



Peace Lutheran Church

**PRESCHOOL**

[www.peaceconrapids.org/preschool.htm](http://www.peaceconrapids.org/preschool.htm)

# PARENT HANDBOOK

## 2009-2010

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**763-754-2383**

e-mail: [preschool@peaceconrapids.org](mailto:preschool@peaceconrapids.org)

# **PARENT HANDBOOK**

## **WELCOME**

We welcome you and your child to our Peace Lutheran Church Preschool program and look forward to sharing an exciting year together. We want parents to be full partners in our program. You are the foremost expert on your child and we encourage your input. This handbook was designed to give families an overview of our program, procedures and policies, so please take time to read it thoroughly. Feel free to call with any questions.

Preschool Board and Staff

## **LICENSE**

Peace Lutheran Church Preschool is licensed by and complies with the standards set forth by the Minnesota Department of Human Services (651)-296-3971. This assures families that high standards have been met in regards to space, equipment, program and staff.

## **ADMISSIONS POLICY**

Peace Lutheran Church Preschool is an outreach ministry of Peace Lutheran Church seeking to serve the entire community. We provide a loving and enriching preschool experience in a Christian atmosphere. Peace Lutheran Church Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at our school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs or other school administered programs.

## **MISSION STATEMENT**

Shaping Children's Futures with God's Love

## **PHILOSOPHY**

We believe that the children's "work" is their play and they need time to freely explore in their own way. Our staff is committed to providing many opportunities for free expression in art, dramatics, and music, as well as language development, cognitive development and motor skill growth. Christian teachings are also a part of our curriculum.

## **PROGRAM GOALS**

1. To help children grow and develop socially, emotionally, physically, cognitively, and spiritually through individual and group experiences.
2. To provide a Christian atmosphere in which children may interact easily with others, developing friendships and positive social skills.
3. To reinforce the feeling that the children are valuable persons - to themselves, to their families, to God and to others.
4. To help children become more observant of the things around them; to realize the wonder of God's creation.
5. To provide opportunities and materials that encourage self-expression and creativity through art, dramatic play, music, movement, block building, language, manipulative and sensory play, and large and small muscle activities.
6. To encourage appreciation for music and literature.
7. To offer appropriate challenges and to encourage children to choose, make decisions and pursue their own ideas and interests.

## **CLASSES OFFERED**

For children who are three (3) years old on or before September 1.

1. Monday and Wednesday  
9:15 - 11:30 a.m.
2. Tuesday and Thursday  
9:15 - 11:30 a.m.

For children who are three (3) years old on or before December 1.

1. Friday  
9:15 - 11:30 a.m.

For children who are four (4) or five (5) years old on or before September 1.

1. Monday, Wednesday and Friday  
9:00 am – 1:00pm Mon/Wed & 9:00am – 11:30 am Fridays
2. Tuesday and Thursday  
9:00 am – 1:00 pm

Classroom doors will not be opened until the scheduled class time as staff is preparing for the day. Please remain with your child until the teacher has opened the doors.

### **Extra-Curricular Options:**

1. Lunch Bunch – Wednesday & Thursday 11:30am – 1:00pm  
Children bring their lunch, eat and play for an extended day. There is an additional cost for this program.

**Summer Preschool** – Tuesday, Wednesday & Thursday - 9:00am – 11:30am  
 Three(3) two week sessions are offered throughout June and July. Varied themes for each session. Registration begins in April.

### **STAFF**

Each class is taught by two adult staff, at least one of whom is teacher qualified. Substitutes are available when it is necessary for regular staff to be absent.

We encourage a good line of communication between parents and our staff. Feel free to call the teachers or the Director any time at (763) 754-2383. The church office can be reached at (763) 757-4459.

### **TUITION RATES**

Tuition is based on the number of days your child attends preschool. Please see the tuition box below for our tuition prices.

