

Little

angels Preschool



Parent Handbook

2017-2018

217 West Second Street

Chaska, MN 55318

Preschool

952-227-4018

School Office

952-227-4010

Table of Contents

School Accreditation.....	page 3
Philosophy.....	page 3
Mission Statement.....	page 3
Little Angels Preschool Philosophy.....	page 3
Parent handbook.....	page 4
Standards and Location.....	page 4
Days and Hours of Operation.....	page 4
Staffing.....	page 4
School Closing.....	page 4
Admissions.....	page 4-5
Pick-up and Delivery of Children.....	page 5
Release of Children.....	page 5
Daily Schedule.....	page 5-6
Tuition (Cancellations/withdrawals).....	page 6-7
Dress.....	page 7
Field Trips.....	page 7
Snacks/sanitation.....	page 8
Lunch Bunch.....	pages 8
Confidentiality Records.....	page 8
Communication with parents.....	page 8
Parent Participation and Parent Teacher Organization.....	page 8
Attendance.....	page 9

Child Care Program Plan/ and Conferences.....page 9
Ideas for Parent and Child Separation.....page 9
Outside Days/
Skin Protection/Allergies..... page 10
Behavior Guidance.....page 10 -13
Health Information..... page 13-16
Administering Medication.....page 17
School Emergency Procedures.....page 17
First Aid and CPR
Procedures.....page 18
Head Trauma.....page 18
Reporting Policy for
reporting Child Abuse and Neglect..... page 19-20
Parent/Student/Administrator Grievance.....page 21-23
Program Objectives.....page 23-26
Includes plans and nap or rest time.

Little Angels Program Plan

(Minnesota Rules, part 9503.0045, subpart 1)

A. Children in the Little Angels Preschool Center are supervised by sight and sound at all times.

School Accreditation:

Guardian Angels School is accredited by the Minnesota non-public school Accrediting Association and annual reports are submitted to this agency in order to meet Association Standards. Curriculum evaluation is an ongoing process at our school. Programs are selected after careful study and consultation on the part of the staff.

Guardian Angels Catholic Community School

Christ is the foundation of the whole educational enterprise in a Catholic School.
(The Catholic School #34)

Philosophy

Guardian Angels School is dedicated to:

- *Empowering students to grow in their Christian faith through the teaching and modeling of Catholic principles and values.
- *Providing a safe and caring learning environment for all students.
- *Recognizing the variety of learning styles and abilities while striving to meet individual needs with an adaptable, written curriculum.
- *Fostering respectful and open communication among parents, staff, and students.
- *Encouraging students to build a strong relationship with God in order to serve parish and broader community.

Mission Statement

Guardian Angels Catholic School is a vibrant expression of the spiritual, moral, intellectual, physical and personal formation of each student, based on Catholic tradition, Christian values and the pursuit of academic excellence.

Little Angels Preschool Philosophy

Little Angels Preschool is designed to help your child grow. Although a preschool can never replace or provide those ingredients for growth that loving parents naturally provide their children, it can be a healthy supplement to the home.

The mission of Little Angels Preschool is:

- To help each child know our Lord and Savior.
- To provide a curriculum that is child-centered with a Catholic/Christian orientation.
- To stimulate creative interest by promoting materials and opportunities for manipulative and imaginative play.
- To provide the opportunity for group experience by recognizing the child's need to interact with other children and adults.

- To prepare each child for future educational experiences by providing age appropriate activities in language, music, math, science, and art.
- To provide for the child's physical well-being and development.

Little Angels Preschool Parent Handbook

Standards:

Little Angels Preschool is licensed by the Department of Human Services; their phone number is 651-431-6500. Children are admitted regardless of race, creed, sex, national origin, or religion. Handicapped children will be accepted on approval of the teacher and the appropriateness of the program.

Location:

Little Angels Preschool is located on the lower level of Guardian Angels School at 217 W. Second Street, Chaska, MN 55322.

Days and Hours of Operation:

Little Angels Preschool Programs and sessions are available, Monday through Friday 9:00am-3:30pm: The preschool is opened from the first day after Labor Day until the last before Memorial Day. The three, four & five-year-old classes contain a maximum of 20 children and meet Monday, Wednesday, and Friday from 9:00-11:30 AM, or Tuesday and Thursday from 9:00-11:30, or Monday, Tuesday, Wednesday, and Thursday from 9:00-11:30, or Monday, Tuesday, Wednesday, and Friday 9:00-11:30 am, or Monday-Friday from 9:00-11:30am., and Monday-Friday 9:00 AM -3:30 PM. The Preschool offers full days to 2, 3, 4, or 5 day options.

Little Angels Preschool follows the school's calendar for the same holidays and vacations. Because of state regulation concerning class size and teacher ratio, missed days may not be made up on unscheduled days. You must consult with the teacher first.

Parents are free to visit the center anytime during the hours of operation.

Staffing

Staff will consist of 1 lead teacher (one licensed teacher) and 1 paraprofessional, per the licensed capacity of 20 children for 3-5 year old classes. In addition to meeting all the standards set forth by the State of Minnesota, lead teachers are either 4 year degreed Early Childhood Specialists or 4 year degree elementary 1-6. Staff members meet the DHS Rule 3 requirements and are certified in First Aid, and CPR. Staff members are also required to be trained in AHT (Abusive Head Trauma/Shaken Baby Syndrome) Awareness on accordance with licensing.

School Closing

Little Angels Preschool and Guardian Angels also follow the public schools' emergency closing procedures. If the Schools of Eastern Carver County & Guardian Angels is dismissed early because of weather conditions, preschool will be closed at the same time. All closing information is listed on KSTP TV, WCCO TV & radio, and FOX 9 KMSP TV. Parents may pick up their child at any time should the weather be a threat to safe travel home.

Admissions:

Children, who are 3, 4, and 5 are eligible to enroll in the preschool. Admission requirements and enrollment procedures are as follows:

1. A child must be four years old by October 1st and be toilet trained to be admitted into the program, and three years old by Oct.1 (and/or 33 months old by Oct. 1/depending on discursion if the child is ready for preschool) and be toilet trained for the program.

