



WCC Nursery School
Est. 1955

Parent Handbook 2018-19

WCC Nursery School

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**PARENT HANDBOOK
WAYZATA COMMUNITY CHURCH NURSERY SCHOOL**

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WCC Nursery School | 2018-2019 CALENDAR

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #333; color: white;"> <th colspan="7">DECEMBER 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | DECEMBER 2018 | | | | | | | S | M | T | W | Th | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | <p>8 Breakfast W/Santa (8:30-11:30, Mithun Hall) 19-2 Winter Break: WCCNS Closed</p> | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #333; color: white;"> <th colspan="7">JUNE 2019</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | JUNE 2019 | | | | | | | S | M | T | W | Th | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | |
| DECEMBER 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| JANUARY 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AUGUST 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #333; color: white;"> <th colspan="7">MARCH 2019</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | MARCH 2019 | | | | | | | S | M | T | W | Th | F | S | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | <p>14-15 Conferences: WCCNS Closed</p> | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #333; color: white;"> <th colspan="7">APRIL 2019</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | APRIL 2019 | | | | | | | S | M | T | W | Th | F | S | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | |
| MARCH 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| MAY 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Edited 8/21/2018

WCC NURSERY SCHOOL ORGANIZATION

The Wayzata Community Church Nursery School (WCCNS) was founded in 1955 with Norma Runge as the first Director. WCCNS is a ministry of Wayzata Community Church (WCC) as a service to our surrounding communities. WCCNS is a non-profit, non-denominational school offering older toddler, preschool, and Pre-Kindergarten classes (September-June). WCCNS offers an optional Extended Care program scheduled before and after class sessions. Summer Camp classes are also offered in June, July, and August.

WCCNS welcomes and enrolls persons of any race, color, religion, creed, or socioeconomic background. WCCNS is licensed under Rule 3 by the State of Minnesota Department of Human Services. Additionally, WCCNS is accredited by the National Association for the Education of Young Children (NAEYC) and is four-star rated by Parent Aware.

The purpose of the **WCCNS Parent Organization** is to enhance and support the education experience at WCCNS; to develop a closer connection between the school and home by encouraging parent involvement; and to improve the environment at WCCNS through volunteer and financial support. (WCCNSPO Bylaws – approved May 2011). The WCCNS Parent Organization coordinates a myriad of event, fundraisers, and volunteer opportunities throughout the school year. Every family with a child enrolled in WCCNS is a member of the Parent Organization. We invite you to attend a meeting and get involved!

WCCNS PARENT ORGANIZATION 2018-2019

| | |
|-----------------------------|-----------------------|
| Co-President | Kim Gode |
| Co-President | Stina McKay |
| Vice President | Stephanie Hoglund |
| Treasurer | Carly Collins |
| Secretary | Kadee Watki |
| Fundraising Chair | Jenna Guggisber |
| Co-Events Chair | Kourtney Hofferber |
| Co-Events Chair | Heather Come |
| Co-Volunteers | Laurie Reilley |
| Co-Volunteers | Marisa Steele |
| Past Presidents (2017-2018) | Jodi Rouse/Meg Parker |
| Staff Liaison | Cathy Carr |

WCCNS CHURCH BOARD

WCCNS has a unique and special relationship with the Wayzata Community Church (WCC). WCCNS has a non-denominational curriculum but it is also part of the WCC community. Many operational functions of WCCNS, including use and maintenance of the building and grounds, the budget, banking/financial procedures, personnel, and payroll are supported by WCC. The WCCNS Church Board was created in 2011 to facilitate the relationship between the church and the nursery school and provide support to the WCCNS Director when needed. The WCCNS Church Board is composed of at-large church members, the majority of whom are current or former WCCNS families. The 2018-2019 Chair of the WCCNS Operations Board is Meghan Nowak. Any questions about the WCCNS Church Board should be directed to the WCCNS Director at 952-473-2114.

WCCNS PROGRAM PLAN

WCCNS enrolls approximately 140 children in 9 classes ages twenty-six months to five years. An optional Extended Care and Lunch Bunch program is available to WCCNS students ages three to five, any day from 8:00 am to 5:00 pm. WCCNS also offers Summer Camp classes for children ages two-and-a-half through five years in June, July, and August. Classes are grouped according to the children's ages and special needs with the following classes available for the school year.

Sunshine Classroom - Toddler Program – Morning Classes (9:00-11:30)

- Three Morning (Mon/Tue/Thu)
- Two Morning Class (Wed/Fri)

Apple Classroom – Three Year Olds (9:00-11:30)

- Three Morning (Mon/Tue/Thu)
- Two Morning (Wed/Fri)

Treehouse Classroom – Three & Four Year Olds (9:00-11:30)

- Three Morning (Mon/Tue/Thu)

Butterfly Classroom – (Three Year Olds/Small Group) – (9:00-11:30)

- Three Morning (Mon/Tue/Thu)

Pre-Kindergarten Classes – Four & Five Year Olds

- Caterpillar Classroom (Mon/Tue/Thu)
- Firefly Classroom (Mon/Tue/Thu)
- Schoolhouse Classroom (Mon/Tue/Wed/Thu/Fri)
- Explorer's Club (Enrichment Class) – Mon/Tue/Thu Afternoons (12:30-3:00)
- Literacy Adventures Enrichment Class (Mon/Wed Afternoons 12:30-3:00)
- MANIPS Enrichment Class (Wed Mornings 10:00-11:30)

WCCNS STAFF & CLASSES 2018-2019

Director: Sara Luedke

Assistant Director/Extended Care Coordinator: Chrissa Swart

Curriculum Coordinators: Shari Bjorklund, Barb Gravel, Nancy Rollins

Communications: Kathy Handy

Creative Movement & Music: Mary Coats

Spanish: Melanie Rodgers

Toddler Program – Morning Classes (9:00-11:30 AM)

Sunshine Classroom

Three Morning Class (Mon/Tue/Thu).....Elise Greenshields
Wendy Olson
Hannah Cruzen

Two Morning (Wed/Fri)Elise Greenshields
Ashley Fournier
Kathy Bischel

Preschool Program – Morning Classes (9:00-11:30 AM)

Schoolhouse Classroom Five Morning Pre-K Class (Four/Five Year Olds).....Marie Depauw
Tom Rekward

Three-Morning Preschool Classes (Mon/Tue/Thu)

Apple Classroom (Three Year Olds).....Nancy Rollins
Leslie Prondzinski

Butterfly Classroom (Three Year Olds/Small Group Class)Anita Stavitzski
Mary Coats
Jen Draheim