#### **Tuition Fees for 2009/2010 School Year**

<b>Class</b>	<b>Number of Days Per Week</b>	<b>Cost Per Year</b>	<b>Cost Per Month</b>	<b>Yearly with 5% discount* ( given if entire tuition is paid for year by Sept. 1, 2009)</b>
<b>3's</b> 3 by Dec. 1, 2009	<b>1</b>	<b>\$432.00</b>	<b>\$48.00</b>	<b>\$410.40</b>
<b>3's</b> 3 by Sept. 1, 2009	<b>2</b>	<b>\$792.00</b>	<b>\$88</b>	<b>\$752.40</b>
<b>Pre-K</b> 4 by Sept. 1, 2009	<b>3</b>	<b>\$1233.00</b>	<b>\$137.00</b>	<b>\$1171.35</b>
<b>Pre-K</b> 4 by Sept. 1, 2009	<b>2</b>	<b>\$909.00</b>	<b>\$101.00</b>	<b>\$863.55</b>

Registration fees: \$50 per child/\$45 per child for Peace Lutheran Church Members\*

## PAYMENT POLICIES

1. A registration fee is due at the time you register your child. The fee is non-refundable and it does not apply toward tuition.
2. The registration fee and future tuition fees will not be refunded or adjusted for illness or any other reason which causes a child to miss his/her regularly scheduled times.
3. Tuition is paid the 15<sup>th</sup> of the upcoming month (September tuition due August 15<sup>th</sup>, etc.).
4. A \$25.00 late fee is added to any tuition received after the 20<sup>th</sup>.
5. Failure to pay the tuition by the last day of the month will be cause to discontinue the child's enrollment, unless the reason for late payment has been discussed with the Director or Peace Lutheran Church's Financial Administrator.
6. Please note that we do not accept cash payments. Please make checks or money orders payable to Peace Lutheran Church Preschool. Payments may be mailed to the Preschool or deposited in the tuition box located near the preschool entry. No Payments should be left in Preschool rooms or given to teachers.
8. Direct deposit of tuition is also an option through Vanco Services. See director for form.
9. Tuition for the entire year may be paid in full. A 5% discount is given when tuition is paid in full. In order to receive the discount, payments for the entire year must be received by September 1, 2009.

## WITHDRAWAL POLICY

Thirty (30) days written notice must be given before withdrawing a child from Preschool. Without this notification, an additional month's tuition will be charged.

## SCHOLARSHIPS

It is the philosophy of Peace Lutheran Church Preschool that no family will be denied participation in our program due to inability to pay. Scholarships are awarded to families according to an income based sliding fee scale. Applications are available upon request. Prior to the tuition payment due date, applications for scholarships must be submitted to the Director who will take the request to the Board for approval. All information provided to us to determine eligibility will be kept confidential. **Scholarships are allocated only if funds are available.**

## REQUIRED FORMS FOR CHILDREN

These items will be on file in the Director's office:

- \* Registration Forms\*
- \* Immunization Form\*      \* Emergency & Authorization Form\*
- \* Health Form\*

## **PRESCHOOL ORGANIZATION**

The Preschool Board is made up of seven (7) voting members, the Director of the Preschool. The Pastors, the Children and Family Education Director and the Director of Youth Ministries also serve as ex-officio members. At least four (4) of the voting members must be church members who are elected to the Board at the Church's Congregational meeting in November. The three (3) members at large do not have to be Church members. These two are appointed to the Board by the Congregational Council at the Council's June meeting. The Board recommends to the Congregation Council policies for the operation of the Preschool as required under our license by the Department of Human Services. The Board recommends employment and compensation decisions to the Peace Lutheran Church Personnel Team. The Board meets monthly, and meetings are open to the parents.

## **COMMUNICATION**

Good communication with parents is a benefit to the children in our care. Schedules and notes from the teachers will be posted on the bulletin boards outside the classrooms. All other pertinent parent information will be posted on the main preschool bulletin board located at the preschool entrance. Brief contact with your child's teacher is available during drop-off and pick-up times. Further communication is as follows:

### **Conferences**

Conferences provide an excellent time to review the child's growth and to plan for the future. An orientation will be scheduled the week before school begins. Parents will be notified by mail of dates and times. Teachers and parents will participate in two conferences; One in November, and one in March. Special conferences will be held at the request of parents and/or staff. Arrival and dismissal times are not generally appropriate conference times as teachers have responsibility for the entire class.

### **Parent Involvement**

A high level of parent involvement is one important aspect of a quality Preschool program. Parents are encouraged to assist with special activities in the classroom, to help with class parties, and to accompany classes on field trips. Parents are also welcome to share any special gifts or talents they may have. Parents are invited and encouraged to visit the class anytime.

### **Parent Education Opportunities**

Periodically classes or speakers on subjects of interest will be offered to parents. Parenting and child development information is also included in each newsletter.

### **Newsletters**

A monthly newsletter is sent out to inform parents of the activities that are going on in the classrooms and other valuable information.

### **Class Lists**

Each parent is provided with a class list. The list includes addresses and phone numbers for use in finding car pools, emergency help or social contacts. Out of respect for our families, no other use is permitted. Please notify the school of any address or phone number changes.

