Requirements must be followed. Childcare licensing requires that bag lunches brought to the preschool must provide one third of the child's daily nutritional needs as specified by the USDA Food and Nutrition Service (guidelines can be found on the last page of this handbook). Lunch bags need to be labeled with your child's name. Lunch bags need to include a cold-pack if there is anything perishable in the lunch. All lunches will be refrigerated. Preschool staff is not allowed to heat any lunches. **1% milk will be provided by the preschool.** Please provide the following in your child's lunch each day and **see the guidelines at the back of this book.**

- Meat/Meat alternative equally 1 ½ ounces. This can include nuts
- Vegetables equally ¼ cup
- Fruits equally ¼ cup
- Grains such as whole grain bread, pasta, crackers, rolls etc.
- **NOTE: Children's allergies may restrict lunch contents depending on the severity of the allergy.**

### **Birthdays**

We will celebrate each child's birthday during the school year. Children who have a summer birthday will celebrate their half birthday. Parents are welcome to bring in a commercially prepared snack. No cupcakes or cakes, please.

**Please do not send party invitations to school for parties celebrated outside of the classroom.**

### **Clothing**

Please dress children appropriately for preschool. This means something comfortable, washable and weather appropriate. Be aware that art projects, outdoor play and special activities in the classroom can be messy. Weather permitting; the children will play outdoors each day. For cold weather send hats, boots, mittens, snow pants and jackets. Boots are wet in the classroom so send shoes. **Label** all outerwear as children don't always know what belongs to them.

Crocs, flip-flops and sandals are not the safest footwear for preschool. Please send tennis shoes or other closed toe shoes for outdoor and large muscle play.

In case of accidents, we have extra clothes. **We encourage you to send a clean set of clothes, including socks and underwear in your child's bag for backup.**

## **Health and Safety**

**All children and staff wash their hands immediately upon entering the classroom, after using the bathroom, before eating, after being outdoors and after using some materials in the classroom.**

### **Outdoor Play Policy**

Outside recreation is an essential part of our program. Please send your child dressed appropriately for Minnesota weather; keeping in mind that it is usually cooler in the mornings. In the winter time, please send hat, mittens, snow pants, boots and jacket each day. We will try to get outdoors daily and will use the

Directors discretion with extreme temperatures. Typically, if the temperature is zero or warmer with no wind-chill we will go outside for a short time.

In hot, sunny or rainy weather, general precautions will be taken in determining appropriate outdoor time. At times when a heat, weather or smog advisory has been issued, the children will be kept indoors.

Due to preschool policy, staff does not apply sunscreen or bug spray on the children. These may be applied to a child by a parent/guardian before coming to school. Shade is available on sunny days and if bugs are a problem, children will remain indoors.

### **Exclusion Guidelines for Ill Children and Staff**

The Department of Human Services (DHS) requires that we exclude a child with an illness or condition 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. Preschool staff will perform a daily health screening as children arrive. **Please call or email the preschool program if your child will not be attending class. The phone number for the church office is (651) 457-3373.** We follow the exclusion guidelines listed below which are taken from *Infectious Diseases in Child Care Settings: Information for Directors, Caregivers and Parents or Guardians and School Health Staff, Sixth Edition, June 2008* prepared by Hennepin County Community Health Department, Epidemiology Program. We must exclude a child who has any of the following:

#### **Illness**

Unable to participate in routine activities or needs more care than can be provided by the childcare/school staff.

#### **Fever**

With an elevation of body temperature above normal (98.6 degrees) when accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, lethargy and/or other signs or symptoms of illness; or is unable to participate in routine activities.

**Measure temperature before giving fever reducing medications.**

Auxiliary, armpit temperature of 99 degrees F or higher OR oral temperature of 100 degrees F or higher indicate a fever is present.

#### **Signs/Symptoms of Possible Severe Illness**

Until a healthcare provider has done an evaluation to rule out severe illness when the child is unusually tired, has uncontrolled

coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.

### **Diarrhea**

Until diarrhea stops or until 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 child's normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus.

### **Vomiting**

Vomiting one or more times in the previous 24 hours, unless determined by a healthcare provider to be caused by a non-communicable condition and the child is not in danger of dehydration.

### **Mouth Sores with Drooling**

Until a medical exam and note from your healthcare provider indicating the child may return or until sores have healed.

### **Rash with Fever or Behavior Change**

Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.

### **Eye Drainage**

When purulent (pus) drainage and/or fever or eye pain is not present or a medical exam indicates that a child may return.

### **Unusual Color of Skin, Eyes, Stool or Urine**

Until a medical exam indicates the child does not have hepatitis A. Symptoms of hepatitis A include yellow eyes or skin, gray or white stools, or dark urine.

