## **Vision**

At Riverway Preschool, we are committed to providing a nurturing and safe environment where young hearts and minds can grow! Our focus is on holistic learning that honors each child's unique development, fostering a space where curiosity, creativity, and discovery thrive through play and exploration. We believe in building a strong sense of community, where children are encouraged to engage with one another, develop social skills, and grow in confidence. Our goal is to inspire a lifelong love of learning while ensuring that every child feels loved, valued, and supported in their individual journey.

Through this atmosphere filled with joy, faith, and fun, we seek to lay a foundation for both academic and spiritual growth that will help children flourish as they learn, play, and grow together.

Riverway Preschool is licensed to serve 85 Preschoolers (36 months - 1st day of Kindergarten) and 150 School Age children (Kindergarten - age 12) Total: 235 children

## **Philosophies**

● Children’s play is important to their development.

● Children are provided with the opportunity to play, share and learn with other children in a safe, loving environment with an atmosphere of acceptance and warmth.

● Parents are supported in the difficult but rewarding task of child rearing through the teaching staff, the church, and parent events [special speakers (in-person and/or virtual), educational readings (online and/or handouts), etc.] throughout the school year.

● Riverway Preschool responds to the needs of the community for quality care and the education of children.

## **Goals**

● To provide a healthy, nurturing, and safe environment

● To accept, respect, and appreciate each child and family. To provide age appropriate materials and equipment that supports children’s learning in a fun and interesting way.

● To encourage the physical development of large motor skills through outdoor and indoor play, as well as, fine motor development through manipulative toys, blocks, and puzzles.

● To encourage creativity by offering experiences in music, art, and literature.

● To encourage interest in language through games, stories, and conversation.

● To partner with parents in the care and teaching of their children.

## **Curriculum**

The daily curriculum is structured so that children learn the skills they need to enter kindergarten. The curriculum is based on child development and appropriate practice and provides for the various ages, ability levels, and developmental stages of the children. The staff is in constant contact with the kindergarten teachers in the school system to make sure that the curriculum meets the standards for kindergarten preparation. Children learn from a faith-based curriculum. There will be weekly dedicated worship times, as well as prayer at the beginning of each day.

## **Behavior Guidance Policies and Procedures**

* Young children need to be taught appropriate behaviors. Appropriate alternatives to corporal punishment vary as children grow and develop.
* Preschoolers have begun to develop an understanding of rules and can understand “break time” to calm down (out-of-group activity by sending the child to a calming activity such as puzzles, sensory table). However, children will never be isolated from the group. When the child is calmed down the teacher will follow up by asking the child about his/her feelings and suggest appropriate behavior.
* School-age children begin to develop a sense of personal responsibility and self-control and will recognize the removal of privileges.
* Our behavior guidance policy is designed to:
	+ Ensure that each child is provided with a positive model of acceptable behavior.
	+ Be tailored to the developmental level of the children that the program is licensed to serve.
	+ Redirect children and groups away from problems toward constructive activity in order to reduce conflict.
	+ Protect the safety of children and staff persons.
	+ Provide immediate and directly related consequences for a child’s unacceptable behavior.
* We promote positive behavior in the following ways:
	+ The classrooms are designed to be developmentally appropriate.
	+ There are sufficient toys and activities to stimulate children of all age groups we serve.
	+ The staff model, encourage and praise positive behaviors by using clear and positive statements of behavior expectations.
	+ The curriculum is designed to be stimulating and age appropriate for the children.
	+ The staff appropriately supervises and interacts with the children.
* Riverway Preschool will use the following procedure for behavior that is persistent and unacceptable that requires an increased amount of staff guidance and time. This behavior policy applies to all children in our care.
* If a child is not behaving appropriately, we will use the following positive guidance techniques:
	+ Ignoring: Ignoring a child who is trying to gain attention by acting out may be an appropriate response, unless it is a behavior that is unsafe.
	+ Redirection/Distracting: This technique offers an alternative to a child such as suggesting a new activity, or different toy, encouraging independent play, or interacting with the child in a different way.
	+ Discussion: Discussing with the child how their behavior is inappropriate and engaging with the child other words or methods that would suggest a more appropriate response.
	+ Reasonable Consequences: The staff may implement reasonable consequences such as taking away a toy if the child used the toy to hit another child.
	+ Take a Break: The child is separated from the group to calm down and will have access to something else to do. While the child will remain supervised, his or her classmates will not immediately influence him or her. This is different from the concept of “time out,” which is often seen as more punitive as the child is isolated and does nothing. In “take a break” the child will have access to other activities while he or she settles down. Once the negative behavior is under control, the child can be returned to the group.
	+ When staff observe a persistent, unacceptable behavior they will observe and record the behavior in writing.
* If the positive guidance techniques are not effective, we may involve parents/guardians with the following progressive guidance techniques:
	+ We will inform parents/guardians in writing what behaviors have been observed and what the staff has done to try to modify the behavior.
	+ If the inappropriate behavior continues, the Center Administrator, Lead Teacher, and other staff typically present will meet with parents/guardians to develop a written action plan to correct the behavior. We will seek their input and agree on steps to attempt to modify the behavior. We may suggest involving outside resources to assist with the situation.
	+ If the inappropriate behavior persists, the parent will be notified by phone and the child will need to take the remainder of the day for a behavioral leave of absence. (Standard attendance rates apply during the behavioral leaves).
	+ After returning to group care, if the child continues to act inappropriately, we may dis-enroll the child. We reserve the right to use these progressive guidance techniques at our discretion. It is our goal to work together for a positive outcome of behavior change. Circumstances may arise when we may immediately dis-enroll a child if his or her behavior creates a health or safety risk to themselves, other children, or the staff.
* Positive reinforcement is the best approach to discipline. The following actions are prohibited by or at the direction of a staff person:
	+ Subjection of a child to corporal punishment, which includes but is not limited to: slapping, hitting, and/or spanking
	+ Subjection of a child to emotional stress, which includes but is not limited to: Deliberate ignoring, name calling, public humiliation, and/or hate speech
	+ Separation of a child from the group except within rule requirements.
	+ Punishments for lapses in toileting.
	+ Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
	+ The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
	+ The use of mechanical restraints, such as tying.
* No child may be separated from the group unless less instructive methods of guiding the child’s behavior have been tried and were ineffective, or the child’s behavior threatens the well being of the child or other children in the program.
* A child who requires separation from the group will:
	+ Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;
	+ The child’s return to the group will be contingent on the child’s stopping or bringing under control the behavior that precipitated the separation; And
	+ The child will be returned to the group as soon as the behavior that precipitated the separation abates or stops.