Accident Policy: If student has 3 bowel movement accidents at school, within a 2 week

period, staff will meet with parents to discuss a different time of day to attend school that doesn't interfere with their biological clock. If this does not help, the child will need to play at home until trained for bowel movements. We look forward to working with you as your child moves toward more independence.

2. Each child will be evaluated on an individual basis.
3. If the classes are filled when a parent calls, the child's name will be put on a waiting list to fill vacancies as they occur.
4. As vacancies occur during the year, they are filled from the waiting list, or from new registrations, according to the above procedures.
5. In order to best meet the needs of all students, parents are requested to provide a copy of their child's Early Childhood Screening results.

Pick Up and Delivery of Children

Morning classes: Please park on the side street and use door #2 to enter. Please do not park on the other side of the street so that the children do not cross the street during the busy drop off and pick up times. Upon your arrival, a staff person will greet you at the door, please sign in and help your child hang up their back pack and coat. Also, help your child empty their bag and wash their hands, before playing. PLEASE connect with a teacher before leaving.

If you arrive late, please enter school through the main office. School starts at 9:00am. Dismissal will be at 11:30 for those that are only morning, come to the room to pick your child up and to sign out. All day students are dismissed at 3:30. You may pick up your child in the classroom as early as 3:25 pm and no later than 3:35 pm, and then sign out. Many days we will meet by door #2 and sign out.

No child is to be brought more than 5 minutes before class begins, nor picked up more than 5 minutes after class is over. If a child is left beyond those limits with no arrangements made, a babysitting fee of \$25.00 for every 15 minutes will be assessed when the child is picked up.

For safety's sake, children must always be left in the care of an adult, with the children being brought directly to the classroom. Children must never be left at preschool without a teacher present. Also we encourage you to turn off your vehicle at visiting, drop off, and pick up times; the center discourages idling vehicles (buses, families' automobiles) in the parking lot areas, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures.

Release of Children

Security check for picking up children:

- Each child has a file containing information as to which person(s) are allowed to pick up a child. People who are unfamiliar to staff will be asked to show picture identification and teachers will check this with the child. If their name is not on the child's file, a parent or guardian will be called for approval for their child to be released to this individual. Permission by parent or guardian may be given over the phone or written on the child's daily record sheet.
- If anyone new comes to pick up the child, (other than the person authorized), the staff will ask for picture identification. A child may never leave school without parent approval. If an unauthorized person comes to pick up a child and the parent cannot be reached by phone, the child will not be released. Staff will ask for a picture of the person, contact the child's parents, and inform the Director of the person's name and address.
- Children will not be released to persons incapacitated or who are suspected of abuse attempts. When a child's safety is in question, the child's parents will be called. If the incapacitated suspected person resists, the teacher/Director will call the police. Parents will also be contacted. If a child is not picked up and parent(s)/guardian, or other contacts listed on the emergency card, cannot be reached, the police may be called to pick up the child.

Daily Schedule

This chart gives an overview of a typical day, though teachers may choose to alter the times due to weather conditions or other factors:

Little Angels: A hands-on classroom experience for 3, 4, and 5 year olds that includes in the weekly curriculum both letter of the week based on lessons and theme-based lessons, focusing on Kindergarten readiness skills, one-on-one time with teachers and social experiences.

Time	Activity
9:00am-11:30am/ 9:00am- 3:30pm	Arrive & Explore preschool centers art, science, writing, books, dramatic play, housekeeping, fine-motor games, music
9:30am-9:45am	Circle Time (Calendar/Weather/ Story/ Lesson, Theme)
9:45am-10:00am	Music & Movement / Transition time
10:00am-10:20am	Bathroom / Snack
10:20am-10:30am	Transition Time
10:30am –11:00am	Specials (P.E., Spanish) Concept Development
11:00am-11:30am 11:30am Morning only students dismissed	Large muscle/playground
11:30am -12:30pm	All day students: Bathroom, lunch , free time/story
12:30pm-1:45/2:00	Bathroom ,water, rest time/quiet time
2:00pm-2:20pm	Bathroom, Snack
2:20-2:30pm	Transition time/story
2:30pm-3:00pm	Outside time
3:10pm-3:30pm	YouTube video theme or lesson song ,ABC Mouse/Storybots/oral read story/ dismissal

Arrival: Sign name (put name on welcome mat) / locate name(trace it)/ explore

Free Choice: Explore and create by developing curiosity and problem solving skills

Teachers assist in developing social skills/Teachers play and offer one-on-one assistance

Circle Time: Greeting chant /Calendar Time/ count the days/Math skills

Phonics/Letter and sound recognition/Reading skills

Recess/Physical Education: Motor skill focus and outdoor play

Music: Singing and dancing/ Rhythm instruction/ Movement through song and rhythm

Art: Drawing and Painting/ Free art forms and crafts/Letter of the week art

Science/Social: Monthly Themes/Hands-on activities and science experiments/Stories

Free Choice/Nap: After free play, children do not have to sleep, but must rest quietly for 30 minutes. Children awoken early may do quiet activities (read books, color, draw, puzzles, play dough, etc.) children then put away bedding.

Recess/ Free Play: Motor skills /outdoor time

Video/Poems/ Stories: about the theme or Math /Science skills

Prayer/Departure : Meet at door by 3:30 P.M.

Tuition:

Tuition is an annual fee. It may be paid in full at the time of registration or in monthly payments beginning in July 2017 through April 2018, through **TADS** program. **TADS** will deduct their \$38.00 administration fee from the account you specify. Because tuition is an annual fee, no

refunds are given for illness, vacation or snow days and those days are not made up. It is very important that tuition be paid on time. In the event that tuition payments are late, parents will be given up to one month to make restitution. Guardian Angels school reserves the right to assess a \$15.00 charge on past-due tuition. Also available are 1, 2, 3, and 4 day full day per week.

