



WCC Nursery School
Est. 1955

Parent Handbook 2022-2023

Wayzata Community Church Nursery School

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wccns.org



**PARENT HANDBOOK
WAYZATA COMMUNITY CHURCH NURSERY SCHOOL**

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ABOUT US

Wayzata Community Church Nursery School (WCCNS) was founded in 1955 as a ministry of Wayzata Community Church to serve the surrounding community. We are a non-profit, non-denominational school offering toddler, preschool, and pre-kindergarten morning classes. In addition to morning classes, we offer a morning and afternoon extended care program and afternoon enrichment classes. The school year runs September through June with our Summer Camp program running June through August.

WCCNS welcomes and enrolls persons of any race, color, religion, creed, or socioeconomic background. The State of Minnesota Department of Human Services licenses WCCNS under Rule 3. Our program is accredited by the National Association for the Education of Young Children (NAEYC) and is Four-Star rated by Parent Aware. The State of Minnesota Department of Human Services licenses WCCNS under Rule 3.

WAYZATA COMMUNITY CHURCH

WCCNS has a unique and special relationship with the Wayzata Community Church (WCC). WCCNS has a non-denominational curriculum, but it is also part of the WCC community. Many operational functions of WCCNS, including use and maintenance of the building and grounds, the budget, banking/financial procedures, personnel, and payroll are supported by WCC. WCC's Director of Operations facilitates the relationship between the church and the nursery school and provides support to the WCCNS Director when needed.

MISSION

At Wayzata Community Church Nursery School, our mission is to promote the development of the whole child; physical, intellectual, social, and emotional, and to assist parents in their parenting challenges.

PHILOSOPHY

It is our philosophy that early childhood is an important and unique stage of life; a phase that is full of potential. WCCNS partners with families to support the growth of their child during this phase at home, at school, and out in the world.

We believe children learn best through play that includes both child and teacher directed experiences that promote the development of the whole child's social, emotional, physical, and cognitive growth across all learning areas; creative arts, science, music, dramatic play, language and literacy, music, sensory, and mathematics.

Our school is a safe place for every child to explore, try new things, gain confidence and self-esteem while developing age-appropriate executive functioning skills to support them for the rest of their life.

PROGRAM STRUCTURE

The philosophy of WCCNS stresses the growth and development of the individual child. To help each child gain confidence and self-esteem while learning to function in a group, we plan for both individual choice making and group interactions. Our program includes social, emotional, physical, and intellectual growth experiences. *We believe that children learn best through their play experiences* as well as through a structured environment. Each day teachers design learning opportunities to meet the needs of the individual child as well as the entire group. Our curriculum includes creative art, music, science, creative dramatics, cooking, language arts, dramatic play, cognitive development, large and small muscle development and outdoor play. A copy of the WCCNS Curriculum Goals is available in the WCCNS office.

PROGRAM OVERVIEW

WCCNS enrolls approximately 140 children in 10 classes ages 16 months to five years with all classrooms grouped according to the children's ages and special needs. All morning classes are from 9:00-11:30 AM.

Dandelion Classroom – Young Toddler Program (16-24 months)

- 2 Morning (Tue/Thu)

Sunshine Classroom – Older Toddler Program (25-33 months)

- 3 Morning (Mon/Tue/Thu)
- 2 Morning (Wed/Fri)

Butterfly Classroom – Two & Three Year Olds

- 3 Morning (Mon/Tue/Thu)

Apple Classroom – Three Year Olds

- 2 Morning (Wed/Fri)
- 3 Morning (Mon/Tue/Thu)

Treehouse Classroom – Three & Four Year Olds

- 3 Morning (Mon/Tue/Thu)

Caterpillar Classroom – Four & Five Year Olds

- 3 Mornings (Mon/Tue/Thu)

Firefly Classroom – Four & Five Year Olds

- 3 Mornings (Mon/Tue/Thu)

Schoolhouse Classroom – Four & Five Year Olds

- 5 Mornings (Mon/Tue/Wed/Thu/Fri)

An optional Extended Care and Lunch Bunch program is available to WCCNS students 3 to 5 years of age, in the morning from 8:00am-9:00am and in the afternoon until 4:00pm. Toddler Lunch and Stay and Play is also available each day until 1:00pm. In addition to Extended Care, various optional afternoon enrichment classes are offered.

WCCNS also offers Summer Camp classes for children ages two-and-a-half through five years in June, July, and August.

DAILY ROUTINE

Each classroom team of teachers plans developmentally appropriate activities that are especially suited to the age, ability level, and interests of their class. A typical day includes:

- A free choice time (including learning centers) during which the children make individual decisions about activities and companions. During this time, some materials are always available, e.g. blocks, puzzles, books, dramatic play, sensory table, and free art table. Other materials are changed frequently, e.g. creative art media, art/craft projects, dramatic play themes, science and cooking projects, and various manipulatives.
- A group time offering a story, daily discussions, and sharing of information.
- A mid-morning or mid-afternoon snack that includes the availability of milk or water. Peer and teacher interaction is encouraged during snack time. A snack menu for each class is posted on each classroom's parent bulletin board and within the weekly curriculum plan.
- A 30-minute Music & Movement class is offered bi-weekly. Music includes singing, listening/moving to music, and playing a variety of rhythm instruments. Music related mind/body activities also emphasize multi-cultural themes and traditions.
- Large muscle activities, both structured and unstructured, are offered either on the playground or in our large muscle room.

Each classroom provides their own daily schedule, weekly curriculum plan, and parent newsletter. These are posted on each classroom's parent bulletin board. Each month parents also receive the "Cubbie News" newsletter with school wide information.

STAFF ROLES 2022-2023

| Role(s) | Name |
|--|-------------------|
| Director | Sara Luedke |
| Assistant Director | Chrissa Swart |
| Schoolhouse Room Curriculum Coordinator (<i>Professional Development, Accreditation, Technology, Cubbie News</i>) | Hannah Cruzen |
| Treehouse Room Extended Care Coordinator | Ashley Cruzen |
| Apple Room – 2 Mornings & 3 Mornings Literacy Adventures Curriculum Coordinator (<i>Library</i>) | Nancy Rollins |
| Curriculum Coordinator (<i>Supplies & Materials</i>) | Shari Bjorklund |
| Apple Room – 2 Mornings | Kathy Bischel |
| Apple Room – 3 Mornings Literacy Adventures Extended Care | Tom Rekwart |
| Caterpillar Room | Ami Tix |
| Caterpillar Room Kinder Prep | Oufreez Argenta |
| Firefly Room Kinder Prep | Jen Wing |
| Firefly Room Kinder Prep | Debbie Benson |
| Schoolhouse Room Kinder Prep | Beth Verner |
| Treehouse Room | Jen Frazzini |
| Sunshine Room – 2 Mornings & 3 Mornings | Jen Draheim |
| Sunshine Room – 3 Mornings | Julie Jacob |
| Sunshine Room – 3 Mornings | Ladonna Fallen |
| Sunshine Room – 2 Mornings Dandelion Room Creative Movement & Music Yoga | Mary Coats |
| Sunshine Room – 2 Mornings Dandelion Room | Tanja Borchardt |
| Dandelion Room | Michelle Shamrokh |
| Butterfly Room | Peg Matuseski |
| Butterfly Room | Julie Waschek |
| Spanish | Sharon McCartney |

TUITION RATES FOR THE 2022-2023 SCHOOL YEAR

| CLASS | NUMBER OF DAYS | INSTALLMENTS (9) | TOTAL |
|--------------|-----------------------|-------------------------|--------------|
| Toddler | 2 Mornings | \$282 | \$2,538 |
| | 3 Mornings | \$420 | \$3,780 |
| Preschool | 2 Mornings | \$210 | \$1,890 |
| | 3 Mornings | \$328 | \$2,952 |
| | 5 Mornings | \$507 | \$4,563 |

| ENRICHMENT | DAYS | INSTALLMENTS (9) | TOTAL |
|---------------------|--------------|-------------------------|--------------|
| Yoga | 1 Afternoon | optional | \$550 |
| Spanish | 1 Afternoon | optional | \$550 |
| Literacy Adventures | 3 Afternoons | \$290 | \$2,610 |
| Kinder Prep | 3 Afternoons | \$290 | \$2,610 |

Scholarships are available for families in need of tuition assistance by contacting the WCCNS office.

