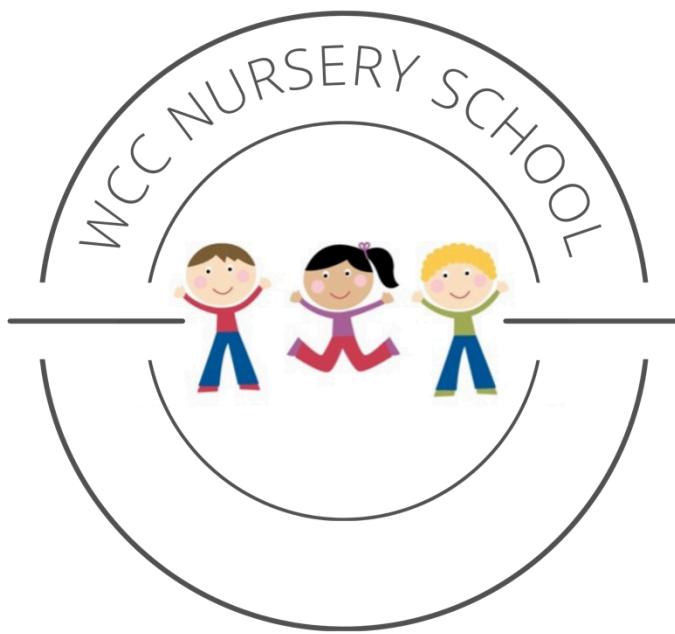


# FAMILY HANDBOOK

## 2026-27



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# ABOUT US

Wayzata Community Church Nursery School (WCCNS) was founded in 1955 as a ministry of Wayzata Community Church to serve the surrounding community. We are a non-profit, non-denominational school offering toddler, preschool, and pre-kindergarten morning classes. In addition to morning classes, we offer a morning and afternoon extended care program and afternoon enrichment classes. The school year runs September through June with our Summer Camp program running June through August.



## WAYZATA COMMUNITY CHURCH

WCCNS has a unique and special relationship with 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. WCC's Director of Operations facilitates the relationship between the church and the nursery school and provides support to the WCCNS Director when needed.

## MISSION

At Wayzata Community Church Nursery School, our mission is to promote the development of the whole child; physical, intellectual, social, and emotional, and to assist parents in their parenting challenges.

## PHILOSOPHY

It is our philosophy that early childhood is an important and unique stage of life; a phase that is full of potential. WCCNS partners with families to support the growth of their child during this phase at home, at school, and out in the world. We believe children learn best through play that includes both child and teacher directed experiences that promote the development of the whole child's social, emotional, physical, and cognitive growth across all learning areas; creative arts, science, music, dramatic play, language and literacy, music, sensory, and mathematics. Our school is a safe place for every child to explore, try new things, gain confidence and self-esteem while developing age-appropriate executive functioning skills to support them for the rest of their life.



# PROGRAM STRUCTURE

WCCNS enrolls approximately 168 children in 10 classes ages 16 months to five years with all morning classes grouped according to the children's ages and special needs. Morning classes are from 9:00-11:30 AM. Full day pre-k classes are from 9:00 AM-3:30 PM.



**Dandelion Room**

Young Toddlers

Monday/Tuesday/Thursday



**Sunshine Room**

Older Toddlers

Monday/Tuesday/Thursday OR Wednesday/Friday



**Butterfly Room**

Two & Three Year Olds

Monday/Tuesday/Thursday



**Apple Room**

Three Year Olds

Monday/Tuesday/Thursday OR Wednesday/Friday



**Treehouse Room**

Three & Four Year Olds

Monday/Tuesday/Thursday



**Caterpillar Room**

Four & Five Year Olds

Monday/Tuesday/Thursday

Half day or Full day option



**Firefly Room**

Four & Five Year Olds

Monday/Tuesday/Wednesday/Thursday

Half day or Full day option



**Schoolhouse Room**

Four & Five Year Olds

Monday/Tuesday/Wednesday/Thursday/Friday

Half day or Full day option

Full day preK is 9:00am-3:30pm with lunch included.

An optional Extended Care and Lunch Bunch program is available to WCCNS students 3 to 5 years of age, in the morning from 8:00am-9:00am and in the afternoon until 4:00pm. Lunch (for Sunshine Room students and older) is also available each day until 12:30pm. In addition to Extended Care, various optional afternoon enrichment classes are offered.

WCCNS also offers Summer Camp classes for children ages 16 months through five years in June, July, and August.

# ENROLLMENT

WCCNS welcomes and enrolls persons of any race, color, religion, creed, or socioeconomic background.

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.

***The following enrollment items must be completed and returned prior to your child's first day of school:***

## 1 Online Registration Form

On our website you will find the link to our registration form that asks basic information about your child so that we can place them in the appropriate classroom. A registration fee is due at this time.

## 2 Deposit

One month's tuition is due to hold your child's classroom placement. This deposit goes towards May tuition for the 2025-2026 school year.

## 3 Tuition Agreement

Parent is responsible for, and agree to pay, the monthly tuition rate for their child's program. Tuition is due at the beginning of each month.

