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# **Parent Handbook**

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# INTRODUCTION

## **Welcome**

Welcome to Building Blocks for Life Preschool! Thank you for sharing your child with us during this important time of development and learning. We look forward to working with you to ensure that your child's experiences here at Building Blocks for Life have a positive impact on your whole family for years to come.

Our staff is composed of Christian men and women who are committed to your child. They are gifted and trained in the principles of early childhood growth and development. At Building Blocks for Life Preschool, your child will experience individual attention in a nurturing, Christ-centered environment.

May God bless our work together as parents and educators!

## **Philosophy of Education**

Because it is our belief that children are gifts from God, Building Blocks for Life Preschool has been established to aid parents in the bringing-up of their children. Our Christian preschool program seeks to nurture the spiritual, physical, intellectual, social, and emotional needs of 3-5-year-olds. It is also our belief that the primary responsibility for raising children has been given to parents, and that the communication and partnership established between these two parties will create a more well-rounded and beneficial experience for children.

## **Mission Statement**

Jesus said, "Let the children come to me. And do not hinder them, for the kingdom of God belongs to such as these" (Luke 18:16). Incorporating the good news of Jesus in all it does, Building Blocks for Life Preschool exists to equip children with the essential building blocks for this life and eternity

# OVERVIEW OF PROGRAMS

## **Programs**

Building Blocks for Life Preschool provides a Christ-centered preschool for those children between the ages of 3-5 years. We currently offer two full-day programs.

### **Two-Day Program**

We currently offer a two-day preschool session for children who are 3-5 years old. They meet on Mondays and Tuesdays from 8:30 a.m. - 2:30 p.m.

### **Three-Day Program**

We also offer a three-day preschool session for children who are 3-5 years old. They meet on Wednesdays, Thursdays, and Fridays from 8:30 a.m. - 2:30 p.m.

### **Five-Day Program**

Our five-day program meets with the two and three-day programs on Mondays – Fridays from 8:30 a.m. – 2:30 p.m.

### **Extended Care**

We offer before and after care starting at 6:30 a.m. and ending at 6:00 p.m.

## **CENTER INFORMATION**

### **Christ Lutheran Church**

Building Blocks for Life Preschool is operated by Christ Evangelical Lutheran Church and practices the teachings of the Wisconsin Evangelical Lutheran Synod. (WELS) You are invited to everything Christ Lutheran Church has to offer. Call or email our pastor to find out more about what Christ Lutheran can do for you.

### **Board of Education**

As a ministry of Christ Lutheran Church, Building Blocks for Life Preschool is governed by the Board of Education. The Director reports the center's activities to the Board of Education, the board represents the center on the Church Council and the Church Council takes responsibility for the center on behalf of the Voter's Assembly. Each level of administration has a genuine interest in the quality of care provided to your child.

### **Center Hours**

Building Blocks for Life Preschool is open Monday-Friday from 6:30 a.m. to 6:00 p.m.

### **Schedule of School Closings/Emergency Closings**

Every family receives a copy of the school calendar, which highlights important events and dates. The calendar is also posted on the Parent Information Board in the Preschool room. Building Blocks for Life Preschool will be closed for several holidays as well as a few other dates as noted on the calendar. Building Blocks for Life Preschool gives praise and thanks to our good and gracious Heavenly Father for the gift of family and for the opportunity to spend time with them. Holidays are intended to be spent with our loved ones in thanksgiving and joy. With that in mind, we will be closed at the following times including spring break and national holidays:

- Thanksgiving Holiday
- Christmas Holiday
- Easter Holiday

The preschool reserves the right to close the day following or preceding holidays and will notify parents in advance of these closings.

We will close the school for inclement weather when Cambridge school district 911 does. Listen or look for their closing. We will not follow two hour delays, only closings.

### **Liability Insurance**

Building Blocks for Life Preschool has appropriate public liability insurance coverage with CHURCH MUTUAL INSURANCE through Christ Lutheran Church.

### **Licensing**

We are licensed by the state of Minnesota Department of Human Resources, License #1101716.

To maintain our license, our staff will complete continuing education requirements, pass inspection, and be interviewed by a state licensor.

## **Confidentiality Policy**

Every staff member who is employed at Building Blocks for Life Preschool is expected to keep all information regarding students and their families confidential. No medical or health information concerning any child will be released to any third party without a parent's signed written authorization.

This policy does not apply to:

The parents or persons authorized in writing by the parents/guardian to receive such information.

Any agency assisting with growth/education for the child when informed written consent has been given.

Staff consultation regarding the spiritual welfare of the child with the pastor of Christ Lutheran Church.

Each family is asked not to discuss any information regarding a child's development, behavior, or family situation with anyone other than authorized faculty. Our goal is to provide a loving, Christian environment that respects privacy and limits gossip.