A NON-REFUNDABLE registration fee for the 2022-2023 school year is \$65.00 (\$105/family).

TUITION PAYMENT POLICY

- A tuition balance unpaid for over 30 days is subject to a finance charge of \$10 per month. Tuition is due the 1st week of each month, September through April. (Your initial payment is applied to May.)
- Payment Options: Cash/Check, automatic credit card charge (a 2% fee will be applied monthly), automatic checking account withdrawal.
- Funds submitted to WCCNS will first be applied to any outstanding tuition balance and then to the Extended Care balance (when applicable)
- Families will be unable to enroll for an upcoming term (i.e. Fall, Summer program) until all previous accounts (tuition and Extended Care) are paid in full. Funds submitted for a new term will be used to clear all pending accounts. If necessary, a payment plan can be arranged with the WCCNS Director, Assistant Director, or WCC Finance Director.
- Summer program tuition must be paid before the child attends the first day.
- All returned checks will be subjected to a \$10 fee.

Except as otherwise agreed to by the WCCNS Director, families must give a 30-day written notice of early withdrawal from the nursery school and will be responsible for all tuition payments due during such 30-day term.

EXTENDED CARE PROGRAM

Extended Care is available Monday through Friday 8:00-9:00am and 11:30am-4:00pm during the school year to children enrolled at WCCNS. Children MUST be 3 years old (36 months) and toilet trained. If your child turns 3 during the school year, they will be eligible for Extended Care after that date based on availability. Stay & Play is our Extended Care option for toddlers and is offered every day from 11:30am-1:00pm. Parents may reserve a permanent place in the 2022-2023 Extended Care program on a contract basis. If your child will be absent during contracted hours, PLEASE inform the Extended Care staff. There is limited space for Extended Care on a drop off basis. Please call (952) 473-2114 for availability.

Contracted Extended Care will be paid at the beginning of each month, as is Nursery School tuition. Extra drop off times or any overages will be added to the next month's billing.

If your child's Enrichment Class is cancelled there MAY be availability in Extended Care if there is space and staff. You MUST contact the WCCNS office to make a reservation.

Children with known physical, mental, or emotional requirements will be considered on an individual basis. WCCNS will make every effort to meet the developmental needs of each child, in collaboration with the family's school district individualized plan.

EXTENDED CARE FEES

| | |
|-------------------------------|-----------|
| Extended Care | \$9/hour |
| Lunch Bunch (11:30am-12:30pm) | \$11/hour |

***The cost per child for Extended Care is \$9.00 per hour. A minimum charge of \$9.00 will be assessed if actual time between 8:00 AM – 9:00 AM is less than one (1) hour.

There will be a \$20 fee charged for contract changes made after September 20, 2020. Changes that are only additions do not have a fee.

There will be a \$50 fee for complete contract cancellation.

There will be ONE fee break allowed during the school year for vacation or an extended illness up to the number of hours per week the child is enrolled in a contracted spot. A fee break form needs to be completed and signed by the Director, or Assistant Director, and submitted to the WCCNS office. It will be deducted from the next month's billing.

EXTENDED CARE LATE FEES

| | |
|-----------------------|----------------|
| 4:00PM – 4:35PM | \$1 per minute |
| 4:36PM – until pickup | \$2 per minute |

EXTENDED CARE PAYMENT POLICY

- An Extended Care unpaid balance over 30 days is subject to a finance charge of \$20 per month.
- A family with an Extended Care account overdue by one month or more will become ineligible to use Extended Care. Extended Care is a privilege and not a right of the nursery school relationship.
- The balance must be paid in full in order for a family to become eligible to use Extended Care again. A space will not be held due to a delinquent account. Permanent spaces will be opened to any waiting family.
- All returned checks will be subject to a \$20 fee.
- Contract payments will begin October 1st and are due the beginning of each month.
- Hours exceeding the contract time hours will be billed the following month at the hourly rate.

PARENT INFORMATION

Special Events

In addition to field trips, WCCNS and each classroom offers other special programs, activities, and events. Family Visit Night is held in September. Parent Interactive Days are planned and implemented by each classroom throughout the school year. During December, classroom themes celebrate family traditions with music, creative arts, and special activities. WCCNS holds an Open House in January with current families and prospective families invited to learn about WCCNS and next year's classes. In early spring, a professional photographer is scheduled to take pictures of the children and classrooms. In April, WCCNS celebrates "The Week of the Young Child" (NAEYC – National Association for the Education of Young Children) with an art fair and a school-wide music program. A special year-end celebration is also held.

Notices of community classes, events, and other general information appropriate for preschoolers and their families are posted on the Parent Education and Information bulletin board located next to the Staff Lounge. Detailed information on special events will be communicated in classroom newsletters and the monthly "Cubbie News" publication.

Objects From Home

While a traditional "Show and Tell" time is not part of our program, children are encouraged to bring items from home of special interest that may relate to the classroom theme. Bringing toys to school is discouraged as sometimes it is difficult for young children to share and it can become difficult to separate home toys from school toys. Due to allergy concerns, WCCNS also discourages families from bringing food or special treats unless a plan has been made with the classroom teachers. Very important security objects such as blankets, stuffed animals, etc. may be brought to school when necessary. We also ask parents to not send birthday party invitations to school to be distributed in the children's cubbies. We try to avoid hurting the feelings of those classmates who may not be invited.

Children's Personal Belongings

Children's clothing (especially coats, jackets, snowsuits, hats, boots, mittens) should be clearly labeled with the child's name. Everyday, comfortable clothing and closed-toed shoes appropriate for play are suggested. Each child will have a cubby for their belongings. Although the school provides smocks, parents and children need to understand that clothing may come in contact with paint, water, glue, sand, and dirt.

It helps the children and teachers if the child's clothing is easy for him/her to handle i.e. large enough to slip on and off, easily fastened and undone, and have closures that the child can learn to use. We ask parents to help us encourage children to learn how to handle their own clothing. Offer just the help necessary e.g. "If I plug your zipper in, I'll bet you can zip it up" or "When you get your shoes on, I'll be glad to tie them."