Treehouse Classroom (Three & Four Year Olds).....Peg Matuseki
Kerri Collinge

Firefly Classroom Pre-K Class (Four & Five Year Olds).....Alison Moidl
Colleen Larson

Caterpillar Classroom Pre-K Class (Four & Five Year Olds).....Cathy Carr
Annle Roeder

Two-Morning Preschool Classes (Wed/Fri)

Apple Classroom (Three Year Olds).....Nancy Rollins
Melanie Rodgers

Enrichment Classes

Explorer’s Club – Four & Five Year Olds (Mon/Tue/Thu PM) Alison Moidl
Marie DePauw

Literacy Adventures – Four & Five Year Olds (Mon/Wed PM)..... Nancy Rollins
Rachael Bomsta

MANIPS (Wed AM)..... Anita Stavitzski

Cooking Club (Wed AM)..... Alison Moidl

Fun Fridays (Fri PM – See Office for Schedule) Tom Rekward

Extended Care (8:00 AM to 5:00 PM)

Head Teacher.....Ashley Fournier
Tom Rekward

WCCNS PHILOSOPHY AND STRUCTURE

The philosophy of WCCNS stresses the growth and development of the individual child. To help each child gain confidence and self-esteem while learning to function in a group, we plan for both individual choice making and group interactions. Our program includes social, emotional, physical, and intellectual growth experiences. *We believe that children learn best through their play experiences* as well as through a structured environment. Each day teachers design learning opportunities to meet the needs of the individual child as well as the entire group. Our curriculum includes creative art, music, science, creative dramatics, cooking, language arts, dramatic play, cognitive development, large and small muscle development and outdoor play. A copy of the WCCNS Curriculum Goals is available in the WCCNS office.

Each classroom team of teachers plans developmentally appropriate activities that are especially suited to the age, ability level, and interests of their class. A typical day includes:

- A free choice time (including learning centers) during which the children make individual decisions about activities and companions. During this time, some materials are always available, e.g. blocks, puzzles, books, dramatic play, sensory table, and free art table. Other materials are changed frequently, e.g. creative art media, art/craft projects, dramatic play themes, science and cooking projects, and various manipulatives.
- A group time offering a story, daily discussions, and sharing of information.
- A mid-morning or mid-afternoon snack that includes the availability of milk or water. Peer and teacher interaction is encouraged during snack time. A snack menu for each class is posted on each classroom's parent bulletin board and within the weekly curriculum plan.
- A 30-minute Music & Movement class is offered weekly. Music includes singing, listening/moving to music, and playing a variety of rhythm instruments. Music related mind/body activities also emphasize multi-cultural themes and traditions.
- Large muscle activities, both structured and unstructured, are offered either on the playground or in our large muscle room.
- Each classroom provides a daily schedule, weekly curriculum plan, and parent newsletter. These are posted on each classroom's parent bulletin board. Each month parents receive the "Cubbie News" newsletter, which is published by the WCCNS Parent Organization and provides parents with information about upcoming school-wide events and activities.

- Parents are offered two parent/teacher conferences during the school (fall and spring). These conferences offer parents and teachers an opportunity to share information about the child's growth and progress in the areas of intellectual, physical, social, cognitive, and emotional development. Parents who have questions or concerns at other times throughout the school year, may request a separate conference with their child's classroom teachers or the Director.
- Each child's records and documentation are kept in a file at WCCNS. The child's file is available to parents for review upon request. Parents are welcome to visit the school and their child's classroom. Parents are also encouraged to become involved and consider the many volunteer opportunities available throughout the program year.
- Prior to school beginning in the fall, parents and their child are invited to visit the school, their child's classroom, and meet with their child's team of teachers. Classroom teachers coordinate the scheduling of these visits.

TUITION RATES FOR THE 2018-2019 SCHOOL YEAR

| <u>CLASS</u> | <u>NUMBER OF DAYS</u> | <u>INSTALLMENTS (9 TOTAL)</u> | <u>2018-2019 TOTAL</u> |
|------------------|-----------------------|-------------------------------|------------------------|
| Toddler | 2 Mornings | \$270 | \$2430 |
| | 3 Mornings | \$403 | \$3627 |
| Preschool | 2 Mornings | \$200 | \$1800 |
| | 3 Mornings | \$315 | \$2835 |
| | 5 Mornings | \$485 | \$4365 |
| | Explorer's Club | \$275 | \$2475 |
| | MANIPS | | |

Scholarships are available with guidelines set by the WCCNS Parent Organization and WCCNS Director. The WCCNS enrollment process begins in January with returning families given the first priority to register and new families at a later date. Tours of WCCNS are available by appointment.

A NON-REFUNDABLE registration fee for the 2018-2019 school year is \$65.00 (\$105/family).

TUITION PAYMENT POLICY

- A tuition balance unpaid for over 30 days is subject to a finance charge of \$10 per month. Tuition is due the 1st week of each month, September through May.
- Payments Options: Cash/Check, automatic credit card charge (a 2% fee will be applied monthly), automatic checking account withdrawal.
- Funds submitted to WCCNS will first be applied to any outstanding tuition balance and then to the Extended Care balance (when applicable)
- Families will be unable to enroll for an upcoming term (i.e. Fall, Summer program) until all previous accounts (tuition and Extended Care) are paid in full. Funds submitted for a new term will be used to clear all pending accounts. If necessary, a payment plan can be arranged with the WCCNS Director, Assistant Director, or WCC Finance Director.
- Summer program tuition must be paid before the child attends the first day.
- All returned checks will be subjected to a \$10 fee.

Except as otherwise agreed to by the WCCNS Director, families must give a 30-day written notice of early withdrawal from the nursery school and will be responsible for all tuition payments due during such 30-day term

PARENT INFORMATION

Special Events

In addition to limited planned field trips, WCCNS and each classroom offers other special programs, activities, and events. Family Visit Night is held in September. In October, a professional photographer is scheduled to take pictures of the children and classrooms. Parent Interactive Days are planned and implemented by each classroom throughout the school year. During December, classroom themes celebrate family traditions with music, creative arts, and special activities. WCCNS holds an Open House in January with current families and prospective families invited to learn about WCCNS and next year's classes. In April, WCCNS celebrates "The Week of the Young Child" (NAEYC – National Association for the Education of Young Children) with an art fair and a school-wide music program. A special year-end celebration is also held. Notices of community classes, events, and other general information appropriate for preschoolers and their families are posted on the Parent Education and Information bulletin board located next to the Staff Resource Room. Information may also be provided in weekly classroom newsletters and the monthly "Cubbie News" publication.