Two ½ days per week-	\$1,450/annual	Two full days per week-	\$2,100 / annual
Three ½ days per week-	\$1,800/ annual	Three full days per week-	\$2,400 / annual
Four ½ days per week-	\$2,100/ annual	Four full days per week-	\$3,000/ annual
Five ½ days per week-	\$2,400/ annual	Five full days per week-	/ \$3,300 /annual

Cancellations (Fall Registration)

- Full refund of the first tuition payment will be granted if notice to withdraw your child(ren) is received at the Main Office on or before July 31st.
- Half refund of the first tuition payment will be granted if notice to withdraw your child(ren) is received at the Main Office after July 31st, but on or before August 15th.

No tuition refund will be granted if notice to withdraw your child(ren) is received at the Main Office on or after August 15th. Mid-year withdrawals require a two week notice.

Withdrawing from the Program or Reducing Days/Time Scheduled

A two (2) week notice of withdrawal from the program prior to the child's last day is requested. Notice may be given verbally to the Director or in writing. If notice of withdrawal is not given, the parent(s) is requested to pay the child's tuition for the two (2) weeks following the child's last day.

Transportation

Parents are responsible for transporting their child to and from Little Angels Preschool. Again, please sign your child in and walk the child to the class room door and make sure a teacher knows that they have arrived. This insures safety of all children.

Dress Code:

Children are encouraged to wear play clothes. Tennis shoes are a must and please wear socks. No sandals, crocs, dress shoes with heels or slippery soles, and no flip-flops are allowed. This is for the child's safety. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be on all outdoor clothing and other belongings to help insure the return of all proper possessions and clothes.

Field Trips

In order to participate in any activity where children are present (field trips, helping at school or supervising children in a setting sponsored by school), Little Angels Preschool requires that all adults do the following:

- **Complete forms for background check**
- **Sign a code of conduct**
- **Participate in a Virtus Training session (available through the Archdiocese or training sites and dates at www.virtus.org) or call Lynn Arnal at 952-227-4000 at our parish office.**

An important part of Little Angels Preschool curriculum is exposing the children to varied experiences within the community; therefore, a number of field trips are built into the preschool year. Parents will be informed of field trips in advance through newsletters and a permission form

sent home for each trip. Opportunities to help chaperone will be available. Parents chaperoning a child other than their own and alone with that child, must complete the VIRTUS training session and have completed a background check.

Signed permission slips provided by Little Angels Preschool for each child going on a field trip must be on file with the Lead Teacher prior to going on the field trip. We will ride a bus to and from field trip locations. A child who rides with their parent on their own vehicle must also return in this same vehicle. A child who rides the bus must ride to and from the field trip on the bus.

** There is an additional charge for fieldtrips to help cover cost of field trip specialist and bus/transportation. If cost is prohibitive for your child to participate, please contact your lead teacher or office / larnal@gachaska.org.

Snacks:

The preschoolers will have a healthy snack each session. We are asking parents to contribute \$20.00 toward the snack fund. We may need to ask for an additional contribution if the snack fund is depleted. The school provides milk and water with the snack. Some snacks include: cheese sticks, crackers, fruit, yogurt, raisins, graham crackers, cheez-its, gold fish crackers, (a variety), granola bar, fruit snacks, cucumbers, apples, apple sauce, etc, and meet the nutritional regulations put out by the USDA's Child & Adult Care Food Program. When cleaning/washing fruits and vegetables, the staff follows the US Dept. of Agriculture AgResearch and Food Safety Education. No outdated food is served, all outdated food is disposed. A planned snack schedule is sent home monthly with the monthly activity calendar. The snacks maybe changed do to food supply or activity changes. We do not give pretzels to children under four years of age.

Special consideration will be given to students with food allergies and the snack menu may be altered to meet the needs. Parents of children with severe food allergies will need to complete an Individual Child Care Plan (ICCP) along with an Emergency Health Care Plan before the child starts.

Birthdays are celebrated! This includes have birthday's if your child's birthday is in the summer. If you want to provide a birthday treat, let a staff person know so we can be prepared at our snack time. Please consider providing an easy treat to pass with no cutting prep. Small cupcakes are a better choice over large ones, and they are easy to pass out. Other ideas: cookies, brownies, rice crispy treats, frozen yogurt, cheese, fruit, these are children's favorites.

Sanitation

Tables are cleaned with the 3-step cleaning process before and after snacks.

- Wash with soap and water
- Wash with water
- sanitize

The refrigerator is set at 40 degrees or less to keep dairy and perishables. Students wash hands before and after snack and lunch. Posters are hung in the bathroom to remind students how to wash hands thoroughly. Staff is always present.

Mouth toys are put in container labeled Mouthed toys to be sanitized. Baby wipes are only used with parent consent mentioned on permission forms.

Lunch Bunch:

Lunch Bunch option begins in October and is available to all preschoolers. This is an opportunity to extend your child's school day by one hour with social play and other structured activities.

Additional costs apply for this option. The extra fee for this option is \$10.

This option is available to all preschoolers on their designated class days. A bag lunch and beverage are provided by the parents and **must contain items from the 4 food groups**. Refrigeration is available. Our refrigeration is safe for dairy and perishables. We check our thermometer on a regular basis to ensure food safety. The temperature is set at 40 degrees F or less.

Also available is the hot lunch program at Guardian Angels school. It is catered by Lancer's Dining. Lancer's food meets the NSLP (National School Lunch Program) guidelines. Additional costs apply for both programs (lunch and extended day).

Lunch menus go out each month **and must pre-order two weeks in advance**.

Confidentiality of Records:

Children's records are open to the child's teacher, the Director, an authorized employee of the licensing agency, or the child's legal guardian. Records are kept confidential in the preschool files. The files are in the preschool classroom.

Communication with Parents:

Parents are informed of the activities of the preschool through monthly calendar, classroom letters, email, and/or weekly "Peek of the Week". The Peek of the Week includes weekly topics, class activities, field trips, and suggestions for parents. Please keep your calendar handy so you can reference back to it and add to conversations with your child at home time.

