



# HANDBOOK 2024-2025



Revised July 2024

# LITTLE LAMBS HANDBOOK

## TABLE OF CONTENTS

<a href="#">Mission</a> .....	1
<a href="#">Vision</a> .....	1
<a href="#">Parent Policies</a> .....	1
<a href="#">Grievance</a> .....	3
<a href="#">Conferences</a> .....	3
<a href="#">Emergency and Accident</a> .....	3
<a href="#">Safety</a> .....	5
<a href="#">Health</a> .....	5
<a href="#">Staff Drug/Alcohol Policy</a> .....	6
<a href="#">Pets</a> .....	6
<a href="#">Visitation</a> .....	6
<a href="#">Field Trips</a> .....	7
<a href="#">Behavioral Guidance</a> .....	7
<a href="#">Outdoor Activity Area</a> .....	8
<a href="#">Job Descriptions</a> .....	8
<a href="#">Child Care Program</a> .....	9
<a href="#">Goals and Objectives of the Preschool</a> .....	9
<a href="#">Activities and Teaching Methods of the Preschool</a> .....	10
<a href="#">Reporting Policy for Programs</a> .....	Addendum 1
<a href="#">Little Lambs Preschool Schedule</a> .....	Addendum 2
<a href="#">Insurance Information</a> .....	Addendum 3

## MISSION STATEMENT

*Little Lambs Preschool exists to serve as an arm of the congregation to nurture preschool children's faith, to equip children to serve their Lord, to reach out to the community with the gospel of Jesus Christ, and to encourage families to continue in the use of Christian education.*

## VISION STATEMENT

Little Lambs Preschool will partner with families in providing a quality Christian preschool education where students can grow spiritually, intellectually, physically, socially, and emotionally. Little Lambs Preschool will continue to teach the Word of God in its truth and purity and use God's Word as the foundation for its curriculum. The preschool family will grow together in faith and love for one another and in service to the community. Little Lambs Preschool is committed to...

1. Guarding the precious truth of the Gospel as it is taught throughout our curriculum.
2. Serving as an active mission arm for Saint Peter Lutheran Church through an active presence in the community.
3. Encouraging families to use our preschool and to continue in our Lutheran elementary school.
4. Providing a curriculum to prepare children for kindergarten.

## PARENT POLICIES

1. All children residing in the St. Peter vicinity and three years of age by the first day of September and up to the age of admittance to the public or private school kindergarten shall be eligible for admission.
2. This program will not discriminate on the basis of race, sex, religion, creed, color, national origin, or source of payment. The preschool does reserve the right to review applications from members of the Saint Peter Evangelical Lutheran congregation and give those applications primary consideration.
3. The parent must provide the center with **ALL** the information requested on the center's registration form as specified in 9503.0125.
4. The parent is responsible for dressing his/her child appropriately for weather conditions and outdoor play.
5. Because our preschool isn't adequately equipped or staffed to handle children with physical or developmental challenges, we are not able to accept admissions with these considerations.
6. The parent is to be aware that the hours for preschool are from 8:00 to 11:30 AM for the four-year-old morning session and 12:00 to 3:00 PM for the afternoon session. The three-day sessions for four- and five-year-olds meet on Monday, Wednesday, and Friday mornings or Tuesday, Wednesday and Thursday afternoons. The two-day session for three-year-olds is on Tuesday and Thursday morning and meets from 8:00 to 11:00 AM. Each session is licensed for ten children.
7. Annual tuition:
  - a. 3-year-old morning Preschool: \$1125 for two days/week
  - b. 4-year-old morning Preschool: \$1925 for three days/week
  - c. 4-year-old afternoon Preschool: \$1725 for three days/week

Tuition may be paid annually, semi-annually, or monthly. Tuition payments are managed through FACTS, our online tuition management program. There must be at least a two-week notice if a child is leaving school.

8. Non-payment of tuition which is more than one month overdue shall require the parent to be notified. After said notification, and after the second month, the child shall be dropped

from the program. Any past due amount will be considered a debt owed to the program and payment will be expected. Payment of monthly tuition is for running expenses whether or not the child attends.

9. Transportation shall be provided by the parent. Car pools may be arranged by individual parents. A list of the children enrolled will be prepared and distributed at the beginning of each session. Children must be brought to the classroom and not just dropped off at the door. The teacher will bring the students and meet parents at the door after the session is over.
10. Insurance coverage is provided for general liability to meet the licensing standards of the state. If more insurance is desired, the parent must provide his or her own. In the appendix to the policies is the insurance coverage as provided by the center.
11. The parent is responsible for being aware of events and activities of the preschool as defined in the weekly newsletter or special notes prepared by the teacher.
12. The parent must provide the center with emergency contact information.
13. The parent must provide the center with names and telephone numbers of people authorized to take the child from the center, and of the child's doctor and dentist.
14. The parent must acquaint himself/herself with the center's emergency, injury, and behavioral policies.
15. The parent will be called if the teacher feels the child is too ill to remain in the preschool (such as a fever, chronic cough, etc.). The parent is responsible to pick up the sick child except in a case where an accident or injury necessitated the calling of an ambulance. In that instance, the child will be taken to the River's Edge Hospital in St. Peter. The parent will be notified and held responsible for further decisions.
16. The parent must sign an emergency transportation release form.
17. The parent must notify the center within 24 hours if a child has an infectious or communicable disease as specified in 4605.7040 (e.g. chicken pox, head lice, pink eye, impetigo).
18. The parent may not send any medication to the preschool for his child unless the medicine is accompanied by a written physician's order and a signed permission note from the parent. The medicine must also be brought in the pharmacy bottle that it was purchased in.
19. The parent must provide written permission for field trips.
20. The parent cannot bring a pet to preschool without prior consent of the teacher and filling out the proper forms.
21. The parent may visit the center at any time; but, if at all possible, the teacher should be called before coming.

