



Good Shepherd Preschool is a ministry of  
Good Shepherd Lutheran Church and licensed annually by the MN  
Dept of Human Services, Licensing Division



# Parent Handbook

Good Shepherd Preschool  
507-451-6821  
[goodshepherdwatonna.com](http://goodshepherdwatonna.com)

## CONTACT INFORMATION

Feel free to contact the preschool at any time. Please call or email the preschool and leave a message as needed for questions, concerns, reporting illnesses or absences. In an **emergency** in which no one answers the church or preschool phone, call Heather Gleason at 456-5010.

Address:  
Good Shepherd Preschool  
2500 7th Ave NE  
Owatonna, MN 55060

Preschool Phone: 507-451-6821  
Church Phone: 507-451-4125



Preschool Email: [gspreschool@msn.com](mailto:gspreschool@msn.com)

Church/Preschool Website: [goodshepherdowatonna.com](http://goodshepherdowatonna.com)

## TERMINATION / GRIEVANCE

In the event any of the following occur, a child and parent (s) may be excluded from the center:

- Non-payment of fees;
- Abuse of staff or children at the center;
- Inability of staff to adequately care for child's needs;
- Chronic lateness in child pick-up;
- Parent is hostile, uses profane language, or is verbally or physically threatening or abusive toward staff or other families of the Center;
- Abuse of center policies.

If a parent has a complaint or concern about some aspect of the program, they should first try to settle the grievance with the teacher or other adult involved. Policy matters or unresolved conflicts should be discussed with the preschool director. Further unresolved matters may be taken to Executive Pastor of Good Shepherd Church.

## WITHDRAWAL AND LEAVE OF ABSENCE POLICY

The center requires a two-week written notice for withdrawal from the center. Date and sign your withdrawal and give it to the director. Parents are responsible for the payment of fees during the two-week period. If it becomes necessary for a child to take a leave of absence from the center, you may un-enroll, although the center cannot guarantee an opening on your desired return date.

## CONFIDENTIALITY OF INFORMATION

- All information obtained regarding any center family/child is considered confidential.
- Information obtained and collected by our program will be shared with other staff on a "need to know" basis. The lead teachers may use the information during in-service trainings to identify children's interests and needs.
- All confidential materials will remain secured in the preschool office.
- All parents/guardians may gain access to their child's information by either asking the lead teacher or director.
- All information compiled during assessments will be used to promote the healthy developmental growth of the child. The lead staff along with the participation of parents will review the completed information and together make goals for the child or a referral in cases of developmental delay.
- No information can be shared with an outside agency without written consent from the legal guardian. The decision to share information will be made by administrative staff.



## WELCOME

Dear Parents,

We welcome you and thank you for entrusting your child's care and education to Good Shepherd Preschool. We are grateful for your confidence and belief in our abilities. When you are a parent it becomes clear just how important the quality of care is to the overall development of your child.

Recent research shows us that the early childhood years are the most important years in our lives. A well-rounded, safe, nurturing experience during that time forms the basis for how we learn and adapt the rest of our life. Time spent at a high quality preschool plays an important part in that development.

Because of the time your child spends with us, we are proud to offer the following elements to our program:

- Christian based pre-school curriculum
- On going communication with parents, i.e. monthly newsletters and calendars, posting of curriculum, parent-teacher conferences
- Professionally trained teaching staff
- Special events and Field Trips

Good Shepherd Preschool is founded on the cooperative efforts of the children, staff, parents, and our church community. To contribute toward the successful school year, we ask for parent awareness of, and cooperation with, the following policies. If there are any questions, please don't hesitate to contact me.

On behalf of Good Shepherd Church, Preschool Ministry Team and Staff, thank you for your trust.

Sincerely,

Heather Gleason, Director

Office Phone: (507)451-6821  
Email: [gspreschool@msn.com](mailto:gspreschool@msn.com)  
Website: [goodshepherdwatonna.com](http://goodshepherdwatonna.com)

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## BEFORE AND AFTER SCHOOL EXTENDED CARE OPTION

To better serve our community, GSP offers an extended care option before and after each preschool session. Children enrolled in a GSP class may use this service on their normal school day. The purpose of this option is to allow families more flexibility in drop-off and pick-up times.