Three parent conferences are offered during the year: an orientation conference, a fall conference, and a spring conference. Either the parent or the teacher may request an additional conference any time there is a special concern.

Parent Participation:

Parents are encouraged in offering their services and talents for school projects and activities. At drop off time, parents may do a quick game or activity together. Parents are free to visit the classroom any time during the hours of operation.

Parent Teacher Organization:

In an effort to establish a close understanding between parents and teachers, a Parent/Teacher Organization is active at Guardian Angels. All parents with children enrolled in our school are automatically members and are encouraged to attend the regular meetings. Here at Little Angels Preschool we encourage you to get to know other families in the program to be more of a caring family. Watch for meeting times in the monthly newsletters & calendars put out by GA (Guardian Angels).

Attendance:

Should a child be unable to attend preschool because of illness or family events, please inform the teacher or the school office. Prior notice is appreciated, if possible. A written note, email, or phone call is satisfactory. Office phone 952-227-4010, classroom phone 952-227-4018, email nhennen@gachaska.org

Child Care Program Plan: and Conferences

The Child Care Program Plan will be made available to all families at the individual orientation conferences. The Child Care Program Plan will be available for review at any time.

- Conferences will be held twice a year (fall and spring). If an additional conference time is requested, an agreeable time between staff and parents can be scheduled. It is during these conferences that parents are notified as to their children's intellectual, physical, social, emotional, and spiritual development.
- Data Privacy: Little Angels Preschool obtains and uses information about all children enrolled in order to assist in the planning of their educational program and in accordance with the requirements of the Department of Human Services. Federal and state laws allow parents and guardians to inspect and review all official records, files, and data relating to their child. Access to such information by third parties is limited and controlled in accordance with legal rights of data privacy. Currently, the only others who could potentially access a child's file would include the public health nurse, the DHS licensing agent, and accreditation officials.
- All information regarding the assessment of children will remain confidential and will be stored in a locked office/room. They are available to review between the hours of 9:00am and 4:00pm by parents, teachers, directors and state licensing agents. No information will be released without parent permission. Any changes in regulations governing access to files and familial rights will be shared with families.
- Little Angels Preschool uses the Development Continuum Assessment from the Creative Curriculum. Ongoing observation through classroom play and activities is our primary way of collecting facts and learning as much as possible about each child. To aid and recall what we learned from our observations, we document what we see on each child's continuum. We also collect samples of child's work samples over time to keep in their portfolios. In addition to sharing this information with parents at conferences, teachers use assessment results to give direction for planning and adjusting lesson plans and curriculum.
- Staff encourage and support parents to make the primary decisions about services that their children need and then encourage them to advocate obtaining those needed services.

Ideas for Parent/Child Separation

Children handle separation from their parents in different ways. You know your child best and we will work with you to make the transition into school a smooth one. Visiting the center at least once with your child prior to the first day is recommended.

On your child's very first day, we recommend that you:

- Inform your child of what your plans are. Tell him or her that they are going to school and let him or her know where you will be while they are at school. Let him or her know when you will be back.
- Bring your child to a staff person and share whatever information is necessary.
- Make the break! Give your child a hug and a kiss with a work of encouragement. They will pick up on your confidence and comfort level.
- If you want a teacher to step in and help with your departure, please let us know. We are willing to help, but do not want to intrude.
- Feel free to call the school after you arrive at your destination so that you can check on how the adjustment is going.

Outside Days

Children and staff go outside most days, unless the weather does not permit. When we cannot get outside we have space to use for large motor skills. We also have P.E. classes twice a week to build our skills.

During the winter months, the children go out on designated days; weather permitting. The temperature must be 10 degrees above zero with wind chill above zero. Please send outdoor play clothing for the weather! Teacher calls for weather updates and temperature/checks weather app. Children are allowed on the snow if dressed with snow gear consisting of: snow pants, snow coat, mittens, hat, and boots.

Skin protection Policy

To protect against cold, heat, sun injury and insect-borne disease, we ensure that children are wearing clothing that is dry and layered from warmth in cold weather; children have the opportunity to play in the shade and are wearing sun-protective clothing and/or applied skin protection. Permission for staff to apply sunscreen is in the Permission Form in the student file packet.

Allergies

Little Angels Preschool strives to be a peanut free environment with all food or beverage products. We are, however, in facilities that are used by other groups and/or the public. Therefore, the Preschool Program cannot be held liable for peanut-containing products that may be left in the building.

Areas used by children who have allergies to dust mites or to components of furnishings will be maintained by the program according to recommendations of the program Health Consultant.

Behavior Guidance:

Little Angels Preschool promotes a positive approach to managing behavior of all children. All behavior guidance methods used are Guardian Angels School are tailored to the development level of the children we serve. These policies and procedures are in place to protect the safety of all children and staff.

Our behavior management plan ensures that each child is provided a positive model of acceptable behavior by:

Prevention: A welcoming environment prevents frustration. We strive to maintain stimulating classroom so that children can be engaged in productive and positive activities.

Positive Redirection: We will redirect unacceptable behavior to an acceptable alternative. We will recognize children for their appropriate actions and behavior.

Classroom Rules: This procedure is creating rules stating the positive behavior we would like to see. Our rules guide kind words, careful bodies, and respectful behavior.

Modeling: We will demonstrate appropriate manners, guide behaviors by modeling what we would like to see using positive reinforcement and redirection.

Conflict Resolution: We will help children resolve issues through verbal guidance and positive choices.

When inappropriate behavior becomes apparent, the following Step-by-Step behavior management plan is carried out by the staff to insure safety of all the children and staff.

Step 1- Teacher Presence

Teacher may need to stand near, look at, put hand on shoulder, etc., to show a child that his/her behavior is not acceptable.

Step 2- Redirection

Teacher leads child to new activity to avoid conflict, may separate from a toy, or frustrating activity, etc.