Objects From Home

While a traditional "Show and Tell" time is not part of our program, children are encouraged to bring items from home of special interest that may relate to the classroom theme. Bringing toys to school is discouraged as sometimes it is difficult for young children to share and it can become difficult to separate home toys from school toys. Due to allergy concerns, WCCNS also discourages families from bringing food or special treats unless a plan has been made with the classroom teachers. Very important security objects such as blankets, stuffed animals, etc. may be brought to school when necessary. We also ask parents to not send birthday party invitations to school to be distributed in the children's cubbies. We try to avoid hurting the feelings of those classmates who may not be invited.

Children's Personal Belongings

Children's clothing (especially coats, jackets, snowsuits, hats, boots, mittens) should be clearly labeled with the child's name. Everyday, comfortable clothing and closed-toed shoes appropriate for play are suggested. Each child will have a cubby for their belongings. Although the school provides smocks, parents and children need to understand that clothing may come in contact with paint, water, glue, sand, and dirt.

It helps the children and teachers if the child's clothing is easy for him/her to handle i.e. large enough to slip on and off, easily fastened and undone, and have closures that the child can learn to use. We ask parents to help us encourage children to learn how to handle their own clothing. Offer just the help necessary e.g. "If I plug your zipper in, I'll bet you can zip it up" or "When you get your shoes on, I'll be glad to tie them."

We try to get outside and enjoy all the seasons. Please dress your child for the weather. If the temperature/wind chill is below 10 degrees, the children will use the gym for 20 minutes of physical activity. During the day, the temperatures can get above 10 degrees so **please bring your child prepared to go outside each day.**

Arrival and Departure

Parents should park on the EAST side of the building and use the EAST door entrance (next to playground area). Ample parking is available. Parents should bring their child to their classroom teacher unless instructed differently by the classroom teacher(s). Parents need to sign their child in when dropping off. Classroom teachers have specific routines for parents to follow when dismissing children. Please do not leave children alone in the car. And please do not leave your car idling. These rules are for the safety of the children.

If your child needs to arrive before the 9:00/12:30 start time, you should sign up for our Extended Care program or stay with your child. It is OK to be 5 minutes early. Parents are asked to come to the playground gate or classroom door for pick-up. When picking up your child or carpool, it is better to be early rather than late. Parents are asked to call WCCNS at 952-473-2114 if they are going to be late for pick-up.

The WCCNS Parent Organization approved the following policy on August 27, 2002 regarding pick-up/departure times:

Parents who pick up their child after 11:30 am or 3:00 pm will be billed as follows:

11:30-11:35 or 3:00-3:05 No Charge

After 11:35 or 3:05 until picked up from Extended Care: A minimum charge of 1 hour or \$8.50/hour

Persons Authorized to Pick Up Your Child

At time of enrollment, parents will provide the names of persons authorized to pick up their child. It is the parent's responsibility to inform WCCNS of any changes in the names of persons authorized to take your child from the school.

We will release children to authorized persons only. ***Parents MUST notify the school by phone or in writing if someone other than an authorized person will pick up your child.*** Prior to your child being released, WCCNS staff may request photo identification.

Remember, WCCNS parents must sign in children when they bring them to school. Also, please indicate on the sign-in form if your child is staying for Extended Care and provide a telephone number where you can be reached if it is different from that on the emergency form. Also provide any other important notes for the day. WCCNS parents must sign children out at departure time. At time of departure (11:30 or 3:00) all children on the playground meet their teachers at a prearranged place on the playground. Extended Care staff will check in scheduled children. Remaining children wait with their class for their parent or carpool. Younger and older siblings not enrolled at WCCNS are asked to wait with their parents.

HEALTH, ACCIDENT, SAFETY & EMERGENCY POLICIES & PROCEDURES

Health Care Summary

Parents are required to submit a Child Health Summary, completed by the child's/family's health care provider. Per Minnesota Department of Human Services requirements, this Health Care Summary must be submitted within 30 days prior to admission to the WCCNS program or your child must be excluded from attending school.

Immunizations

All required immunizations must be up-to-date and documented on the Health Care Summary. WCCNS must have on file all required documentation outlining your child's immunization records on the first day of school or your child will not be allowed to attend until the records are received. Written documentation from your family's physician or health care provider is required prior to the first day of school if your child is under immunized due to specific health concerns. A signed and notarized document is required prior to the first day of school from those families who are conscientious objectors with regard to immunizations. WCCNS can provide forms for completing this documentation.

Ill Child Guidelines

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms will be excluded from WCCNS until (1) a physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children/staff; or (2) the child has been symptom free for 24 hours.

For a mildly ill child, WCCNS does not have the licensing or staff to meet the needs of the ill child and the other children in the group. Therefore parents MUST make other arrangements for the ill child. Symptoms include:

Fever Axillary or oral temperature of 100F or higher or rectal temperature of 101F or higher; especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash. Child must be symptom free for 24 hours prior to returning to school.

Respiratory Difficult or rapid breathing or severe coughing; child makes high pitched croupy or whooping sound after s/he coughs; or child is unable to lie comfortably due to continuous coughing.

Diarrhea An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain or vomiting.

Vomiting Two or more episodes of vomiting within the previous 24 hours.

Eye/Nose Thick mucus or pus draining from the eyes or nose.

Sore Throat Sore throat, especially with fever or swollen glands in the neck.

Skin Problems Undiagnosed or contagious skin rash. Infected sores with crusty, yellow or green drainage, which cannot be covered by clothing or bandages.

Itching Persistent itching or scratching of body or scalp.

Appearance/Behavior Child looks or acts differently, is unusually tired, pale, lacking in appetite, confused, irritable, and/or difficult to awaken.

Unusual Color Eyes or skin are yellow (jaundice). Stool is gray or white. Urine is dark or tea colored. These symptoms can be found in hepatitis and should be evaluated by a health care provider.

If a child becomes ill during the day, she/he will be kept away from the other children. A staff member will remain with the child and keep her/him as comfortable as possible. A parent will be notified to pick up the child. If a parent cannot be reached, an emergency alternate number will be used. **PARENTS ARE REQUIRED TO LIST PERSONS WHO AGREE TO PICK UP THEIR CHILD WHEN A PARENT IS NOT AVAILABLE.**

IF YOUR CHILD CONTRACTS A COMMUNICABLE DISEASE, YOU ARE ASKED TO NOTIFY WCCNS WITHIN 24 HOURS. Communicable illnesses will be reported to all parents the same day the information is received. The staff will record the illness, incubation period, early signs to watch for, and exclusion recommendations. Staff will not transport children. WCCNS will notify the Public Health Department (612-348-3925) within 24 hours should an occurrence of a “reportable disease” take place.