**\*\*Parents will be required to notify the preschool of extended care needs both at the time of enrollment and as needed.**

**Contracted Hours:** For those needing consistent weekly care. A monthly contract based on \$4.00 per hour will be agreed upon by both the parents and the Director, which will create a minimum charge and will be added to monthly tuition. Unused hours will not be reimbursed, but may be substituted for another day during the week. Contracted hours may change on a monthly basis after agreed upon by the Director and parent.

**Supplementary Hours:** For additional hours needed above contracted hours and the occasional hours needed by non-contracted families. Families are asked to notify staff of needed hours ahead of time to ensure adequate staffing is on hand. Staffing may not be available for every request. Hours used will be added to the account and paid for the following month.

## SCHOLARSHIPS

GSP offers a need based scholarship to reduce a child's monthly tuition. Please see the director for more information regarding the application and requirements. Applications are due August 1 of the coming school year.

## SMART BUS

GSP assists in the facilitation of transportation services for children through Southern Minnesota Area Rural Transit (SMART). Families contract with SMART for this service. An application form will need to be submitted and placement on the bus route is not guaranteed.

## CHARGE FOR LATE PICK-UP OF CHILD

We require that children are picked up within ten minutes of the end of the session. Two things happen when you are late picking up your child. First, your child becomes anxious about why you are late. Second, staff are detained past their scheduled time and are late for other commitments. If children are picked up after 11:10am or 2:25pm, according to the Preschool clock, the \$4.00 after school fee will be applied to your child's account. After 12:00pm or 3:15pm, Child Protection will be notified to take custody of the child if contact with the parent or another approved pick-up person has not been established.

## TAX INFORMATION

Taxpayers wishing to claim the dependent care tax credit should ask the director to prepare for them a statement of fees paid in the tax year. We are a tax-exempt, not for profit entity. The Federal ID number for Good Shepherd Preschool is 41-1484229.

## ENROLLMENT PROCEDURES AND FEE POLICY

### ENROLLMENT / REGISTRATION

To enroll your child at GSP, you will need to fill out and return all necessary forms in the Registration Packet. Information about the school year will be sent in June. You are required to attend an orientation meeting about center policies and procedures in August.

The first week of school will be a time when parents and children can get to know their teacher better and ask questions. The first week of school will be a student orientation week. You will be informed which day to come in August.

### POTTY TRAINING POLICY

All children must be potty trained to attend GSP. A child is considered potty trained when he/she is able to know he/she needs to go potty and can tell an adult. A child must be able to attend to his/her bathroom needs with minimal assistance from the teacher or aide. A child may start the year in pull-ups, but must transition to underwear within the first two months of preschool. The classroom teacher and director will work with parents to maintain consistency. Certain accommodations to this policy may be made for children with special needs as agreed upon by the parents and staff. Please talk with the director if you have further questions.

### FEES AND PAYMENT POLICIES

**METHOD OF PAYMENT:** Tuition will be due in advance for each month during the school year. Tuition will be due on the first school day of each month your child is in session. Payment should be made by check or money order and placed into the Preschool Tuition Box on the wall to the right of the Preschool Office window. If you must mail it to the center, the parent must write the child's first and last name in the memo portion of the check and mail it so it is received by the 1st of the month. PLEASE, DO NOT place tuition in a child's pocket or backpack, as it can be easily lost or forgotten.

**LATE PAYMENTS:** If tuition has not been received by the tenth of the month, a late fee will be assessed. If not received by the end of that month, the child will not be able to return to school until payment is received unless another payment schedule has been satisfactorily arranged with the center.

**NSF CHECKS:** The school will charge a late fee on any check returned to us because of insufficient bank funds as well as the NSF fee. Upon the receipt of any NSF check from the same source, all future payments for this child must be made with cash or money order.

**REFUNDS:** There will be no refunds for holidays, teacher conferences, snow days, sick days, etc. because the tuition costs are computed for the entire year and divided into nine payments.

**ADDITIONAL PAYMENTS:** There will be a non-refundable fee charged at the time of a child's admission each year. There may be other costs for field trips, school pictures, book fairs, etc. Parents will be notified prior to each of these and are always optional.



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## OUR PROGRAM

### MISSION

Good Shepherd Preschool serves the community of Owatonna and its surrounding areas with high quality Christian preschool education. As a place where Christian education is the foundation, Good Shepherd Preschool provides a Christ centered curriculum and environment in which to nurture the spiritual, emotional, social, intellectual, and physical skills necessary for Christian living.