### **Pockets**

Each child will have a designated “pocket” with his/her picture on it. All communication to parents will be put in each child’s pocket.

### **Pastoral Care**

School families are encouraged to call on one of Peace’s pastors if they are in need of pastoral care. The church office phone number is (763) 757-4459.

## **TRANSPORTATION**

Transportation to and from school is not provided or arranged for by the Preschool. Parents of enrolled children will receive a class list to assist them in making car pool arrangements. The staff must be informed in advance and in writing if your child is to be picked up by anyone other than the authorizing persons listed on the registration form.

## **CLOTHING**

Please dress your child in washable, comfortable *play clothes* which are easy to get in and out of. Self-help skills are encouraged. Children should always have clothes for outdoor play as well. Please bring a backpack each school day, with an extra set of clothes.

## **SNACKS**

A snack is served during each class session. This includes a beverage and a food item (crackers, cookies, fruit, fresh vegetables, cereal products, cheese or an item prepared in class). Parents will be asked to provide store bought snacks throughout the year. Children and teachers eat and socialize together and good manners are practiced. Children are encouraged, but not forced to eat. Please make sure staff is aware of any food allergies your child has.

## LUNCH

If your child brings a lunch to school, please adhere to the following:

Pack a well balanced lunch – considering the proper food group proportions.

Lunches are to be brought to school in lunch “boxes” **with an ice pack.**

Send food that is “ready to eat” (we cannot heat up food)

Include a beverage each day ( milk is preferred – no soda please)

Send appropriate utensils for your child’s lunch (spoons, forks, napkins.)

## BIRTHDAYS

A child’s birthday is always special. If you would like to bring a snack for the class, please let the teacher know in advance. This must be a store bought item or something prepared in class. See items listed under “Snacks” for healthy ideas - no hard candy or suckers please. Whether or not you furnish a snack, the staff will make sure each child is given special recognition on his/her birthday.

## FIELD TRIPS

Field trips and neighborhood walks may be planned periodically during the year. Permission slips will be sent home notifying parents in advance of the date, destination, and purpose of each field trip. A fee may be charged to cover the cost. Parents may be requested to accompany their child on the field trip. If a parent cannot attend the field trip, another adult family member or adult friend can join us. If the parent cannot reserve an adult to join their child, the preschool staff will assign a “chaperone” to the preschooler. We welcome parents & adult family members to join us on these occasions, but we must insist that siblings not be brought along on field trips. Arrangements are made for Preschool students, staff and parents only. Nelson Park is our "secondary outdoor play area" and written permission will not be needed each time we visit there.

## HOLIDAYS

Peace Lutheran Church Preschool will be closed throughout the year for holidays and staff development days. Please check Master Calendar for specific days.

### **Halloween**

Because the origins of Halloween are not Christian, our Preschool has chosen not to celebrate this holiday. Even though young children know little about this aspect of Halloween, we want to stress Jesus’ love rather than the fear that can arise from costumes and scary movies on TV, etc. The decision of how you personally celebrate Halloween is up to each family, but we ask that costumes not be worn to school on the day of our Harvest Party. We will be focusing on other aspects of the autumn season rather than the holiday itself.

## **Christmas**

We Celebrate Christmas with a “Birthday Party for Jesus”. The children put on a short Christmas program for the families in December and have treats. This is an evening event and for the entire family.

Other Holidays are celebrated within the classrooms. Please check your child’s class calendar for other special events.

## **HEALTH POLICIES**

1. All children must have a health form completed by a doctor and a record of immunizations on file by the first day of school.
2. Parents are responsible to protect their own children and the health of others by keeping a child at home who shows any signs of infectious illness.
3. If the staff feels that the child's health is such that he/she should not be in school, he/she will not be admitted. We are required by law to exclude any child:
  - a. With a reportable illness (specified by Health Department).
  - b. With chicken pox until lesions are crusted over and child is no longer contagious.
  - c. Who has vomited two or more times in 24 hours.
  - d. Who has had three or more abnormally loose stools in 24 hours.
  - e. Who have contagious conjunctivitis or pus draining from the eye.
  - f. Who has a bacterial infection such as strep throat or impetigo and has not been on antibiotics for at least 24 hours.
  - g. Who has unexplained lethargy.
  - h. Who has lice, ringworm, or scabies that is untreated and contagious.
  - I. Who has a 100 degree or higher temperature of undiagnosed origin.
  - j. Who has an undiagnosed rash or a rash attributable to a contagious condition.
  - k. Who has significant respiratory distress.
  - l. Who is unable to participate in Preschool activities with reasonable comfort.
  - m. Who requires more care than Preschool staff can provide without compromising the health and safety of other children.
4. If a child has an allergy, it must be noted on the health form by the physician. Otherwise, it may be mistaken for a cold symptom.
5. If a child becomes ill while at school, we will isolate him/her from the other children, within sight of staff, and call the parent. If parents cannot be reached, the names on the child's emergency card will be called.
6. Since our Preschool sessions are only 2 1/4 and 4hours in length, we generally do not administer medication of any kind. Exceptions may be made under special circumstances.