The parent should keep available the following numbers:

- Little Lambs Preschool 507-931-1866 (Church/School Office)
- Director Melissa Voigt 507-779-4935 (Cell)
- Human Services 651-296-3971
- Poison Center 800-222-1222
- Emergencies 911

22. The parent is responsible for listening to the radio or TV for announcements concerning possible school closings. (If St. Peter Public Schools are closed, our preschool is also closed.) The parent is also responsible for picking up his or her child if school closes early. If there is a late start, the four-year-old session will also have a late start, but the three-year-old session will be canceled.
23. The parent must inform the center of his child's special needs: dietary, medical, or other.

24. The parent will be informed of the nature of any research, experimental procedures, or public relations activity and will be asked for written permission for his or her child to participate before such can take place.
25. The parents must provide written permission to use pictures of their child, to take impromptu walks, and to use technology.
26. Enrollment for our Little Lambs sessions will remain open until October 15 of the current school year. Enrollments for the current school year after October 15<sup>th</sup> will be reviewed and a decision made on a case-by-case basis by the Director after a meeting with the prospective student's parents and teachers has occurred.
27. Registration for class sign-up for the next school year begins on January 1. Priority is given to current 3-year-old enrollees, members of the congregation, and LES parents until February 1. A current 4-year-old can only re-enroll after the priority groups have registered by February 1. A registration fee of one month's tuition must accompany the registration. This tuition down-payment is nonrefundable.
28. Because we are not licensed to handle diapering, children enrolled in our program must be toilet trained.
29. Attached is information regarding the reporting of child abuse and neglect for programs providing services to children. It outlines who should report child abuse and neglect, where to report, and what to report.

### **GRIEVANCE POLICY**

1. The parent should contact the teacher first and discuss the matter.
2. If the matter is not satisfactorily resolved, the director/principal is contacted for a meeting within two weeks with the parents and the teacher.
3. If the matter is not resolved, the matter is taken to the Christian Education Committee within two weeks of the meeting with the parents, teacher, and director.
4. All grievances should be resolved within sixty days.

### **CONFERENCE POLICIES**

1. A pre-enrollment conference will be held between the parent, child, and teacher. The teacher will acquaint the parent and child with the preschool environment and explain the program and policies to the parent.
2. Individual parent conferences will be planned and offered twice a year in November and March.
3. At such conferences, the teacher and parent will discuss the intellectual, physical, social, emotional, and spiritual development of the child.
4. Documentation of the conferences will be recorded in the child's record.

### **EMERGENCY AND ACCIDENT POLICIES**

1. The parent will be notified via the telephone numbers listed on the application if a child becomes ill or an accident occurs.
2. A sick or injured child will be separated from other children and attended by a teacher or assistant with first aid procedures until the parent arrives.
3. The parent is requested not to send a sick child to the preschool and will be called if a child becomes ill or an accident occurs.
4. The parent will be notified via a note from the teacher if an infectious or communicable disease should be present in the preschool within a 24 hr. time frame of being notified or discovered.