## **Non-Discrimination Policy**

As commanded by our Lord Jesus "to make disciples of all nations," Building Blocks for Life preschool exists to share God's love with all people regardless of race, nationality, sex, origin, or religious affiliation.

## **Maltreatment of Minors Mandated Reporting Policy**

Minnesota Department of Human Services and Isanti County Family Services require that all licensed child care providers report all incidents of suspected or actual abuse or neglect of children, regardless of whether they occur or are related to the facility. We are obligated by law to report such instances within 24 hours.

### 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. You cannot shift the responsibility of reporting to your supervisor or 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 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) 431-6600.
- 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 services agency at (763) 689-1711 or local law enforcement at (763) 689-2141.

- If your report does not involve possible abuse or neglect but does involve potential violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

#### What to Report

- 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. Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556).
- 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 by 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 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 within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. 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 care.

#### Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

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



### Documentation of the Internal Review

The facility must document the completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

### Corrective Action Plan

Based on the results of the internal review, the license holder 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 license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder 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 Minnesota Statutes, section 245A.04, subdivision 14.

## **HEALTH AND SAFETY**

### **Immunization and Health Care Summary Records**

**HEALTH CARE SUMMARY:** Upon enrollment or within 30 days, a medical record of each child must be submitted to the director. It must include a current examination, and it must be signed by each child's source of medical care.

**IMMUNIZATIONS:** Upon enrollment, documentation of current immunizations must be submitted. For inadequate or unimmunized children, a signed, notarized statement of parental objection to the immunization or medical exemption is required.

### **Sickness Policy**

Sick children should not attend school for the wellness of the other children and faculty. Children may be excluded from Building Blocks for Life Preschool for the following:

*Fever* – a child with a fever of 100 degrees or more (for any reason) will be sent home and may not return until they have had a normal temperature for 24 hours *without medication*.

*Diarrhea* – a child with two loose, runny, or watery bowel movements during the day may be sent home. They may not return until they are without a loose bowel movement for 24 hours.

*Vomiting* – a child who has two vomiting episodes during the day may be sent home and may not return until they are without a vomiting episode for 24 hours.

*Severe Cough* – a child suffering chronic whooping cough will be sent home and may not return until they are cough free for 24 hours.

*Head Lice* – a child who has head lice, will be sent home and is not allowed to return until they are treated and free from lice.

*Skin Rashes* – a child with an unidentified rash may be sent home and should not return until treatment has begun or a doctor has provided a note that the rash is not contagious.

*COVID-19* – a child who has contract COVID-19 should stay home and follow the Minnesota Department of Health guidelines at <https://www.health.state.mn.us/diseases/coronavirus/sick.html>. A child who has come into close contact with someone with COVID-19 should follow the Minnesota Department of Health guidelines at <https://www.health.state.mn.us/diseases/coronavirus/close.html>. A child is not allowed to return until the Minnesota Department of Health guidelines for safe return are met.

**You will be contacted if your child becomes ill at school. You will be required to pick him/her up within one (1) hour of notification.**

### **Communicable Disease**

Parents will be notified if their child has been exposed to a communicable disease while at Building Blocks for Life Preschool. Communicable diseases include, but are not limited to: COVID-19, Chicken Pox, strep throat, scarlet fever, German measles, infectious hepatitis, measles, mumps, whooping cough, diphtheria, meningitis, impetigo, and ringworm.

### **Food Allergies/Anaphylaxis**

Parents will provide written documentation from a licensed physician explaining the allergy and emergency response procedures. This documentation must include forms authorizing the dispensing of medicine to students.

### **Medication**

Prescription and nonprescription medication can be administered by staff only after an authorization form has been filled out and signed by parents. These forms are available in the classroom. The medication must be in the original container and labeled with the child's name, instructions for administration, time and amount of dosage, and physician's name. Medication will be stored in a locked cabinet or lockbox that is not accessible to the children. Refrigerated medication will be kept in a separate refrigerator away from food. Unused medication shall be returned to parents or disposed of after use is no longer necessary.

We will not administer the first dosage of medication due to unknown allergic reactions.

### **Cleaning & Sanitation**

The teachers in each classroom strive to maintain a clean and healthy environment for your child. You can expect the bathrooms to be sanitized and the floors to be swept, mopped, and vacuumed daily. Toys that are mouthed by a child are set-aside and cleaned with soapy water, rinsed, disinfected, and air-dried before being used again.

### **Hand Washing**

Proper hand-washing procedures will be demonstrated and encouraged. Staff and children will wash their hands when they arrive in the classroom. Children and staff wash their hands regularly during the day, especially after messy play, outdoor play, sneezing or wiping noses, performing first aid, handling mouthed toys, emptying trash, using cleaners, applying sunscreen, preparing and serving food or wiping up spills.