The following procedures are mandated by licensing regulations:

- a. Non-prescription medication can be given with written parental permission.
  - b. Prescription medicine can be given only with a doctor's instructions - child's name and current prescription information on the label constitute instructions.
  - c. Administration of medication will be recorded on a form which will be kept in the Preschool log.
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7. Parents must notify Preschool if their child comes down with a contagious disease. These diseases would include Chicken Pox, Strep Throat, Fifth's Disease, Lice, etc. Preschool will inform parents of others in the class either verbally or in writing of any exposure to or onset of a contagious disease. The director will decide on the best method to use to notify the parents.
  8. All children attending Peace Lutheran Church Preschool must be completely toilet trained by the first day of class.
  9. Peace Lutheran Church Preschool's Health Care Consultant will review the health policies and procedures annually. Reviews will also be made when policy changes are proposed and in the event of an outbreak of a contagious reportable disease. A copy of the review is placed in the Preschool file.

### **EMERGENCY AND ACCIDENT POLICIES**

1. Safety rules are followed to prevent injuries. Children are to walk, not run, in the building and on sidewalks. Children are allowed outside only with staff supervision. Frequent inspections of stored items, cleaning supplies, and potentially dangerous materials are completed. Children are not allowed in the kitchen, storage areas, janitorial closets, furnace rooms, etc. All toys and equipment are checked frequently for needed repairs. Preschool children are always seated while eating. All food is served in pieces appropriately sized for preschoolers. Children are not allowed to put toys in their mouths. Children are supervised when dressing and undressing for outside play as well as with dramatic play costumes in order to avoid any possible entanglement that might cause choking.
2. The teachers are current in CPR, OSHA, first aid training and recognizing sign of child abuse. In the case of minor accidents, the staff will administer needed first aid. In the event of a serious accident, the staff person will call 911 if necessary, and the child's parents or other authorized persons listed on the emergency card. When 911 is called and the Paramedics find it necessary to take the child to a hospital emergency room, Mercy Medical Center will be used unless the parent is there to designate otherwise. A staff person will accompany the child to the hospital if a parent or other authorized person is not present. The child's file will be taken along.
3. All accidents are recorded in the Preschool Accident Log. This log is reviewed by the Director at least semi-annually.

4. If suspected accidental poisoning occurs while the child is at Preschool, the Poison Control Center will be called (1-800-222-1222). If recommended, Syrup of Ipecac will be administered if previous written parental permission has been given.
5. Staff persons are trained in the proper procedure for exiting the building in the event of a fire. Monthly fire drills are held by each class and recorded in the Fire/Tornado Drill Log. The emergency number - 911- is posted by the Preschool phone. Staff persons are trained in the proper fire procedures and the use of fire extinguishers. All fire extinguishers are labeled with directions for correct use. Fire areas are closed off by closing doors that can contain the fire area.
6. Tornado shelters are listed on the building diagram posted in classrooms. Staff persons are instructed to take their class and attendance sheets to the designated shelter areas. A tornado drill is held monthly from April through September and recorded in the Fire/Tornado Drill log.

## **LEGAL ISSUES**

### **Abuse Reporting**

Early childhood employees are mandated by law to report suspected physical abuse, sexual abuse or neglect of children in the home, school and community setting. If the Director or teacher suspects abuse or neglect either at home or in the center, they will call Child Protection at (612) 348-3552. If the child is in imminent danger, they will immediately call the local Police Department or the Anoka County Sheriff's Department.

### **Separation/Divorce**

In the case of parental separation or divorce, the following information about custody arrangements must be procured.

Custody arrangements:

- a. Name(s) of persons with legal custody of child.
- b. Name(s) of persons with physical custody of child.
- c. Name(s) of persons with joint legal and/or physical custody of child.
- d. Name(s) of persons with right to make child care and/or educational decisions concerning the child.
- e. Name(s) of persons with right to make decisions concerning medical treatment.