## 4 Student Info & Emergency

This form provides us names of parents/guardians we can contact in case of emergency. It also contains names of two other persons whom we can call in the event of an emergency where we cannot reach either parent/guardian, persons authorized/not authorized to pick up, and medical information.

*NOTE: We must have your written permission via Procare message whenever someone other than yourself is picking up your child, even if that person is listed on the emergency card.*

## 5 Child Information Form

This 5 page document is an opportunity for you to share all about your child and where they are in their current development. Teachers review this information prior to the start of the school year.

## 6 Permission Authorization

This form gives permission for various special authorizations such as photos and video. It also includes permission for WCCNS staff to make any emergency measures judged necessary while under the supervision of WCCNS and preferred hospital.

## 7 Healthcare Summary

This form should be completed by your child's healthcare 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.

## 8 Immunization Form

Minnesota law requires children enrolled in child care to be immunized against certain diseases or file a legal medical or conscientious exemption. You may fill out the form or attach a copy of your child's immunization history. 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.

# OPERATIONS

## HOURS

**WCCNS is open from 8:00am to 4:00pm each day Monday through Friday** except for holidays as listed on the calendar. The WCCNS Director or Program Administrators are available daily from 8:00 AM until 4:00 PM in the 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.

## CLASSROOM SIZE & CHILD: STAFF RATIOS

WCCNS is licensed by the Minnesota Department of Human Services to provide care to children ages 16 months through 5 years as listed below.

CLASSROOM	MAXIMUM CLASS SIZE	CHILD: STAFF RATIO WCCNS	CHILD: STAFF RATIO DHS REQUIREMENT
Dandelion Room Young Toddlers	12	4:1	7:1
Sunshine Room Older Toddlers	14	4:1 or 5:1	7:1
Butterfly Room Twos & Threes	14	4:1 or 5:1	7:1
Apple Room Threes	18	9:1	10:1
Treehouse Room Threes and Fours	20	10:1	10:1
Caterpillar Room Fours and Fives	20	10:1	10:1
Firefly Room Fours and Fives	20	10:1	10:1
Schoolhouse Room Fours and Fives	20	10:1	10:1

## SIGN-IN AND SIGN-OUT PROCEDURE

Children must be signed in using ProCare each day at arrival and signed out at departure. Sign-in/out can be done at any of the sign-in kiosks around the school or at the iPad in your child’s classroom by a parent/guardian using their phone or assigned pin #. All non-parent/guardian persons signing in/out regularly must have their own 4-digit code.

## DROP-OFF AND PICK-UP

Parents should park and drop-off at either the East Entrance (by the playground) or the West Entrance drive-up. Each classroom is assigned a drop-off and pick-up spot and that information will be communicated prior to the first day of school.

Please do not leave children alone in the car and please do not leave your car idling. These rules are for the safety of all WCCNS children and families. It is ok to be 5 minutes early, but if you arrive earlier and cannot stay with your child, you should sign up for our Extended Care program or stay with your child. When picking up, 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.

Wayzata Community Church and WCCNS administration approved the following regarding pick-up/departure times:

Those who pick up their child after 11:30 AM or 3:00 PM will be billed for Extended Care as follows:

11:30-11:35am or 3:00-3:05pm	No Charge
After 11:35am or 3:05pm until picked up from Extended Care	Minimum charge of 1 hour or \$12/hour

WCCNS will call parents/guardians and emergency contacts to arrange pickup of the child after contracted hours. Staff will not transport children.

#### **RELEASE OF CHILDREN**

At time of enrollment, families will provide the names of persons authorized to pick up their child. It is the family's responsibility to inform WCCNS of any changes in the names of persons authorized to take your child from the school. ***All authorized persons who are picking up/dropping off regularly must be added to your child's authorized pickup list on Procare and assigned their own 4-digit code.***

We will release children to authorized adults only. ***Parents MUST notify the school via Procare message if someone other than an authorized person will pick up your child.*** Prior to your child being released, WCCNS will request photo identification and document that identification check by posting a photo of the pickup person's identification on the child's Procare feed.

Children will not be released to any adult appearing to be under the influence of alcohol or other substances. Children will not be released to those under court ordered custody arrangements. If there are other special circumstances, WCCNS will follow the direction of the custodial guardian.

#### **UNAUTHORIZED/INCAPACITATED PERSON PICK-UP**

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. No unauthorized person or person suspected of abuse shall take a child from the school. If an unauthorized person should attempt to take a child from the center staff will state firmly that this is not allowed. If there is still a problem, staff will call 911. If the person is a parent who is suspected of abuse, staff will call 911 and Child Protection. 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.

***If a parent/guardian or authorized person picking up a child is in any way incapacitated staff will:***

1. state firmly that they do not feel it safe for that person to transport the child.
2. Ask for a name/number of someone who can safely transport them or use the Emergency Contacts.
3. If the person resists, obtain color, model and license play number of the vehicle
4. Call 911.

Child Protection will be notified, and the incident will be documented and kept on file at the school.