Emergencies

Emergency numbers are posted on/beside the Nursery School phones and on the Nursery School office bulletin board. Student emergency forms are located in each child’s classroom and in a binder by the telephone in the Nursery School Staff Resource Room. In the event of an emergency or accident the procedure is as follows: For a minor accident, first aid will be administered and parents will be notified. For a major accident requiring immediate medical care, first aid will be administered while another staff member calls 911. WCCN’s source of emergency care is North Memorial Ambulance Service. After calling 911, the child’s parents will be contacted. WCCNS staff will not transport the child.

First Aid

All classroom teachers are required to have first aid training every 3 years. One staff member trained in pediatric CPR will be in the school at all times the children are present. If first aid procedures are required, they will be administered by the first person on the site. The second teacher will remain with the rest of the children. If additional help is needed, staff from other classrooms will be called. All first aid procedures administered will be documented and kept in the WCCNS Staff Resource Room.

First Aid Kits/Manuals are kept in the WCCNS Staff Supply Room on a shelf marked FIRST AID. It is restocked monthly and contains the following items: sterile bandages and Band-Aids, sterile compresses, scissors, cold pack, oral or surface thermometer, and adhesive tape. A First Aid Kit is also kept in each classroom and with the Extended Care box. First Aid Kits are taken on all field trips.

Accidents

Staff is informed of all emergency and accident policies at fall orientation with policies reviewed annually. All accidents, injuries, and emergencies that occur to children, staff, or visitors are recorded on an accident log and on an accident report form. Information recorded includes: name, age, date, and place of incident, type of incident, action taken by staff, and to whom the

incident was reported. The accident reports are reviewed annually and modifications are made based on the analysis. A report is made to the Department of Human Services (651-296-3971) within 24 hours if the death of a child occurs at WCCNS or if an injury to a child required treatment by a physician or emergency medical service.

Prevention Policies

Maintaining a safe environment is the most important aspect with regard to preventing accidents. The WCCNS Director/Assistant Director and staff do a daily inspection of potential hazards in the school and playground. When hazardous equipment or areas are found, they are removed or repaired. Proper staff supervision is a must with regard to accident prevention. The staff will provide safety training to the children.

Poisoning

Effective May 15, 2006, Department of Human Services Rule 3 was amended to delete all requirements regarding Syrup of Ipecac. Should an accidental ingestion of a poisonous substance occur, staff would contact the Poison Control Center (1-800-222-1222)

All poisonous/hazardous substances will be stored out of reach of children.

All poisonous/hazardous substances are stored in their original container.

All plans will be checked. If poisonous, they will be removed.

Lead paint will not be used on equipment or walls.

Food is not stored near or next to poisonous/hazardous substances.

The phone number for the Poison Control Center (1-800-222-1222) will be posted along with other emergency numbers in a prominent place within the school and classrooms. Staff will be knowledgeable of Poison Control Center services. Children will be taught poison prevention.

Burns

Water temperatures will not exceed 100 degrees F.

All outlets will be covered with protective coverings.

Electrical cords will be kept out of the reach of children and, when in use, children will be closely supervised.

Staff will not drink hot liquids when working with children.

Staff will protect the children from overexposure to the sun by using protective clothing, sunscreen with parent permission, and limiting the time in direct sunlight.

Children are not allowed in the WCCNS kitchen.

Choking/Suffocation

Plastic bags will be kept out of the reach of children.

Toys/manipulatives will be age-appropriate.

All sensory and water play in the classroom will be closely supervised.

All food served to children will be age appropriate and/or cut into small pieces.

Children will sit when eating.

Balloons will not be used for play. Latex balloons will not be used at WCCNS.

Drawstrings on outerwear will be removed to prevent strangulation.

Pedestrian/Traffic Safety

Children will be taught traffic safety.

No child will cross the street without a teacher/parent present. Children will not cross until the teacher/parent tells them it is safe and crosses with them.

Other Injuries

Sharp scissors, knives, and other sharp objects will be kept out of the reach of children.

Rugs will have non-skid backing or be firmly fastened to the floor.

Spills will be wiped up immediately.

Children will be educated on equipment usage and have proper staff supervision.

Fans will not be accessible to children.

Door guards are used to prevent finger injuries.

Procedures for Fire Safety and Intervention

All staff are trained in fire prevention procedures along with appropriate interventions should a fire occur. Fire drills are held monthly. They are recorded in a log, which documents drill times, dates, number of children and staff, and any comments. Teachers talk to the children before the drill to assure them it is a “practice” and comfort them if needed.

Fire Evacuation

Primary and secondary exits are on a school floor plan and prominently posted in classrooms.

The person detecting a fire will call 911.

Teachers evacuate the children, taking attendance sheets and emergency forms.

Assistant teachers/aids attempt to close off the fire by closing windows and doors and shutting off lights before leaving the classroom.

Director/Assistant Director takes a first aid kit and emergency forms.

Children and staff will proceed outdoors, away from the building, and wait for further instructions. Attendance is taken and any missing child is reported to the fire marshal. No one will re-enter the building until an all-clear signal is given.

A report is made to the Department of Human Services (651-296-3971) within 48 hours of a fire that required assistance from the fire department.

Fire Extinguisher

Staff are trained in the use and aware of the locations of fire extinguishers.

Fire extinguishers are checked/maintained annually.

Written instructions on the use of a fire extinguisher, fire evacuation plans, and duties of staff are posted in each work area.

Electrical Fuse Box/Utility Failure

In the case of an electrical problem, WCC Building and Grounds are always on duty and responsible for any electrical failure. Staff is responsible for reporting electrical problems to custodians. In the event of a power failure, WCCNS may not need to close but would use other parts of the building. If the power failure were severe or prolonged, parents would be notified to pick up their children and WCCNS would close.

Emergency Shelter and Equipment

If emergency shelter is needed outside the facility, staff and children will proceed to Wayzata West Middle School, Wayzata Boulevard and Barry Avenue (763-745-6400). A battery operated radio and flashlights are kept at the school.

Severe Weather Conditions

SCHOOL CLOSING for severe weather: In the case of severe snow or ice conditions on the roads, WCCNS will follow the Wayzata Public Schools' announcements on WCCO Radio 830 and the WCCO television website. Check closing listings on Channels 4, 5, 9 and 11. WCCNS does not run its own announcements unless we are in session and the Wayzata Public Schools are closed. If a Wayzata school closes for some unrelated weather situation (e.g. broken water pipes), WCCNS will be open as usual. If the Wayzata Public Schools announce a 2-hour delay, WCCNS morning classes will be cancelled. Extended Care would then open at 11:30 am and afternoon classes would be in session. Field trips scheduled for a morning departure would be cancelled.

