

Policies

Children Served:

Little Flock serves children 3 to 5 years of age. Children age 3 by October 1 are eligible to attend Little Flock starting in the Fall of that year. Children who are 5 years old must not yet be enrolled in Kindergarten. Children must be toilet trained before entering. We may enroll 10 children, unless they are age 5 by May 1. In that case our license allows us to care for 12 children.

There will be 2 adults (the teacher and teacher's aide) present with your child at all times. There may also be a parent volunteer. If there is need for a substitute teacher, the teacher's aide will step in. We have one certified emergency substitute that may fill in, if needed. There may be occasion when school has to be cancelled (illness, bad weather, etc.).

Children with Special Needs:

An informal evaluation will be done 1 to 2 months into the program to determine whether or not any of the children have special needs. If it is determined that a child does have special needs, a licensed Early Childhood Special Education teacher may be consulted and the following procedures would apply.

If a child with special needs wishes to attend, information must be obtained from the parent, the child's physician and the state or local agencies about special requirements the child may have. An evaluation may be required to determine whether or not the teacher could serve the child's needs. If the teachers

determine that the child could participate in the program, an individual education or child care program must be developed by parents, teachers or obtained from an agency involved. If the child requires a personal aide, the family must provide the aide. If that is not possible and the child requires more attention than our teacher and aide can provide, the child may not be able to continue with the program. Our program does not get state funding to help with costs such as this.

Little Flock Preschool will not discriminate based on race, color, religion, sex, creed, national origin or financial background. Since we are a Christian preschool, parents may expect a Christian attitude and lifestyle to be taught and modeled. Old & New Testament bible lessons will be taught and teachers will speak freely of Jesus and the Gospel.

Tuition and Fees:

A \$50 nonrefundable registration fee is due upon registration to pay for supplies. \$80 per month tuition is due on the 1st class day of each month. Failure to pay tuition may result in the child losing his/her place in class.

Classes run for 7 months, October through April. We meet on Tuesdays and Thursdays, Morning Session 9:00-11:30 am, Afternoon Session 12:30-3:00 pm.

Children should not arrive more than 5 minutes early (Do not arrive before 8:55 am/ 12:25 pm). Students must be brought into and picked up from the classroom by a parent or

someone of the parent's approval. If the student will be picked up by someone other than the parent, the teachers must be notified in advance.

We take off the same holidays as the Wheaton Public School. We will post notices on the calendar in the classroom and notify you by newsletter.

Snack/Volunteer time:

We will send home a calendar each month listing your child's turn to bring a volunteer and snack. Parents make wonderful volunteers! If you are unable to attend on your scheduled day, please find a replacement, such as a grandparent, family friend, etc.

When bringing snack, please bring enough for 10 people. Snacks must be store bought. We encourage healthy snacks such as fruit, cheese, whole grain crackers, etc. No candy, please. Also, please provide 100% juice or milk (no Kool Aid, Sunny D, Hawaiian Punch, etc.).

Clothing/Personal items:

Children should bring a back pack to school to carry home their work/projects. Their back pack must have their full name printed on it. Children are not allowed to bring personal belongings to class such as dolls, blankies, etc. Please dress your child appropriately for play, as he/she will be using paint, glue, etc. and may be going outside. If your child wears boots to school, please send indoor shoes as well.

Illness:

Children should not be brought to school if they have any of the following: fever, sore throat, earache, chills, vomiting or diarrhea, untreated bacterial infections, rash, chicken pox, ring worm, impetigo, head lice or scabies.

If your child will not be in school, please notify the teacher. If your child has a communicable disease, please notify the teacher so we can pass on that information to other parents.

The child's immunization records must be up to date and in our file before your child can enter school. Any special needs, allergies or medications must be on file as well.

We do not administer medication during school unless it is absolutely necessary (Children's Tylenol, etc.) If your child becomes ill during class, he/she will be separated from the other students and we will ask that he/she be picked up immediately. All minor accidents will be reported to you. If an ambulance is needed, those expenses will be passed on to you.

Behavior Guidance:

Teachers will model appropriate behavior and use positive reinforcement to praise positive behavior in students. If a problem occurs, this will be discussed with the individual child. We may give the child a positive suggestion, and talk about their feelings and the feelings of the other children. If the inappropriate behavior continues the

child may be separated from the group in the form of a “time-out”. If the inappropriate behavior continues repeatedly with the same child, the parents will be informed, and child may be dismissed from program.

Insurance:

Little Flock Preschool carries additional liability insurance under the policy of Bethlehem Covenant Church, specifically to cover our program.

Safety:

All precautions will be taken to ensure your child’s safety during school. We have smoke detectors and fire extinguishers in place by direction of the MN State Fire Marshall. We keep a monthly fire drill log, and have plans for other emergencies such as tornadoes. No smoking will be allowed in the church building at any time. We have a first aid kit on hand, with any poison and medications out of reach.

Transporting Children:

Little Flock staff members are not licensed to transport children. In the event of a planned field trip, we may utilize the Rainbow Rider. A written permission form will be required. Children will be properly buckled and never left unattended.

Maltreatment of Minors

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

Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556)

Grievance Policy

If you have a complaint or grievance about the Little Flock program, please talk to head teacher, Katie Murphy 320-808-4273. If an issue cannot be resolved, please contact a board member or our licenser, Traverse County Social Services 320-422-7777.

A complete copy of MN Rules 9502.0314 to 9502.0445 is available to parents upon request.