### PROGRAM PHILOSOPHY

We believe children should receive loving care in a safe environment with a Christ-centered educational experience. At Good Shepherd Preschool children are challenged by age-appropriate environments and activities based on knowledge of child development and developmentally appropriate practices, and implemented by professional staff. We are committed to ensuring children's health and safety, helping children establish trust in their environment, strengthening their self identity, and creating curiosity through productive, satisfying activity. Through an excellent blend of the Christian focus, professional staff and arranged environment, the curriculum helps children know their individuality, understand their special worth, develop self-discipline, and broaden their understanding of individuals different from themselves.

### PURPOSE

Good Shepherd Preschool opened in September 1995 in response to a need in the community for a Christian based preschool program. Members of Good Shepherd Church saw the opportunity to reach out to preschool children and their families with God's Word as a way to follow Christ's command in the Great Commission to "Go out into the World preaching the Good News".

### BELIEF STATEMENT

GSP is a ministry of Good Shepherd Church, which is part of The Lutheran Church— Missouri Synod, or LCMS. The LCMS is a mission-oriented and Bible-based denomination that confesses the Triune God, Father, Son and Holy Spirit. GSP believes, teaches and practices the lordship of Jesus Christ and acknowledges the authority of God's Word, the Holy Scriptures. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement.

Biblical principles are integrated into every part of our day. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. We graciously and lovingly accept any student, regardless of background, and look forward to partnering with you to educate your child in God's truth.

Please speak with the Preschool Director or Pastor regarding specific beliefs.

### LIMITS OF BEHAVIOR

YOU MAY NOT HURT OTHERS.  
YOU MAY NOT HURT YOURSELF.  
YOU MAY NOT HURT EQUIPMENT.



### EXTRAORDINARY BEHAVIOR

We will not tolerate swearing or biased language. If your child uses such language, you will be informed and asked to discourage the behavior.

When a child engages in persistent unacceptable behavior, parents are required to meet with teachers to find a solution to the problem behavior and resolve the difficulty. Outside professional consultation or evaluation may be necessary. Occasionally a child does not adjust to the preschool environment or a child's repeated behavior interferes with the daily activities of the preschool. In such cases the preschool reserves the right to request the child leave the program when there is no improvement in the child's behavior subsequent to the implementation of the plan agreed upon by the parent and teacher.

### CHILDREN WITH SPECIAL NEEDS

The preschool does enroll children with special needs (a generally recognized and persistent physical, mental, or emotional disability) whenever feasible for the child and the center. In these cases an appropriate statement from the child's physician or professional referring agency must be submitted. If a child currently enrolled develops signs of special needs, our staff will recommend available resources to parents for the diagnosis of the condition. We will work with the parent to implement therapies to the best of our abilities. In the unlikely event we can no longer adequately meet the individual needs of the child, the director will set a date for termination of preschool services and will offer the parent information about alternative resources.

### EARLY CHILDHOOD SCREENING AND REFERRALS

Good Shepherd Preschool works with Owatonna Early Childhood to encourage families to have their children go through early childhood screening. This screening is based on the child's current age and tests general areas to check for basic development of skills. GSP also makes referrals as requested by the parent or teacher to the Early Childhood Education department when observations of a child are made that may require more specialized observations. Both of these services are free to families and ensure your child has all the tools he/she needs to have a positive school experience.

## CUBBIES OR HOOKS

Children are provided with cubbies or hooks at the preschool as a means of keeping their belongings together. Please check your child's cubby/hook each day for communications, art projects, wet or soiled clothing, etc. that needs to go home.

## TAKE-HOME FOLDERS

Take-home folders will be supplied by the parent and used as a way to transport information to and from home and school. Please check these folders daily for permission slips, notes, calendars, etc.

## BIRTHDAYS

Your child's birthday is a special day to share with friends. If you would like to commemorate your child's birthday with a special snack or by another means, please speak with your child's teacher about an appropriate snack or activity. All snacks, including birthday snacks, must be store bought and packaged. We cannot accept homemade treats. We kindly ask that you help your child choose a special snack other than cupcakes, as they contain a lot of sugar and can easily create a big mess. Pictures of your child will be taken that day and sent shared with you.