Separation Report

* All separations from the group will be noted on a daily log that includes the following:
	+ Use DHS form “Separation Report”
	+ The child's name
	+ The staff member's name
	+ Time
	+ Date
	+ Information indicating what less-intrusive methods were used to guide the child’s behavior
	+ How the child’s behavior continues to threaten the well being of the child or other children in our care
	+ If a child is separated from the group three or more times in one day, the child’s parent will be notified and the parent notification will be indicated on the daily log. If a child is separated five times or more in one week or eight times or more in two weeks, the procedure outlined in the section titled “Persistent Unacceptable Behavior” will be followed.
* The Positive Supports Rule (PSR- Minnesota Rules, chapter 9544) requires all DHS license holders to use person-centered principles and positive support strategies when providing services for individuals, including children, with developmental disabilities or related conditions.
* When determining whether the PSR applies to a child in our care we will:
	+ Have a conversation with the parent/guardian about the child’s development to determine if the child is receiving or eligible for Developmental Disability (DD)-related case management services (sometimes this is referred to as Rule 185 case management). If the answer is yes, the PSR applies to the child care services provided to that child.
	+ The child’s return to the group will be contingent on the child’s stopping or bringing under control the behavior that precipitated the separation; And
	+ The child will be returned to the group as soon as the behavior that precipitated the separation abates or stops.
* A child with a developmental disability will likely have been assessed to have substantial limitations in present functioning, showing significantly subaverage intellectual functioning, existing at the same time as the child show deficits in adaptive behavior. Both areas must be present and assessed for a child to have a developmental disability.
* Significantly subaverage intellectual functioning is based on an assessment with one or more standardized intellectual tests. For a child to have a developmental disability, the assessment must determine that the child’s IQ score is 70 or less.
* Deficits in adaptive behavior are determined by clinical assessment and, generally standardized scales. For a child with a developmental disability, the assessment determines that there is a significant limitation on the child’s effectiveness in meeting standards of maturation, learning, personal independence, and social responsibility expected for their age level and cultural group.
* A child with a related condition includes the following: A diagnosis of cerebral palsy, epilepsy, autism, Prader-Willi syndrome, or any other condition found to be closely related to developmental disability because the conditions impair general intellectual functioning or adaptive behavior similar to that of persons with developmental disabilities. For these children, a diagnosis alone does not determine that they have a related condition because the issues presented may be relatively minor or not impair the child. For example, autism is a condition that is on a spectrum. That diagnosis can present itself over a wide range. Just because a child has a diagnosis of autism does not mean that the PSR applies. The other factor listed below must also be present for the child to have a related condition.
	+ The condition manifests before the child reaches 22 years of age.
	+ The condition is likely to continue indefinitely.
	+ The condition results in substantial functional limitations in three or more of the following six areas - taking the child’s age level into consideration: self-care; understanding and use of language; learning; mobility, self-direction; or, capacity for independent living.
* If the child has not received an official assessment, but there are concerns about the child’s development, we will have a conversation with the parents/guardians. (The health information form received within 30 days of the child’s admission to the center will also provide some information about the diagnosis and care needs of the child.) With the information from the child’s health provider and the parents, we will make an informed determination as to whether the child meets the definition of a child with a developmental disability or related condition, and whether the PSR applies to the services provided to that child.
* If we enroll or receive a diagnosis of a child with a developmental disability or related condition, we will follow our Special Needs policy under Health Tab page 9. Requirements from the PSR will be incorporated into existing practices for working with the child with special needs, including developing an Individual Child Care Plan (ICCP). An ICCP will be developed based on the information about the child provided in an Individual Education Plan/Coordinated Service and Support Plan with parents, teachers, and professionals incorporating PSR strategies. We will use the DHS forms listed below:

Child Care Emergency Use of Manual Restraint NOT Allowed PolicyGuide to the Positive Supports Rule

Individual CC Program Plan for PSR Sample Form

Individual CC Program Plan 6-mo Evaluation Sample Form

Sample Training Record Form for Positive Supports Rule (DHS 6810E-PDF)

## **Safety and Emergency Plans of Action**

● Children will never be left alone or unsupervised (within sight and sound of children)

● There will be a minimum of 2 staff members present during the hours of operation.

● Each employee is required to be certified in CPR and First Aid yearly.

● Fire evacuation and severe weather plans will be posted in each area that is used by the children.

● Fire drills will be held monthly and at varying times. A record of drills is kept in the office.

● Tornado drills will be held during the tornado months (April through September).

● Lock-down drills will be held periodically.

● In the event of an emergency when evacuation is necessary, the children of Riverway Preschool will be taken to The Legends of Champlin, across 117th Ave, by way of walking.

● Parents will then be called and informed of when to pick up their children.

## **Safe Conditions Policies**

Transportation Safety Policy

Riverway Preschool will only provide transportation to field trips, in cases where the child has no other adult to attend with them. We will only transport a child if we have a permission slip signed by a parent or guardian on file. Only qualified adults that are licensed drivers will transport children. Drivers will follow all pertinent MN laws and will not use cell phones at any time while in the vehicle. Children will always be in proper seats and seat belts. Children will not be left unattended. Upon returning from each trip, the van will be inspected to ensure that no child is still on board. Riverway Church has insurance that covers transportation of children for our center.

Safe Conditions Policy

The following steps will be taken to ensure that children are safe while at Riverway Preschool. Children will be actively supervised with the required number of qualified adults (adults who have completed a background check, and have completed all required training). Riverway Preschool will not care for children in areas that are being remodeled, repaired, or painted. The administrator is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys and furnishings, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

Riverway Preschool will take the following steps to maintain the facility:

● Clean the facility daily.

● Keep the facility in a sanitary condition always.

● Sanitize toys, furniture, and other equipment used by children, daily, weekly and when they become soiled or contaminated.

● Wash all soiled items prior to sanitization.

Child Abuse Protection

The administrator, teachers, teacher assistants, and teacher aides of Riverway Preschool are mandated by law to receive Child Abuse Detection and Prevention training. The administrator, teachers, teacher assistant, and teacher aides are required by law to immediately notify the local child protection agency if they suspect that a child has been abused or neglected.

## **Conferences**

The intellectual, physical, social, emotional, and spiritual progress is

documented in the child’s record and conveyed to the parent during the conferences

offered twice a year (typically May and November). The months of scheduled

conferences will be posted on the school calendar, and conference offerings are

documented in children’s files. Parents may request a conference with faculty or the

Administrator as desired.

## **Parent Involvement Policy**

To further foster whole family relationships, parents or guardians of children enrolled at Riverway Preschool are welcome to visit at any time.