Step 3- Problem Solving with Child

Teacher helps child to solve problem, think of alternative solutions, models words to use instead of physical reaction, also lets child voice their feelings, and acknowledges other feelings.

Step 4- Natural and Logical Consequences

Teacher will ask the child to help remedy the situation (apologize, help fix the problem). All consequences for behaviors are immediate and fit the behavior that has occurred.

Step 5- Separation from the Group

No child will be separate from the group unless the following has occurred:

1. Less intrusive methods, as steps 1-4, of guiding the child's behavior have been tried and were ineffective.
2. The child's behavior threatens the wellbeing of the child or other children in the program.
3. A child who requires separation must:
 - Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by the program staff person.
 - The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
 - The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.
4. Children between the ages of 6 weeks and 16 months must not be separated from the group as a means of behavior guidance.

SEPARATION REPORT: All separations from the group will be documented on a daily log and will include the following information:

- The child's name; The staff person's name; Time; Date
- Information indicating that less intrusive methods were used to guide the child's behavior;
- How the child's behavior continued to threaten the well-being of the child or other children in care; if a child is separated from the group three or more times in one day, the child's parents will be notified and the parent notification will be indicated in the Daily Separation Log.

- If a child is separated from the group two or more times in a day, the child's parents will be notified and will be indicated in the Daily Log; and
- If a child is separated five or more times in one week, eight times or more in two weeks, the procedures under "Persistent Inappropriate Behavior" will be followed.

Prohibited Actions

Guardian Angels Catholic School prohibits the following actions by or at the direction of a staff:

No child will be subjected to corporal punishment, which includes but not limited to:

- Rough handling,
- shoving,
- hair pulling,
- ear pulling,
- shaking,
- slapping,
- kicking,
- biting,
- pinching,
- hitting,

No child will be subjected to emotional stress, which includes but not limited to:

- name calling,
- Ostracism
- Shaming
- Making derogatory remarks about a child or the child's family
- Using language that threatens, humiliates, or frightens the child
- Spanking
- No child will be separated from the group except as outlined in Step 5 "Separation from the Group".
- No child will be punished or lapses in toileting.
- No child will be withheld from food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- No physical restraints will be used other than to hold a child in an effort to protect him/her from hurting themselves or others.
- No mechanical restraints will be used on a child such as tying.

Persistent Inappropriate Behavior

If a child is consistently showing unacceptable behavior, the following steps will be taken:

1. The persistent unacceptable behavior will be observed and recorded by the teacher or assistant along with written documentation on how the teachers responded to the behavior. This documentation will be kept in the child's file.
2. Staff will inform the Principal of the inappropriate behavior, the observations, documentation, and response to the behavior. The Principal will give feedback and offer suggestions to staff on other ways to handle the behavior.

3. If the staff and Principal feel the behavior is not diminishing after implementing the Behavior Guidance Plan or if a child has been separated from the group more than 3 times in one day or 5 or more times in one week, the parents will be notified and the parent notification will be indicated in the Daily Separation Log,
4. A meeting will be set up with the child's parents, the Guardian Angels Preschool teaching team, and the Principal. If needed other professionals will be consulted i.e.: District Early Childhood Special Education: Private Psychologists, or Health Care Professionals. If all avenues have been exhausted here and the staff feels a child would be better served in another program, staff will assist parents in finding a new program that best meets the needs of the child.

Children attending Little Angels Preschool are expected to behave in a considerate manner toward other children in their speech and their behavior. As part of classroom management, the staff encourages positive behavior and redirects inappropriate behavior. The focus of disapproval is the actions of the child, never the child himself/herself. Children will not be allowed to strike, hit, bite, or verbally demean another child or teacher. For safety reasons, children may not throw toys or run in the classroom or hallways.

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work on self-control.

For a child not cooperating in a group listening situation the child is seated by the teacher and is reminded of acceptable behavior.

Removal from the group for a period of time-out, seated by the paraprofessional, is the next tactic used for a child who continually demonstrates unacceptable behavior. This time-out is not a punishment, but a time when the child may calm down, remember what behavior the teacher is asking for, and decide for himself/herself when he/she is ready to rejoin the group with appropriate behavior.

It is the policy of the preschool to hold a conference to discuss the infraction before a child is removed from the program. However, some situations may occur that jeopardize the welfare of the children and/or staff. The director reserves the right to dismiss a student immediately if such an incident occurs.

A parent may appeal a decision made by the director by filing a grievance with the school principal and following the due process policy.

These issues and procedures are discussed because THE SAFETY OF ALL CHILDREN MUST BE OF PARAMOUNT CONCERN.

Health Information:

Each child is required by state regulation to have a health statement, **which includes a record of up-to-date immunizations and the signature of the child's source of medical care.** Each child must have an immunization record on the first day of school. If a child's Health Care Summary is not completed at the time of enrollment, or within (30) days after enrollment, the child will be excluded from the program.

Each child who has not had a physical examination within the last year must have one before entrance into preschool. A physician, public health nurse, or preschool screening clinic may do this physical.

The preschool must have on file for each child, a signed permission for health care (school ground walks, photos for marketing, student file open to health consultant, Parent Handbook: sunscreen, bathroom help), authorizing emergency care and transfer of medical records and health insurance to the local hospital, Emergency Cards, Student information, Emergency numbers reaching parents or guardian and another person must be on file.

Be sure to keep the Little Angels Preschool Program informed regarding your child's health status. Inform your teacher when immunizations are given, allergies are discovered, food restrictions are required, or medicines are prescribed.

- Public Health Nurse or Physician Assistant (PA) : Periodically, a certified public health nurse or physician assistant will provide consultation services to the staff. The nurse instructs staff regarding child development, sanitation procedures, administration of medicines, and so forth. She regularly safety checks the playground and the environment and also reviews the logs kept on illness/injury.
- Teachers will immediately notify the parent, legal guardian or other person authorized by the parent when your child has any sign or symptom that requires exclusion from the program.