Tornado Weather Conditions

Tornado drills are held May through September. In the event of a tornado warning, all children are taken to the WCCNS tornado shelter. Teachers bring classroom attendance sheets and emergency forms. Teachers will take attendance once their class reaches the shelter. The Director will bring a battery-operated radio, flashlight, and Walkie-Talkie. No one will leave the shelter until an "all clear" signal is given.

Pandemic Planning

WCCNS will cooperate with state and local government disaster planning agencies working to prepare and react to emergencies presented by a pandemic outbreak.

Insurance Coverage

Wayzata Community Church carries liability insurance, which covers WCCNS.

Missing Child or Parent

If a child is missing, the Director or staff will conduct a thorough search of the building and grounds. If after 10 minutes the child is not located, the police (911) will be notified and parents will be contacted. A staff member will accompany the police to help identify the child. If a parent does not pick up their child at departure time, school staff will attempt to contact them at home or work. If unable to contact a parent, emergency contacts will be called. If emergency contacts are not available, the local police or child protection will be called.

Child Abuse and Neglect

Children need a safe, nurturing environment that assists them to grow, learn, and feel loved. Their needs for good nutrition, shelter, medical care, bathing, clean clothing, intellectual stimulation, appropriate discipline, love and a feeling of importance must be met.

Families seeking help in providing for their child’s emotional and physical needs may call these community resource numbers.

| | |
|----------------------------------|----------------|
| Hennepin County Child Protection | (612) 348-3552 |
| Hennepin Country Crisis Hotline | (612) 347-3161 |
| Department of Human Services | (651) 206-3971 |

WCCNS staff is mandated by Minnesota State Law to report suspected cases of child abuse or neglect. Anyone suspecting abuse must comply with the law and report it to Hennepin County Child Protection. For additional information, reference “Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs” included within this handbook.

Security/Safety

Classroom doors will be closed after 9:00 am and 12:30 pm. Parents will receive a code to open the Nursery School door located in the EAST entrance. WCCNS staff annually review the emergency policies created by WCC administration. Parents must provide written permission to their child’s classroom teacher for anyone picking up their child who is not listed on the emergency form.

Special Needs

If a child is enrolled having special needs, procedures stipulated by Rule 3 (Minnesota Department of Human Services) will be followed. An Individual Care Plan (ICP) will be developed to meet the child’s specific needs. A service plan and education plan will be coordinated with the child’s physician, psychiatrist, or psychologist, and school district. WCCNS will work to provide staff training required by the child’s ICP. Reference the “WCCNS Referral Policy for Specialized Assistance” included within this handbook.

Health Consultant

A health consultant annually reviews health and safety policies stipulated by Rule 3 (Minnesota Department of Human Services). Additionally, if there is a proposed change in health practices or policies or an outbreak of a contagious illness should occur, a health consultant will be contacted for review.

Pets

Parents will be informed when a pet is present in the classroom. All pets will be properly housed, cared for, inoculated, and licensed in accordance with local health ordinances.

Animal Bites

In the event a child is bitten by an animal while in the school, a staff member will immediately notify the local police (911) and contact the parents.

Field Trips

During the school year, teachers plan field trips especially suited for a preschoolers’ hands on learning style (nature center, Como Zoo, museums, and other community locations). Children travel by bus to the site. Onsite field trips such as the Wayzata Fire Department fire truck,

naturalist, librarian, or music specialist may also be offered. Parents are notified before each field trip and asked to return a permission form and a nominal fee for transportation. Parents may be asked to join us as chaperones. We are unable to include siblings on the field trips. Parents are asked to contact WCCNS on the day of the field trip if their child is unable to attend. The buses leave promptly at the designated departure time.

At least one person trained in pediatric First Aid and CPR will accompany children on all field trips. Staff will take emergency forms, a First Aid Kit and First Aid Manual on all field trips. WCCNS follows teacher-student ratio guidelines set by the Minnesota Department of Human Services for each age group. These guidelines are followed for all offsite and onsite events and transitions.

Children will be transported according to the Minnesota Passenger Act and Department of Human Services recommendations for transporting children on school buses. Car seats are not used on buses for preschoolers. All parents should be aware that it is a Minnesota law that all children under age 4 should have and use an approved child restraint system (car seat) when transported by car.

Food Related Procedures

Snacks are provided for children attending WCCNS and the WCCNS Extended Care program. Milk and water is also provided. Snacks are posted on the weekly curriculum plan for each classroom. Parents provide a bag lunch for the Extended Care program. ***WCCNS is a peanut-free school so please do not send peanut products or peanut butter in your child's lunch.*** Menus will comply with USDA requirements. Parents will inform staff of any child's specific food allergies. This information is posted where children eat and in the WCCNS food preparation area.

Drinking water is available to the children throughout the day.

Food requiring refrigeration will be kept in a refrigerator with a temperature reading of 40 degrees Fahrenheit or less.

Consistent with the WCCNS policy for sharing food and in the interest of offering nutritious snacks, we ask that parents do not bring treats for their child's birthday or special day. Please check with your child's teachers for alternative ideas.

Lunch Bunch/Bag Lunch

Parents will provide a bag lunch for children attending the WCCNS Extended Care Lunch Bunch program. Milk and water are provided by WCCNS. The bag lunch must provide one-third of the child's daily nutritional needs as specified by the USDA food care guidelines. Reference "Bag Lunch Requirements" outlined in this handbook.

Medications

Non-Prescription Medications

Written permission from the parent is required for the administration of any non-prescription medication such as Tylenol, insect repellent, sunscreen lotion, and diapering products. These will be administered according to the manufacturers' instruction unless there are alternative instructions written by a physician or dentist.

Prescription Medications

For prescription medications to be administered, all WCCNS staff will follow the written instruction provided by a physician or dentist. Signed authorization from the parent or guardian is required. A specific form for this process is available in the WCCNS office.

Medications must be kept in their original container and be properly and legibly labeled with the child's name and current prescription information.

Medications will not be given after the expiration date and any unused portion will be returned to the child's parent or destroyed.

Parent must state the dosage, time, and duration of medication to be given. Medication will be kept out of the reach of children.

Non-refrigerated medications will be kept in a WCCNS covered container

DO NOT PLACE MEDICATIONS IN CHILD'S BACKPACK

Medications requiring refrigeration will be stored in a covered container on a shelf in the WCCNS food preparation kitchen refrigerator.

Proper medication dispensers will be used to administer the medication(s)

Medication will be administered in private to de-emphasize visibility to other children.

Any questions regarding these policies or other policies of WCCNS should be directed to the Director or Assistant Director. A copy of the Minnesota Department of Human Services Rule 3 guidelines is available in the WCCNS office.