Parent/Guardian Communication

● Parents of children in the program will have daily opportunities at morning drop off and pick up to discuss the events of his/her child’s day.

● Parents may also receive and/or send communication to the administrator and staff through the communication application, Brightwheel, which is a free download to a computer and/or phone.

● Special conferences may be requested by the administrator or child’s parents as needed.

 If at any time a parent or guardian feels as though a Riverway Preschool staff member should be reported or has a complaint regarding staff, please inform the administrator to ensure proper action and/or retraining occurs. You can also call the Department of Human Services (DHS), Division of Licensing 651-431-6015 to file a complaint.

## **Admission/Enrollment/Termination Policies**

Eligibility for Enrollment

● Children that are 3 years, or older before September 1 of enrollment year, and are potty trained, are eligible to be enrolled at Riverway Preschool, provided enrollment space exists.

● We enroll children who are at a stage of growth and development, which enables them to benefit from the educational program.

● The parent is responsible for submitting all enrollment forms for the child’s attendance.

● We cannot provide service to any child whose needs cannot be met or whose behavior endangers other children.

● Riverway Preschool is committed to supporting all children and families, but realizes there are children who may be better served through the support of other local agencies. Parents will be notified if concerns arise.

Caring for Children with Special Needs

Childcare programs must comply with the Americans with Disabilities Act. We are committed to meeting the needs of all children, regardless of special health care needs or disabilities.

● Children with special needs will be accepted into our preschool under the guidelines of the Americans with Disabilities Act (ADA).

● All families will be treated with dignity and respect for their individual needs and/or differences.

● Riverway Preschool will be responsible for ensuring that confidentiality about special needs is maintained for all families in the program.

● Riverway Preschool will ensure all health forms and other important information regarding the individualized needs of the child will be completed by the health care provider and/or other providers for the child.

● Children with special needs will be educated in the least restrictive environment possible. To accomplish this, Riverway Preschool may work in coordination with other agencies and/or health care providers as needed, including, but not limited to, Anoka-Hennepin School District. No contact with outside organizations will be made without written parental consent. Inclusion of staff on IEP (Individualized Education Program) and IFSP (Individualized Family Service Plan) meetings is desired to ensure the childcare program provides the most supportive and least restrictive environment.

● It is important that parents keep Riverway Preschool apprised of any changes or needs that their child may have regarding their special needs.

Enrollment Forms

Forms to be completed and submitted to the administrator, Heather Miletich, prior to admission include:

1. Tuition Agreement
2. First Aid Permission / Emergency Info
3. Social Media and Photo Release
4. Safe Food & Transportation Agreement
5. Child Information Form
6. Medication Consent (if needed)
7. Proof of immunizations and a physical exam (well child check-up)
8. Handbook Acknowledgement Signature Form

Waiting List

In cases when enrollment space is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children.

Registration Fee

Upon registration, the family must pay a $150 registration fee for Riverway Preschool and $45 registration fee for Club Z (if needed). This fee is non-refundable, should the family decide to not attend.

Termination of Care

Riverway Preschool reserves the right to terminate child care/enrollment for the following reasons (but not limited to):

● Failure to pay invoices as they are due

● Failure to complete required forms in a timely manner, as required

● Lack of parental cooperation

● Physical or verbal abuse of any person or property by a child and/or parent that is not corrected by an improvement plan set by the director and the parents.

● Lack of compliance with handbook regulations

● False information given by parent either verbally or in writing

● Disciplinary reasons as outlined previously

Riverway Preschool also understands that life circumstances may arise that would require families to remove a child from our care. In that instance, we request the following:

● 30 day advance, written notice stating when care will be ending.

● If the child is pulled without a 30 notice, payment is to be made immediately for the final weeks.

## **Operational Policies**

##  Hours of Operation: 7:00 am - 5:30 pm

Preschool Full Time Mon – Fri 8:45 am - 3:30 pm

Prekindergarten Full Time Mon – Fri 8:45 am - 3:30 pm

½ Day Preschool 3 - 5 yrs T/Th 9:00 - 11:45 am and 1:00 - 3:45 pm

½ Day Preschool 3 - 5 yrs M/W/F 9:00 - 11:45 am and 1:00 - 3:45 pm

Before Care M-F 7:00 - 8:45 am 3 - 12 yrs

After Care M-F 4:00 - 5:30 pm 3 - 12 yrs

 Special Holidays

● Riverway Preschool will close for most state recognized holidays:

* All MN recognized holidays, according to Mn statute 645.43:

 "Holiday" includes New Year's Day, January 1; Martin Luther King's Birthday, the third Monday in January; Washington's and Lincoln's Birthday, the third Monday in February; Memorial Day, the last Monday in May; Juneteenth, June 19; Independence Day, July 4; Labor Day, the first Monday in September; Indigenous Peoples Day, the second Monday in October; Veterans Day, November 11; Thanksgiving Day, the fourth Thursday in November; and Christmas Day, December 25; provided, when New Year's Day, January 1; or Juneteenth, June 19; or Independence Day, July 4; or Veterans Day, November 11; or Christmas Day, December 25; falls on Sunday, the following day shall be a holiday and, provided, when New Year's Day, January 1; or Juneteenth, June 19; or Independence Day, July 4; or Veterans Day, November 11; or Christmas Day, December 25; falls on Saturday, the preceding day shall be a holiday.

* Riverway Preschool will follow the Anoka-Hennepin School DIstrict Calendar.

● There may be additional days throughout the year when Riverway Preschool will close (weather related), but notice will be given whenever possible.

School Breaks

The preschool will remain open for all school breaks (based on the Anoka-Hennepin’s school calendars), except on days that fall under the “holiday” category. There will be preschool review during those times due to lower student numbers. School-age care is currently not offered during scheduled school breaks.

## **Research, Experimental Procedure, or Public Relations Permission**

 At any time if there is occasion of research, experimental procedure, or public relations activity involving a child, a permission form will be requested. If there is not a signed permission form on file for any child, that child will not be involved in any occasion of research,

experimental procedure, or public relations activity involving said child. This form is generally included in initial enrollment paperwork.

## **Pets Policy**

Riverway Preschool does not allow pets to be brought into the school. We do not consider Service Animals as pets and welcome any individual with a Dr recommended Service Animal. Documentation will be requested.

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## **Emergency Policies**

Bad Weather

Riverway Preschool will make every effort to be open in bad weather. We will close when the Anoka-Hennepin School District declares closure necessary. A decision to close is a difficult one to make and there may be occasions when the facility will be open during an Anoka-Hennepin School closure, if the administrator feels the roads are safe enough for travel. If this is the case, school-age care will not be offered. Parents will be notified through the Brightwheel App.

Relocation of Children in the Event of Building Emergency

● In the event of a major emergency, such as a fire or other event that would make the building unsafe, the children will be relocated to a safe facility.

● The children will be moved to The Legends of Champlin, across 117th Ave.

● Parents will be notified that they must pick their children up immediately.

## **Child Attendance, Arrival, and Departure**

Arrivals and Departures

● Drop off begins at 7:00 am. We ask that children arrive no later than 8:55 am or 12:55 pm for the part-time program, and no later than 8:40 am for the full time program. This helps teachers begin their classes on time. If your child is to arrive later than 9:00, please notify the administrator, with the understanding that your child may miss some preschool lesson time. Appointments (i.e. doctor, dentist, etc.) are the exception to this. Again, please contact the administrator so we are aware of an approximate arrival time.

● Parents/guardians are required to sign children in and out each day they are in attendance through the parent communication app.

● For your child’s protection, only persons authorized by the parent/guardian are permitted to take the child from the facility.

● Parents/guardians must list the names of anyone allowed to pick up the child as well as the names of anyone denied permission on the Parent Info page.

● Individuals listed in the child’s file may be asked for photo identification to confirm their identity.

● If someone other than the listed individuals will be picking up your child, you must notify the administrator. Staff will ask for photo identification before the child is handed over to them.

● In the case of court-ordered custody decisions that would affect drop off or pickup, documentation must be on file.

● Under no circumstances will the facility allow a child to leave without these provisions.

● Please notify the administrator, Heather Miletich, if, due to some emergency, you are unable to pick up your child on time.

● Our center closes at 5:30 PM. Parents will be charged a late fee of $3 per minute for each child picked up after 5:35 PM. Repeated late pickups may result in additional fees or disciplinary action.

● If a child has not been picked up by 30 minutes after their scheduled pick up time, and there has been no contact by the parent/guardian, or another authorized person, the local Department of Child Services will be called.

Reporting Children’s Absences

Riverway Preschool staff plan the day based upon the number of children expected. We ask that parents notify the administrator as early as possible if their child is going to be absent, late, or if they plan to pick up their child unusually early.