When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The preschool program will notify the parents of exposed children on the same day or within 24 hours by a written notice that will be sent home for parents to read. Parents are required by State law and our preschool policies to inform the preschool within 24 hours, exclusive of weekend/holidays, if their child is diagnosed with a communicable disease.

## **Care of Ill or Injured Children**

If your child becomes ill or injured 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 per program procedures. If the child is severely ill or injured, 911 will be called. When possible, the family's hospital of choice will be honored.

## **Medications**

Medications will not be administered by preschool staff. Exceptions will be made for life threatening illnesses. All medications must be prescribed by a physician with signed instructions, in the original container and contain the child's name and prescription. Forms will be filled out by the family beforehand.

*\*Preschool staff follows all guidelines set forth in Augustana Preschool Health and Safety Policies. For a copy, please contact the director.*

## **Allergies**

If your child has an allergy, you will be required to have a Health Care Plan or Food Allergy Plan filled out by your doctor and on file. This helps us be prepared to care for your child properly. Any medications such as an Epi Pen must be provided in the original packaging with the child's label on it. There should be two Epi Pens provided. Teachers will have the Health Care Plan/Food Allergy Plan in their classroom. Please contact the Director for further information

## **Health Consultation Services**

Our program receives health consultation services from MN Childcare Health Consultants. The phone number is (612) 500-1880

## **Contents**

**No table of contents entries found.**

. In addition, Augustana Lutheran Church has an on-site Parish Nurse who the preschool consults with if needed.

## **Emergency Procedures**

### **Fire Drills**

Augustana Preschool practices fire drills on a monthly basis to comply with state and local regulations. All rooms have emergency exit and procedure information posted. These drills are age appropriate and are an important safety lesson.

### **Tornado Drills**

Augustana Preschool has tornado drills monthly May-September. Teachers and students move to a designated area and practice safety procedures.

### **Emergency Preparedness Plan/Crisis Plan**

The preschool has an Emergency Preparedness Plan that covers all types of emergencies. The staff is trained and copies are available for all families.

### **Seat Belts and Transportation**

There is no transportation provided for regular attendance for children while enrolled in our program. Transportation by the preschool may be provided for planned activities (i.e. field trips). If planned activities at our program require transportation, the methods used will be in accordance with the Department of Human Services' regulations and Minnesota law. Minnesota law requires federally approved age-appropriate car seats and seat belts to be used to transport children.

### **Behavior Guidance**

We believe that the modeling of respectful behavior by teachers toward children and each other is essential. This means that positive reinforcement and redirection will be used in the preschool classroom.

Classroom rules are necessary to provide for a positive, safe learning environment. All classroom rules will be discussed (what and why) with the children and modeled by the teachers. These guidelines are tailored to the developmental level of the preschool child. When behavior by a child is unacceptable, the following guidelines will be followed:

- Children will be redirected away from a problem, towards a constructive activity.

- Children will be taught how to use acceptable alternatives to problem behavior. The safety of children and staff persons will be protected at all times.
- Immediate and directly related consequences for a child's unacceptable behavior will be provided.

If the above guidelines are not effective, a child will be moved a short distance away for a private discussion with a staff member. It is important for the child to understand the incident, what was acceptable, what behavior needs to change and how. The child is reassured that he/she may try the activity again later. If persistent unacceptable behavior occurs that requires an increased amount of staff guidance and time, parents will be notified and an Individual Behavior Plan may be created.

After two incidents of biting, hitting or other aggressive behavior towards staff and/or students, and parents have previously been contacted, Augustana Preschool has the right to remove the child from the program.

**Physical punishment, verbal or emotional abuse, restriction from snack or distant isolation will never be used.** Children are assured during any difficulty that the teachers care for them and want to help them.

### **Special Needs**

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

If available, you will be asked to share your child's ISP (Individual Service Plan) and/or IEP (Individual Educational Plan) with us. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us to meet your child's needs. The ICCP must be signed by you and your child's source of licensed healthcare and be reviewed annually to assure that necessary modifications are made to the plan of care.

Augustana Preschool will make every effort to meet the needs of all children enrolled in our program. If the special need requires that our staff be trained to perform a new skill, we will ask that you arrange for this training.

### **Pets**

We currently do not have pets in our preschool environment. Pets may be brought in for special occasions or presentations. Pets can be beneficial in a preschool classroom and you will be notified if we have a pet.

### **Suspected Child Abuse and Neglect**

Any person may voluntarily report abuse or neglect. All preschool staff are mandated to report any suspected incidents of child abuse and/or neglect.

All reports regarding suspected abuse or neglect of children within the preschool program should be made to the Department Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.

Reports regarding incidents of suspected child abuse or neglect of children occurring within a family or in the community should be made to the local county services agency at (952) 891-7459 or local law enforcement at (651) 322-2323.

Reports regarding violation of Minnesota Statutes or Rules that govern the preschool program should be communicated to the Department of Human Services, Licensing Division, at (651) 431-6500. A copy of the Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs is included in the Parent Handbook.