### **Minor Injury**

If your child should receive a minor injury while at school, it will be washed out with soap and water and bandaged, or an ice pack will be applied. You will also be notified of the incident. Upon pick-up, parents will sign an injury report which contains information regarding the type of injury, how it occurred, and what first aid was given. It will also be signed by the person administering the first aid and the teacher or Director. A copy of this report will also be kept on file.

### **Serious Injury**

If a child becomes seriously injured while at school, 911 will be called and the child will be transported to Cambridge Medical Center unless otherwise noted on the Emergency Medical Treatment Consent Form. Following an accident, parents are notified immediately. The child will not be left alone while waiting for treatment.

### **Medical Liability**

Parents are financially responsible for any emergency medical service provided to their child due to an illness or injury, including but not limited to, ambulance and emergency room costs. Christ Lutheran Church carries general liability insurance in the event the church property is deemed at fault for an injury.

### **Sunscreen**

It is the responsibility of BBFLP to ensure that children are properly protected from the sun. Sunscreen will only be applied upon the written authorization of a parent. Authorizations shall include the brand and ingredient strength of the sunscreen. Any sunscreen that is not provided by BBFLP shall be labeled with the child's name. Sunscreen bottles are kept out of the reach of children in each classroom.

### **Emergency Plan**

Fire, Weather, Dangerous Intruder Emergencies

Our center has written plans and procedures for fire, severe weather, and dangerous intruder emergencies. All staff and children will be required to participate in monthly fire drills to acquaint the children with orderly and immediate evacuation procedures. Weather-related emergency drills and dangerous intruder drills will also be practiced regularly. Our detailed procedures are available for review.

### **Child Abuse and Neglect**

We support the health and safety of all children we come in contact with and desire to educate parents/guardians in possible risks and prevention of AHT (Abusive Head Trauma). All staff are trained. See this web site for good reminders on how to protect your child from AHT: [www.kidshealth.org/parent/medical/brain/shaken.html](http://www.kidshealth.org/parent/medical/brain/shaken.html)

All preschool staff is required by Minnesota law to report any suspected incidents of child abuse or neglect to authorities.

### **Non-smoking Policy**

Due to the very real health and fire hazards and factors of distaste by parents, staff, and clients, smoking is both discouraged and considered a fire hazard. Therefore it is the policy of Building Blocks for Life to maintain a "smoke-free" environment. Thus, smoking is prohibited in the building or anywhere on the property.

## **Chemical Policy**

Building Blocks for Life Preschool prohibits its staff, volunteers, subcontractors, and any persons directly in contact with children from being in any manner under the influence of alcohol or a chemical substance that impairs the ability to provide care or services. This includes the abuse of prescription medication.

In the occurrence of such abuse, staff will be counseled and offered assistance to deal with the offense. If reoccurrence takes place, staff will be immediately terminated.

## **Security**

All access to the preschool will be through the main entrance of the church.. The church and preschool doors are locked at 8:30 AM, and admission to the building must be made by contacting the preschool or pastor's office by calling 763-689-2230 (preschool) or 763-689-5553 (church).

# **CLASSROOM**

## **Classroom Ratio**

Building Blocks for Life Preschool offers a low teacher-student ratio. A low ratio means more individual care and attention for your child. The classroom ratio is 1:10 (State guidelines). We have a maximum class size of 15 at this time with two teachers.

## **Daily Schedule**

6:30-8:30 Before Care  
8:30-9:00 Greeting Time (Tuesday and Wednesday: Chapel)  
9:10-9:20 Planning  
9:20-10:05 Work Time (Snack)  
10:05-10:15 Clean Up  
10:15-10:25 Recall  
10:25-10:40 Small Group Time  
10:40-10:55 Music/Movement  
10:55-11:10 Jesus Time  
11:10-11:35 Bathrooms/Outdoor Time  
11:35-12:20 Lunch/Bathrooms/Prepare for Rest Time  
12:15-1:45 Rest Time and Quiet Activity  
*Children will be required to take a 30 minute Rest Time. Those who do not sleep are given quiet activities to do by themselves or with a teacher until the majority of children wake up.*  
1:45-2:30 Small Group Time/Outside Time  
2:30 Children not staying for extended care are dismissed.  
2:30-6:00 Extended Care

## **Arrival and Departure**

An adult should accompany the child into the classroom upon arrival and also enter the building to pick up the child at the end of school. Doors open at 6:30 a.m. for before care. Drop off for preschool begins at 8:20 a.m. Children are to be picked up within 10 minutes of class dismissal time (2:30 p.m.). Children staying for aftercare must be picked up by 6:00 p.m. After 6:00 pm, a \$1.00 per minute fee is charged. If you must be late, please notify the teacher in advance of that day, if possible, or call the office as soon as possible. If someone else will be picking up your child, please give the teacher advance notice—either written or verbal. Please ask the person picking up the child to be prepared to

show a photo ID. An “Authorization to Pick Up My Child” form must be completed before school begins. Children will only be released to individuals listed on this form.