The director or teacher may want to discuss the situation with enrolling person. In some cases it may be useful to ask the parent to submit a copy of the custody order. Of course, the privacy of this material, like other records, will be respected.

### **Unauthorized Pickup**

In the event that an unauthorized person arrives to pick up a child, the child must remain at Preschool until a parent or authorized person comes. Staff will telephone parents to inform them. Likewise, if a person who is incapacitated or a person suspected of abuse attempts to pick up a child, staff will keep the child at Preschool and notify the parent. Police will be called for assistance if necessary.

If no one comes to pick up a child within 15 minutes of the end of a session, staff will begin making phone calls. Parents will be called first, followed by a person authorized to pick up the child, and any additional people listed on the child's emergency form. If none of these persons can be reached, police will be notified.

### **Insurance**

Our center, staff and children are covered through the church insurance policy. The type and level of liability insurance coverage meets state standards. The coverage applies during regularly scheduled hours while the child is at school and to and from field trips and other events scheduled by the Preschool.

### **Confidential Information**

It is the policy of Peace Lutheran Church Preschool that no information of a confidential nature be released without written parental consent. This includes information to medical facilities and other schools.

### **Other Permissions**

Written permission will be obtained from a parent before a child is involved in an experimental research or public relations activity while at Preschool.

## **VIOLENCE FREE ZONE POLICY**

Our Preschool has chosen to be a war-toys-free zone where violent toys are not allowed and where violence is not permitted. We want all children coming to Preschool to feel loved, protected and safe. The staff is dedicated to encouraging peace here and in the world.

## **SCHOOL CLOSINGS**

In case of exceptionally severe weather listen to WCCO radio or watch local television stations. We generally follow AH District 11 closing policies; however, we may close the preschool even if AH District 11 does not close. In the event of a blizzard during school time, children will be cared for at Preschool until parents or other authorized persons come to pick them up.

## Typical 3- 4 Year Old Daily Schedule

9:15 - 9:30	<u>CHILDREN ARRIVE:</u> Children arrive and enjoy centers before the first group time
9:30-9:45	<u>1<sup>ST</sup> GROUP TIME:</u> This group includes attendance, calendar, sharing time, and a discussion about the day's events.
9:45-10:20	<u>FREE CHOICE TIME</u> Children are free to choose different interest centers; which includes Dramatic Play, Art, Science, Sensory, Manipulative, Cognitive Games, Blocks, Books and Story Listening.
10:20 - 10:25	<u>CLEAN-UP:</u> This is a group effort and children are encouraged to work together to help clean up the room
10:25 – 10:35	<u>GROUP TIME:</u> Children enjoy a large motor movement game, music and/ story.
10:35 - 10:40	<u>BATHROOM AND HAND WASHING</u>
10:40 - 10:55	<u>SNACK:</u> We serve a variety of nutritious snacks. Children will have opportunities to help with preparation and serving. This is a social time and we encourage conversation and good manners.
10:55 - 11:05	<u>STORY &amp; SONGS</u>
11:05 - 11:25	<u>OUTSIDE PLAY/CHAPEL:</u> Once a week each class attends chapel. Our chapel time lasts approximately 20 minutes, usually occurs in the middle of their school period (large group time) and follows a very simple format of songs, prayers and the pastor's message. Clapping, finger plays, hand motions, body movements, sign language and instruments are all part of our chapel experience. The children come to the chapel excited and leave the Sanctuary singing one of their favorite songs.  On non-Chapel days and in good weather we use our outdoor playground. During the winter months, or in bad weather we use our indoor large muscle room to play games or use Large motor equipment.
11:25 - 11:30	<u>PRAYER AND DISMISSAL</u>

Any daily schedule is flexible and subject to change according to lesson plans and/or needs of the children