We try to get outside and enjoy all the seasons. Please dress your child for the weather. If the temperature/wind chill prevents classes from going outside, the children will use the gym for 20 minutes of large motor activity. During the day, the temperatures can fluctuate so **please bring your child prepared to go outside each day.**

Drop-off and Pickup

Parents should park on the east side of the building and use the east door entrance (next to playground area) when dropping off and picking up. Parents should bring their child to their classroom teacher unless instructed differently by the classroom teacher(s). Parents must sign their child in using Procare each day at arrival and sign out at departure. Classroom teachers have specific routines for parents to follow when dismissing children. Please do not leave children alone in the car and please do not leave your car idling. These rules are for the safety of all WCCNS children and families.

It is ok to be 5 minutes early, but if you arrive earlier and cannot stay with your child, you should sign up for our Extended Care program or stay with your child. It is OK to be 5 minutes early. Parents are asked to come to the playground gate or classroom door for pick-up. When picking up, it is better to be early rather than late. Parents are asked to call WCCNS at 952-473-2114 if they are going to be late for pick-up.

The WCCNS Parent Organization approved the following policy on August 27, 2002 regarding pick-up/departure times:

Parents who pick up their child after 11:30 AM or 3:00 PM will be billed as follows:

11:30-11:35 AM or 3:00-3:05 PM - No Charge

After 11:35 AM or 3:05 PM until picked up from Extended Care: A minimum charge of 1 hour or \$9.00/hour

Persons Authorized to Pick Up Your Child

At time of enrollment, parents will provide the names of persons authorized to pick up their child. It is the parent's responsibility to inform WCCNS of any changes in the names of persons authorized to take your child from the school. ***All authorized persons who are picking up/dropping off regularly must be added to your child's authorized pickup list on Procare.***

We will release children to authorized persons only. ***Parents MUST notify the school by phone or in writing if someone other than an authorized person will pick up your child.*** Prior to your child being released, WCCNS staff may request photo identification.

WCCNS ASSESSMENT PLAN

Purpose of Assessment

The purpose of assessment at WCCNS is to gather information about each child in these areas of development: cognitive, language, social/emotional, physical, and self help abilities. Another purpose is to gather information about each child's interests, strengths, and areas of growth. Information gathered is shared with parents on a regular basis and through scheduled conferences. Teaching staff use this information to shape the curriculum and teaching strategies. After assessing all areas of the child's development, the information is used for developing activities and structuring the learning environment.

Methods of Assessment

1. Informal assessment/observations
2. Anecdotal information
3. Developmental checklists and screening
4. Collection of each child's work/work samples (child's portfolio)
5. Fall and Spring parent/teacher conferences
6. Parent input in developing an assessment plan
7. Process for children with special needs:
 - a. Formal assessment completed by school district specialists
 - b. Completed through a referral procedure requiring parent consent

Teacher-developed assessment forms are used for both the fall and spring parent/teacher conferences. These assessments forms are aligned with curriculum goals. Assessments of each child are completed by the child's classroom teacher(s). Depending on the assessment tool being used, the process may be completed individually or within a small group of classmates. Because portion of each child's assessment process is completed individually, clear ideas are provided for ongoing curriculum development, daily planning, and overall program enhancements.

Results, Timeline, and Confidentially

Children are assessed through the program school year using the methods of assessment outlined above. Teaching teams share assessment information with each other in order to better plan for each child. This information is included within the child's file and can be accessed by parents at any time. This information is shared with parents in writing twice a year at parent/teacher conferences. Parents may schedule a time to consult with teachers about assessment information at any time throughout the program school year. Parent permission is required for staff to share this information with other schools.

Other Purposes and Uses of Assessment

Program improvement is an ongoing process at WCCNS involving, staff, children, and parents. We use information gathered at staff meetings, parent meetings, Parent Organization meetings, and parent and staff surveys, as well as listening to the children as they share with us what they would like to experience at WCCNS.

WCCNS BEHAVIOR GUIDANCE POLICY

Behavior guidance starts with careful organization of the classroom environment and good curriculum planning. This includes modifying teaching strategies, redesigning the classroom environment, and adjusting available materials to accommodate the needs of a child with specific behavioral concerns. A few rules that are reasonable and clearly explained to the children are established in each classroom. Teachers encourage children to self-manage their personal interactions by giving them time to work things out on their own. However, teacher intervention is prompt when a child's safety is endangered. Each child's interpersonal difficulties are viewed as learning situations and the teachers provide assistance accordingly.

Getting along with peers and adults is taught by example, role modeling, and reinforcing appropriate or positive behavior. Acknowledging a child's appropriate choices through praise, a smile, or pat on the back are examples of how teachers might reinforce that behavior. If a child displays inappropriate behavior the teacher will communicate with him/her to help find alternative play opportunities (redirect). Children who are unable to avoid dangerous or unacceptable behavior may be removed to a time-out location within the classroom for a short period of time or to the Director's office. All separations from the group are noted by a daily log. At no time is the child left alone. Staff will observe the situation and document the child's behavior and note the staff's response. No child will be separated from the group unless the teacher has been unsuccessful with less intrusive methods. Parents will be informed of the child's inappropriate behavior and, if the unacceptable behavior persists, a parent and teacher consultation will be held to develop a plan to address the child's behavior. Reference the WCCNS Policy for Specialized Assistance, which is included in this handbook.

Staff will not engage in any form of physical punishment (including with-holding snack or lunch), emotional abuse, coercion, or mechanical restraints. Examples of inappropriate behavior management practices include (but are not limited to) shaking, hitting, spanking, slapping, shaming, name-calling, ridiculing, humiliating, rough handling, and any form of physical force.

WCCNS staff support the principles outlined by the *Minnesota Association for the Education of Young Children – Developmentally Appropriate Guidance of Young Children*.

Principle One: Children are in the process of learning acceptable behavior.

Principle Two: An effective guidance approach is preventative because it respects feelings even while it addresses unacceptable behavior.

Principle Three: Adults need to understand the reasons for a child's behavior.

Principle Four: A support relationship between an adult and a child is the most critical component of effective guidance.

Principle Five: Adults use forms of guidance and group management that help children learn self-control and responsiveness to the needs and feelings of others.

Principle Six: Adults model appropriate expressions of their feelings.

Principle Seven: Adults continue to learn even as they teach.

WCCNS REFERRAL POLICY FOR CHILDREN NEEDING SPECIALIZED ASSISTANCE

WCCNS staff explore all possible steps when addressing a child exhibiting challenging behaviors, developmental delays, emotional difficulties, and other physical and emotional indicators that suggest a specialized assessment and/or intervention may be required. The following referral procedure is used when parents, teachers, and/or administrators have been unsuccessful with reasonable modifications when addressing a child's specific needs.

This procedure will also be utilized when a child displays persistent and challenging behaviors that disrupt or endanger the rights of other children to effectively participate in the classroom program or interferes with a teacher's ability to teach or communicate effectively with other children.

1. A WCCNS administrator and teacher first meet to discuss their observations and what strategies have been implemented at WCCNS to assist the child with developmental delays, challenging behaviors, emotional difficulties, or other indicators of special needs. It is expected that prior to this meeting the classroom teachers will have discussed observations and concerns with the child's parents and assessed the parent's level of concern.
2. If, after efforts by the classroom teachers to assist with child with behavioral, emotional, or developmental delays have not been successful, and the teachers or administrators determine the needs of the child require additional assistance, the teacher and/or administrator will contact the early childhood social worker within the family's school district to discuss an observation.
3. If conversations with school district personnel warrant the need for an observation, the school district will obtain a signed consent form from the child's parents.
4. Upon the parent's signed consent, a visit by a school district social worker will be made to the child's classroom. The social worker will share results of the observation with the family. Should the social worker determine further assessment is required, the social worker will present this case to the study team of the school district for additional feedback.
5. If the team determines additional evaluation is needed, they will recommend the child receive a more thorough evaluation by the school district's special education team. The child's parents will again be asked to sign a consent form before any evaluation proceeds.
6. Once the parents provide consent to the school district's special education team to evaluate their child, the case is then placed on the IEP (Individualized Education Plan) timeline. The school district will present its findings to the parents. If the parents consent, WCCNS will be allowed to be present at the summary meetings with the school district team to learn about the findings and recommendations.