If the child is not picked up by closing time, the staff will call the parents/guardians or the emergency contact person. If neither can be reached, staff will remain at the center for one additional hour and continue to attempt to reach parents/guardians or emergency contacts. If no one can be reached, the staff will call the police and follow their instructions. A note will be left on the door for the parent regarding the situation and a phone number to call. Under NO circumstances will staff transport a child.

### **Curriculum**

We currently use *HighScope*; a Parent Aware approved curriculum that uses best practices for getting your child ready for kindergarten. This approach promotes independence, curiosity, decision making, cooperation, persistence, creativity, and problem-solving in young children.

In combination with *HighScope*, we use *Learning without Tears: Get Set for School* to ease children without frustration into letter recognition, sounds, and writing skills by the use of big and little lines and big and little curves to form letters.

We use *Little Lambs* for Jesus Time, which is a Bible story curriculum that is focused on leading young children to know the love and salvation we have in Jesus Christ. It includes a take-home lesson, parent note, and activity picture that encourages family involvement.

### **Open Door Policy**

Building Blocks for Life Preschool believes that parents are vital to the success of the educational program. Therefore, parents are welcome to visit their child at any time during the hours of operation, share their talents with them, communicate with staff, and participate in “in house” field trips and special events.

### **Attendance Policy**

If your child will be absent, please call the preschool at (763) 689-2230 by 8:00 a.m. If your child will be arriving late or leaving early for a necessary appointment, please inform the staff in advance.

Tuition and fees are based on enrollment and not on attendance.

### **Rest/Naptime**

Children will be given the opportunity to rest or nap after lunch. Parents/Guardians should provide a blanket in a tote bag labeled with the child’s first and last name. Parents/Guardians are responsible for taking them home to wash each week or as needed if soiled or wet. Rest time blankets must be stored in bags and each child’s bag kept separate to maintain cleanliness.

- There will be a required 30 minutes of quiet time, but if the child is not able to fall asleep, they may partake in quiet activities for the rest of nap time.
- A child who has completed a nap or rested quietly for 30 minutes does not need to remain on a cot.
- Rest time will be a whole class activity so that active children are not disrupting other children who are resting.

- Each child will be spaced out, so they are not too close to others, which also will allow teachers access to each student as they rest if needed.
- Cots are placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
- Cots will be placed directly on the floor during rest time and will be stacked when not in use.
- Children's heads will be uncovered during sleep time.
- All children will sleep with footwear on to ensure emergency evacuations are safe.
- Children are supervised at all times during nap time in the classroom.

### **Clothing**

Children should wear weather appropriate clothing that is suitable for outdoor play and messy activities. Please make sure that your child's clothing is easy to manage during toileting. Hard to close snaps, belts, and buckles should be avoided. Tennis shoes are best for outdoor play and gym time. Flip flops and sandals are cute, but not appropriate for school. We require closed-toe shoes to be worn. When the snow arrives, boots and snow pants are a must each day.

### **Discipline Policy**

Effective discipline stems from careful planning and consistency. The word discipline itself comes from the word disciple meaning "to teach." Therefore we do not think of discipline as punishment but rather as teaching self-control and Christian attitudes. The staff at Building Blocks for Life Preschool will strive to develop a positive relationship with each child and continually redirect unacceptable behavior.

No child will ever be hit, spanked, pinched, shaken, or verbally abused. They will not be subjected to punishment that is frightening or humiliating. No child is punished for lapses in toilet training.

### **Weekly Newsletter**

Each week you will receive a newsletter, which will highlight important news and announcements, as well as upcoming events and activities.

### **Parent Communication**

All parents are encouraged to check our newsletter and daily board notes about upcoming activities.

We will rely significantly on the day-to-day communication between staff and parents. Parents who have questions or would like to share their concerns should feel free to speak with or schedule an appointment with the director. Parents' opinions are of great value to us as we continue to grow in our ability to serve the spiritual and educational needs of each child. Parents are always welcome at the preschool.

Parent-teacher conferences will be scheduled at least twice per year, where both informal (anecdotes) and formal (written) assessments of the child's cognitive, social, emotional, and physical progress will be shared.

All parents will have the opportunity to discuss their child's development and progress with the staff.