5. In case of an extreme emergency the ambulance will be called by dialing 911. If the child needs to be taken to the hospital, the child will be seen by the doctor on call and any other arrangements will be made by the parent after he/she arrives at the hospital.
6. In case of fire, the Grace St. exit or the side exit to the alley shall be used to evacuate the building. Children shall be led out of the building by the teacher or aide and taken to the Community Center. The fire department shall be contacted by calling 911. The fire doors shall be closed off. The fire department shall be responsible for further rescue of children and closing off of the area, should the situation warrant.
7. In the event that the Civil Defense siren should sound to warn of a tornado (or other notification of a tornado), the children will be taken to the southwest corner of the educational unit. Everyone will remain there until the all-clear signal is sounded.
8. A tornado drill will be held in the months of September and April and be recorded in the appropriate log.
9. In the event of a blizzard, the parents or alternate person will be telephoned to come for the child.
10. In the event that a substitute is needed, the staff member will contact the director who will in turn contact a substitute.
11. In the event of heating failure, the preschool will remain in session unless the teacher determines that the classroom's temperature has dropped below comfort standards. Flashlights will be used in a power failure. In the case of a prolonged power failure, the teacher will use discretion as to whether the parents should be notified to pick up the children. Teacher discretion will also be used in the event of prolonged water and sewer failure.
12. The preschool will not be in session if the public schools have announced over the radio that they are closing due to weather conditions.
13. In the event a child should become missing from school, the St. Peter Police Department will be notified and the parent will be called.
14. In the case of an emergency which necessitates the evacuation of the building, the children will be taken to the Community Center to await the arrival of the parents.
15. Fire drills are conducted five times per year and recorded in a log. The alarm shall be sounded, whereupon the children shall be led from the building until an all-clear is given.
16. In case of fire, a circuit breaker tripping, or electrical malfunctions, the staff will cut off the electricity at the circuit breaker box. The circuit breaker box is located on the west wall of the furnace room, which is located in the basement of the educational wing.
17. Within 24 hours after the occurrence of an unusual accident, death, or serious injury to a child during the preschool session, a report shall be submitted to the Department of Human Services. A serious injury shall be defined as one that requires hospitalization of a child. A report shall be submitted following the occurrence of a fire that requires the services of the local fire department. These reports shall be filed by the director.
18. If a fire extinguisher is needed, one is located in the northwest corner of the preschool. Pull out the ring pin and stand eight feet from the fire. Hold the fire extinguisher upright and squeeze the lever, discharging the contents at the base of the flame using a side to side motion.
19. The director will inform the staff of all procedures to follow for fire evacuation and other emergencies.
20. If an undesignated person or no one comes to pick up the child, the designated person from the emergency list or the parent will be called. If an incapacitated person or a person suspected of child abuse attempts to pick up a child, the police will be notified.

21. A log will be kept for all accidents, injuries, or incidents involving children, staff, and visitors.
22. An annual inspection will be made of the accident/injury/incident log and policies will be analyzed on the basis of the inspection by the designated health consultant. A copy of the consultant's findings will be placed in the center's records.
23. First aid will be administered by a certified American Heart Association first aid person following the procedures outlined in the American Heart Association First Aid Manual.
24. The staff will handle any blood or body fluids by wearing protective gloves and properly disposing of the materials. Hands will be washed and the area disinfected.

## **SAFETY RULES**

1. Hazardous substances will be stored out of the reach of children.
2. Non-toxic paint will be used and stored out of the reach of children.
3. Food shall be stored in the kitchen in the proper containers. Sanitary measures will be taken when preparing the daily snacks.
4. Snack foods having pits, cores, or seeds shall have the pits, cores, or seeds removed by the teacher before serving them to the children.
5. The staff is required to be aware of children with food allergies and to take proper precaution when food is served.
6. Children will be supervised when using equipment which may cause a child to aspirate.
7. Water play shall be supervised by a staff member.
8. The staff is required to be aware of children with insect allergies and to take proper precaution when out of doors.
9. Electrical outlets are to be covered when not in use.
10. Matches and flammable substances will be stored out of the reach of the children and in proper containers.
11. The fire extinguishers will be checked annually and kept readily available.
12. The staff will supervise free play using scissors or woodworking equipment.
13. Unstable equipment shall be repaired or eliminated and only equipment suitable to the age group shall be used.
14. Children will be out of doors only under the supervision of the staff.
15. The staff will inform the Director of inadequacies in housekeeping and equipment repair and the Director will act upon these recommendations.
16. The Director will inform the Christian Education Committee of inadequacies in the facilities and the Christian Education Committee will act upon these recommendations.
17. Corridors, exits, and stairs will be kept clear.
18. Children will only cross the street at the appropriate crosswalks and will be directly supervised.
19. Each day, the teacher will inspect the learning environment for any potential hazards prior to the arrival of any children.

## **HEALTH POLICIES**

1. All children need to have a physician-signed pre-entrance physical examination and immunizations. Records must be turned in before the child starts school as stated in [statute 9503.0140](#).
2. The parent will be notified via telephone numbers listed on the application if the child becomes ill or an accident occurs.
3. A sick or injured child will be separated from other children and attended by a teacher or assistant with first aid procedures until the parent arrives. In an extreme emergency, 911

will be called and a decision will be made by the paramedics as to the next procedure to be carried out.