PARENT INVOLVEMENT

WCCNS encourages parents to be an active part of the program. The WCCNS Parent Organization organizes a parent volunteer program in which parents may help in a wide variety of ways. A volunteer sign up form is included within each registration packet and can also be obtained during the fall classroom visit.

Parent Responsibility/Policy on Rule Adherence

All parents will be informed of the rules, regulations, and policies of WCCNS through this Parent Handbook, monthly/weekly newsletters, and/or notification by classroom teachers of the WCCNS Director. In the event a parent chooses to repeatedly disregard school policies, she/he will be asked to meet with the classroom teacher, the WCCNS Director, and a WCCNS Church Board Member. This meeting will be for the purpose of informing the parent that, in the event of a continued disregard of school policies, the family may be suspended or asked to leave the school. In the event a parent refuses to meet with the WCCNS representatives, the parent will be informed – in writing – of the fact that the family will be asked to leave the school. The timing of this dismissal or suspension will be at the discretion of the WCCNS administration.

Parent/School Communications

Parents will be provided with information about WCCNS through posted weekly classroom curriculum, classroom newsletters, and the “Cubbie News” – published monthly by the WCCNS Parent Organization. Open and frequent communication between the school and parents is an important part of our educational process. Teachers contact parents for a fall and spring conference to share information regarding their child’s growth and progress. All parents are urged to inform classroom teachers or the WCCNS Director of changes noted in their child’s behavior or in the family environment. All shared information is kept completely confidential.

The WCCNS Director or Assistant Director are available daily from 8:00 am until 4:00 pm in the Nursery School office. Other times can be arranged by calling (952) 473-2114. Parents are welcome to visit WCCNS and invited to spend a “regular” day at school with their child and join us on special occasions. Parents will receive specific information from their child’s class regarding field trips or class events during the school year. Parent Information Meetings are held during the first week of school. At that time, school policies are reviewed, class lists are distributed, and carpools are formed. WCCNS is not legally responsible for transportation arrangements for bringing children to and from school.

TOP 10 REMINDERS FOR WCCNS PARENTS

1. Nursery school begins at 9:00 am or 12:30 pm and ends at 11:30 am or 3:00 pm. It is OK to be 5 minutes early. However, if you bring your child earlier, you must sign up for Extended Care or stay with her/him until school begins. When picking up your child, it is better to be early rather than late. Our late policy is explained in the Parent Handbook.
2. Parents must bring their child to his/her classroom door or to the playground gate and sign in their child each day of class. The sign in sheet provides space for important information such as your child staying for Extended Care, Lunch Bunch, an enrichment class, etc. Do not leave younger siblings in the car unattended.
3. At dismissal time, parents can pick up their child either at the classroom door or on the playground. If parents or carpool drivers think they will be late picking up, please call WCCNS at 952-473-2114. Parents are required to sign out their child on the class attendance sheet.
4. Children will play outdoors every day – weather permitting (temperature above 10 degrees). Children should be dressed for outdoor play or bring outdoor clothing.
5. PLEASE DO NOT SEND AN ILL CHILD TO NURSERY SCHOOL. WCCNS does not have facilities or staff to attend to sick children. If your child has a fever, runny nose, vomits the night before, has pink eye, seems lethargic, etc., he/she needs to stay home. See detailed guidelines in the WCCNS Parent Handbook.
6. All immunization records must be provided and up-to-date on the first day of school. A completed Health Care Summary – signed by a physician/health care provider – must be provided in order for your child to attend school. When children move from the toddler age group to preschool, a new physical examination, signed by the child's health care source, is required.
7. Check your child's cubbie daily for notes, artwork, field trip notices, billing invoices, and other classroom information. Please include your child's name INSIDE his/her backpack. Classroom teachers may designate one day of the week for paperwork to go home.
8. Extended Care is available for children enrolled at WCCNS. Children must be scheduled in advance with the Extended Care staff. Extended Care can be reached at 952-473-2114. Extended Care children must be signed out at departure.
9. Children enrolled in Extended Care must be three years old and toilet trained. WCCNS preschool classrooms are not licensed or equipped for diapering. If a child has three consecutive accidents in school, parents will be asked to conference and consider delaying placement.
10. Nursery school tuition is due on the 1st of each month – September through April. The tuition payment made at registration is applied to your May tuition. If tuition is not paid by the 10th of each month, invoices will go into your child's cubbie. Extended Care invoices will go into your child's cubbie between the 1st and 5th of each month. Extended Care contract bills are due upon receipt of your invoice beginning in October. Payments may be mailed to WCCNS, 125 East Wayzata Blvd., Wayzata, MN 55391, dropped off at the nursery school office or placed in the drop box by the nursery school office. We strongly urge parents to consider DIRECT DEPOSIT. However, WCCNS must have all direct deposit paperwork by October 1st. THANK YOU for paying your Nursery School tuition and Extended Care billings promptly!

PLEASE REMEMBER THAT WCCNS IS A PEANUT-FREE SCHOOL

PARENT GRIEVANCE POLICY

On August 28, 2001, WCCNS and the Department of Human Services under Rule 3 approved the following policy:

If a grievance between a parent/guardian and a teacher or the director should arise, the following grievance procedure will apply:

1. The parent/guardian (grievant) shall first meet with the teacher or director (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the director (if the grievance involves a teacher) or with a person designated by the WCCNS Church Board (if the grievance involves the director).
3. If the grievance is still not resolved a Grievance Committee will hear the grievance.
4. The Grievance Community will be made up of the following: one designated by the WCCNS Church Board, one designated by the respondent, one designated by the grievant, and at the discretion of WCC, one designate.
5. The Grievance Committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
6. At the conclusion of the meeting, and upon due consideration, the Grievance Committee will make its recommendation to the WCCNS Church Board. The Grievance Committee shall not have the power to alter or amend school policies.
7. The WCCNS Church Board will then decide the grievance.
8. The grievance procedure should be completed within 30 days.