### **Parent Grievances**

Please speak with the director/lead teacher regarding any concerns or complaints. It is encouraged that you speak directly with the person with whom you have a problem; this is not only Biblical but also practical. Parent concerns will be addressed quickly and resolved so that all involved are satisfied. If necessary, the Pastor and/or the Chairman of the Board of Education may become involved.

Church – 763-689-5333

Preschool – 763-689-2230

Email – bldgbksforlife@gmail.com

Minnesota Dept. of Human Services – 651-431-6500

### **Pets**

If Building Blocks for Life Preschool chooses to add a classroom pet to their program or have a pet visit, parents will be notified in writing before this occurs. Any pets allowed in the program to stay or visit will have proof of proper vaccinations on file.

## **FAMILY PROGRAMS**

### **Preschool Singing Opportunities**

All preschool children are given the opportunity to sing praise to God in a worship service at Christ Lutheran during Christmas time and at a church service periodically throughout the school year. Attendance will be encouraged, but not required.

### **Family Ministry**

During the year, we may offer parenting classes, family playdates, Bible studies, and other opportunities for our preschool parents to learn more about God and his Word. We strongly encourage you to take advantage of these opportunities.

### **Parenting Resources**

Christ Lutheran Church offers a lending library for families that includes resources for parents. This lending library is located in the fellowship hall of the church. The director may have some additional books available. Please speak to her if you are interested in borrowing some literature.

### **Chapel**

We will be attending chapel with the two-day program every Tuesday at 8:30 AM and Wednesday mornings with the three-day program, also at 8:30 AM. Parents are invited and encouraged to attend chapel with us.

## **Food and Nutrition**

**We will provide breakfast, lunch, and a morning and afternoon snack.** These are included in your tuition. Each snack and meal served at the center meet the children's daily nutritional needs as specified by the USDA Dietary Guidelines. A full menu will be posted monthly on the parent board.

### **Daily Snack**

Snack is provided by Building Blocks for Life Preschool and is included in your child's tuition. Water will be served for the beverage. A monthly menu of snacks will be made available. Parent input on the snack menu is welcomed and encouraged! Children are offered a snack twice a day.

### **Breakfast**

A breakfast will be provided between 7:30–8:00 AM which is included in the tuition. The breakfast will consist of all three components: milk, fruit or vegetable and grain, as required by the USDA dietary guidelines.

### **Lunch**

Lunch is provided at Building Blocks for Life Preschool through Next Best Thing to Home Cooking (catering company in North Branch), which meets state and federal requirements based on the USDA Dietary Guidelines. The lunches are included in the cost of tuition. Parents are welcome to forego the lunch program and provide a bag lunch for their child. However, there will be no tuition deduction for providing your own meals. The bag lunch must meet your child's daily nutritional needs as specified by the USDA. A full print-out is attached to the end of this handbook and on the parent board.

These components should be included in each lunch:

- 1 serving of fluid milk (milk is provided)
- 1 serving of protein
- 1 serving of grain
- 2 servings of vegetables, or 1 serving of vegetable and 1 serving of fruit

The program will have food available to supplement a child's bag lunch brought from home if it is deficient in meeting the child's nutrient requirements. If a child's lunch regularly does not meet the state nutrition requirements parents may be asked to come in and discuss the issue further, and may be charged the following supplementation fees:

- \$.50 per missing vegetable
- \$.50 per missing fruit
- \$.50 per missing grain
- \$2.00 per missing protein

All bag lunches must be labeled with the child's first and last name.

Parents are requested to cut up food at home so that it may be ready to serve to the child. (This request enables the staff to have minimal direct contact with the food.) This includes items such as grapes, tomatoes, hot dogs, or anything that could be considered a choking hazard. Please cut rounded food lengthwise to prevent choking.

If the bag lunch includes perishable items, please pack an ice pack in the bag. If it is determined the lunch needs to be refrigerated, the food will be placed by the teacher in the fridge in the kitchen.

### **Birthday Treats**

Birthdays are Special! You are welcome to bring a treat for your child's birthday. Due to allergies and special diets, we are encouraging parents to think of possible non-food items to bring instead. **Homemade treats are not allowed due to licensing restrictions and peanut allergies.**



## Financial

**Registration Fee:** A \$40.00 registration fee is due at the time of registration. The registration fee will confirm a place for your child in the program. Your child's spot is not held until the registration fee is received. It is non-refundable and does not apply toward tuition.

### **Tuition Rates (includes snacks and meals)**

TWO DAY PROGRAM	THREE DAY PROGRAM	5 DAY (2 & 3 Day)
1st Child: \$329 per month	1st Child: \$494 per month	1st child - \$740/month
2nd Child: \$319 per month	2nd Child: \$484 per month	2nd child - \$730/month

Tuition is based on a 9-month payment plan.