7. Depending on the findings of the school district team, and with the consent of the child's parents, WCCNS may be asked to implement strategies that are within the scope of WCCNS' ability to perform. Based on those findings, the school district may recommend another school environment equipped with specialists and physical surroundings that can address the child's specific needs. The school district and WCCNS will assist the family with this transition. These procedures follow guidelines outlined within the Pupil Fair Dismissal Act (PFDA) – short name for Minnesota Statutes 121A.40 through 121A.56 governing discipline/dismissals/suspensions/expulsions, through the Minnesota Department of Education.

PARENT INVOLVEMENT

WCCNS encourages parents to be an active part of the program. Parents are always welcome to visit our school and their child's classroom. We also encourage parents to become involved and consider the many volunteer opportunities available throughout the year.

WCCNS Parent Organization

The purpose of the WCCNS Parent Organization is to enhance and support the education experience at WCCNS; to develop a closer connection between the school and home by encouraging parent involvement; and to improve the environment at WCCNS through volunteer and financial support. (WCCNSPO Bylaws – approved May 2011). The WCCNS Parent Organization coordinates a myriad of event, fundraisers, and volunteer opportunities throughout the school year. Every family with a child enrolled in WCCNS is a member of the Parent Organization. We invite you to attend a meeting and get involved!

Co-Chairs: Mary Beth Steiner & Maureen Anderson

Treasurer: Lauren Kreitinger

Special Events Coordinators: Katie Theilmann & Taryn Neils

Room Parent Coordinators: Cori Moos & Marissa Walters

Parent/School Communications

Parents will be provided with information about WCCNS through posted weekly classroom curriculum, classroom newsletters, and the "Cubbie News" – published monthly by the WCCNS Parent Organization. Open and frequent communication between the school and parents is an important part of our educational process. Teachers contact parents for a fall and spring conference to share information regarding their child's growth and progress. All parents are urged to inform classroom teachers or the WCCNS Director of changes noted in their child's behavior or in the family environment. All shared information is kept completely confidential.

The WCCNS Director or Assistant Director are available daily from 8:00 AM until 4:00 PM in the Nursery School office. Other times can be arranged by calling (952) 473-2114. Parents are welcome to visit WCCNS and invited to spend a "regular" day at school with their child and join us on special occasions. Parents will receive specific information from their child's class regarding field trips or class events during the school year. Parent Information Meetings are held during the first week of school. At that time, school policies are reviewed, class lists are distributed, and carpools are formed. WCCNS is not legally responsible for transportation arrangements for bringing children to and from school.

Prior to school beginning in the fall, parents and their child are invited to visit the school, their child's classroom, and meet with their child's team of teachers. Classroom teachers coordinate the scheduling of these visits.

Parents are offered two parent/teacher conferences during the school year (fall and spring). These conferences offer parents and teachers an opportunity to share information about the child's growth and progress in the areas of intellectual, physical, social, cognitive, and

emotional development. Parents who have questions or concerns at other times throughout the school year, may request a separate conference with their child's classroom teachers or the Director.

We keep records and documentation for each child are kept in a file at WCCNS. The child's file is available to parents for review upon request.

Parent Responsibility/Policy on Rule Adherence

All parents will be informed of the rules, regulations, and policies of WCCNS through this Parent Handbook, monthly/weekly newsletters, and/or notification by classroom teachers of the WCCNS Director. In the event a parent chooses to repeatedly disregard school policies, she/he will be asked to meet with the classroom teacher and the WCCNS Director. This meeting will be for the purpose of informing the parent that, in the event of a continued disregard of school policies, the family may be suspended or asked to leave the school. In the event a parent refuses to meet with the WCCNS representatives, the parent will be informed – in writing – of the fact that the family will be asked to leave the school. The timing of this dismissal or suspension will be at the discretion of the WCCNS administration.

PARENT GRIEVANCE POLICY

On August 28, 2001, WCCNS and the Department of Human Services under Rule 3 approved the following policy. If a grievance between a parent/guardian and a teacher or the director should arise, the following grievance procedure will apply:

1. The parent/guardian (grievant) shall first meet with the teacher or director (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the director (if the grievance involves a teacher) or with the WCC Director of Operations.
3. If the grievance is still not resolved a Grievance Committee will hear the grievance.
4. The Grievance Community will be made up of the following: The WCC Director of Operations, one designated by the respondent, one designated by the grievant, and at the discretion of WCC, one designate.
5. The Grievance Committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
6. At the conclusion of the meeting, and upon due consideration, the Grievance Committee will make its recommendation to the WCC Director of Operations. The Grievance Committee shall not have the power to alter or amend school policies.
7. The grievance procedure should be completed within 30 days.

HEALTH, ACCIDENT, SAFETY & EMERGENCY POLICIES & PROCEDURES

Health Care Summary

Parents are required to submit a Child Health Summary, completed by the child's/family's health care provider. Per Minnesota Department of Human Services requirements, this Health Care Summary must be submitted within 30 days prior to admission to the WCCNS program or your child must be excluded from attending school.

Immunizations

All required immunizations must be up-to-date and documented on the Health Care Summary. WCCNS must have on file all required documentation outlining your child's immunization records on the first day of school or your child will not be allowed to attend until the records are received. Written documentation from your family's physician or health care provider is required prior to the first day of school if your child is under immunized due to specific health concerns. A signed and notarized document is required prior to the first day of school from those families who are conscientious objectors with regard to immunizations. WCCNS can provide forms for completing this documentation.

Ill Child Guidelines

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms will be excluded from WCCNS until (1) a physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children/staff; or (2) the child has been symptom free for 24 hours.

For a mildly ill child, WCCNS does not have the licensing or staff to meet the needs of the ill child and the other children in the group. Therefore parents MUST make other arrangements for the ill child. Symptoms include:

- **Fever** - Axillary or oral temperature of 100F or higher or rectal temperature of 101F or higher; especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash. Child must be symptom free for 24 hours prior to returning to school.
- **Respiratory** - Difficult or rapid breathing or severe coughing; child makes high pitched croupy or whooping sound after s/he coughs; or child is unable to lie comfortably due to continuous coughing.
- **Diarrhea** - An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain or vomiting.
- **Vomiting** - Two or more episodes of vomiting within the previous 24 hours.
- **Eye/Nose** - Thick mucus or pus draining from the eyes or nose.
- **Sore Throat** - Sore throat, especially with fever or swollen glands in the neck.
- **Skin Problems** - Undiagnosed or contagious skin rash. Infected sores with crusty, yellow or green drainage, which cannot be covered by clothing or bandages.
- **Itching** - Persistent itching or scratching of body or scalp.
- **Appearance/Behavior** - Child looks or acts differently, is unusually tired, pale, lacking in appetite, confused, irritable, and/or difficult to awaken.