## TUITION RATES FOR THE 2026-2027 SCHOOL YEAR

CLASS	NUMBER OF DAYS	INSTALLMENTS (9)	TOTAL
Toddler	2 Mornings	\$300	\$2,700
	3 Mornings	\$440	\$3,960
Preschool/Pre k Half Day	2 Mornings	\$225	\$2,025
	3 Mornings	\$350	\$3,150
	5 Mornings	\$550	\$4,950
Pre k Full Day	3 Full Day	\$720	\$6480
	4 Full Day	\$910	\$8190
	5 Full Day	\$1120	\$10080

ENRICHMENT	DAYS	INSTALLMENTS (9)	TOTAL
Yoga	1 Afternoon	optional	\$670
Brick Buddiez	1 Afternoon	Options on website	---

Scholarships are available for families in need of tuition assistance by contacting the WCCNS office.

***A NON-REFUNDABLE registration fee for the 2026-2027 school year is \$75.00 (\$120/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 1<sup>st</sup> week of each month, September through April. (Your initial payment is applied to May.)
- Payment Options: Cash/Check, automatic credit card charge (a 2.5% fee will be applied monthly), automatic checking account withdrawal. **\*We do not accept American Express**
- 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.
- 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.

## **CHILD FILES**

Records and documentation for each child are kept confidential in a file at WCCNS. The child's file includes all enrollment paperwork and health forms, accident reports, and assessment information. The contents of these files are available to parents/guardians for review upon request.

## **DIAPERS**

WCCNS provides diapers and wipes for each of our toddler classrooms. If you have specific diapering products you would like us to use, you must provide those. Any diapering products you provide (wipes, creams, ointments, lotions) will need to be accompanied by a signed Over the Counter Products Authorization form.

## **PARENT ORGANIZATION**

The Parent Organization enhances and supports the education experience at WCCNS; developing 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 events, 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!

### **Parent Organization Members 2026-27**

Co-Chairs: TBD

Fundraising Coordinators: TBD

Special Events Coordinators: Maddie Bugbee & TBD

Room Parent Coordinators: TBD

## **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). Parents will receive specific information from their child's class regarding field trips during the school year. 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.

All staff are 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.

## **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 and the WCCNS Director. 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.

The State of Minnesota Department of Human Services licenses WCCNS under Rule 3. Our program is accredited by the National Association for the Education of Young Children (NAEYC) and is Four-Star rated by Parent Aware. The State of Minnesota Department of Human Services licenses WCCNS under Rule 3.

## **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 the WCC Director of Operations.
3. If the grievance is still not resolved a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of the following: The WCC Director of Operations, 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 WCC Director of Operations. The Grievance Committee shall not have the power to alter or amend school policies.
7. The grievance procedure should be completed within 30 days.

## **ECO-HEALTHY PRACTICES**

WCCNS uses various eco-healthy and non-toxic techniques to maintain the inside and outside of the facility that includes:

- a ventilation system that mitigates excess moisture that could contribute to growth of mold and mildew
- fragrance-free, 3rd party certified, least toxic cleaning, sanitizing, and disinfecting products
- use of chlorine bleach only when and where it is required or recommended by state and local guidelines
- ensuring furniture and toys are in good condition - no chipping paint, no exposed flammable stuffing, etc.
- use of only non-toxic art supplies

- testing the facility for radon and when necessary, action to mitigate has been taken
- testing the facility annually for LEAD in the water and when necessary, action to mitigate has been taken
- recycling paper, cardboard, glass, plastic, and aluminum
- having a separate collection for compostable products
- monitoring air quality alerts and adjusts outdoor gross motor time accordingly

WCCNS does not allow vehicles to idle in designated parking areas, does not use aerosol sprays of any kind, and does not use scented or unscented candles or air fresheners anywhere in the facility.

## **SCHOOL CLOSURES**

All WCCNS closures will be announced via Procare.

In the case of severe weather, WCCNS will follow the closures of Wayzata Public Schools' and send a closure notification via Procare. If the Wayzata Public Schools announce a 2-hour delay, WCCNS morning classes will be cancelled. Extended Care would then open at 12:30 PM and afternoon classes would be in session. Field trips scheduled for a morning departure would be cancelled. For conditions that cause WCCNS to close early, a timeline for picking up all children will be communicated via Procare.

# LEARNING ENVIRONMENT

## DAILY ROUTINE

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

Free Choice – including learning centers	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.
Group Time	May include stories, games, daily discussions, songs, and sharing of information.
Snack	Mid-morning or mid-afternoon snack - includes the availability of milk or water. Peer and teacher interaction is encouraged during snack time. Snack menus are sent via Procare and posted outside each classroom on the Parent Information board.
Music & Movement class	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. Each classroom attends a 30-minute weekly session.
Gross motor	Both structured and unstructured, are offered either on the playground or in our gym (large muscle room).

## SUPERVISION POLICY

Children will always be supervised while in the care of WCCNS teachers. Age-appropriate teacher/child ratios will be maintained at all times. Teachers of toddlers and twos MUST be able to see and hear children at all times. Teachers of preschoolers need to have children in sight most of the time.

Supervision of preschoolers for short intervals by sound is permissible if staff frequently check on children who are out of sight (ex: when preschoolers are using the bathroom in the classroom).