## GUIDANCE AND DISCIPLINE

The Preschool's daily schedule, curriculum plans, classroom arrangements, and staffing are designed to promote positive and enjoyable learning experiences, including respectful and trusting relationships among adults and children. When guiding children's behavior we help children learn acceptable behavior and develop inner controls. A child's age, intellectual development, emotional makeup, and past experiences will be considered in guidance, and consistency will be maintained in setting rules and limits for your children. The following is a list of some child guiding techniques we will use;

- Tell the child what she/he CAN do;
- Establish eye contact when speaking with the child;
- Give choices whenever possible, but only when the child really has a choice;
- Encourage children to solve their own problems and work out conflicts;
- Re-direct a child to another activity;
- Help children learn how to join play.



## GOALS FOR CHILDREN

Our overall goal is to provide children with loving care in a safe environment with a Christ-centered educational experience. Specifically, our goals are to give the children the opportunity to:

- \* Grow in faith, love for, and knowledge of Jesus;
- \* Develop a healthy self-concept;
- \* Develop both socially and emotionally;
- \* Develop enjoyment for creative experiences;
- \* Develop trust in adults and peers;
- \* Develop independence and responsibility for self;
- \* Develop security and a feeling of success;
- \* Develop skills in the physical, cognitive and language areas.



## GOALS FOR PARENTS

Our goal is to help parents:

- \* Develop realistic, age appropriate expectations for their children;
- \* Clarify values and explore methods of child guidance;
- \* Explore parent involvement as a method of maintaining quality environments for children;
- \* Strengthen family-school partnerships and communications.

## PERSONNEL

Staff are qualified teachers, assistant teachers, and aides. Lead teachers have Bachelor degrees and/or Preschool licensure with experience in early childhood care and education. Assistant teachers have at least two years of post-secondary education and experience in licensed child care centers. Preschool aides have completed high school education and are continually developing skills of working with young children. All staff members are required to participate in on-going training to ensure consistency in meeting our mission, program goals, and state licensing requirements. An excellent adult to child ratio is maintained at all times, averaging one adult for every seven to ten children.

## GSP COMPLAINT POLICY

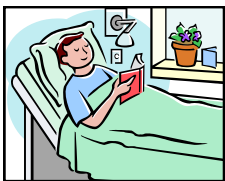
Concerns and complaints about the classrooms should be brought to the individual teacher's attention. Concerns that cannot be resolved at that level should be brought to the director by both parties.

Concerns and complaints about the program management and administration of Good Shepherd Preschool should be brought to the director's attention. Concerns that cannot be resolved at this level should be brought to the Executive Pastor for resolution.





## HEALTH



In accordance with Minnesota State Licensing requirements, parents must submit a statement certifying the date of the child's last physical examination, the child's immunization records, a list of specific health needs, and the name, address and telephone number of the child's physician and dentist.

### IMMUNIZATIONS

The Minnesota Department of Health requires your child's immunizations to be up to date in order for him or her to be enrolled in the center. For parents opposed to immunization, a signed waiver is required in your child's file. The recommended schedule is available on the preschool website at [www.goodshepherdowatonna.com/preschool](http://www.goodshepherdowatonna.com/preschool), by calling the preschool office at (507)451-6821, at your doctor's office or at [www.health.state.mn.us/divs/idepc/immunize/schedules.html](http://www.health.state.mn.us/divs/idepc/immunize/schedules.html)

### MEDICATIONS

The classroom teacher or director of Good Shepherd Preschool will administer medications necessary to sustain life (i.e. heart, lung, and diabetic medication), as well as other emergency medications (i.e. inhaler, epi-pen) only with written permission from parents and written directions signed by the physician ordering such medications. Teachers observe the right to request specific training regarding administration of meds prior to complying with doctor's directions.

### ILLNESS AND INJURY

Parents should notify the teacher when they drop their child off if the child did not eat or sleep well or seems out of sorts. Parents should also notify the teacher if their child has been diagnosed with pink eye, strep throat, chicken pox, measles, lice, scabies, etc. If a child becomes ill at the Preschool, you will be notified to come and pick your child up immediately. For this reason it is extremely important to be sure we have current contact information, especially if that information changes at any time. If you cannot be reached we will call the persons authorized by you to pick up your child. Until you come, ill children will be separated from the group.



Minor injuries will be treated with appropriate first aid and you will be informed about them on an accident report.

## CHILDREN'S NEEDS

### CLOTHING

Children often become so involved in activities that they forget about the types of clothing they are wearing. To meet the children's needs to fully participate in the program and be successful in dressing themselves, parents should keep the following in mind when dressing their children for preschool:

- Be simple enough so the child can put it on and take it off easily;
- Be loose enough to provide freedom of movement;
- Be durable and washable enough to permit vigorous play;
- Be inexpensive so that soiling or damage will not cause great concern;
- Be appropriate to present weather conditions.