4. The parent is requested not to send a child to the preschool if he/she is sick. Parents will be called to pick up a sick child if the teacher feels this is necessary.
5. Parents shall be notified by note from the teacher if an infectious or communicable disease should be present in the preschool. (e.g. lice, chicken pox, impetigo)
6. There shall be a qualified first aid person on the staff at all times.
7. Because of the short time school is in session, no nap time will be provided.
8. Children will be required to wash their hands using liquid soap and paper towels after using the bathroom and also before eating their snack.
9. Classroom/group snacks will be provided by parents. The snack must be prepackaged or purchased, **not homemade**. Fresh fruit must be washed and prepared by the teacher before serving. The center will have some snacks on hand in case the parent forgets to bring one. If the snack has been forgotten, the parents are asked to replace what has been used from the center's supply.
10. Children must be dressed appropriately for weather conditions.
11. The preschool will provide facial tissues, toilet paper, liquid soap, and paper towels to help maintain personal sanitation.
12. Wastebaskets will be used to dispose of all personal health products.
13. The person serving the snack will wash his/her hands prior to preparation.
14. Tables will be cleaned before and after the serving of a snack.
15. Sinks, bathrooms, drinking fountains, and floors will be cleaned daily using the proper cleaning solution.
16. The parent must notify the teacher within 24 hours of any contagious disease as specified in [statute no. 4605.7040](#) and the director will notify the proper health authority.
17. The teacher should be notified of a child's absence and the reason for it.
18. A first aid kit will be provided. The kit must contain sterile bandages, sterile compresses, scissors, an ice bag or cold pack, an oral or surface thermometer, adhesive tape, and a first aid manual. The kit and manual must be accessible to the staff in the center and taken on field trips.
19. Protective gloves, bags, soap, and towels will be provided to handle blood and other potentially infectious materials.

### **STAFF DRUG/ALCOHOL POLICY**

No individual, employee, subcontractor, or volunteer that is directly responsible for the children served by Little Lambs Preschool may abuse prescription medication or be under the influence of a controlled substance or alcohol in any manner that impairs or could impair that person's ability to provide care or services for the children.

### **POLICY FOR PETS**

Pets may be brought to the center only after the proper paperwork has been completed. This can be obtained from the teacher.

### **POLICY FOR VISITATION**

A parent or legal guardian of a child is allowed access to his or her child any time the child is in attendance at Little Lambs.



## **POLICY FOR FIELD TRIPS (WALKING ONLY)**

1. A written consent form will be obtained from the parent before a child is taken on a field trip.
2. The parent will be informed of the purpose and destination of the field trip.
3. A qualified first aid person must accompany the group.
4. A first aid kit and emergency numbers will be taken along.

## **BEHAVIORAL GUIDANCE POLICIES**

1. The children will be provided with a positive model of acceptable behavior.
2. The behavioral procedures will be at the developmental level of the children in the center.
3. Children will be redirected away from problems toward constructive activity in order to reduce conflict.
4. The children will be taught how to use acceptable alternatives to problem behavior in order to reduce conflict.
5. The children's and staff persons' safety will be protected.
6. The children will be provided with immediate and directly-related consequences for their unacceptable behavior.
7. Persistent unacceptable behavior will be observed and a record kept of the child's persistent unacceptable behavior and the staff response to it.
8. A consultation will be held with the parent and other staff members and professionals when a child displays persistent unacceptable behavior to develop a plan to address the persistent unacceptable behavior.
9. A child will not be subjected to corporal punishment such as, but not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
10. A child will not be subjected to emotional abuse, such as, but not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
11. A child will not be punished for lapses in toilet habits.
12. Food, light, warmth, clothing, or medical care will not be withheld as a punishment for unacceptable behavior.
13. Physical restraint will not be used with a child unless it becomes necessary to hold the child to protect that child or others from harm.
14. The use of mechanical restraints, such as tying, will not be used.
15. No child will be separated from the group unless other less-intrusive methods of guiding the child's behavior have been ineffective and the child's behavior threatens the well-being of the child or other children in the center. If a child must be separated from the group, he/she will remain within the non-enclosed part of the classroom where the child can be continuously seen and heard by the staff person. When the child stops or brings under control the behavior that precipitated the separation, the child will be returned to the group.
16. All separations from the group will be noted on a daily log. The log will contain the child's name, the staff person's name, time, date, and indication of what less-intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children in the group. If a child is separated from the group three times or more in one day, the child's parent will be notified and notation of the parent notification shall be indicated on the daily log. If the child is separated five times or more in one week or eight times or more in two weeks, the child will be observed and a record will be made of the behavior of the child and the staff

person's response to that behavior. Then a consultation will be held with the child's parent and staff member to develop a plan to address the persistent unacceptable behavior.

17. Behavior will also be guided using the religious teachings of the Wisconsin Evangelical Lutheran Synod. These teachings do not conflict with any of the above policies.

## **OUTDOOR ACTIVITY AREA**

The center uses the public playground across the street from the center as its outdoor play area. The name of the park is Gorman Park. It is equipped with an assortment of playground equipment and a large area for the playing of group games and activities. There are bathrooms and drinking fountains located in the park.