Teachers complete a student count before leaving the classroom/playground and again when returning to the classroom. Children should not be permitted to walk in the hallways without a teacher or parent. A staff member must be available to supervise the hallways at dismissal time.

Support staff and volunteers may not work alone with children. They must be with, and supervised by, regularly scheduled **educators** at all times. (Support staff defined as: Adults employed by the program, but not considered part of the teaching staff; bus driver, custodial staff, maintenance people, etc.)

## **CLASSROOM COMMUNICATION**

***Families are invited to communicate directly with classroom teachers and administrators via Procare messages. Families can also communicate with administrators via phone or email.***

Each classroom will communicate their own daily schedule, weekly curriculum plan, and parent newsletter. These are shared via Procare newsletter that is delivered via email and posted on each classroom's parent bulletin board. Each month parents also receive a digital newsletter, "Cubbie News", with school wide information. 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 that may impact their school day. All shared information is kept completely confidential.

## **CONFERENCES**

Parents are offered two parent/teacher conferences during the school year (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 can ask questions or share concerns during conferences and at other times throughout the school year, may request a separate meeting with their child's classroom teachers or the Director.

## **SPECIAL EVENTS**

In addition to field trips, WCCNS and each classroom offers other special programs, activities, and events. Family Visit Night is held in October. 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 Informational Meeting in the spring with current families and prospective families invited to learn about WCCNS and next year's classes. In early spring, a professional photographer is scheduled to take pictures of the children and classrooms. 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, as well as detailed information on special events is communicated in the monthly "Cubbie News" sent out via Procare.

## **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.*** Every day, 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 prevents classes from going outside, the children will use the gym for 20 minutes of large motor activity. During the day, the temperatures can fluctuate so **please bring your child prepared to go outside each day.**

#### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT**

PBIS is defined by the MN Department of Education as, "*A proactive strategy for defining, teaching and supporting student behavior resulting in academic and social gains and a positive school environment*".

At WCCNS, we use our name as an acronym to help us remember what it means to be a part of our school community and to explicitly teach social behaviors and expectations. Our acronym is presented on a staple visual of Wayzata history, the train. As a community we invite you to get on board the WCCNS train and join us in being Welcoming, Cooperative, Celebrating together, Nurturing, and Safe.



Parents are a child's first teachers, so we ask all parents and families to partner with and reinforce these values at home as well. Tools to help your family learn about and reinforce these values will be handed out at classroom visits. All aboard the WCCNS train!

#### **WCCNS BEHAVIOR GUIDANCE POLICY**

*Behavior guidance* at WCCNS is about building an encouraging environment for every child to be successful. We value helping young children understand they can learn from their mistakes, and it all starts with children building strong relationships with our teachers, careful organization of the environment, and intentional curriculum planning, including modifying teaching strategies, rearranging the classroom furniture, and adjusting available toys/materials. In addition to adapting the classroom environment, teachers use firm, friendly, and consistent guidance, give positive reinforcement, model appropriate behavior, and may redirect a child to other activities or areas of the classroom as needed. Teachers take the time to explicitly instruct children on school-wide behavior expectations (using our WCCNS PBIS train) and how to use acceptable alternatives to problem behavior to reduce conflict in an age-appropriate manner. Each child's interpersonal interactions are viewed as learning opportunities and teachers intervene and support based on age and where each individual child is in their social development. Teacher intervention is always prompt when a child or staff member's safety is at risk.

Staff will not, under any circumstance, engage in any form of physical punishment when disciplining a child. Examples of inappropriate physical punishment include, but are not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.

Staff will not under any circumstance engage in any form of subjecting a child to emotional stress, which includes, but is not limited to: name calling, ostracism, shaming, making derogatory remarks about a child or child's family, and using language that threatens, humiliates, or frightens the child.

Other examples of inappropriate behavior management practices include: with-holding snack/lunch, light, warmth, clothing, or medical care as punishment, requiring a child to remain inactive for a long period of time, withholding affection, punishments for lapses in toileting, using any form of mechanical restraint (such as tying), or using physical restraint (except when restraint is necessary to protect the child or staff members from harm).

If a child displays inappropriate or challenging behavior the teacher will communicate with the child and redirect them to another area or activity. Immediate and directly related consequences will be provided when a child demonstrates unacceptable behavior.

Children who display persistent unacceptable behavior or dangerous behavior that puts child or teacher safety at risk may be moved to a location within the classroom for a short period of time to take a break or to the Director's office. No child will be separated from the group unless:

- less intrusive methods of guiding the child's behavior have been tried and were ineffective
- the child's behavior threatens the well-being of the child or other children in the program

A child who requires separation from the group must:

- remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person
- the child's return to the group must be contingent on the child stopping or bringing under control the behavior that precipitated the separation
- the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops

All separations from the group are noted in a separation log and at no time is the child left alone. Teachers will continue to observe and document the child's behavior as well as staff responses using an ABC chart, anecdotal notes, or the WCCNS Behavior Support Plan Form. Parents will be informed of the child's inappropriate behavior and, if the unacceptable behavior persists, teachers will meet and work with the family to develop an individualized plan that includes positive behavior support strategies as part of that plan to address the behavior. Teachers will meet with the WCCNS Director and follow the WCCNS Referral Process if support from other professionals is needed. Exclusionary measures are not considered until all other possible guidance and interventions have been exhausted and there is an agreement that exclusion is in the best interest of the child. See the WCCNS Referral Process for more details.