A 5% discount for paying yearly tuition in two installments is also available.

**Extended Care:** \$12 per day.

**Late Pick-up Fee:** Accounts will be charged the extended care rate for children picked up after 2:40 PM. Accounts will also be charged \$1.00 per minute for children picked up after 6:00 PM regardless of the reason for being late.

### **Electronic Payments**

We require all families who request recurring payments for their preschool tuition and/or are enrolled in the Before and Aftercare program to be enrolled in the Electronic Withdrawal program. We will only accept payments via check or cash for those paying their tuition in full at the start of the year.

### **First month's tuition**

The first month's tuition will be submitted for electronic processing on August 5, 2022, to continue to hold your child's spot. If you withdraw AND notify the preschool prior to August 15, 2022, we will provide a full refund of the September tuition within 30 days of your notice. If you withdraw after August 15, 2022, the first month's tuition is NOT REFUNDABLE.

### **Recurring monthly tuition payments**

On-going monthly deductions will begin on October 5 and will continue the 5th of every month with the last payment being withdrawn on May 5. If the 5th falls on a holiday or a weekend, the payment will be transacted on the following business day. You will not receive additional prior notice for your monthly deductions. Each family's responsibility is to ensure funds are available when the payments are scheduled to be withdrawn. Payments may post to your account on the day of the transaction, or within several days following the transaction. This will depend on the payment method used for the withdrawal and your bank's process for handling these types of transactions.

Those who have opted to pay for tuition in two payments will have the first payment withdrawn on August 5, 2022, and the second on January 5, 2022. You will not have additional prior notice to these withdrawals. Each family's responsibility is to ensure funds are available when the payments are scheduled to be withdrawn.

### **Declined tuition payments**

If your payment is declined, we will reach out to you via email. You will have two weeks from the date of the returned transaction to provide payment in full. You must contact the preschool to make arrangements for this payment. If the tuition is not paid in full within two weeks, your child/children will be suspended until full payment is received.

### **Payment authorization form**

You may print a copy of the authorization form from our website, or it may be found in the packet provided to you by our director. The form must be turned in before August 5, 2022. If you are enrolling after this date, you must turn in the form within one week of enrollment. At that time, you will be informed on which date your first payment will be processed. If you have not turned in the payment authorization form in the timeframe mentioned above, your child's spot will not be held. The registration fee will only hold your child's spot until the first payment for tuition is due.

Please keep this form up to date. If you must change the payment method, please turn in a new form at least 10 days prior to the next recurring payment. If you change payment methods less than 10 days prior to transaction processing, we may not have sufficient time to make the change and the payment will post to the original payment method.

### **Before and Aftercare program**

We strive to make our Before and Aftercare program flexible and affordable for our families. We understand the difficulties parents can face when balancing work and parenting. With this in mind, we ask you to schedule before and aftercare for your child one week in advance. These forms can be found on our website or at the preschool upon request. The payment will be withdrawn on the Monday following each week you are scheduled for the service. You will not receive additional notice of each transaction. Each family's responsibility is to ensure funds are available when the payments are scheduled to be withdrawn. If your child was in the Before and Aftercare program on a day they were not originally scheduled, that payment will be added to the following week's transaction processing. Please see our policy for Before and Aftercare in the parent handbook for more information.

### **Declined Before and Aftercare program payments**

If your payments are declined for any reason, you will be notified via email or phone call. It will be your responsibility to arrange payment of the past-due fees with the preschool. If fees are outstanding for two weeks, your child/children will not be able to utilize this program until payment in full is received. If the fees are outstanding for 30 days, your child/children will be suspended from preschool until payment in full is made.

**Early Learning Scholarship:** Building Blocks for Life Preschool holds a Parent Aware rating that allows eligible families to apply to the state of Minnesota for an Early Learning scholarship to use at our center. If you are interested, please ask our director for an application.

A person on staff will work through the application with you and mail it when it is complete.

# Enrollment

## Pre-enrollment Tour

It all begins with a tour! All parents are encouraged to come to Building Blocks for Life Preschool prior to enrollment to receive a tour of the facility, meet the teachers and director, see the classroom, and ask questions.

## Enrollment Requirements:

Children 3-5 years of age will be admitted, meeting the following requirements:

- Child must be at least three years old by September 1st.
- Child is fully potty trained.
- Your child's name may be put on a waiting list to fill vacancies as they occur.

## Enrollment Information:

The following information needs to be submitted to the director for enrollment prior to the child's first day of preschool:

- Registration Form
- Admission and Arrangements Form
- Immunization Record
- Health Care Summary (within 30 days of initial attendance, filled out by physician/nurse practitioner)
- Child Information Form
- Pick-up Authorization Form
- Non-Prescription Medication Products Authorization (if applicable)
- Parent Handbook Acknowledgement Form
- Permission to Photograph Form
- Parent Agreement Form
- Tuition Automatic Payments Form
- Any other forms as needed for special care situations (allergies, asthma, special needs, etc.)