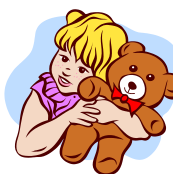
### EXTRA CLOTHING AT SCHOOL

Children in the 3 year old classes need to have a complete change of clothing at the center in case of an accident. These clothes should be in a gallon size ziploc bag with the child's first and last name on it. It is up to the parents of children in the 4/5 year old classes if they need an extra set of clothes or not. The preschool has some extra clothes and undergarments for emergencies, but asks that they be washed and returned promptly.



### TOYS

Toys brought from home present problems for the children and the staff. Personal possessions are often difficult to share or may get broken. If it becomes necessary for a child to bring a toy from home, it must be something that can be shared by a group of children or it must be left in the child's cubby/locker.



Toys that resemble weapons are not acceptable at the center. If your child has a special toy, expensive toy, or toy with many pieces, please keep it safely home. The exception to this is if your child's teacher has as part of her lesson plan to incorporate a sharing bag or super friend routine in which children take turns bringing a special item to share with the class.



## VOLUNTEER OPPORTUNITIES

There are many ways that you can contribute to your child's experience, as well as the experience of all the children at GSP, while also having a long-term impact on the preschool program. Whether you are able to contribute with your time or resources, we would love for you to be involved. The generosity of volunteers is what really helps make our program great!

There will be just one time during the school year where families will be asked to "sell"...our Annual Taco Supper. This event has proven to significantly contribute to the program's income and community outreach efforts.

Other ways you can help support GSP and your child are by being a classroom volunteer, fundraiser committee member, or prayer partner. Other areas include financial support, minor equipment repair and label collections. You will be given the opportunity to sign up for these wonderful opportunities at Parent Orientation evening and in the first weeks of the school year. Talk with your child's teacher or the director for more information.

## FIELD TRIPS AND SPECIAL VISITORS

### Field Trips

Your child's preschool class will be going on various walks and off-site trips during the school year. The purpose of these outings will be to collect information on current units, for visual learning experiences, and for participating in recreational activities. Parent permission will be obtained prior to off-site field trips. A First Aid Kit and Emergency Contact Information will be taken along at all times.

### Special Visitors



At times we will have special visitors come to the preschool. Examples of these are: dentists, nurses, Kool Kids on the Block, Trash Queen, librarian, firefighter, Police officer, etc. These guests will be used to enhance topics being learned throughout the year.

**\*NOTE\*** The 3 year old classes stay on campus and will see special visitors throughout the year.

## PHOTO, VIDEO

Teachers use digital cameras to capture activities of children. Documentation of children's activities is used for parents to see what their children are doing in the center, and also a way to broadcast back to children in visual ways what they have been doing. All photos taken will be available to parents through the sharing sites chosen by each teacher. Occasionally the Owatonna Paper or Owatonna Today Show may visit us to promote the preschool or an upcoming event. Photos may be used for the Preschool brochure or website after permission is granted by the parent.



## SICK CHILDREN

We keep sick children out of our Preschool so the healthy children remain healthy. A child with any of the following conditions or behaviors is a sick child and must be excluded from our Preschool. If the child becomes sick while in our care, the child will be isolated from the other children and the parent called immediately. A sick child will be supervised at all times. Signs will be posted to notify parents if their child has been exposed to any of these illnesses. Good Shepherd Preschool must exclude a child:

- a. With a reportable illness or condition that the commissioner of health determines to be contagious and a physician determines the child has not had sufficient treatment to reduce the health risk to others;
- b. With chicken pox until the child is no longer infectious or until the lesions are crusted over;
- c. Who has vomited 2 or more times since admission that day;
- d. Who has had 3 or more abnormally loose stools since admission that day;
- e. Who has contagious conjunctivitis or pus draining from the eye;
- f. Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
- g. Who has unexplained lethargy;
- h. Who has lice, ringworm, or scabies that is untreated and contagious to others;
- i. Who has a 100 degree F underarm or higher temperature of undiagnosed origin before fever reducing medication is given;
- j. Who has an undiagnosed rash or a rash attributed to a contagious illness or condition;
- k. Who has significant respiratory distress;
- l. Who is not able to participate in child care program activities with reasonable comfort; or
- m. Who requires more care than the program staff can provide without compromising the health and safety of other children in care.