- **Unusual Color** - Eyes or skin are yellow (jaundice). Stool is gray or white. Urine is dark or tea colored. These symptoms can be found in hepatitis and should be evaluated by a health care provider.

If a child becomes ill during the day, she/he will be kept away from the other children. A staff member will remain with the child and keep her/him as comfortable as possible. A parent will be notified to pick up the child. If a parent cannot be reached, an emergency alternate number will be used. **PARENTS ARE REQUIRED TO LIST PERSONS WHO AGREE TO PICK UP THEIR CHILD WHEN A PARENT IS NOT AVAILABLE.**

IF YOUR CHILD CONTRACTS A COMMUNICABLE DISEASE, YOU ARE ASKED TO NOTIFY WCCNS WITHIN 24 HOURS. Communicable illnesses will be reported to all parents the same day the information is received. The staff will record the illness, incubation period, early signs to watch for, and exclusion recommendations. Staff will not transport children. WCCNS will notify the Public Health Department (612-348-3925) within 24 hours should an occurrence of a “reportable disease” take place.

Emergencies

Emergency numbers are posted on/beside the Nursery School phones and on the Nursery School office bulletin board. Student emergency forms are located in each child’s classroom and in a binder by the telephone in the Nursery School Staff Resource Room. In the event of an emergency or accident the procedure is as follows: For a minor accident, first aid will be administered and parents will be notified. For a major accident requiring immediate medical care, first aid will be administered while another staff member calls 911. WCCN’s source of emergency care is North Memorial Ambulance Service. After calling 911, the child’s parents will be contacted. WCCNS staff will not transport the child.

First Aid

All classroom teachers are required to have Pediatric First Aid and CPR training every 2 years. One staff member trained in Pediatric First Aid and CPR will be in the school at all times that children are present. If first aid procedures are required, they will be administered by the first person on the site. The second teacher will remain with the rest of the children. If additional help is needed, staff from other classrooms will be called. All first aid procedures administered will be documented and kept in the WCCNS Staff Resource Room. First Aid Kits/Manuals are kept in the WCCNS Staff Supply Room on a shelf marked FIRST AID. It is restocked monthly and contains the following items: sterile bandages and Band-Aids, sterile compresses, scissors, cold pack, oral or surface thermometer, and adhesive tape. A First Aid Kit is also kept in each classroom and with the Extended Care box. First Aid Kits are taken on all field trips.

Accidents

Staff is informed of all emergency and accident policies at fall orientation with policies reviewed annually. All accidents, injuries, and emergencies that occur to children, staff, or visitors are recorded on an accident log and on an accident report form.

Information recorded includes:

name, age, date, and place of incident, type of incident, action taken by staff, and to whom the incident was reported. The accident reports are reviewed annually and modifications are made based on the analysis. A report is made to the Department of Human Services (651-296-3971) within 24 hours if the death of a child occurs at WCCNS or if an injury to a child required treatment by a physician or emergency medical service.

Prevention Policies

Maintaining a safe environment is the most important aspect with regard to preventing accidents. The WCCNS Director/Assistant Director and staff do a daily inspection of potential hazards in the school and playground. When hazardous equipment or areas are found, they are removed or repaired. Proper staff supervision is a must with regard to accident prevention. The staff will provide safety training to the children.

Poisoning

Effective May 15, 2006, Department of Human Services Rule 3 was amended to delete all requirements regarding Syrup of Ipecac. Should an accidental ingestion of a poisonous substance occur, staff would contact the Poison Control Center (1-800-222-1222)

All poisonous/hazardous substances will be stored out of reach of children.

All poisonous/hazardous substances are stored in their original container.

All plans will be checked. If poisonous, they will be removed.

Lead paint will not be used on equipment or walls.

Food is not stored near or next to poisonous/hazardous substances.

The phone number for the Poison Control Center (1-800-222-1222) will be posted along with other emergency numbers in a prominent place within the school and classrooms. Staff will be knowledgeable of Poison Control Center services. Children will be taught poison prevention.

Burns

Water temperatures will not exceed 100 degrees F.

All outlets will be covered with protective coverings.

Electrical cords will be kept out of the reach of children and, when in use, children will be closely supervised.

Staff will not drink hot liquids when working with children.

Staff will protect the children from overexposure to the sun by using protective clothing, sunscreen with parent permission, and limiting the time in direct sunlight.

Children are not allowed in the WCCNS kitchen.

Choking/Suffocation

Plastic bags will be kept out of the reach of children.

Toys/manipulatives will be age-appropriate.

All sensory and water play in the classroom will be closely supervised.

All food served to children will be age appropriate and/or cut into small pieces.

Children will sit when eating.

Balloons will not be used for play. Latex balloons will not be used at WCCNS.

Drawstrings on outerwear will be removed to prevent strangulation.

Pedestrian/Traffic Safety

Children will be taught traffic safety.

No child will cross the street without a teacher/parent present. Children will not cross until the teacher/parent tells them it is safe and crosses with them.

Other Injuries

Sharp scissors, knives, and other sharp objects will be kept out of the reach of children.

Rugs will have non-skid backing or be firmly fastened to the floor.

Spills will be wiped up immediately.

Children will be educated on equipment usage and have proper staff supervision.

Fans will not be accessible to children.

Door guards are used to prevent finger injuries.

Procedures for Fire Safety and Intervention

All staff are trained in fire prevention procedures along with appropriate interventions should a fire occur. Fire drills are held monthly. They are recorded in a log, which documents drill times, dates, number of children and staff, and any comments. Teachers talk to the children before the drill to assure them it is a “practice” and comfort them if needed.

Fire Evacuation

Primary and secondary exits are on a school floor plan and prominently posted in classrooms.

The person detecting a fire will call 911.

Teachers evacuate the children, taking attendance sheets and emergency forms.

Assistant teachers/aids attempt to close off the fire by closing windows and doors and shutting off lights before leaving the classroom.

Director/Assistant Director takes a first aid kit and emergency forms.

Children and staff will proceed outdoors, away from the building, and wait for further instructions. Attendance is taken and any missing child is reported to the fire marshal. No one will re-enter the building until an all-clear signal is given.

A report is made to the Department of Human Services (651-296-3971) within 48 hours of a fire that required assistance from the fire department.

Fire Extinguisher

Staff is trained in the use and aware of the locations of fire extinguishers.

Fire extinguishers are checked/maintained annually.

Written instructions on the use of a fire extinguisher, fire evacuation plans, and duties of staff are posted in each work area.

Electrical Fuse Box/Utility Failure

In the case of an electrical problem, WCC Building and Grounds are always on duty and responsible for any electrical failure. Staff is responsible for reporting electrical problems to custodians. In the event of a power failure, WCCNS may not need to close but would use other parts of the building. If the power failure were severe or prolonged, parents would be notified to pick up their children and WCCNS would close.

Emergency Shelter and Equipment

If emergency shelter is needed outside the facility, staff and children will proceed to Wayzata West Middle School, Wayzata Boulevard and Barry Avenue (763-745-6400). A battery operated radio and flashlights are kept at the school.