## **WCCNS REFERRAL PROCESS 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 process is used when parents, teachers, and/or administrators have been unsuccessful with reasonable modifications and guidance strategies when addressing a child's specific needs. This procedure will also be utilized when a child is displaying ongoing challenging behavior that disrupts or endangers 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. (*These procedures follow guidelines outlined within the Pupil Fair Dismissal Act (PFDA) – short name for Minnesota Statues 121A.40 through 121A.56 governing discipline/dismissals/suspensions/expulsions, through the Minnesota Department of Education.*)

<b>Step 1</b>	Teachers meet with parents/guardians to discuss classroom observations and concerns and assess parent level of concern. Teachers will start a Behavior Support Plan.
<b>Step 2</b>	Teachers meet with the Director to discuss observations, assess the function of behavior, and what strategies have been implemented at WCCNS to assist the child. Pertinent information will be added to the child's Behavior Support Plan.
<b>Step 3</b>	If, after efforts by the classroom teachers to support/assist the child have not been successful, and the teachers or administrators determine the needs of the child require additional support, the administrator will contact the early childhood social worker within the family's school district to discuss additional strategies and whether there is a need for further observation.  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.
<b>Step 4</b>	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.
<b>Step 5</b>	If it is determined that additional evaluation is needed, a more thorough evaluation by the school district's special education team may be recommended. The child's parents will again be asked to sign a consent form before any evaluation proceeds.
<b>Step 6</b>	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 their recommendations.
<b>Step 7</b>	Depending on the findings of the school district team, 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.

**WCCNS BEHAVIOR SUPPORT PLAN**

Student:	Date:
Classroom:	Teachers:

<b>Challenging Behavior</b>	
<b>Participants Assessment of the Function of the Behavior</b>	
<i>Teachers</i>	
<i>Family</i>	
<i>Director</i>	
<i>Other Personnel</i>	

<b>Desired Replacement Behavior Plan</b> ( <i>must include positive behavior support strategies</i> )
<b>Follow-up</b> ( <i>if needed</i> )

## **WCCNS ASSESSMENT PLAN**

Assessment is a regular part of the learning environment as teachers continually evaluate their teaching and adapt lesson plans for students.

### **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 assessment 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 a 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 Confidentiality**

Children are assessed through the program school year using the methods of assessment outlined above. Teaching teams share assessment information with each other 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, Parent Organization 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.

# CURRICULUM GOALS

## SOCIAL & EMOTIONAL DEVELOPMENT

- **Emotional Development, Self-Concept, Social Competence and Relationships**
  - Demonstrate increasing competency in recognizing, regulating, and expressing emotions.
  - Begin to understand and respond to others' emotions.
  - Respond to praise, limits, and emotions.
  - Develop an awareness of self and show confidence in their own abilities.
  - Interact easily with other children and familiar adults.
  - Begin to participate successfully as a member of a group.
  - Use play to explore, practice, and understand social roles and relationships.
  - Sustain interactions by cooperating, helping, sharing, and expressing interest.
  - Seek adult help when needed for emotional support, physical assistance, social interaction, and approval.
  - Use words and other constructive strategies to resolve conflicts.

## APPROACHES TO LEARNING

- **Curiosity**
  - Show eagerness and a sense of wonder as a learner.
  - Show interest in discovering and learning new things.
- **Risk-Taking**
  - Choose new as well as a variety of familiar activities.
  - Use a variety of strategies to solve problems.
- **Imagination and Invention**
  - Approach tasks and experiences with flexibility, imagination, and inventiveness.
  - Use new or novel strategies to solve problems or explore objects.
  - Try out various pretend roles in play or with make believe objects.
- **Persistence**
  - Work at a task despite distractions or interruptions.
  - See and/or accept help or information when needed.
  - Demonstrate ability to complete a task or engage in an experience.

## LANGUAGE & LITERACY DEVELOPMENT

- **Listening and Speaking**
  - Understand non-verbal and verbal cues.
  - Listen with understanding to stories, directions, and conversations.
  - Follow directions that involve a two or three step sequence of actions.
  - Listen to and recognize different sounds in rhymes and familiar words.
  - Communicates needs, wants, or thoughts through non-verbal gestures, actions, expressions, and/or words.
  - Speak clearly enough to be understood in home language and/or English.
  - Use language for a variety of purposes.
  - Use increasingly complex and varied vocabulary and language.
  - Initiate, ask questions, and respond in conversations with others.

- **Emergent Reading**
  - Initiate stories and respond to stories read or told aloud.
  - Represent stories told or read aloud through play or various media.
  - Guess what will happen next in a story using pictures as a guide.
  - Retell information from a story.
  - Show beginning understanding of concepts about print.
  - Recognize and name some letters of the alphabet, especially those in name.
  - Begin to associate sounds with words or letters.
  