## HAND WASHING

Every preschool child, upon entering the classroom, will wash his or her hands before engaging in classroom activities. This is to prevent the spread of germs. Every child will also wash his or her hands after using the bathroom, after coughing or sneezing and before snack time. With signed permission by the parent, children may be given hand sanitizer after coughing or sneezing.





## SNACKS

The center will serve one snack during each session the children are in school. Snacks will be served with water, juice or milk. Parents are required to notify us of any allergies. The snacks will always contain at least two different food groups and serving methods will follow the requirements of the local health department. Parents will be asked to contribute crackers and juice during the school year. If your child has a food allergy, we will work with you to take necessary precautions.

## OUTDOOR PLAY

Daily movement time is provided for all the children. We utilize outside play in the fall and spring and during scheduled times during the winter months when play requires snowpants, snowcoats, mittens, boots, etc. Your teacher will notify you when these scheduled snow play days are, and you will be asked to bring the appropriate clothing. Indoor play time is a combination of organized group activities and free choice activities.



## ABUSE REPORTING

Any person who in good faith suspects abuse of a minor is obligated to report that suspicion.

### 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 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651)297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 451-9100 or local law enforcement at 451-8233.
- 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) 296-3971.

## HOLIDAY CELEBRATIONS

We will only celebrate holidays that honor Christ and His desire for how we live. We know that families are often excited about some secular aspects of certain holidays. We will not discourage these traditions, but will stress the importance of Christ through the holiday. If a parent has any concerns during activities we may take part in, please feel free to speak with the director.

## FAMILY FUNCTIONS

Family functions and training opportunities may be planned throughout the year. Participation in these activities is encouraged and appreciated by children and staff.



## FUNDRAISERS

The purpose of all fundraisers are to offset the budget and keep tuition costs as reasonable as possible. We hold a few fundraisers during the year, two during the school year and one is ongoing.

**TACO SUPPER:** The Taco Supper Fundraiser is held in the beginning of February and coincides with the Preschool Open House and Registration for the following school year. This is the one time parents are asked to sell tickets for the meal to their family and friends, co-workers, etc. You are also asked to help supply cookies/bars for dessert and aide in setup, serving, and cleanup. Your efforts are greatly appreciated!



**LENT MEAL:** During Lent the Preschool children will sing at one Wednesday evening Lent Worship Service and assist in supplying items for and helping with the meal. This is a Free Will Offering Event by those who partake in the meal.

Your participation in these events not only helps your child's preschool, but it also builds a partnership between parents, students, teachers, and the church community of Good Shepherd.



## CONFIDENTIALITY

Children are a huge source of enjoyment and provide constant supply of great stories. As you and your child attend Good Shepherd Preschool you will become familiar with other children and families, and you may wish to share stories. Please maintain confidentiality of identity when talking about your child's activities and place of care. We expect the same of parents that we do of our staff, that conversations outside the center not identify children and families to others. Please also be mindful of sharing pictures on social media sites in which other children of our preschool may be present in.

## PARENT-TEACHER CONFERENCES

Any time a parent is interested in further or more specific knowledge on their child's development, they should feel free to talk with their child's teacher. Conferences are offered to parents two times a year, where they may talk with teachers about their child's development. Both parents and staff may wish to call for additional conferences as needed.

## RELEASE OF CHILDREN

Parents must designate at least two (2) individuals authorized to pick up their child in emergency situations. Only those persons authorized by the parent on the Authorization to Pick-Up form may pick up or visit a child. Parents must notify the center when persons other than themselves will be picking up and visiting children so we are prepared. Photo I.D. will be requested. Verbal permission will be accepted over the phone ONLY if that person is already authorized.

If the parent or authorized adults are unavailable or cannot be reached by 30 minutes after closing time, the preschool will contact the Child Protective Services to take custody of the child.

If you request that we deny access of any person to a child, or deny release of a child to a particular person, you must provide us with the court documents validating that request, and stipulating what law enforcement shall do in such an event. In families where parents are unmarried, separated, or divorced, the custodial parent must have on file at the Preschool a copy of the legal documents stipulating custody and/or visitation, such as a Minnesota Voluntary Recognition of Parentage. Both front and back need to be copied.

## PRESCHOOL MINISTRY TEAM

The Preschool Ministry Team meets monthly under the direction of the Preschool Director to assist the preschool in carrying out its mission. You will see their work in parent evaluation forms and fundraiser activities, among other things. If you would like to be considered to be a part of this team, please contact the Preschool Director to find out more information.