Severe Weather Conditions

SCHOOL CLOSING for severe weather: In the case of severe snow or ice conditions on the roads, WCCNS will follow the Wayzata Public Schools' announcements on WCCO Radio 830 and the WCCO television website. Check closing listings on Channels 4, 5, 9 and 11. WCCNS does not run its own announcements unless we are in session and the Wayzata Public Schools are closed. If a Wayzata school closes for some unrelated weather situation (e.g. broken water pipes), WCCNS will be open as usual. If the Wayzata Public Schools announce a 2-hour delay, WCCNS morning classes will be cancelled. Extended Care would then open at 11:30 AM and afternoon classes would be in session. Field trips scheduled for a morning departure would be cancelled.

Tornado Weather Conditions

Tornado drills are held May through September. In the event of a tornado warning, all children are taken to the WCCNS tornado shelter. Teachers bring classroom attendance sheets and emergency forms. Teachers will take attendance once their class reaches the shelter. The Director will bring a battery-operated radio, flashlight, and Walkie-Talkie. No one will leave the shelter until an "all clear" signal is given.

Pandemic Planning

WCCNS will cooperate with state and local government disaster planning agencies working to prepare and react to emergencies presented by a pandemic outbreak.

Insurance Coverage

Wayzata Community Church carries liability insurance, which covers WCCNS.

Missing Child or Parent

If a child is missing, the Director or staff will conduct a thorough search of the building and grounds. The police (911) will be notified and parents will be contacted immediately. A staff member will accompany the police to help identify the child.

If a parent does not pick up their child at departure time, school staff will attempt to contact them at home or work. If unable to contact a parent, emergency contacts will be called. If emergency contacts are not available, the local police or child protection will be called.

Child Abuse and Neglect

Children need a safe, nurturing environment that assists them to grow, learn, and feel loved. Their needs for good nutrition, shelter, medical care, bathing, clean clothing, intellectual stimulation, appropriate discipline, love and a feeling of importance must be met. Families seeking help in providing for their child's emotional and physical needs may call these community resource numbers.

| | |
|----------------------------------|----------------|
| Hennepin County Child Protection | (612) 348-3552 |
| Hennepin Country Crisis Hotline | (612) 347-3161 |
| Department of Human Services | (651) 206-3971 |

WCCNS staff is mandated by Minnesota State Law to report suspected cases of child abuse or neglect. Anyone suspecting abuse must comply with the law and report it to Hennepin County Child Protection. For additional information, reference "Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs" included within this handbook.

Security/Safety

Classroom doors will be closed after 9:00 AM and 12:30 PM. Parents will receive a code to open the Nursery School door located in the EAST entrance. WCCNS staff annually review the emergency policies created by WCC administration.

Unauthorized/Incapacitated Person Pick-Up

Parents must provide written permission to their child's classroom teacher for anyone picking up their child who is not listed on the emergency form. No unauthorized person or person suspected of abuse shall take a child from the school. If an unauthorized person should attempt to take a child from the center staff will state firmly that this is not allowed. If there is still a problem staff will call 911. If the person is a parent who is suspected of abuse staff will call 911 and Child Protection. Parents must provide written permission to their child's classroom teacher for anyone picking up their child who is not listed on the emergency form. In the event that the parent or authorized person pick up a child is in any way incapacitated staff will state firmly that they do not feel it safe for that person to transport the child. Ask for a name/number of someone who can safely transport them or use the Emergency Contacts. If the person resists, obtain color, model and license play number of the vehicle and call 911. Child Protection will be notified and the incident will be documented and kept on file at the school.

Special Needs

If a child is enrolled having special needs, procedures stipulated by Rule 3 (Minnesota Department of Human Services) will be followed. An Individual Care Plan (ICP) will be developed to meet the child's specific needs. A service plan and education plan will be coordinated with the child's physician, psychiatrist, or psychologist, and school district. WCCNS will work to provide staff training required by the child's ICP. Reference the "WCCNS Referral Policy for Specialized Assistance" included within this handbook.

Food Related Procedures

Snacks, milk, and water are provided for children attending WCCNS and the WCCNS Extended Care program. Snacks are posted on the weekly curriculum plan for each classroom. **WCCNS is a peanut-free, allergy aware school.** Menus will comply with USDA requirements. Parents will inform staff of any child's specific food allergies. This information is posted where children eat and in the WCCNS food preparation area. Drinking water is always available to the children throughout the day. Consistent with the WCCNS policy for sharing food and in the interest of offering nutritious snacks, we ask that parents do not bring treats for their child's birthday or special day. Please check with your child's teachers for alternative ideas.

Lunch Bunch

Parents will provide a lunch for children attending the WCCNS Extended Care Lunch Bunch program. Please make sure your child's lunch is clearly labeled with their first and last name. Food requiring refrigeration must be packed with an ice pack. **WCCNS is a peanut-free, allergy aware school so please do not send peanut products or peanut butter in your child's lunch.** Additional allergy accommodations in individual lunch classrooms will be made on a case-by-case basis. Milk and water are provided during lunch at no charge. The bag lunch must provide one-third of the child's daily nutritional needs as specified by the USDA food care guidelines. Please reference "Bag Lunch Requirements" below.

BAG LUNCH REQUIREMENTS

| | 1-3 Years | 3-6 Years | 6-12 Years |
|--|--------------|----------------|--------------|
| (1) Fluid Milk | ½ cup | ¾ cup | 1 cup |
| Meat/meat alternative Meat/poultry/fish | 1 oz | 1 ½ oz | 2 oz |
| Or cheese or cottage cheese | 1 oz | 1 ½ oz | 2 oz |
| Or egg | ½ egg | ¾ egg | 1 egg |
| Or cooked dry beans or peas | ¼ cup | 3/8 cup | ½ cup |
| Seed butters | 2 Tbs | 3 Tbs | 4 Tbs |
| Or yogurt | ¼ cup | ¾ cup | 1 cup |
| Or an equivalent quantity of any combination of the above meats/meat alternatives | | | |

| Vegetables and/or fruit | ¼ cup | ½ cup | ¾ cup |
|---|------------------|------------------|------------------|
| 2 separate servings of vegetables and/or fruit. Juices must be full strength | | | |
| Grains/Bread | ½ slice | ½ slice | 1 slice |
| Or cold dry cereal | ¼ cup | 1/3 cup | ¾ cup |
| Or hot cooked cereal | ¼ cup | ¼ cup | ½ cup |
| Or cornbread, biscuit, roll, muffin | ½ serving | ½ serving | 1 serving |
| Or pastas, noodles, grains | ¼ cup | ¼ cup | ½ cup |

Medications

Non-Prescription Medications

Written permission from the parent is required for the administration of any non-prescription medication such as Tylenol, insect repellent, sunscreen lotion, and diapering products. These will be administered according to the manufacturers’ instruction unless there are alternative instructions written by a physician or dentist.

Prescription Medications

For prescription medications to be administered, all WCCNS staff will follow the written instruction provided by a physician or dentist. Signed authorization from the parent or guardian is required. A specific form for this process is available in the WCCNS office.

- Medications must be kept in their original container and be properly and legibly labeled with the child’s name and current prescription information.
- Medications will not be given after the expiration date and any unused portion will be returned to the child’s parent or destroyed.
- Parent must state the dosage, time, and duration of medication to be given. Medication will be kept out of the reach of children.
- Non-refrigerated medications will be kept in a WCCNS covered container
- Medications requiring refrigeration will be stored in a covered container on a shelf in the WCCNS food preparation kitchen refrigerator.
- Proper medication dispensers will be used to administer the medication(s)
- Medication will be administered in private to de-emphasize visibility to other children.