- **Emergent Writing**
  - Understand that writing is a way of communicating.
  - Use scribbles, shapes, pictures, or dictation to represent thoughts or ideas.
  - Engage in writing using letter symbols to make letters/words.
  - Begin to copy or write their own name.

## **MATHEMATICAL AND LOGICAL THINKING**

- **Number Concepts and Operations**
  - Demonstrate increasing awareness of and interest in numbers and counting.
  - Demonstrate understanding of one-to-one correspondence between objects and numbers.
  - Demonstrate ability to count in sequence.
  - Demonstrate ability to state the number that comes next up to 9 or 10.
  - Demonstrate beginning ability to combine and separate numbers of objects.
  - Recognize numerals 0-9.
  
- **Patterns and Relationships**
  - Recognize and duplicate simple patterns.
  - Sort objects into subgroups by one or two characteristics.
  - Put several objects in order based on one characteristic.
  
- **Spatial Relationships/Geometry**
  - Identify and name common shapes.
  - Use words that show understanding of order and position of object.
  
- **Measurement**
  - Create a simple graph.
  - Make comparisons between at least two groups of objects.
  - Recognize that height, length, weight, and time can measure objects.
  - Mathematical Reasoning
    - Use simple strategies to solve mathematical problems.

## **CREATIVITY AND THE ARTS**

- **Creating**
  - Use a variety of media and materials for exploration and tactile experience.
  - Participate in art and music experiences.
  - Participate in creative movement, drama, and dance.
  - Recognize basic colors.
  
- **Responding**
  - Recognize or be aware of people as artists.

- Show interest and respect for creative work of self and others.
- Show or talk about what they, the children have made or done.
- **Evaluating**
  - Share ideas about likes and dislikes about art and creative expressions.
  - Share their own experiences, ideas, and thoughts about art and creative expression.

### **SCIENTIFIC THINKING AND PROBLEM SOLVING**

- **Observing, Questioning, and Investigating**
  - Use senses to explore materials and the environment.
  - Describe objects by physical characteristics.
  - Observe, ask questions, make predictions, and investigate outcomes about objects and natural events through scientific exploration.
  - Use a wide variety of tools for investigation of the environment.
  - Make comparisons between objects collected or observed.

### **SOCIAL SYSTEMS UNDERSTANDING**

- **Human Relationships**
  - Recognize and appreciate similarities and differences between self and others from diverse backgrounds.
  - Understand various family roles, jobs, rules and relationships.
  - Participate in activities to help others in the community.
- **Understanding the World**
  - Recognize and describe the roles of workers in the community.
  - Share responsibility in taking care of their environment.
  - Identify characteristics of the places where they live and play within their community.
  - Begin to understand the uses of media and technology and how they affect their lives.
  - Begin to recall recent and past events.

### **PHYSICAL AND MOTOR DEVELOPMENT**

- **Gross Motor Development**
  - Develop large muscle control and coordination.
  - Develop body strength, balance, flexibility and stamina.
  - Use a variety of equipment for physical development.
  - Develop the ability to move their body in space with coordination.
- **Fine Motor Development**
  - Develop small muscle control and coordination.
  - Use eye-hand coordinator to perform a variety of tasks.
  - Explore and experiment with a variety of tools
- **Physical Health and Well Being**
  - Participate in a variety of physical activities to enhance personal health and physical fitness.
  - Follow basic health and safety rules.
  - Recognize and eat a variety of nutritious foods.
  - Demonstrate increasing independence with basic self-care skills.

# EXTENDED CARE

jwaschek@wayzatacommunitychurch.org  
952.473.2114 ext. 244

**Extended Care is available Monday through Friday 8:00-9:00am and 11:30am-4:00pm** during the school year to children enrolled at WCCNS. Children MUST be 3 years old (36 months) and toilet trained. If your child turns 3 during the school year, they will be eligible for Extended Care after that date based on availability. Lunch Bunch is offered daily from 11:30am-12:30pm to children in the Sunshine room and older. Parents may reserve a permanent place in the 2026-2027 Extended Care program on a contract basis. If your child will be absent during contracted hours, PLEASE inform WCCNS via Procare message. There is limited space for Extended Care on a drop-off basis.

**Contracted 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 next month's billing.**

Children with known physical, mental, or emotional requirements will be considered on an individual basis. WCCNS will make every effort to meet the developmental needs of each child, in collaboration with the family's school district individualized plan.

## EXTENDED CARE FEES

Extended Care	\$18/hour
Lunch Bunch (11:30am-12:30pm) *Lunch is included in the pre k full day tuition	\$20/hour
Sunshine/Butterfly (11:30-12:30) = toddler stay and play	\$25/hour

\*\*\*The cost per child for Extended Care is \$18.00 per hour. A minimum charge of \$18.00 will be assessed if the actual time between 8:00 AM – 9:00 AM is less than one (1) hour.

There will be a \$25 fee charged for contract changes made after September 21, 2026. Changes that are only additions do not have a fee. There will be a \$50 fee for complete contract cancellation. 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 contracted spot. A fee break form needs to be completed and signed by the Director and submitted to the WCCNS office. It will be deducted from next month's billing.