## Termination

While it is our goal here at Building Blocks for Life to nurture all students and to foster their development through a caring Christian environment, we reserve the right to terminate enrollment as a last resort based one or more of the following reasons:

- Failure of parents to observe the policies outlined in this manual.
- Inability of the school to provide for the increased care of special-needs students.
- Physical or verbal abuse by a child or parent toward another student or staff member.
- Chronic disruptive behavior that impedes the learning or safety of others or impedes the management of the classroom for the teacher.
- If a parent cannot be to the school by closing or is excessively abusing the scheduled pick-up time.
- If a parent fails to pay tuition.
- Excessive absenteeism without proper notification and/or merit.
- If a parent defies, mocks, or consistently discourages the Word of God and His truths to students, staff, or other parents through actions or any other form.

- Other actions, omissions, or conditions which, in the opinion of the Director, are disruptive or adverse to the goals of the program.

## **Dismissal**

The staff of Building Blocks for Life works to provide families with the best possible care for their children. However, dismissal of an enrolled child will occur under the following conditions.

### **1. Mutual Decision between Parent and School:**

Mutual decisions whereby both parties agree that placement of the child is inappropriate and the child would better profit from another placement. A two weeks written notice must be given, or parents will be responsible for payment for the next month's tuition.

### **2. Parents Initiated-Voluntary Dismissal:**

Circumstances may arise when parents voluntarily choose to withdraw their child from the program. A two-week written notice must be given to the Director stating the child's last date of attendance at the school.

### **3. School Initiated-Involuntary Dismissal:**

Building Blocks for Life Preschool may initiate the discharge of a child for the following reasons:

- Failure to pay fees. If payment of fees is delinquent for a month or more, a child may be dismissed.
- Failure to observe or cooperate with the policies of the school. The policies of Building Blocks for Life Preschool have been established to provide quality care for the children. Any parent or child who fails to follow the policies may put the children in jeopardy.
- Uncontrolled behavior endangering staff or children at the school. Immediate discharge will be administered by the director if the behavior causes severe verbal or physical harm to another child or staff member.
- Need for special services. When Building Blocks for Life Preschool cannot meet the needs of a child, but services are available through other agencies in the community, parents will be contacted with recommendations.

### **Steps prior to School initiated Dismissal:**

The Director will notify the parents in writing of the problem and will arrange a meeting with the parents. If the parents fail to respond within five calendar days, the dismissal of the child will occur.

During the meeting between the parents, and the teacher/Director, potential solutions to the problem will be discussed, and a timeline will be set for resolving the situation. The timeline will not exceed a one-month time period. A follow-up meeting will be arranged if necessary.

In the case of behavioral problems or failure to comply with policies, the teacher/Director will monitor the situation for the length of time determined in the initial meeting and will document the information.

If a second meeting is arranged, the problem will be reviewed at that time. If the teacher/director has documentation that solutions are not being reached on the part of the parent or child, dismissal will occur.

When a center-initiated dismissal occurs, the two weeks' notice normally required will be waived.

## **Right to Appeal:**

Any family who feels their child has been unfairly dismissed may submit a written appeal to the Director. The appeal should state the reason for the dismissal, what actions were done on the part of the parents to resolve the issues, and why they feel dismissal was unfair. The child who was dismissed will not be readmitted during the appeal process.

## **First Day of School**

The first day of school holds an exciting and new experience for your child, but can also be filled with anxieties of separation and newness.

- Try to get your child involved in an activity when you arrive
- Talk to your child and let them know what is going to happen – “You’re going to stay at school while I go to work...”
- Assure them that you will come back to pick up him/her.
- Although it might be easier for you, don’t sneak out.
- Once you start to leave, don’t stop. It is crucial that you follow through, even if your child cries.
- Feel free to call later in the morning to see how your child is doing.

Many children adapt quickly to the routine. However, it is perfectly normal for some children to take several days or even weeks to adapt. Be patient.

### **Items to Bring on the First Day**

- Extra set of clothes, including extra underwear and socks. (place in a labeled Ziploc bag)
- Backpack
- Blanket. The center provides cots. All blankets will be sent home to be washed at the end of the week’s session.
- Lunch Box (if not receiving hot lunch) labeled

### **Helpful Hints for Parents**

1. Set reasonable and consistent bedtimes. A 3-5-year-old requires 10-11 hours of sleep.
2. Arrive at school on time; late students have a hard time adjusting to the class routine.
3. Your child may cry or look sad when you leave them. Say goodbye and let them know you will be back soon. Linger in the classroom or hallway will only make the separation more difficult.
4. Allow sufficient time for breakfast and morning routines; being in a hurry will cause stress.
5. Leave toys and any items of value at home. We are not responsible for any items from home that are lost or broken at Building Blocks for Life Preschool.
6. Understand that the work of children is play. Children learn through play. Our classrooms are designed to foster discovery, learning, relationships, and communication through play.
7. Make sure your children are dressed to play outdoors. Provide them with socks and shoes that are sturdy. Closed-toe shoes are required.