DO NOT PLACE MEDICATIONS IN CHILD’S BACKPACK

Health Consultant

A health consultant annually reviews health and safety policies stipulated by Rule 3 (Minnesota Department of Human Services). Additionally, if there is a proposed change in health practices or policies or an outbreak of a contagious illness should occur, a health consultant will be contacted for review.

Pets

Parents will be informed when a pet is present in the classroom. All pets will be properly housed, cared for, inoculated, and licensed in accordance with local health ordinances.

Animal Bites

In the event a child is bitten by an animal while in the school, a staff member will immediately notify the local police (911) and contact the parents.

Field Trips

During the school year, teachers plan field trips especially suited for a preschoolers' hands on learning style (nature center, Como Zoo, museums, and other community locations). Children travel by bus to the site. Onsite field trips such as the Wayzata Fire Department fire truck, naturalist, librarian, or music specialist may also be offered. Parents are notified before each field trip and asked to return a permission form and a nominal fee for transportation. Parents may be asked to join us as chaperones. We are unable to include siblings on the field trips. Parents are asked to contact WCCNS on the day of the field trip if their child is unable to attend. The buses leave promptly at the designated departure time.

All staff is trained in Pediatric First Aid and CPR will accompany children on all field trips. Staff will take emergency forms, a First Aid Kit and First Aid Manual on all field trips. WCCNS follows teacher-student ratio guidelines set by the Minnesota Department of Human Services for each age group. These guidelines are followed for all offsite and onsite events and transitions.

Children will be transported according to the Minnesota Passenger Act and Department of Human Services recommendations for transporting children on school buses. Car seats are not used on buses for preschoolers. All parents should be aware that it is a Minnesota law that all children under age 4 should have and use an approved child restraint system (car seat) when transported by car.

Any questions regarding these policies or other policies of WCCNS should be directed to the Director or Assistant Director. A copy of the Minnesota Department of Human Services Rule 3 guidelines is available in the WCCNS office.

TOP 10 REMINDERS FOR WCCNS PARENTS

1. Please do not leave children in your vehicle at drop-off/pickup. Safety is our #1 priority! If you need assistance bringing your child into school, please call the WCCNS office.
2. Children must be signed in and out via the Procure app each day and dropped off/picked up at their classroom's designated spot. Scan the QR code or enter your PIN on any of the WCCNS classroom iPads. You can find your PIN number in your profile on the app or it will be given to you at classroom visits. If someone other than parent #1/parent #2 will be dropping off and picking up regularly, please let us know and we will add them to your child's Procure account as an authorized pickup which will not give them access to the app, but will give them their own PIN #.
3. All paperwork from the enrollment checklist must be turned in each year your child attends WCCNS. Updated immunization records must be turned in by the first day of school or your child cannot attend. A healthcare summary must be completed and signed by a physician no later than 30 days after the start of school.
4. If your child is going to be late to school or picked up early, please contact the WCCNS office. We understand that sometimes life happens and we are always willing to work with you. Refer to the Parent Handbook for our full late pickup policy.
5. Dress children for play and the weather each day. We take students outside each day. We take students outside every day unless it is raining or the temperature/wind chill is below 10 degrees. As Minnesotans, we know the weather can change quickly; on days we don't go outside in the morning, we may go outside in the afternoon so always send your child to school prepared with any gear they may need.
6. Please label all belongings with your child's name. We've got a school full of lots of children with lots of gear that often looks the same. Labeling each piece of your child's gear helps our teachers help your child learn how to recognize their own belongings and eventually take on the responsibility for their things.
7. We are a peanut free and allergy aware school. Allergies are constantly shifting which means we make a new plan, in addition to our extensive allergy response training, to accommodate all allergies for each school year. Plans specific to your child's classroom will be communicated by classroom teachers.
8. Children in preschool classes and Extended Care must be potty trained. Preschool classrooms are not licensed for diapering and cannot allow pull-ups.
9. Please do not send sick children to school. Our school is not licensed to care for sick children who have a fever, respiratory symptoms, diarrhea, vomiting, eye/nose, sore throat, skin problems, or ill appearance.
10. Notify the office within 24 hours if your child has a contagious disease. We are required to report these to the Department of Health

MALTRTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAM

Who Should Report Child Abuse and Neglect

Any person may voluntarily report abuse or neglect.

If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three (3) years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

If you know or suspect that a child is in immediate danger, call 911.

All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social agency or local law enforcement.

If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota States or Rules that govern the facility, you should contact the Minnesota Department of Human Services, Licensing Division at (651) 296-3971

What to Report

Definitions of maltreatment are contained in the *Reporting of Maltreatment of Minors Act (MN Statutes, Section 626.556)* available in the WCCNS 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 extend of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and the Minnesota Department of Health, and unlicensed personal care provider organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith of against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

When the licensed 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 the children in attendance.

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.
- (v) There is a need for corrective action by the license holder to protect the health and safety of children in attendance.

Primary & Secondary Person or Position to Ensure Internal Reviews are Conducted

The WCCNS Director will complete the internal review. If this individual is involved in the alleged or suspected maltreatment, the WCC Director of Operations will be responsible for completing the internal review.

Documentation of the Internal Review

The licensed 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 licensed facility 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 licensed facility must provide training to all staff related to the mandated reporting responsibilities as specified in the Report of Maltreatment of Minors Act (MN Statutes, Section 626.556). The licensed facility must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under MN Statutes, Section 245A.04, Subdivision 14.

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

COVID-19 Preparedness Plan for WCC Nursery School – August 2020

WCCNS is committed to providing a safe and healthy environment for all staff, children, their families and caregivers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. We are all responsible for implementing and adhering to this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our property and in our community. Only through this collective cooperation can we establish and maintain the safety and health of our community.

These policies are written based on the best practice recommendations from the Center for Disease Control (CDC), Minnesota Department of Health (MDH), Minnesota Department of Human Services (DHS), and our Health Consultant (HCCC).

These policies will address:

- Regular year programming
- Arrival/Dismissal Procedures
- Health Screening and Exclusion Guidelines
- Social Distancing
- Children’s Belongings
- Playground Use
- Snack-time
- Ventilation
- Hygiene and Handwashing
- Cleaning, Sanitizing, and Disinfecting
- Personal Protective Equipment (PPE)
- Virtual Learning Packet
- If someone becomes sick at WCCNS
- If someone tests positive for COVID-19
- Communication and Staff Training
- Resources

2020-21 School year

The first day of school is Thursday September 10th. All core classes, extended care, and enrichment classes will begin on this day, if it is safe to do so.

Fall 2020-21 core classes are Monday through Friday 9:00 am to 11:30 am.

*Extended care and lunch bunch will be offered on a limited bases until further notice.

All extended care, enrichment classes, including Music and Movement with Ms. Mary, maybe modified in the beginning of the year if we decide it is better to do so.

Virtual Learning Opportunities

- All classrooms will prepare and provide each student with a distance learning packet to use if the time comes when the school moves into that learning format.
- Teachers will provide a packet for your child to take home at the beginning of the year.
- This will be an optional format for each family to use if they see fit.

WCCNS OFFICE HOURS ARE MONDAY-FRIDAY 8:00 AM TO 4:00 PM.