A report of alleged or suspected maltreatment by a staff member will result in an immediate notification of proper authorities plus an internal review to determine if the proper policies and procedures were followed and if there is need for additional training and/or corrective action by the preschool to protect the health and safety of children. The Director is the primary person who will ensure the internal review and corrective action plan are completed. If the Director is suspected of involvement, the Head Pastor of Augustana Lutheran Church will be responsible for the internal review and corrective action plan.

## **COMMUNICATION**

Families and parents are an essential ingredient for a positive early childhood experience. Communication between families and teachers is essential to a successful early childhood experience. Therefore, we welcome and encourage the exchange of ideas and suggestions. **Parents are welcome at preschool anytime and are asked to volunteer for activities throughout the year.**

Communication between families and preschool staff is very important and may include newsletters, face to face communication, conferences, flyers, notes, communication logs, phone calls or e-mails.

*Newsletters:* A monthly newsletter will highlight programming, calendars, reminders and other news.

*Class Clips:* A weekly memo with themes, reminders and important information for the week.

*White Board outside the classroom:* Daily happenings and notes.

*Child's Folder/School Bag:* Notes, projects and other papers will be put in your child's folder or bag. Please check the folder/bag daily. The Orientation Folder will be used as a Communication Folder between parents and the school. We strongly suggest you check your child's folder regularly. This folder is to remain in your child's backpack/bag and to come to school with them each day. The folder contains a Communication Log. This log can be used to notify the teachers of an early pick-up, vacation, or any questions you may have. Daily work, monthly newsletter/calendar, Class Clips, etc. will be in this folder. Any notes or tuition payments should be placed in the folder also. Teachers check the folders daily and respond to any notes.

*Parent Board:* Many important reminders and other information are posted on the parent board by the entrance. Please check it out.

*Website:* Many forms and the newsletter and calendar are posted on the website. [www.Augustana.com/preschool](http://www.Augustana.com/preschool)

*Email:* Email is an efficient and immediate way to contact. If you provided us with an email and you don't check it let your child's teacher know.

## **Conferences**

Two Parent/Teacher conferences will be held during the school year; one in the fall and one in the spring. The child's intellectual, physical, emotional, social, language and spiritual development will be discussed. Parents will receive a written assessment of their child at each of the conferences. **Written assessments are confidential and will be given to legal parents/guardians only. A copy will be kept in the child's file. This file is kept in the Director's office in a locked filing cabinet.**

## **Parent Involvement**

Classroom visits are always encouraged. These visits give families the opportunity to observe what happens each day in our classrooms. The following are some of the ways in which families can become involved: sharing cultures and traditions; assisting with classroom activities; sharing a craft, collection; sharing career and work experiences; saving materials for school projects; talking and listening to children tell their stories; preparing materials at home (i.e. making playdough); sending in clothes for dress up; donating extra clothing for accidents; and reading to children. Please complete the Parent Volunteer sheet, found in your child's Orientation folder, and return it to your child's classroom teacher

### **Parental Grievance and Program Review**

When a parent/guardian has a concern about an aspect of our preschool program, we will take every step to help resolve the issue as promptly as possible, keeping the safety and well-being of the children and staff a priority. It is preferred that the concern is first addressed with the staff member involved. If you do not receive a satisfactory resolution or you do not feel comfortable talking with the staff member, please contact the Preschool Director. Augustana Preschool is always open to suggestions and feedback to improve the way we serve our families.

Each year the Preschool Committee, Preschool Director and Senior Pastor will review the preschool program and policies to ensure proper program and fiscal administration. Questions about the preschool may be asked to the Director or child's teacher in person, by phone or in writing/email.

### **Photography/Public Relations**

Written permission is required before Augustana Preschool will use any child in a research or public relations activity.

Included on the Permission Slip form is a photography/video release statement that gives permission for the child's image to be used on the website, school Facebook page, presentations, displays and printed publications. Names are never used. Only children with signed release forms will have their picture used.

### **Licensing and Accreditation**

Augustana Preschool is licensed by the Minnesota Department of Human Services Division of Licensing. (651) 296-3971. License #834119

We are licensed to provide a half day preschool program for children 3-5 years old. Classroom capacity is 20 children per session per classroom with a ratio of 10:1. Total capacity with two classrooms would be 40.



Augustana Preschool is accredited by the National Association for the Education of Young Children. This means our program has met the NAEYC Early Childhood Program Standards. To be a nationally accredited program means that our center has demonstrated a strong commitment to providing high quality programs for young children and their families.



Augustana Preschool has earned a Four-Star Rating. To earn this level of achievement, programs must excel in the use of the practices that best prepare children for kindergarten. Four Star Programs are committed to school readiness by using best practices in child assessment, and always working toward making instruction more individualized, stimulating and language-rich to promote critical thinking.