## **JOB DESCRIPTIONS**

All staff will operate under the following job descriptions:

1. Director
  - a. Administers the preschool program.
  - b. Ensures that the best possible physical environment, equipment, and supplies are provided for the program.
  - c. Supervises the teaching staff.
  - d. Represents the school at community meetings and activities when necessary.
  - e. Orients the staff to the center and its program.
  - f. Submits to a background check. (All staff must have a background check before working in the preschool.)
2. Teachers
  - a. Participates in a 3 to 3 ½ hour teaching session not including preparation times.
  - b. Responsible for clean-up and set-up for the next session or day.
  - c. Meets with the director to review enrollment and inventory and order supplies at the end of the previous year.
  - d. Prepares the classroom for the first day.
  - e. Keeps student files up to date.
  - f. Offers and sets up a parent-teacher-child conference at the beginning of the year.
  - g. Offers and sets up at least two conferences a year with the parents.
  - h. Prepares teaching units and daily lesson plans, evaluations, curriculum changes, and adjustments.
  - i. Prepares newsletters and calendars for information for the parents.
  - j. Attends workshops and conferences in accordance with state requirements for licensing.
  - k. Maintains communication and professional working relationships with other Early Childhood programs in our community.
  - l. Undergoes training in first aid and CPR.
  - m. Submits to a background check. (All staff must have a background check before working in the preschool.)
3. Classroom Assistants
  - a. Assists with the execution of the program as planned by the teacher.
  - b. Assists with the observations of the children, handling of illness and emergencies, accident prevention, and emergency procedures.
  - c. Assumes responsibility for the above if the teacher is absent.
  - d. Attends meetings and conferences relating to preschool if so desired.

- e. Submits to a background check. (All staff must have a background check before working in the preschool.)

## **CHILDCARE PROGRAM**

1. The children will always be under direct supervision of the teacher and may be assisted by a classroom aide.
2. This program serves children from three years of age up to admittance to the public or private school kindergarten. The program is licensed for 10 children in each session. The Christian Education Committee; however, can limit the number of children in each day's group.
3. The program has two three-day groups which meet on Monday, Wednesday, and Friday mornings or Tuesday, Wednesday and Thursday afternoons. These groups are for four- and five-year olds. A two-day group for three-year-olds meets on Tuesday and Thursday mornings. This two-day group meets from 8:00 to 11:00 AM. The three-day groups meet from 8:00 – 11:30 AM or from 12:00 to 3:00 PM.
4. The teacher will develop a teaching unit for each area of study. The teaching unit will include the educational goals of the study, daily lesson plans that include concepts to be learned, skills, art and music activities that correlate with the study, and a bibliography of stories that are appropriate to the study. There will be an evaluation at the end of each study unit. Religion will coordinate with the study units, presenting basic tenets of the Christian faith. Throughout the school year, the children will learn about their relationship with God and how they are included in His plan of salvation.
5. The program plan will be developed and evaluated in writing annually by the teacher(s) on staff.

## **GOALS AND OBJECTIVES OF THE PRESCHOOL**

1. Physical Growth and Development
  - a. The children will have on record a physician's report of current health status, including any special problems to monitor.
  - b. Children will be provided with equipment that will promote the use of both large and small muscle development, and be supervised during its use.
  - c. Children will be taught physical education skills such as simple ball handling, walking a balance beam, use of a tumbling mat for activities, and movement skills such as skipping.
  - d. Children will be taught basic health and sanitation procedures appropriate to their age (3-5) and safety procedures appropriate to indoor and outdoor play.
  - e. Good nutrition will be emphasized with regard to snack time in the preschool.
  - f. A balanced lifestyle including nutrition, sleeping habits, and exercise will be taught to the children, and they will be encouraged to make these a part of their daily life.
2. Intellectual Growth and Development
  - a. The curriculum of the programs has been developed to present concepts appropriate to the preschooler's ability to learn and understand. This curriculum will be flexible enough to include or delete units of study at the discretion of the teacher to take advantage of learning opportunities.
  - b. Study units will allow the preschool child to question, seek, and inquire through exposure to new ideas and experiences, and to develop independent thinking.
  - c. Ecological studies will be provided to develop an awareness in the preschooler of his environment and the necessity of the preservation of his world.

- d. The program will provide experiences that reinforce and build the preschooler's creative use of language, art, and music through the use of story books, flannel board, storytelling, a variety of art materials, musical instruments, singing, and computer programs.
  - e. The children will be acquainted with basic letter and number concepts, geometric shapes, colors and spatial relationships as provided for in the individual study units.
  - f. The preschoolers' use of readiness skills such as cutting, gluing, use of crayons, paints and other art materials will be developed throughout the year.
3. Social Growth and Development
- a. The preschool will provide an environment of social learning experiences that teach the children the rights of their peers, sharing and taking turns, likenesses and differences of their peers, and social skills that allow them to make friends.
  - b. The preschool will provide an environment that teaches preschoolers the rights and responsibilities of being a friend and a classmate.
  - c. The preschool will provide enrichment experiences that give the children a sense of self-esteem and self-confidence, and encourage independence.
4. Emotional Development
- a. The teacher will recognize that no two children are alike in any of their growth patterns, and will not expect the same development, behavior, and achievement from all the children in the group. The teacher will come to know each child individually, recognizing any special needs or areas of development that should have individual attention.
  - b. The teacher will help and direct the child through problems or needs that may occur in a positive manner to help the child succeed.
  - c. The teacher will develop within the children their self-worth as an individual and as part of their peer group.
5. Spiritual Growth and Development
- a. From the Bible the children will become acquainted with Jesus as their personal Savior and Good Shepherd.
  - b. The children will be taught the circumstances of creation, to instill in them an appreciation of the beauty and wonders of the universe.
  - c. The children will study the life of Jesus: from His birth in Bethlehem, through boyhood, through His ministry, and through His passion and resurrection.
  - d. The children will be led to develop personal habits of Christian life, including prayer, worship, and devotion.