WCCNS EXTENDED CARE PROGRAM

1. Extended Care is available to children enrolled at WCCNS. Children MUST be 3 years old (36 months) and toilet trained.
2. Extended Care hours are 8:00 am – 5:00 pm during our program school year.
3. Parents may reserve a permanent place in the 2018-2019 Extended Care program on a contract basis. If your child will be absent during contracted hours, PLEASE inform the Extended Care staff. There is limited space for Extended Care on a drop off basis. Please call (952) 473-2114 for availability.
4. If your child turns 3 years old during the school year, he/she is then eligible for Extended Care pending availability and teacher approval.
5. The cost per child for Extended Care is \$8.50 per hour. A minimum charge of \$8.50 will be assessed if actual time during the day is less than one (1) hour. After the one(1) hour minimum, billing is done on the half hour.
6. Due to high demand for the Lunch Bunch time (11:30 am – 12:30 pm) the fee for that hour will be \$11.
7. Extended Care will be paid at the beginning of each month as is Nursery School tuition. Extra drop off times or any overages will be added to the next month's billing.
8. There will be a \$20 fee charged for contract changes made after September 20, 2018. Changes that are only additions do not have a fee.
9. There will be a \$50 fee for complete contract cancellation.
10. There will be ONE fee break allowed during the school year for vacation or an extended illness up to the number of hours per week the child is enrolled in a permanent spot. A fee break form needs to be completed and signed by the Extended Care staff and submitted to the WCCNS office. It will be deducted from the next month's billing.
11. If your child's Enrichment Class is cancelled there MAY be availability in Extended Care if there is space and staff. You MUST contact the Extended Care staff to make a reservation.
12. If your child stays for Extended Care before a morning nursery school class, the charge is for the hour from 8:00 am until 9:00 am.
13. Extended Care closes at 5:00 pm. Late fees are as follows:

| | |
|----------------------|-------------------|
| 5:00 – 5:05 pm | \$1.00 per minute |
| 5:06 – until pick up | \$2.00 per minute |
14. Children with known special physical, mental, or emotional requirements will be considered on an individual basis. WCCNS will make every effort to meet the special developmental needs of each child, in collaboration with the family's school district individualized plan.
15. Stay & Play for toddlers is offered twice a week – Tuesdays and Wednesdays – in the Sunshine classroom from 11:30 am until 1:00 pm. The fee is \$15 per day. Children bring a bag lunch for this program.

EXTENDED CARE PAYMENT POLICY

- An Extended Care unpaid balance over 30 days is subject to a finance charge of \$20 per month.
- A family with an Extended Care account overdue by one month or more will become ineligible to use Extended Care. Extended Care is a privilege and not a right of the nursery school relationship.
- The balance must be paid in full in order for a family to become eligible to use Extended Care again. A space will not be held due to a delinquent account. Permanent spaces will be opened to any waiting family.
- All returned checks will be subject to a \$20 fee.
- Contract payments will begin October 1st and are due the beginning of each month.
- Hours exceeding the contract time hours will be billed the following month at the hourly rate.
- Extended Care is \$9.00 per hour. A minimum charge of one (1) hour will be assessed if actual time used during a day is less than one (1) hour. After the one (1) hour minimum, billing is done on the half hour. Each month, hours billed exceeding 25 hours are billed at a 10% reduction.
- If your child is signed up for Lunch Bunch ONLY (11:30-12:30), your cost is \$11 for that hour.
- There will be a **one-week fee break** allowed during the school year for vacation or extended illness up to the number of hours per week the child is enrolled in a permanent space. A fee break form needs to be completed and signed by the Extended Care Coordinator and submitted to the WCCNS office. It will be deducted from the next month's billing.

BAG LUNCH REQUIREMENTS

| | 1-3 Years | 3-6 Years | 6-12 Years |
|---|-----------|-----------|------------|
| (1) Fluid Milk | ½ cup | ¾ cup | 1 cup |
| Meat/meat alternative Meat/poultry/fish | 1 oz | 1 ½ oz | 2 oz |
| Or cheese or cottage cheese | 1 oz | 1 ½ oz | 2 oz |
| Or egg | ½ egg | ¾ egg | 1 egg |
| Or cooked dry beans or peas | ¼ cup | 3/8 cup | ½ cup |
| Seed butters | 2 Tbs | 3 Tbs | 4 Tbs |
| Or yogurt | ¼ cup | ¾ cup | 1 cup |
| Or an equivalent quantity of any combination of the above meats/meat alternatives | | | |
| Vegetables and/or fruit 2 separate servings of vegetables and/or fruit. Juices must be full strength | ¼ cup | ½ cup | ¾ cup |
| Grains/Bread | ½ slice | ½ slice | 1 slice |
| Or cold dry cereal | ¼ cup | 1/3 cup | ¾ cup |
| Or hot cooked cereal | ¼ cup | ¼ cup | ½ cup |
| Or cornbread, biscuit, roll, muffin | ½ serving | ½ serving | 1 serving |
| Or pastas, noodles, grains | ¼ cup | ¼ cup | ½ cup |

USDA based childcare food guide

Important Reminders:

Milk and water will be available at no charge for lunches and snack time.

Please bring lunches in a container clearly labeled with your child’s name. Lunches are placed on carts designated refrigerated or non-refrigerated. Carts are located in the WCCNS hallway by the Treehouse classroom.

Products or products processed in a plant where peanuts are used are not allowed.

MALTRTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAM

Who Should Report Child Abuse and Neglect

Any person may voluntarily report abuse or neglect.

If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three (3) years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

If you know or suspect that a child is in immediate danger, call 911.

All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social agency or local law enforcement.

If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota States or Rules that govern the facility, you should contact the Minnesota Department of Human Services, Licensing Division at (651) 296-3971

What to Report

Definitions of maltreatment are contained in the *Reporting of Maltreatment of Minors Act (MN Statutes, Section 626.556)* available in the WCCNS office.

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 extend 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 or neglect 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 weekends and holidays.

Failure to Report

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 the Minnesota Department of Health, and unlicensed personal care provider organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith of 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.

Internal Review

When the licensed facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of the children in attendance.

The internal review must include an evaluation of whether:

- (i) Related policies and procedures were followed.
- (ii) The policies and procedures were adequate.
- (iii) There is a need for additional staff training.
- (iv) The reported event is similar to past events with the children or the services involved.
- (v) There is a need for corrective action by the license holder to protect the health and safety of children in attendance.

Primary & Secondary Person or Position to Ensure Internal Reviews are Conducted

The WCCNS Director will complete the internal review. If this individual is involved in the alleged or suspected maltreatment, the WCCNS Church Board will be responsible for completing the internal review.

Documentation of the Internal Review

The licensed facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the licensed facility 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.

Staff Training

The licensed facility must provide training to all staff related to the mandated reporting responsibilities as specified in the Report of Maltreatment of Minors Act (MN Statutes, Section 626.556). The licensed facility must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under MN Statutes, Section 245A.04, Subdivision 14.

The mandated reporting policy must be provided to all parents of all children at the time of enrollment in the program and must be made available upon request.