Tobacco, Alcohol, Firearms and Drugs

Riverway Preschool prohibits the use of tobacco, alcohol, firearms, and drugs on the premises while children are in our care. A copy of the policy may be requested at any time.

## **Payment and Fee Schedule**

**All preschool tuition payments are due monthly, regardless of your child’s attendance. Riverway Preschool reserves the right to change these fees with a 90 day notice.**

Fees for Families on Subsidy

Families are responsible for the portion of the fee not covered by the subsidy.

Other Fees

● $25 late payment fee will be added to tuition payments not received by the close of business on the due date.

● $35 returned check fee (Subject to change, based on the bank charges)

● $3 each minute after closing time, if the child has not been picked up by 5:35 pm.

Billing

● Invoices will be delivered by the15th of the month and will include the fees due for the following month. Payments are due on the 1st of each month

● If the bill is unpaid by the 1st of the month at close of business, a late fee of $25 will be added.

● Any late fees will be included on the next invoice, if not paid prior to when it is printed.

● If the account becomes 2 months overdue, the child’s enrollment will be suspended, and not allowed to attend until the bill is paid.

● Billing will continue during this time.

● If the bill is not paid within 2 weeks of the suspension, the child will be removed from enrollment and their place could be filled with another child.

● There is no reduction in fees if parents choose to send their children less than the specified number of days.

Vacation Information

● You will not be charged during Summer Break, unless your child is enrolled in a Summer program.

● If a staff member is on vacation, another teacher will take his/her place as needed.

##

## **Medical Policies**

Immunizations and Physical Exam

● Every child must be current on immunizations and verification of a physical exam (well child check-up) within the 6 months prior to their attendance. These records must be provided prior to your child’s first day of attendance.

● Without this documentation, your child may not attend.

● If your child receives new immunizations and/or has an updated physical, please update the record on file in the Riverway Preschool office.

● Immunizations exemptions for medical or religious/personal reasons must have proper documentation.

Medication

● Medication can be administered while in attendance provided a prescription is documented (pharmaceutical container and/or physician’s signed instructions).

● Over the counter, non-prescription medication CANNOT and WILL NOT be given without a written physician’s order. This order must be updated annually.

● A physician may write an order giving blanket permission for the child to have any over-the-counter medication, but it must state the amount of medication to be given.

● Medication will only be administered if the child’s name is written on a medications form with the amount of dosage (including the appropriate measuring device) and time to be given along with the parent’s/guardian’s signature.

● Notify staff members of all medication, so that it may be locked in the medicine box or refrigerated as needed.

Communicable Diseases

● Staff members are trained in the signs and symptoms of illnesses and in proper hand washing procedures to prevent the spread of communicable disease.

● Every means will be taken to prevent the spread of communicable diseases.

● Please do not send your child if he/she is ill or has been ill in the last 24 hours. This includes having a fever of 100.4 or higher. If your child is too ill to go outside or participate in activities with their class, they are too ill to attend.

● You will be called to remove your child if any of the following symptoms exist:

1. vomiting

2. severe coughing

3. temperature of 100.4 or higher BEFORE fever-reducing medication is given; (Children must be free from a fever for 24 hours without fever-reducing medicine before returning to the Riverway Preschool. Tylenol and other fever-reducing medications only mask the problem; they do not cure.) Exceptions made for fevers from immunizations. (Must provide a doctor’s note.)

4. diarrhea (3 or more loose stools in a day; if child is returning from this exclusion, one loose stool on their day of returning requires exclusion again

5. suspicious rash

6. Respiratory distress: difficulty or rapid breathing

7. lice (may only return when deemed “nit free”), ringworm, and/or scabies that is untreated and contagious to others.

8. red, encrusted, or runny eyes (contagious conjunctivitis or pus draining from the eye(s) and has not yet completed 24 hours of antimicrobial therapy)

9. lethargic behavior

10. Children who have had a surgery and/or a medical procedure (including having tubes placed in their ears), will be excluded for 48 hrs from the time of the procedure

11. Chicken pox: a child may return when they are no longer infectious or until the lesions are crusted over.

12. A reportable illness or condition as specified in part 4605.7040 of the licensing rules for childcare Centers that the Commissioner of Health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.

13. A bacterial infection such as streptococcal pharyngitis or impetigo and has not yet completed 24 hours of antimicrobial therapy.