Staff and teachers will provide information to parents verbally and in writing about any unusual level or type of communicable disease to which your child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability and control measures that are being implemented at school and that you can implement at home.

Staff/Child Contact

Children require physical contact for their care and for healthy development. Our physical interaction with children will involve the following:

- Nurturing: which includes such touching as hugs, hand-holding, carrying, cuddling, and back rubbing. This type of contact is never made against the child's wishes.
- Safety and guidance: This includes restraining the child from harmful situations, separating conflicting children, guiding children by gently leading, and administering first aid.
- Hygiene: which includes face and hand washing as well as assisting with needs as toileting, cleaning the child up after becoming dirty, examining for rashes or unusual marks, and changing children's clothes when necessary.

Hand washing: all adults wash hands as stated in Hygiene and:

- Before and after serving food
- Before and after administering medicine
- After handling the garbage
- After cleaning

Under-Immunized Policy

When a child is under-immunized due to medical conditions or family's beliefs, teachers will notify the parents when /if a vaccine-preventable disease occurs in the program and exclude under-immunized children from school when acute signs of illness are present, as listed under "Exclusion from the Program".

When a child is under-immunized due to the immunization schedule being not up-to-date, teachers will notify parents about missing immunizations and advice for documentation on medical conditions, family's beliefs, or request documentation of scheduled appointment for immunizations.

Exclusion from the Program

Precautions are taken to ensure that communal water play does not spread infectious disease. No one drinks the water. Children with sores on their hands are not permitted to participate in communal water play. Fresh potable water is used, and the water is changed before a new group of children comes to participate in the water play activity.

A child will be excluded from Little Angels Preschool when these conditions exist:

1. A reportable illness or conditions, as specified in Part 4605.7040, that the commissioner of health determine to be contagious and a physician has not had sufficient treatment to reduce the health risk of other.
2. Chicken pox, until child is no longer infectious or lesions are crusted over.
3. Vomited since admission that day.
4. Has had abnormally loose stools since admissions that day.
5. Has contagious conjunctivitis or pus draining from the eye.
6. Has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy.
7. Has unexplained lethargy.
8. Has lice, ringworm, or scabies that is untreated and contagious to others.
9. Has a 100 degree Fahrenheit or higher temperature of undiagnosed origin before fever reducing medication is given.
10. Has an undiagnosed rash or a rash attributable to a contagious illness or condition.
11. Has significant respiratory distress.
12. Is not able to participate in the classroom/program activities with reasonable comfort.
13. Requires more care than the program staff can provide without compromising the health and safety of other children in class.

Child must be fever free for 24 hours before returning to school.

Accident or Illness at School

Minor injury or illness:

1. The staff will isolate the sick child and keep them within sight and sound at all times.
2. Keep the child lying down on a cot and protect from excessive cold and heat.
3. The parent will be notified of the illness/injury, advising them of care given and informing them of the policy for care of children who become ill or injured at school. If neither parent is available, the individual listed under the emergency contact on the child's emergency card will be contacted

Severe injury or illness:

1. Staff provides immediate first aid, 911 will be called if parent(s) cannot be reached, the school's emergency care policy on the emergency permission release goes into effect.
2. Child will be transported by ambulance, if necessary.
3. Parents or designate will be contacted.

All accident reports must be signed by the parent and will be kept on the file in the school's Accident Log and child's permanent file. An analysis of the Accident Log is reviewed annually to identify potential hazards.

Infectious and communicable disease:

1. If there is exposure to communicable diseases, parents will be alerted, in writing or by phone, so that they may be aware of the incubation period for the disease, and symptoms should the illness have spread.

Emergency medical source: Two twelve Medical Center 952-361-2447 or 911

Emergency Preparedness

All teachers and assistants are required to maintain current first aid and CPR certification. Training sessions are conducted by certified instructors who meet the Department of Human Services requirements. Each classroom is equipped with a first aid kit and staff members are instructed as to correct usage of the contents. Staff conducts monthly fire drills, which are timed and logged. Tornado drills are also practiced and logged April through September.

Hazards

Little Angels Preschool protects children and adults from hazards including:

- Electrical shock, burns or scalding
- Tripping or falling: floor coverings are secure to keep staff and children from tripping or slipping
- This program excludes baby walkers
- Areas in the building or classroom that have been recently painted, carpeted, tiled, or otherwise renovated are ventilated before they can be used by children.
- Staff supervise all children by sight and sound in all areas with access to water in tubs, pails and water tables.
- Little Angels Preschool is a smoke-free facility and prohibits the use of firearms and other significant hazards that post risks to children and adults.
- Written procedures are in place to protect children and adults from environmental hazards such as hair pollution, lead, and asbestos, according to public health requirements.

The Preschool Program maintains the facilities so they are free from harmful animals, insect pests and poisonous plants. Pesticides and herbicides, if used, are applied according to manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact and inhalation. Integrated Pest Management (IPM) techniques are used for least hazardous means to control pests and unwanted vegetation are used.

Missing Child Policy

- If a teacher is alone, children will be taken with to walk and find assistance.
- If additional staff are available, an adult will be asked to stand at each outside door to watch for the missing child.
- Staff will conduct a thorough search of the building and grounds before police are contacted.
 - If a child is not found within five to 10 minutes, the police will be called and parents contacted.
 - Personal

Case of Ill or Injured Children

No child, who arrives at preschool noticeably ill, with a rash, or with a fever, will be admitted for that day. Should a child become ill during the day, the parent is notified immediately. The child is taken to the nurse's office and remains there under adult supervision until the parent or authorized person arrives to take the child home. If a child has a fever of 100%, the child is required to go home and must be fever free for 24 hours without fever reducing medications before returning to school. Please notify the school staff if your child had to be seen by a doctor later that day after illness or injury.

In the event the child contracts a communicable disease (i.e.: strep throat, pink eye, chicken pox, lice, ringworm, vomited 2 or more times that day, 3 or more loose stools, respiratory distress, etc.) and exposes the other children, notice of such exposure will be posted and parents will be notified. The ill child will not be allowed to return to preschool until the period of contagion has passed.