8. Encourage your child to talk about school. When receiving answers like “I don’t know” or “nothing, ,” prompt your child with more specific questions like, “What songs did you sing in school today?” or “What was the Bible story about today?”
9. Get to know your child’s teacher. They are your partner in teaching and educating your child and want to help your child reach their full potential.
10. Please inform the teacher/director if someone other than a parent will be picking up your child and ensure they are recognized as authorized for pick-up on the registration form. Identification will be requested at pick-up.
11. Please make your child’s teacher aware of any happenings at home that may affect your child’s behavior. (death of a grandparent, illness of a sibling, absence of a parent, etc.)
12. Read all emails and paperwork from preschool. We make every effort to communicate with parents, and we want to ensure that you are informed about any happenings Building Blocks for Life Preschool.
13. Please pray for us! The entire staff at our church and preschool understands the importance of their role in your child’s life. Ask the Lord to provide all of our faculty with the wisdom, patience, and endurance to provide the best possible care for your child.

## **Concluding Remarks**

In closing, we want you to know how very pleased and excited we are to have you and your family involved with Building Blocks for Life Preschool. We hope all the information presented here has been of benefit to you and enlightening. While it may prove overwhelming, remember that we are here to help you in any way possible in the bringing-up of your child. We know that our Lord Jesus is with us every step of the way, keeping us close to his heart.

It is our prayer that we may be a blessing to you and your child and fill a need in your life. Know that while we will do our best to meet the physical, intellectual, social, and emotional needs of your child, our primary focus will be meeting the spiritual needs of your child and family. Your eternal welfare is our main concern.

May God bless our time together.

**BAG LUNCH REQUIREMENTS**

Age:	1-2 yrs.	3-5 yrs.	6-12 yrs.
1. <b>Fluid milk</b>	1/2 cup (4 oz.) (Unflavored Whole Milk)	3/4 cup (6 oz.) (Unflavored 1% or Skim Milk)	1 cup (8 oz.) (Unflavored 1% or Unflavored /Flavored Skim)
2. <b>Meat, poultry, fish, tofu, soy products or cheese</b>	1 oz.	1.5 oz.	2 oz
	<i>(natural cheeses, low-fat or reduced-fat cheese)</i>		
or egg	1/2	3/4	1
or cooked dry beans, or peas	1/4 cup	3/8 cup	1/2 cup
or peanut, soy or other nut or seed butters	2 T	3 T	4 T
or nuts and/or seeds,	1/2 oz. = 50 %	3/4 oz. = 50 %	1 oz. = 50 %
or yogurt	4 oz. or 1/2 cup	6 oz. or 3/4 cup	8 oz. or 1 cup
	<i>(&lt; 23 grams of total sugars per 6oz., May be plain or flavored unsweetened or sweetened)</i>		
Or an equivalent quantity of any combo of the above meat/meat alternates			
3. <b>Vegetable</b>	1/8 cup	1/4 cup	1/2 cup
	<i>Must have both vegetable and fruit or 2 different vegetables.</i>		
4. <b>Fruit</b>	1/8 cup	1/4 cup	1/4 cup
	<i>Fruit or vegetable juice must be full-strength, no more than 1 serving per day</i>		
5. <b>Grains/Bread or bread alternate</b>	1/2 slice/serving	1/2 slice/serving	1 slice/serving
	<i>Whole grain-rich enriched meal or flour; bread, cornbread, biscuit, roll, muffin</i>		
or			
<i>Cold dry cereal</i>	1/4 cup	1/3 cup	3/4 cup
or	<i>(&lt; 6 grams sugar/dry oz.)</i>		
<i>Whole grain-rich, or enriched or fortified cooked breakfast cereal and/or pasta, noodles or grains</i>	1/4 cup	1/4 cup	1/2/cup

**USDA BASED CHILD CARE FOOD GUIDE**





## Parent Handbook Acknowledgement

We have read the Parent Handbook and have discussed any policies in question with the Director. We understand that policies are subject to change with a two-week notice and that notice of changes will be posted in the school and will be given to each parent in writing.

Any questions, comments, or concerns should be made the signing of this form.

Child's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this form (along with the enrollment packet) to the director prior to your first day of attendance.