An Extended Care unpaid balance over 30 days is subject to a finance charge of \$25 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 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 \$25 fee. Contract payments will begin October 1<sup>st</sup> and are due at the beginning of each month. Hours exceeding the contract time hours will be billed the following month at the hourly rate.

## EXTENDED CARE LATE FEES

4:00PM – 4:35PM	\$2 per minute
4:36PM – until pickup	\$5 per minute

# FOOD SAFETY

## SNACK

Snacks, milk, and water are provided for children attending WCCNS and the WCCNS Extended Care program. Snack menus are sent weekly via Procare. ***WCCNS is a peanut-free, allergy aware school.*** Snack 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 always available to the children throughout the day. \*See water bottle policy below. Consistent with the WCCNS policy for sharing food and in the interest of offering nutritious snacks, we ask that parents not bring treats for their child's birthday or special day. Please check with your child's teachers for alternative ideas.

## Reusable water bottles

Our program will allow children to use reusable water bottles from home during the school day.

Each day the water bottle is used the program will send it home with the child and parents are responsible to clean, rinse, and sanitize it.

The water bottle is used only for water.

Each bottle needs to be labeled with the child's first and last name.

Single use cups will be available to children who do not have a water bottle.

## LUNCH BUNCH

Parents must provide lunch for children attending the WCCNS Extended Care Lunch Bunch program.

Please make sure your child's lunch is clearly labeled on the outside of the lunch box with their first and last name. Food requiring refrigeration must be packed with an ice pack. ***All items that are round and grape sized must be cut up (ex: grapes, cherry tomatoes, olives, hot dogs).***

***WCCNS is a peanut-free, allergy aware school so please do not send peanut products or peanut butter in your child's lunch.*** Additional allergy accommodation in individual lunch classrooms will be made on a case-by-case basis. Milk and water are provided during lunch at no charge. The bag lunch must provide one-third of the child's daily nutritional needs as specified by the USDA food care guidelines. Please reference "Bag Lunch Requirements" below.

## BAG LUNCH REQUIREMENTS

All bag lunches must contain at least one food item from each category (beverages, protein, vegetables/fruit, grains/bread) in the minimum amount based on the child's age.

Food Items	1-2 Years	3-5 Years	6-12 Years
<b><i>Beverages</i></b>			
Fluid milk	1/2 cup (4oz) unflavored whole milk	¾ cup (6oz) unflavored 1% or skim milk	1 cup (8oz) unflavored 1% or skim milk
<b><i>Protein</i></b>			
Meat/poultry/fish OR Tofu/soy products OR Cheese ( <i>natural cheeses, low-fat or reduced fat cheese</i> )	1oz	1.5oz	2oz
Egg	½ egg	¾ egg	1 egg
Cooked dry beans or peas	¼ cup	3/8 cup	½ cup
Nut or seed butters	2T	3T	4T
Nuts or seeds	1/2oz	3/4oz	1oz
Yogurt ( <i>less than 23grams of total sugars per 6oz, may be plain or flavored, unsweetened, or sweetened</i> )	4oz (1/2 cup)	6oz (3/4 cup)	8oz (1 cup)
<b><i>Vegetables and Fruits</i></b>			
<i>lunch must have 1 fruit &amp; 1 vegetable OR 2 different vegetables</i>			
<i>NOTE: fruit or vegetable juice must be full-strength, no more than 1 serving per day</i>			
Vegetables	1/8 cup	¼ cup	½ cup
Fruit	1/8 cup	¼ cup	½ cup
<b><i>Grains/Bread or bread alternative</i></b>			
Whole grain-rich, enriched meal or flour; bread, cornbread, biscuit, roll, muffin	½ slice/serving	½ slice/serving	1 slice/serving
Cold dry cereal ( <i>less than 6 grams of sugar per dry oz</i> )	¼ cup	1/3 cup	¾ cup
Whole grain-rich or enriched or fortified cooked breakfast cereal and/or pasta, noodles, or grains	¼ cup	¼ cup	½ cup

# 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, special soap, and diapering products. These will be administered according to the manufacturers' instructions unless there are alternative instructions written and signed off by your child's health care provider.

## ***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.
- Parents 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
- 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.

**DO NOT PLACE MEDICATIONS IN CHILD'S BACKPACK**

# HEALTH AND SAFETY

Parents/guardians are responsible for informing WCCNS when their child is sick, has a special medical condition, allergies, or other medical needs.

## ILLNESS/CONTAGIOUS DISEASES

Certain symptoms in children may suggest the presence of a communicable disease. ***Children who have the following symptoms will be excluded from WCCNS until they are no longer a threat to the health of other children/staff or until the child has been symptom free for 24 hours.*** To comply with DHS Licensing requirements, our policy states that your child must be kept home for the amount of time as follows:

Illness	Child excluded from WCCNS
Unexplained lethargy	Until child returns to normal energy level
Temperature of 100+ degrees	Until fever free for 24 hours ( <i>without the use of fever reducing medication</i> )
Vomiting 2+ times in a day	Until 24 hours after last vomiting episode
Diarrhea 2+ times in a day	Until 24 hours after last loose stool or episode of diarrhea
Respiratory distress	Until child is no longer in respiratory distress
Contagious conjunctivitis (pink eye)	Until 24 hours after antibiotic has been started
Strep throat	Until 24 hours after antibiotic has been started
A Child requires more care than program staff can provide without compromising the health and safety of other children at our school.	Until the child does not require more care than staff can provide without compromising the health and safety of children at our school.