Emergency

In the case of a medical emergency during preschool session, the staff will administer first aid. The parent or authorized adult will be notified as quickly as possible. If medical attention is required, the staff will call 911. Every effort will be made to contact the child's own physician, if unable to; the child will be transferred to the hospital.

Little Angels Preschool consults with the Minnesota Visiting Nurse Agency (MVNA) and all health records are reviewed annually. MVNA is located at 2000 Summer St. N.E., Suite # 100, Minneapolis, MN.

Administering Medication:

Guardian Angels School does have a nurse consultant on site (limited hours). It is the responsibility of the parents to inform us of any health needs their child may have.

Prescription medications will only be given with **written authorization** from the child's licensed health care provider (i.e., prescription label) and parent/guardian. Teachers must ask what medications the child is on at home, too. Call the parent/guardian about any potential side effects observed by the staff.

The parent/guardian must complete the Medication Permission Form if the child needs a medication while in our care. Suggest keeping a blank copy of this form at home so it can be completed before coming to preschool. This will help the parent/guardian have time to speak to the teacher about the medication. Before the parent leaves, make sure they have completely filled out the Medication Permission Form. If there is information missing the staff cannot give the medications.

Prescription medications will be given only as prescribed by a licensed health care provider. The prescription must be current, in the original container and may be given only to the child whose name appears on the label. Medications will be kept in the nurse's office. Any medication needed for immediate treatment (i.e. EPI Pens) will be kept in a secured cabinet out of the reach of children but accessible to staff.

Medications which are to be given long term will require us to have an Individual Child Care Plan signed by you and the child's licensed health care provider.

We will give over the counter medications with written parental permission and instructions. Containers must be labeled with child's full first and last name and date. Outdated medications will not be given. All medications must have a legible label on the container. Your medication container will be returned to you when it is completed.

Parents are responsible to apply any sunscreen or insect repellants.

School Emergency Procedures

Guardian Angels School does have a Crisis Plan, which includes procedures for emergencies, approved by the Chaska Police Department. The Guardian Angels Crisis Team has received NIMS training (National Incident Management System).

As procedures are further developed, they will be communicated to parents/guardians.

In the event of a school emergency, parents will be notified as soon as possible; they will also be notified in writing as soon as all available details are verified. Students will be retained at school in the event of any dangerous or threatening activity at the normal time of dismissal. Parents should not panic if they are unable to reach the school office by telephone; certain activities would require personnel to use the telephone lines. Parents may call the Chaska Police

(at the non-emergency number 952-448-4200) for an update. Media statements are made only by approved spokespersons (Pastor, Principal, or their delegate).

Plan for Emergency Shelter

Emergency shelter for children will be provided under the direction of the Director, in cooperation with local authorities.

Emergency/Accident Procedure

Every child will participate in periodic fire and tornado drills at school. Parents are encouraged to discuss the experience with the child. In the event of a real disaster, we urge the parents to follow these procedures:

1. DO NOT call or come to your child's school or our Main Office. We will contact parents when able.
2. Community disasters will be reported on the radio.
3. Be assured the center personnel are giving children any necessary care.
4. The safest place in a disaster is to remain off the streets and out of the way of any rescue mission.

Fire Evacuation

Children will be taken out of the environment by means of the nearest exits and taken to a central meeting spot. Primary exits to outdoors are located throughout each of the buildings. There are also two exits located in each classroom. Fire Department will be contacted: 911

Tornadoes

In case of a tornado emergency, the staff will make sure all children are accounted for and move them to the designated shelter areas. The children will be taught to crouch down, head towards the wall with their hands over their heads.

First Aid Procedures and CPR

All teachers and assistant teachers in a child care center governed by MN Rules, and at least one staff person during field trips and when transporting children in care, must satisfactorily complete CPR and first aid training within 90 days of the start of work, unless the training has been completed within the previous three years. At least one person who has completed first aid training must be present at all times.

First aid and CPR training must be repeated at least every two years, documented in the person's personnel record and indicated on the center's staffing chart, and provided by an individual approved as a first aid and CPR instructor. This is developed by the American Heart Association or the American Red Cross. First aid training may be less than eight hours, and CPR may be less than four hours of training. Only will trained personnel give first aid or CPR to a child in the child care center.

Little Angels preschoolers will not be left in care of a staff member who does not have appropriate first aid and CPR training for no more than five minutes. If a staff member trained in first aid and CPR needs to step out, the staff member must return within five minutes or a first aid and CPR trained staff member must join the class within five minutes.

Head Trauma

License holders will document staff persons have received training on the risk of abusive head trauma and sudden unexpected infant death of at least one-half hour and once every year before working in a child care center.

Pet Policy:

Parents will be informed of the presence of a pet. The pet will be properly housed, care for, inoculated and licensed in accordance with the local health ordinance.

A pet may be brought for “Show and Tell” only if:

- Animals appear to be in good health,
- Have documentation to show that the animals are fully immunized (if animal should be so protected) and that the animal is suitable for contact with children and staff.

Staff will supervise all interactions between children and animals and instruct children on safe behavior and will make sure that any child who is allergic to a type of animal is not exposed.

Due to risk of salmonella poisoning, we refrain from the use of reptiles as classroom pets.

Reporting Policy for Reporting Child Abuse & Neglect

Who should report child abuse and neglect

- Any person may voluntarily report abuse and neglect.
- If you work with children in a licenses 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 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 651-431-6600.
- 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 952-361-1600 or local law enforcement at 952-448-4200.
- 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) which may be obtained in the school office.
- 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 action 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 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 Minors 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 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 position 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.

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 and take corrective action, if necessary, to protect the health and safety of children in care.

The internal review must include an evaluation of whether;

- (i) Related policies and procedures were followed;
- (ii) The policies and procedures were adequate;
- (iii) There is a need for additional staff training;
- (iv) The reported event is similar to past events with the children or the services involved; and
- (v) There is a need for corrective action by the license holder to protect the health and safety of children in care.