## PROGRAM ASSESSMENT

We conduct a parent survey two times a year to gather information from you on various items from the school year. We look forward to hearing your positive feedback and constructive thoughts. Comments are kept confidential and used only by the Ministry team, Director, and Senior Pastor to help us grow the preschool and know our needs.

## What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be 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 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.

## 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 Minor Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

## Failure to Report

A mandated reporter who knows or has reason to believe a child is in 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.

## PETS

The staff at the center may allow small pets to be a part of a science program. We may also have a pet day, when students have the opportunity to display a pet from home. Please inform us if your child has a pet allergy.



## CLEAN AIR POLICY

The indoor and outdoor environments of Good Shepherd Preschool are designated as nonsmoking areas when children are present.

## EMERGENCY PROCEDURES

### HOSPITAL INFORMATION

If your child becomes seriously injured, we will call 9-1-1 or Gold Cross Ambulance for transport to the Owatonna Community Hospital emergency room. You will be notified to go to the hospital, a staff person will accompany your child to the ER and stay until you arrive.

Owatonna Community Hospital  
2200 26th St NW  
Owatonna, MN 55060

### INSURANCE

Good Shepherd Church carries a \$1 million per occurrence, \$3 million aggregate comprehensive general liability insurance policy. Parents are encouraged to have their children covered by individual policies.

### CHILD CAUSED INJURY

If your child should injure another person such that medical costs are incurred, it is understood that the parent (s) of the injuring child may be responsible for payment of those medical costs. If a child bites another child and breaks the skin, this will be reported to the Health Department, and the parent will be encouraged to seek medical help.

### FIRE/TORNADO/LOCKDOWN PROCEDURES

The center practices monthly fire and tornado drills and follows routine evacuation procedures. Lock-down and evacuation procedures are provided to parents at the beginning of the school year. Emergency evacuation routes are posted in the classrooms.

### WEATHER-RELATED CLOSINGS

Good Shepherd Preschool closes when the Owatonna Public Schools close for snow emergencies. Cancellation information is broadcast on KRFO 104.9FM and KOWZ 100.9FM as well as the Owatonna Public School Channel.



If Owatonna Public school is listed as closed the Good Shepherd Preschool is closed. If it is listed as a late start, then the morning class would be cancelled but the afternoon class would meet at it's normal time. If an early release is listed before our afternoon session meets, then that class is cancelled. Should an early release be announced after our session has begun, we ask that you pick up your child as soon as you are able to.

We encourage parents to use their best judgment in determining whether or not their child will attend on severe weather days without undue risk even if there are no official closings.

## PARENT PARTICIPATION

*Minnesota Dept of Human Services requires us to post that a parent or legal guardian of a child will be allowed access to their child at any time while their child is in our care.*

### PARENT ORIENTATION NIGHT

Families who have enrolled their child in Good Shepherd Preschool (new and returning), who are in the process of completing all the enrollment forms, are required to attend a 45 minute orientation evening. During this time policies and procedures will be explained and parents may have questions answered. This will be a time to communicate with the Director and your child's classroom teacher.



### ARRIVALS AND DEPARTURES

Parents and authorized adults must accompany children into and out of the Preschool at all times. Upon your arrival, please help your child take off coats, boots, etc. as well as get their folder to the teacher. At departure time, please check their cubby for projects, folders, and personal items that need to go home.

### PARENT-TEACHER COMMUNICATION

A number of methods are utilized in communicating between the preschool and your family.

- Talk to your child's teacher at drop-off and pick-up;
- Read posted lesson plans and daily schedules;
- Read posted email messages that pertain to your child;
- Read special event notices posted by classroom and main doors;
- Read the information on the Parent Bulletin Board and calendars sent home;
- Examine the various methods of photo and art documentation of children's work throughout the preschool;
- Check child's cubbies and lockers for notices;
- Visit the preschool! You are welcome to stop any time.

### TRANSITION

When your child starts the new school year, there may be some anxieties and uncertainties about the new classroom, new friends, new teacher and new place. This may be felt by both parent and child. We will do all we can to help you and your child feel safe. As a parent, often the best thing you can do is assure your child that you love them and can't wait to hear about their first day, give a hug and/or kiss and say goodbye. We will call you if your child continues to have a difficult time, but will try including them in our class first. With support and love, they will be excitedly running down the halls in no time!