WCCNS BEHAVIOR GUIDANCE POLICY

Behavior guidance starts with careful organization of the classroom environment and good curriculum planning. This includes modifying teaching strategies, redesigning the classroom environment, and adjusting available materials to accommodate the needs of a child with specific behavioral concerns. A few rules that are reasonable and clearly explained to the children are established in each classroom. Teachers encourage children to self manage their personal interactions by giving them time to work things out on their own. However, teacher intervention is prompt when a child's safety is endangered. Each child's interpersonal difficulties are viewed as learning situations and the teachers provide assistance accordingly.

Getting along with peers and adults is taught by example, role modeling, and reinforcing appropriate or positive behavior. Acknowledging a child's appropriate choices through praise, a smile, or pat on the back are examples of how teachers might reinforce that behavior. If a child displays inappropriate behavior the teacher will communicate with him/her to help find alternative play opportunities (redirect). Children who are unable to avoid dangerous or unacceptable behavior may be removed to a time-out location within the classroom for a short period of time or to the Director's office. All separations from the group are noted by a daily log. At no time is the child left alone. Staff will observe the situation and document the child's behavior and note the staff's response. No child will be separated from the group unless the teacher has been unsuccessful with less intrusive methods. Parents will be informed of the child's inappropriate behavior and, if the unacceptable behavior persists, a parent and teacher consultation will be held to develop a plan to address the child's behavior. Reference the WCCNS Policy for Specialized Assistance, which is included in this handbook.

Staff will not engage in any form of physical punishment (including with-holding snack or lunch), emotional abuse, coercion, or mechanical restraints. Examples of inappropriate behavior management practices include (but are not limited to) shaking, hitting, spanking, slapping, shaming, name-calling, ridiculing, humiliating, rough handling, and any form of physical force.

WCCNS staff support the principles outlined by the *Minnesota Association for the Education of Young Children – Developmentally Appropriate Guidance of Young Children*.

Principle One: Children are in the process of learning acceptable behavior.

Principle Two: An effective guidance approach is preventative because it respects feelings even while it addresses unacceptable behavior.

Principle Three: Adults need to understand the reasons for a child's behavior.

Principle Four: A support relationship between an adult and a child is the most critical component of effective guidance.

Principle Five: Adults use forms of guidance and group management that help children learn self control and responsiveness to the needs and feelings of others.

Principle Six: Adults model appropriate expressions of their feelings.

Principle Seven: Adults continue to learn even as they teach.

WCCNS REFERRAL POLICY FOR CHILDREN NEEDING SPECIALIZED ASSISTANCE

WCCNS staff explore all possible steps when addressing a child exhibiting challenging behaviors, developmental delays, emotional difficulties, and other physical and emotional indicators that suggest a specialized assessment and/or intervention may be required. The following referral procedure is used when parents, teachers, and/or administrators have been unsuccessful with reasonable modifications when addressing a child's specific needs.

This procedure will also be utilized when a child displays persistent and challenging behaviors that disrupt or endanger the rights of other children to effectively participate in the classroom program or interferes with a teacher's ability to teach or communicate effectively with other children.

1. A WCCNS administrator and teacher first meet to discuss their observations and what strategies have been implemented at WCCNS to assist the child with developmental delays, challenging behaviors, emotional difficulties, or other indicators of special needs. It is expected that prior to this meeting the classroom teachers will have discussed observations and concerns with the child's parents and assessed the parent's level of concern.
2. If, after efforts by the classroom teachers to assist with child with behavioral, emotional, or developmental delays have not been successful, and the teachers or administrators determine the needs of the child require additional assistance, the teacher and/or administrator will contact the early childhood social worker within the family's school district to discuss an observation.
3. If conversations with school district personnel warrant the need for an observation, the school district will obtain a signed consent form from the child's parents.
4. Upon the parent's signed consent, a visit by a school district social worker will be made to the child's classroom. The social worker will share results of the observation with the family. Should the social worker determine further assessment is required, the social worker will present this case to the study team of the school district for additional feedback.
5. If the team determines additional evaluation is needed, they will recommend the child receive a more thorough evaluation by the school district's special education team. The child's parents will again be asked to sign a consent form before any evaluation proceeds.
6. Once the parents provide consent to the school district's special education team to evaluate their child, the case is then placed on the IEP (Individualized Education Plan) timeline. The school district will present its findings to the parents. If the parents consent, WCCNS will be allowed to be present at the summary meetings with the school district team to learn about the findings and recommendations.

7. Depending on the findings of the school district team, and with the consent of the child's parents, WCCNS may be asked to implement strategies that are within the scope of WCCNS' ability to perform. Based on those findings, the school district may recommend another school environment equipped with specialists and physical surroundings that can address the child's specific needs. The school district and WCCNS will assist the family with this transition. These procedures follow guidelines outlined within the Pupil Fair Dismissal Act (PFDA) – short name for Minnesota Statutes 121A.40 through 121A.56 governing discipline/dismissals/suspensions/expulsions, through the Minnesota Department of Education.

WCCNS ASSESSMENT PLAN

Purpose of Assessment

The purpose of assessment at WCCNS is to gather information about each child in these areas of development: cognitive, language, social/emotional, physical, and self help abilities. Another purpose is to gather information about each child's interests, strengths, and areas of growth. Information gathered is shared with parents on a regular basis and through scheduled conferences. Teaching staff use this information to shape the curriculum and teaching strategies. After assessing all areas of the child's development, the information is used for developing activities and structuring the learning environment.

Methods of Assessment

1. Informal assessment/observations
2. Anecdotal information
3. Developmental checklists and screening
4. Collection of each child's work/work samples (child's portfolio)
5. Fall and Spring parent/teacher conferences
6. Parent input in developing an assessment plan
7. Process for children with special needs:
 - a. Formal assessment completed by school district specialists
 - b. Completed through a referral procedure requiring parent consent

Teacher-developed assessment forms are used for both the fall and spring parent/teacher conferences. These assessments forms are aligned with curriculum goals. Assessments of each child are completed by the child's classroom teacher(s). Depending on the assessment tool being used, the process may be completed individually or within a small group of classmates. Because portion of each child's assessment process is completed individually, clear ideas are provided for ongoing curriculum development, daily planning, and overall program enhancements.

Results, Timeline, and Confidentially

Children are assessed through the program school year using the methods of assessment outlined above. Teaching teams share assessment information with each other in order to better plan for each child. This information is included within the child's file and can be accessed by parents at any time. This information is shared with parents in writing twice a year at parent/teacher conferences. Parents may schedule a time to consult with teachers about assessment information at any time throughout the program school year. Parent permission is required for staff to share this information with other schools.

Other Purposes and Uses of Assessment

Program improvement is an ongoing process at WCCNS involving, staff, children, and parents. We use information gathered at staff meetings, parent meetings, advisory board meetings, and parent and staff surveys, as well as listening to the children as they share with us what they would like to experience at WCCNS.