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

The internal review will be completed by the Director of Little Angels Preschool (Nellie Hennen; 952-227-4018). If this individual is involved in the alleged or suspected maltreatment, the Principal of Guardian Angels School (952-227-4011) will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and provide documentation of the review to the commissioner 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 the training in individual personnel records, monitor implementation by staff, and ensure the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

All staff need to be trained in head trauma.

The reporting policies and procedures 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. The Division of Licensing recommends that parents with children currently reporting policies and procedures, and provide them with an opportunity to request the information.

Parent/Student/Administrator Grievance Policy

If a grievance between parents or a student and a teacher or school administrator should arise, the following procedure should apply:

Stage I

If at all possible, complaints, disputes or disagreements should be resolved on a person to person level.

If this cannot be accomplished, the following steps should be taken by the person seeking relief:

1. Contact the respondent's immediate supervisor. If there is no relief, then:
2. Discuss the problem with the next level of administration.

Example A:

1. Parent to teacher. If no resolution
2. Parent to director. If no resolution
3. Parent to administrator. If no resolution
4. Parent to pastor. If no resolution

5. Parent requests in writing to begin local conciliation.

Example B:

1. Teacher to teacher. If no resolution
2. Teacher to director. If no resolution
3. Teacher to administrator. If no resolution
4. Teacher to pastor. If no resolution
5. Teacher requests in writing to begin local conciliation.

Example C:

1. Teacher/school staff person to director. If no resolution
2. Teacher/school staff person to administrator. If no resolution
3. Teacher/school staff person to pastor. If no resolution
4. School staff person requests in writing to begin local conciliation.

Example D:

1. Director to administrator. If no resolution
2. Administrator to pastor. If no resolution
3. Administrator requests in writing to begin local conciliation.

If all of the above persons have not relieved the problem, the person seeking relief is entitled to begin the next stage of local conciliation procedure.

Any complaints to the school board concerning personnel or curriculum should be referred to the Director for resolution.

Stage II

1. The request to begin the next stage of the local conciliation procedure must be made in writing to the school administrator and director by the person seeking relief within 10 working days after conferring with the last level of administration (pastor or administrator).
2. The local conciliation committee will be made up of three persons: one designated by the pastor; one designated by the respondent; and one designated by the person seeking resolution.

3. The local conciliation committee will meet in a time period not to exceed 15 working days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration (discussion, thought, prayer), the committee will write a summary of the meeting and make its recommendations in writing to the administrator and director, who in turn will determine that no parish and /or school policies have altered or amended. The recommendation will then be forwarded to all concerned parties.
5. The local conciliation procedure should be completed within 25 working days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliations committee.

Program Objectives

Social Skills

- Share materials and take turns
- Try and adjust to new situations
- Work and play cooperatively with others
- Able to find something to do during group free time
- Learn to work out problems with peers
- React to a situation in an appropriate manner
- Keep hands and feet to myself

Classroom Rules

- Obey the teachers quickly and cheerfully
- Follow the teacher's directions
- Control voice in the classroom
- Be willing to help with clean-up
- Know when the situation calls for quiet
- Listen and sit quietly for a reasonable length of time
- Walk in line keeping hands to self and being quiet
- Play with toys appropriately
- Do not run in the classroom or hallways

Program Goals

- Learn to verbalize before a group
- Learn to recognize and print name
- Use scissors with control: cut along a straight and curved line
- Control brush and paint

- Use crayons with control: to color within the lines
- Point to and name colors
- Point to and name shapes
- Introduce the letter of the alphabet and their sounds
- Count to and recognize the numbers from 1 to 10
- Enjoy music and finger plays
- Understand basic Science and Social Studies concepts
- Increase children's curiosity and interest in learning
- Provide gentle, loving care in a Christian environment

Little Angels Preschool Program Plan

Children attending the Little Angels Preschool will be supervised at all times by a staff member or aide.

The program will serve up to twenty children with no more than 20 at one time. This will be a ratio of 1:10. Classes will be held for 4 and 5 year olds.

This program will operate five days a week. Classes will be held on MWF from 9:00 am – 11:30 am., MTWF; 9:00 am – 11:30 am., M–F: 9:00 am –11:30 am., and M–F: 9:00am –3:30 pm., and TTH: 9:00 am – 11;30 am. Preschool begins in September and concludes in May.

Rest/Nap Time

This program provides all day students nap or rest time that is consistent with the developmental level of the children enrolled in the center. Rest time begins One-half hour after lunch and ends within 45 minutes to one hour max later. A sleeping child will be allowed to sleep until 2:00. Further if indicated by parent or legal guardian.

The preschool program offers the young child a variety of experiences which build the foundation of life-long learning. We have a variety of materials, toys and equipment for the child to use in self-directed learning. Our preschool is flexible and we try to adapt to individual and group needs. Some general goals of the program are:

1. Learn about Christian-Biblical values.
2. To help develop relationships and relationship building skills.
3. To encourage language development.
4. To instill a love of reading.
5. To be a creative thinker.

6. To listen, follow directions and be respectful.
7. Assist in the development of good health, safety and self-care tasks.

The goal and objectives of our preschool program:

Physical Development

Our goal is for gross motor, fine motor and personal health and safety. Our principal focus is for children to move in ways that demonstrate control, balance and coordination.

Objectives:

- a) Explore different varieties of materials and toys.
- b) Introduce and work on skills in coordinating body movements and exercises.
- c) To provide awareness and appreciation for our senses.

Intellectual:

- a) Stories and books
- b) Calendars
- c) Letter, numbers, and shapes
- d) Art projects
- e) Access to computers
- f) Songs and rhymes

Social:

- a) Snack time
- b) Sharing/Show and Tell
- c) Play time in centers
- d) Outside play, group games and musical activities

Spiritual Growth

- Share on level Religion stories
- Sing praising songs
- Learn Christian-Biblical values
- Re-in act and retell bible stories
- Explore Christian art activities
- Learn prayers and share prayers