## **ACTIVITIES AND TEACHING METHODS OF THE PRESCHOOL**

1. Physical Activities
- a. Exercise will be part of the large motor skills development.
  - b. Activity-directed recordings will be used periodically with the children (e.g. SPARK Curriculum)
  - c. Bean bag activities will be used periodically.
  - d. Equipment such as climbing apparatus, balance beam, tumbling mat, and balls will be used in teacher-directed activities to develop large muscle skills.
  - e. Nutrition study units will be taught and health habits implemented.
  - f. Learning centers equipped with manipulative toys and activities to develop small muscle skills will be available.
2. Intellectual Growth and Development Activities

- a. Prescribed teaching units of study will be used.
  - b. Teaching materials such as audiovisual aids, resource books, maps and globes, posters, and teaching video media will be incorporated into the daily study unit.
  - c. A library section will be provided for preschoolers, consisting of chairs, a book display shelf, and a rotating supply of student level books. Both teacher-led activities and self-discovery student materials will be available.
  - d. The center will offer a book club to put these materials into children's hands and homes.
  - e. Learning games, educational toys, and self-directed activities for preschoolers will be available for children at learning centers in the classroom.
  - f. A computer is available for the students to explore basic computer skills.
3. Social Growth Activities
- a. The daily schedule will provide for free play activities each day, when preschoolers may choose a learning center or activity in which to participate. This may be individual, small group, or large group. Free play activities will be overseen by the teacher.
  - b. Seating arrangements at work tables and group learning activities will provide for children's interaction and cooperation.
  - c. Art projects, musical and physical education activities used in correlation with the study unit will require preschoolers to work together in large or small groups, and/or independently.
  - d. Snack time will provide preschoolers with daily opportunities for quiet conversation, use of table manners, host and hostess serving skills, and courtesy and manners.
  - e. The teacher and aide will express appreciation for student efforts and encourage appropriate behavior toward peers and adults.
4. Emotional Growth Activities
- a. Classroom games and self-directed activities for preschoolers will be supervised by the teacher and aide to enable children to enjoy a measure of success and self-confidence.
  - b. Individual attention and encouragement will be given to each preschooler to try new activities, to take responsibility for caring for equipment, to learn to master skills requiring independence in class work.
  - c. Rapport will be established with each child so the preschooler will be confident that the environment is safe and caring.
5. Spiritual Growth Activities
- a. Circle time activities will include prayer and devotion, story, songs and/or discussion on a spiritual topic.
  - b. Storybooks, pictures, posters, flannel boards and other AV equipment will be correlated into the teaching plan.
  - c. Examples of Christian behavior will be provided by the staff, as will recognition and encouragement of children's expressions of faith and behavior.
  - d. Storytelling and discussion will be used to introduce and teach Christian concepts.
  - e. Singing times will include religious songs, and will incorporate records, CDs, tapes, and piano music.
  - f. Art projects and materials may include activities correlated with religious themes (for example, Christmas and Easter).
  - g. The intellectual, physical, social, emotional, and spiritual progress of each child will be documented in the child's record and conveyed to the parent during specified

conferences, or upon the request of the parent, or at the discretion of the teacher and/or director.

- h. Attached is a suggested daily schedule for the two-day group and the three-day groups which will be provided to parents and posted in the classroom.
- i. The activities as outlined above and included in the study units and lesson plans will be both quiet and active, teacher-directed and child-initiated.
- j. The activities as outlined above and included in the study units and lesson plans will require the use of varied equipment and materials.
- k. The childcare program plan will be available to parents for review on request.

Revised: July 24, 2023

## **MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS**

### 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 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.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services 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 507-386-4517 or local law enforcement at 507-931-1550.
- If your report does not involve possible abuse or neglect, but does involve possible 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
- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and is attached to this policy.
- 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 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:
  1. related policies and procedures were followed;
  2. the policies and procedures were adequate;
  3. there is a need for additional staff training;
  4. the reported event is similar to past events with the children or the services involved; and
  5. 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 internal review will be completed by **Matthew Horak**, Education Chair. If this individual is involved in the alleged or suspected maltreatment, **Daniel Whitney**, principal, will be responsible for completing the internal review.

### Documentation of the Internal Review

The facility must document 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.