## Typical Pre-Kindergarten Daily Schedule

9:00 – 9:15	<u>WELCOME AND FREE PLAY</u>
9:15 - 9:30	<u>1<sup>ST</sup> GROUP</u> The large group time includes calendar and sharing time, and a discussion about the day's events. (naming of day, month, number, weather, letter of the week, attendance, naming helpers of day, "Share Bag" sharing)
9:30-10:10	<u>FREE CHOICE TIME</u> Children are free to choose different interest centers which includes Dramatic Play, Art, Science, Sensory, Manipulative, Cognitive Games, Blocks, Books and Story Listening, computer.
10:10-10:15	<u>CLEAN-UP:</u> This is a group effort and children are encouraged to work together to help clean up the room
10:15 - 10:30	<u>LARGE GROUP TIME:</u> This can include a short devotion, conversation, songs or finger plays. Can also include a time where the children split into two groups for an activity.
10:35-10:45	<u>BATHROOM AND HAND WASHING</u>
10:45 - 11:00	<u>SNACK:</u> We serve a variety of nutritious snacks. Children will have opportunities to help with preparation and serving. This is a social time and we encourage conversation and good manners.
11:05 - 11:15	<u>STORY/CHAPEL:</u> Once a week each class attends chapel. Our chapel time lasts approximately 20 minutes, usually occurs in the middle of their school period (large group time) and follows a very simple format of songs, prayers and the pastor's message. Clapping, finger plays, hand motions, body movements, sign language and instruments are all part of our chapel experience. The children come to the chapel excited and leave the Sanctuary singing one of their favorite songs.
11:20-11:40	<u>OUTSIDE PLAY:</u> In good weather we use our outdoor playground. During the winter months, or in bad weather we use our indoor large muscle room.
11:45-11:55	<u>WASH FOR LUNCH</u>
11:55-12:20	<u>LUNCH</u>
12:25-12:35	<u>CHOICE PLAY:</u> Art cabinet or manipulative cabinet
12:35-12:55	<u>GROUP TIME:</u> can consist of one large group activity or two small group activities.
12:55-1:00	<u>PRAYER AND DISMISSAL</u>

Any daily schedule is flexible and subject to change according to lesson plans and/or needs of the children.

## **GRIEVANCE PROCEDURE**

The following procedures will be followed in case of a conflict.

### **STEP ONE**

The grievance must be orally presented to the Director of the Preschool within five days of the violation. If no settlement is made within five days after the oral presentation to the Director, the grievance must be submitted, in writing to the Board of Directors of Peace Lutheran Church Preschool.

### **STEP TWO**

The Board of Directors must hold a hearing with the aggrieved and the appropriate supervisor within seven calendar days of receipt of the written grievance. The Board of Directors must prepare a report of the meeting. A written disposition of the matter is forwarded to the Executive Team of the Church Council within five days after the step two hearing.

### **STEP THREE**

If either party does not accept the decision in Step Two, they must present in writing to the Executive Team of the Church Council their appeal of that decision within five calendar days. The Executive Team must decide on the appeal, in writing, within thirty calendar days of receipt of the written appeal. The decision of the Executive Team of the Church Council is final.

Time lines may be waived by mutual agreement or by extenuating circumstances approved by the Personnel Team of Peace Lutheran Church.

Grievance cases will be as confidential as possible.

## **BEHAVIOR GUIDANCE POLICY**

We think of discipline as "behavior guidance." The goal is for children to learn self-control and sensitivity to the feelings of others. Our job is to:

1. Provide a positive role model of acceptable behavior.
2. Set clear, consistent limits which are appropriate to the needs and developmental level of the children.
3. Encourage children to express their feelings but not in a way that would be harmful to others, to themselves or to property.
4. Redirect children away from problems toward constructive activity in order to reduce conflict.
5. Teach children to use acceptable alternatives to problem behavior.
6. Focus on children's actions rather than personality.
7. Insure that consequences of misbehavior are immediate, of short duration, and related to the act.

Children will not be subjected to any form of physical or emotional punishment. Punishment will not be associated with food. Children will be not punished for toilet accidents.

Separation from the group is permitted only when other methods of guidance have been ineffective. All separations will be noted in a log. If a child is separated from the group three or more times in one day, the child's parents will be notified and notification of the parents will be documented in the log. If a child is separated five times or more in one week or eight times in two weeks, the procedures for dealing with persistent, unacceptable behavior will be followed .

### **PERSISTENT UNACCEPTABLE BEHAVIOR POLICY**

When persistent unacceptable behavior occurs, staff will observe and record the behavior of the child and staff response to the behaviors. Staff will speak to the parent(s) about the behavior.

Staff and parent will then develop a plan to address the documented behavior in consultation with other staff persons and outside professionals when appropriate. Parents are required to work with the staff in creating a successful environment for all the children.

We are aware that our program does not meet every child's needs. However, the staff at Peace Lutheran Church Preschool will do everything they can to make this a successful environment for each child. If we find that a child is not showing positive growth (academically and socially) we will ask the parents to find another preschool for their child. It is our best judgement that every child should have a positive preschool experience.