14. Mouth sores with drooling

15. Unusual color of skin, eyes, stool or urine; parent will be asked and a Dr’s note explaining non-contagious illness/condition may be accepted

16. A child is not able to participate in preschool program activities with reasonable comfort;

or

17. A child who requires more care than the program staff is able to provide

● Parents are expected to have the child picked up within 1 hour of being notified that the child is ill to minimize the spread of illness.

● Every effort will be made to separate a sick child from the rest of the class while they are waiting to be picked up.

● Children should be free of all symptoms for 24 hours, without medication, or have a note from the doctor stating that return is permissible before returning to Riverway Preschool.

● Please do not give your child medication and send them to Riverway Preschool if they have been ill through the night.

● Parents should have a backup plan of care established if a child is sent home from Riverway Preschool with an illness.

● If a staff member has a communicable illness, a substitute will be assigned in his/her place as needed.

Reoccurring Medical Issues

● If a child has a medical issue that is reoccurring, such as a rash, runny eyes, or an allergy, Riverway Preschool must have documentation from a physician stating that the issue is not contagious and that the child may attend when symptoms are present.

● Please refer to the Communicable Disease section for suspicious rashes or conditions.

● If documentation of the medical issue does not exist, the condition will be treated as a potential communicable disease and the child will be excluded until documentation is presented.

If at any time a Riverway Preschool staff member deems a child is unable to receive care, medical or otherwise, beyond what the staff is able to provide, a parent will be called and asked to pick up their child.

Injuries and Incidents

● Parents/guardians will be notified of incidents as soon as possible.

● The staff member who has observed the incident will fill out the incident report. A copy will be kept for the files and a copy given to the parents/guardians upon request.

● In non-life-threatening instances, the staff will provide on-site first aid.

● If the child requires medical attention, the parent will be called, informed of the injury, and asked to pick up the child.

● Parents are asked to report any instances of the child being treated by a physician, clinic or hospital. Any injury sustained at Riverway Preschool that has been treated at a medical facility must be reported to the state of MN. Parents will receive a copy of the incident report that is mailed to the state.

● If the injury requires immediate medical attention, 911 will be called. In the event of needing immediate medical transport, a Riverway Preschool staff member will accompany the child until the parent or guardian is able to arrive.

## **Parental Responsibilities**

Meals and Snacks

● Breakfast is served from 8:00-8:30 daily. If your child will be coming after 8:30, please have them eat breakfast at home.

● Riverway Preschool will not store breakfast items for individual children unless the child has a special dietary need that the parent provides for.

● A snack is served at approximately 10:30 am and again at 3:00 pm.

● Riverway Preschool will provide healthy snacks each day. Donations of healthy snacks to share with the group are also appreciated. Suggestions for healthy snacks are fruit, yogurt, pretzels, string cheese, raisins, peanut butter, Sun butter (alternative for peanut butter for those allergic), vegetables, and hummus. Goldfish crackers are also allowed (whole grain).

● Parents are welcome to bring a special snack for their child’s birthday, other special events, or just for fun, BUT the MN Board of Health requires that all foods be commercially prepackaged. No homemade foods are allowed. Items may be purchased at a bakery with the logo and address on the box.

● Lunch must be provided by the parents at this time. All lunches must be packed cold however; warm lunches may be brought in stainless steel thermoses that keep foods at 140 degrees or warmer. Parents must heat the food at home before putting it in the insulated container. Please remember that younger children usually eat small portions. All opened and uneaten food must be thrown away at the end of lunch.

● Water will always be available throughout the day.

● Juice pouches/boxes that are not 100% fruit juice are not an acceptable substitute for milk or water.

● If your child has a food intolerance or allergy, please send a doctor’s order stating that the child has the intolerance/allergy and a list of acceptable drink or snack substitutes.

## **Naps/Rest Policy**

● Children will participate in a rest period after lunch each day from 1:00 to 3:00 (Part time program excluded)

● Children are not required to nap but will be asked to stay quietly on a cot to help their bodies rest. Quiet activities will be provided for them after a period of 30 min. However, if a child is sleeping, Riverway Preschool staff will not wake a child until rest time has ended at 3:00 (or whatever time we choose) to ensure proper ratios are kept.

● Please provide a small pillow, blanket, crib sheet (to cover the cot), and a security item (stuffed animal), if needed.

● Each Friday (or the end of the child’s week if different), the child’s nap items will be sent home to be washed and returned on Monday (or the first day the child is back, if different).