MN Department of Human Services Division of Licensing  
December 2016

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



# Little Lambs Preschool Schedule

## 3's T, TH

8:00-8:30	Arrival and Free Choice Time
8:30-8:45	Clean-up, Table Activities/Work Time
8:45-9:15	Circle-time and Jesus time
9:15-9:45	Art/Science/Free Choice
9:45-10:00	Puzzles/Books/Manipulatives
10:00-10:20	Bathroom/Snack
10:20-10:30	Music/SPARK
10:30-10:55	Prayer/Outside
11:00	Dismissal

## A.M. 4's M, W, F

8:00-8:30	Arrival and Free Choice Time
8:30--9:00	Clean-up/Table Activities/ Work Time
9:00-9:30	Circle-time /Jesus time
9:30-10:00	Art/Science/Free Choice
10:00-10:20	Bathroom/Snack
10:20-10:30	SPARK
10:30-10:45	Music
10:45-11:00	Puzzles/Books/Manipulatives
11:00-11:25	Prayer/Outside
11:30	Dismissal

## P.M. 4's T, W, TH

12:00-12:30	Arrival and Free Choice Time
12:30-1:00	Clean-up, Table Activities/ Work Time
1:00-1:30	Circle-time and Jesus time
1:30-1:45	Art/Science
1:45-2:00	Bathroom/Snack
2:00-2:10	Puzzles/Books/Manipulatives
2:10-2:25	SPARK/Music
2:25-2:55	Prayer/Outside
3:00	Dismissal

# CHURCH MUTUAL INSURANCE COMPANY, S.I.



3000 Schuster Lane  
Merrill, WI 54452

## COMMON POLICY DECLARATIONS

**POLICY NUMBER:** 0009615 25-670410

**PREVIOUS POLICY NUMBER:** 0009615 25-516187

<b>COMPANY NAME</b> 18767 Church Mutual Insurance Company, S.I. 3000 Schuster Lane Merrill, WI 54452 (800) 554-2642	<b>PRODUCER NAME</b> 01-019 TIMOTHY MARKS CHURCH MUTUAL INS CO 3000 SCHUSTER LANE MERRILL, WI 54452
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**NAMED INSURED:** ST PETER EVANGELICAL LUTHERAN CHURCH

**MAILING ADDRESS:** 427 W MULBERRY ST  
SAINT PETER, MN 56082-2012

**POLICY PERIOD:** FROM 02/01/2024 TO 02/01/2025  
AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

**BUSINESS DESCRIPTION**

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

**THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

	PREMIUM
COMMERCIAL CRIME COVERAGE PART	\$19.00
COMMERCIAL GENERAL LIABILITY COVERAGE PART	\$2,174.00
COMMERCIAL INLAND MARINE COVERAGE PART	\$50.00
MANAGEMENT PROTECTION LIABILITY COVERAGE PART	\$800.00
COMMERCIAL PROPERTY COVERAGE PART	\$7,848.00
TERRORISM - CERTIFIED ACTS (GENERAL LIABILITY)	\$9.00
TERRORISM - CERTIFIED ACTS (PROPERTY)	\$98.00
<b>TOTAL:</b>	<b>\$10,998.00</b>
MN Fire Safety Surcharge:	\$57.36
<b>TOTAL PAYABLE:</b>	<b>\$11,055.36</b>

**POLICY NUMBER:** 0009615 25-670410

<b>FORMS APPLICABLE TO ALL COVERAGE PARTS (SHOW NUMBERS):</b>
See Schedule of Forms and Endorsements.

<b>Countersigned</b>	<b>By:</b>
(Date)	(Authorized Representative)

## SCHEDULE OF FORMS AND ENDORSEMENTS

<b>POLICY NUMBER:</b> 0009615 25-670410	<b>EFFECTIVE DATE:</b> 02/01/2024
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<u>NUMBER</u>	<u>TITLE</u>
<b>COMMON</b>	
CMIL TR 01 (12-20)	Rejection Of Terrorism Risk Insurance Act
IL DS 00 (09-08)	Common Policy Declarations
CMIL 00 02 (01-20)	Mutual Conditions
CMIL 99 01 (01-20)	Church Mutual Insurance Company, S.I. Amendatory Endorsement
IL 00 17 (11-98)	Common Policy Conditions
IL 00 21 (09-08)	Nuclear Energy Liability Exclusion Endorsement (Broad Form)
IL 02 45 (09-08)	Minnesota Changes - Cancellation And Nonrenewal
IL 09 35 (07-02)	Exclusion Of Certain Computer-Related Losses
IL 09 52 (01-15)	Cap on Losses from Certified Acts of Terrorism
IL 09 85 (12-20)	Disclosure Pursuant To Terrorism Risk Insurance Act
CMIL 21 01 (03-19)	Exclusion - Law Enforcement Or Security Services
CMIL 21 06 (03-19)	Exclusion - Sexual Misconduct
<b>PROPERTY</b>	
CP 01 57 (09-18)	Minnesota Changes - Coinsurance
CP DS 00 (10-00)	Commercial Property Coverage Part Declarations
CP 00 90 (07-88)	Commercial Property Conditions
CP 00 10 (10-12)	Building And Personal Property Coverage Form
CP 10 30 (09-17)	Causes of Loss - Special Form
CP 00 30 (10-12)	Business Income (And Extra Expense) Coverage Form
CP 01 08 (05-20)	Minnesota Changes
CP 01 40 (07-06)	Exclusion Of Loss Due To Virus Or Bacteria
CP 01 50 (10-00)	Minnesota Changes - Replacement Cost - Personal Property
CP 04 11 (09-17)	Protective Safeguards
CP 10 75 (12-20)	Cyber Incident Exclusion
CP 12 21 (10-12)	Loss Payable Provisions - Minnesota
CMCP 04 05 (03-19)	Religious Institutions - Choice Property Enhancement Endorsement
CMCP 04 22 (03-19)	Identity Recovery Coverage Endorsement
CMCP 04 26 (02-20)	Equipment Breakdown Coverage Endorsement
<b>GENERAL LIABILITY</b>	
CG DS 01 (10-01)	Commercial General Liability Declarations
CG 00 01 (04-13)	Commercial General Liability Coverage Form
CMCG 04 01 (02-20)	Catastrophic Violence Response Endorsement
CMCG 04 07 (06-21)	Medical Payments - Athletic Activities Endorsement
CMCG 12 03 (12-19)	Religious Institutions - General Liability Enhancement Endorsement
CMCG 21 04 (03-19)	Exclusion - Asbestos
CMCG 21 05 (03-19)	Exclusion - Lead
CMCG 21 14 (03-19)	Exclusion - Religious Institutions - Affiliated Entity Personal And Advertising Injury
CMCG 21 18 (03-19)	Exclusion - Abusive Behavior
CMCG 21 19 (03-19)	Exclusion - Nonphysical Abusive Behavior
CMCG 21 24 (03-19)	Exclusion - Sexual Misconduct
CG 01 22 (12-07)	Minnesota Changes - Contractual Liability Exclusion And Supplementary Payments
CG 21 06 (05-14)	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - With Limited Bodily Injury Exception
CG 21 32 (05-09)	Communicable Disease Exclusion