***For other symptoms***, such as persistent itching/scratching of body or scalp, undiagnosed skin rash, thick mucus or pus draining from eyes/nose, sore throat (especially with fever or swollen glands in the neck), unusual color (eyes/skin are yellow, stool is gray or white, urine is dark, etc.) ***a physician must certify that they are not associated with an infectious agent before the child returns to school.***

For a mildly ill child, WCCNS does not have the licensing or staff to meet the needs of the ill child. 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 them as comfortable as possible. A parent will be notified to pick-up the child within the hour. If a parent/guardian cannot be reached, we will follow emergency contacts as listed.

***If your child contracts a contagious disease, notify WCCNS within 24 hours.*** When a child enrolled at WCCNS has been diagnosed with a reportable contagious disease by a physician, we will notify the Department of Human Services as required by our program license. We follow their requirements for communicating information to families of all children exposed to both reportable and non-reportable contagious conditions. Exposure notifications will be posted outside classrooms and communicated via Procare.

***If WCCNS has a confirmed case of a vaccine-preventable disease, all children that are not up to date on their vaccinations will be immediately excluded from the program.***

## MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAM

This mandated reporting policy is stated here and is also available upon request.

## **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 DCYF Intake at (651) 539-8222. 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 (DCYF), Licensing Division at (651) 431-6015

## **What to Report**

Definitions of maltreatment are contained in the *Reporting of Maltreatment of Minors Act (MN Statues, 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 extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

An oral report of suspected abuse 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 or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

## **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 WCC Director of Operations 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 Statues, 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 Statues, Section 245A.04, Subdivision 14.

# EMERGENCY PROCEDURES

Emergency phone numbers are posted in each classroom and on the Nursery School office bulletin board. Student emergency forms are 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:

Minor accident	1. First aid administered 2. Contact Parents
Major accident ( <i>requiring immediate medical care</i> )	1. First aid administered (staff member #1) 2. Call 911 (staff member #2) 3. Contact Parents

WCCNS staff will not transport the child.

## Severe Weather Conditions

In the case of severe weather, WCCNS will follow the closures of Wayzata Public Schools' and send a closure notification via Procare. If the Wayzata Public Schools announce a 2-hour delay, WCCNS morning classes will be cancelled. Extended Care would then open at 12:30 PM and afternoon classes would be in session. Field trips scheduled for a morning departure would be cancelled. For conditions that cause WCCNS to close early, a timeline for picking up all children will be communicated via Procare.

## First Aid/CPR

All teachers and assistant teachers are trained in Pediatric First Aid and Infant/Child CPR within 90 days of the start of work. 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 requires treatment by a physician or emergency medical service.

## PREVENTION POLICIES

Maintaining a safe environment is the most important aspect in preventing accidents. The WCCNS Director/Assistant Director does a daily inspection of potential hazards in the school and playground. Staff pay attention to hazards that may pop up during the program day and immediately report those to the Director if the hazard cannot safely be addressed by a teacher. When hazardous equipment or areas

are found, they are removed or repaired. Proper staff supervision is a must regarding accident prevention. The staff will provide safety training for 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 playing. Latex balloons will not be used at WCCNS. Drawstrings on outerwear will be removed to prevent strangulation.

### **Pedestrian/Traffic Safety**

Drop-off will be split between our two entrances to mitigate the number of vehicles and pedestrians moving through the main parking lot at one time. Children will be taught traffic safety. No child will cross the street or parking lot 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 in 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 and are recorded in a log, which documents drill dates, times, 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 and evacuation routes are on a school map and posted in a prominent place in each classroom. Each classroom's evacuation map includes which staff persons are responsible for the

evacuation of the children within that classroom. 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 (DCYF) 651-206-3971 within 48 hours of a fire that required assistance from the fire department.

#### **Fire Extinguisher**

Staff is 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. The 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 one of the following locations:

Wayzata West Middle School 149 Barry Ave N, Wayzata, MN 55391 (763)745-6400	Redeemer Lutheran Church 115 Wayzata Blvd W, Wayzata MN 55391 (952)473-1281
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\*\*\*The location of your child for pickup from the emergency shelter will be communicated via Procare.

#### **Tornado Weather Conditions**

Tornado drills are held April through September. In the event of a tornado warning, all children are taken to the WCCNS tornado shelter located on the school map posted in each classroom. 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. The police (911) will be notified, and parents will be contacted immediately. 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 County Crisis Hotline	(612) 347-3161
Department of Children, Youth, and Families (DCYF)	(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**

The main east entrance door to WCCNS is always closed and locked. Families will receive a code to open that door at classroom visits. Classroom doors will be closed after 9:00 AM and 12:30 PM. WCCNS staff annually review the emergency policies created by WCC administration.