* Naps and rest will be provided in a quiet area that is physically separated from children who are engaged in any activity that will disrupt a napping or resting child.
* Children’s heads are to be uncovered when sleeping.
* At all times, program staff remain alert to supervise children sleeping. Lighting will be sufficient to ensure that children can be seen by supervising staff.
* Preschool children nap with shoes on in case of emergency evacuation.
* Cribs, cots, beds, and mats must be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
* Cots, beds, and mats must be placed directly on the floor and must not be stacked when in use.
* Separate bedding such as blankets and possibly cot sheets are stored in a sanitary manner and washed weekly and when soiled.

## **Field Trips**

* Any and all field trips taken by Riverway Preschool will require written and signed permission from each child’s parent/guardian.
* Permission forms will be sent digitally, but will also be available at the preschool in the event of a forgotten form.
* Staff responsible for supervising children on an outing will be holding all signed permission forms.
* If a child does not have a signed permission form, the child will not be able to participate and will have to remain on Riverway property with qualified staff.

## **Files**

● Keep all information (addresses, phone numbers, work phone numbers, immunizations, emergency phone numbers, etc.) current.

● If information is requested for the child’s file, and is not received, care may be discontinued.

## **Clothing**

● Dress your child in clothing that is comfortable for a variety of active, and sometimes messy, activities, as well as outdoor play. We do go outdoors as often as possible.

● Each child should be able to handle fastenings with minimum help.

● Accidents happen. In case of a toileting accident, crafting accident, or spill, please provide a complete set of clothing that is appropriate for the season (i.e. no shorts for winter weather).

● Mark your child’s first and last name clearly on all articles of clothing.

● If your child is sent home in a change of clothes that belongs to Riverway Preschool, please wash and return it as soon as possible.

● Flip-flops or shoes without a heel strap may not be worn (Please have a pair of tennis shoes for outdoor play). Also, dress shoes with heels have been known to cause accidents and are often painful by the end of the day so we ask they not be worn.

● We prefer to keep our floors clean by using indoor shoes inside our classrooms. Please provide a pair of shoes your child can keep at Riverway Preschool Mon-Fri. Your child should be able to change out of their “outside” shoes, easily, with minimal help.

● As the weather changes, be sure to send sweaters, jackets, coats, gloves, hats, boots, etc. as warranted. An “appropriate dress for current weather” reference will be given to parents upon enrollment.

● Children will be expected to go outside to play (even if just for a short period of time) when the weather permits (administrator’s discretion and the Weather Watch charts posted in the classrooms which state, 0 degrees ‘feels like’ temperature in colder weather up to 90 degrees in warmer weather).

● Children without proper clothing for outdoor play (i.e. winter coat, jackets), will not be allowed to participate.

● Please send sunscreen for your child, staff will assist with application if coinciding paperwork is on file.

## **Toys & Electronic Devices**

● Riverway Preschool is well stocked with a variety of toys and materials for the children to play with.

● Personal toys are often the cause of arguments among children.

● No toys shall be brought to Riverway Preschool from home except when permission is given from their teacher (i.e. show and tell) or as a security item for napping.

● If your child brings a toy, they will be asked to put it in their backpack or cubby until time for show and tell or the end of the day.

● Electronic devices (phones, gaming systems, tablets, laptops) are not allowed.

## **Lost and Found**

* Items often get misplaced or put in the wrong backpack. Please put your child’s name on items that the child may remove (coats, sweatshirts, gloves, hats, etc.).
* Check with your child’s teacher if an item comes up missing.
* Riverway Preschool is not responsible for items that the child has misplaced.
* Riverway Preschool will have a “Lost & Found” area to hold lost items. Items will only be held for one month, and then will be donated.

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## **Riverway Church Involvement**

On occasion, you will receive information about Riverway Church in your child’s binder or backpack. This will keep you informed of the various activities going on at our church. Please accept our warm welcome to attend any service or program. Riverway has a pastoral staff to serve you. If you are not part of a church family, please consider making yourself a part of the family at Riverway Church. Everyone is welcome.

 Service times:

Sundays at 9:00 am and 10:45 am

As part of the ministry of Riverway Church, a large group devotional program is conducted weekly for children in our program. Daily lessons integrating Bible stories and/or lessons will also be conducted for the children in our program.

##  **Program Plan Annual Evaluation**

 A staff person qualified as a teacher under part 9503.0032 annually

evaluates the Program Plan and revises as needed. See signature and date of evaluation on the final page of the document. A copy of our Program Plan is available on our website, but can also be made available as a hard copy or digital download upon request.