## SCHEDULE OF FORMS AND ENDORSEMENTS

<b>POLICY NUMBER:</b> 0009615 25-670410	<b>EFFECTIVE DATE:</b> 02/01/2024
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<b>NUMBER</b>	<b>TITLE</b>
<b>GENERAL LIABILITY</b>	
CG 21 71 (06-08)	Exclusion Of Other Acts Of Terrorism Committed Outside The United States; Cap On Losses From Certified Acts of Terrorism
CG 22 67 (10-93)	Corporal Punishment
CG 22 72 (12-19)	Colleges Or Schools
CG 24 12 (11-85)	Boats
CG 26 05 (02-07)	Minnesota Changes
CG 26 81 (12-04)	Minnesota Changes - Duties Condition
CMCG 00 03 (03-19)	Cyber Liability and Data Breach Response Coverage Form
CMCG 20 03 (03-19)	Religious Institutions - Additional Insured - Members Of The Clergy
CMCG 00 05 (03-19)	Legal Defense Coverage Form - Religious
CMCG 00 08 (12-19)	Sexual Misconduct Coverage Form
CMCG 00 10 (03-20)	Counseling Services Liability Coverage Form
CMCG 00 11 (03-19)	Hired And Nonowned Auto Coverage Form
CMCG 01 02 (03-19)	Minnesota Changes
CMCG 99 01 (03-19)	Volunteers As Insureds Endorsement
CMCG N 01 (08-20)	Cyber Liability And Breach Response Information
<b>INLAND MARINE</b>	
CM DS 02 (09-00)	Commercial Inland Marine Declarations
CM 00 01 (09-04)	Commercial Inland Marine Conditions
CM 01 17 (05-20)	Minnesota Changes
CM 99 08 (08-21)	Cyber Incident Exclusion
IH DS 79 (01-18)	Miscellaneous Articles Declarations
IH 00 79 (01-18)	Miscellaneous Articles Coverage Form
<b>CRIME</b>	
CR DS 01 (06-22)	Crime And Fidelity Coverage Part Declarations (Commercial Entities)
CR 00 21 (06-22)	Commercial Crime Coverage Form (Loss Sustained Form)
CR 01 25 (06-22)	Minnesota Changes
CMCR 04 01 (02-20)	Crime Enhancement Endorsement
CMCR 35 01 (03-19)	Theft Of Money And Securities Special Coverage Days Endorsement
<b>MANAGEMENT PROTECTION LIABILITY</b>	
MP DS 05 (10-06)	Not-For-Profit Management Liability Coverage Part Declarations
MP 00 03 (10-06)	Common Policy Conditions Form
MP 00 06 (10-06)	Not-For-Profit Management Liability Coverage Form
MP 01 93 (05-09)	Minnesota Changes
MP 02 45 (10-06)	Minnesota Changes - Cancellation And Nonrenewal
MP 21 12 (05-09)	Exclusion - Nuclear Energy Liability Endorsement
MP 21 16 (01-15)	Exclusion Of Other Acts Of Terrorism Committed Outside The United States; Cap On Losses From Certified Acts Of Terrorism
MP 21 26 (05-09)	Exclusion - Antitrust Endorsement
CMMP 04 07 (03-19)	Religious Organizations - Affiliated Entity Dispute Legal Defense Coverage Endorsement
CMMP 21 34 (04-21)	Management Protection Communicable Disease Exclusion