NS Office phone number: 952-473-2114

Sara Luedke, Director Ext. 219

sluedke@wayzatacommunitychurch.org

Chrissa Swart, Asst. Director Ext. 221


cswart@wayzatacommunitychurch.org

WCCNS Staff: See Parent Handbook for teacher and classroom assignments

ARRIVAL AND DISMISSAL PROCEDURES

In order to limit exposure and extra people in the building, parents will not be allowed into the building for drop-off and pick-up. Drop-off will be from 8:50-9:00 and pick-up will be at 11:30-11:40 or after their enrichment class. Locations will be decided based on your child's classroom and specific information will be given to you by your teachers. Adults will be required to wear masks during drop-off and pick-up. Please call the NS office if you will be late and we will have staff meet you.

Drop-off Procedures:

Check-in for your child will be done on the new "Kidreports app" , information will be provided during your room visit. You will be asked to complete a brief health screen daily, as you check your child in.

- Children will be directed to wash hands immediately upon arrival.
- Staff will sign children in and out.
- It is recommended that one parent/caregiver per family be designated to drop off/pick up when possible. Each family should notify teacher who that person is.
- If your child's temperature is above 100 degrees F he/she will not be able to attend school.

Pick-up Procedures:

Children will be brought to their designated pick-up area and checked out and released by their teachers to their authorized adult.

HEALTH SCREENING AND EXCLUSION GUIDELINES

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

WCCNS Administrative staff will keep a log to track symptoms, and primary and secondary exposures.

***Children who have a fever of 100 degrees F or above as a stand-alone symptom will be excluded due to the Rule 3 licensing exclusion 9503.0080.**

It is very important that when your child is going to be absent, that you communicate it to the school.

We are required by the MN Department of Health to keep an illness, symptom and exposure log.

Please report all absences to **your classroom teacher** or by calling 952-473-2114.

Report any symptoms to the school when a child is absent.

Symptoms to report are: temperature, cough, shortness of breath, loss of smell or taste, muscle pain, chills, headache, or sore throat. Additional symptoms should also be reported.

***If your child has had a primary or secondary exposure to a confirmed COVID-19 case you must report this to the school.**

Health Screening:

It is recommended to conduct a health screening of staff and children upon arrival each day. Screening will consist of answering symptom questions. There are three different methods based on the CDC recommendations that may be used to protect staff while conducting temperature screenings. Our School will practice the following method:

- Staff and children must check in and complete the health screen upon arrival. Report COVID -19 symptoms to administration immediately.
- PPE will be worn while screening children when within 6 feet of the child.
- Before screening the screener will wash their hands and put on a facemask and gloves.
- The screener will ask the parent the following questions:
 - Does your child have a fever of 100 degrees or higher?
 - Does your child have a cough?
 - Does your child have any shortness of breath?
 - Does your child have a sore throat?
 - Does your child feel tired or have any body aches?
 - Has your child been exposed to someone with a confirmed COVID -19 diagnosis?
 - Are there any family members in your household with symptoms consistent with COVID -19?
- The screener may use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water will be used before using alcohol-based hand sanitizer.

SOCIAL DISTANCING

When possible we will follow the current recommendations from MDH and monitor MDH for changes.

- When possible each group of children will be in a separate classroom.
- When possible we will not mix groups of children during the day.
- When possible classes will include the same group each day.
- Staff will use tape or other measures to indicate 6' when deemed appropriate to assist children with distancing.
- The same staff members will remain with the same group each day whenever possible.
- We will cancel or postpone all special events such as special gatherings, field trips, and prospective tours.
- When feasible we will stagger playground times and keep groups separate for all activities such as going to the large motor room.
- As much as possible, no outside visitors or volunteers will be allowed into the building during the pandemic. An exception to this would be contracted enrichment teachers. Those individuals will be screened and asked to wear a mask and perform hand hygiene.

PLAYGROUND PROCEDURES

- We will continue to use the playground with proper procedures for cleaning high touch surfaces and when proper hand-washing practices are in place (see link below).
- We will stagger playground use rather than allowing big groups to play together. Only one class will be permitted on the playground at a time.
- We will clean surfaces of high touch areas of play structures between groups.

<https://www.health.state.mn.us/diseases/coronavirus/schools/playground.pdf>

SNACK-TIME

- Snacks will be served and provided by WCCNS.
- Snacks will be brought to the classroom by a designated staff member each day.
- Lunches will stay in your child's backpack. Please provide an ice pack in your child's lunch box as they will not be placed in the school's refrigerator.

CHILDREN'S BELONGINGS

LABEL ALL YOUR CHILDREN'S BELONGINGS. This is more important than ever.

HYGIENE AND HANDWASHING

Hands are warm, moist parts of the body that come in frequent contact with germs that can spread disease. **The single most effective way to prevent the spread of disease is to correctly wash your hands thoroughly and often.** Staff who demonstrate and teach proper handwashing techniques can reduce illness in childcares, schools, and the community. Gloves are not a substitute for handwashing. Always wash your hands after glove removal!



Staff should additionally wash their hands at the following times:

- After contact with bodily fluids.
- After assisting with toileting.
- Prior to assisting children at mealtimes

CLEANING, SANITIZING, AND DISINFECTING

In addition to daily cleaning by our custodial team and staff will clean, sanitize and disinfect surfaces and objects that are frequently touched regularly throughout the day especially toys and games and the following “high touch” surfaces:

- Light switches
- Door handles
- Hand railings
- Tables and chairs
- Sink handles
- Countertops
- Desks and chairs
- Dish and lunchbox carts
- Cubbies
- Playground structures such as handrails on equipment
- Push buttons keypads, telephones
- Shared toys
- Shared computers, keyboards, mice, and desktops
- Shared walkie talkies
- Use proper hand hygiene before and after use of shared computers
- It’s not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk such as floors and tops of filing cabinets. Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.

- Wear disposable gloves for all tasks in the cleaning process, including handling trash.
- Remove gloves properly, per your OSHA and First Aid Training
- Be sure to wash your hands after removing gloves.
- Children’s books, like other paper-based materials such as mail or envelopes, per the CDC are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Soft items that cannot be laundered should be put away and not used during this time.
- Porous items that come into contact with bodily fluids should be removed and disinfected immediately.
- Wipe down surfaces on play equipment once daily at a minimum.
- Used sand toys, outdoor toys, and other outdoor equipment should be put into a large bin or tub of soapy water in between use between children and at the end of the day.

VENTILATION

- WCCNS HVAC system was updated per code standards in 2015
- When possible, classroom windows and doors will be open to allow for extra airflow.
- Each classroom will have extra time for outdoor play, when possible.

PPE PERSONAL PROTECTIVE EQUIPMENT

- Children will not be required to wear a mask while at school.**
- Parents and caregivers will be required to wear masks at drop-off and pick-up.
- Per Federal OSHA standards, Personal Protective Equipment (PPE) must be provided by the program for staff to use. This PPE will include, but not be limited to, gloves, face masks, and face shields.
- Staff will be trained on the proper usage of PPE.
- When possible, staff are required to wear cloth face coverings or face shield while onsite.
- Each staff person must have at least one additional face mask to use after removing theirs for eating lunch or after it becomes soiled or wet.
- MDH recommends wearing cloth face coverings during screenings and during the work day as much as possible.
- Face masks must be laundered each day.
- Cloth face coverings should NOT be put on infants and children under age two due to the risk suffocation.
- MDH does not recommend that children attending child care programs wear cloth face coverings unless the provider determines they can be reliably worn, removed, and handled by the individual child.
- The purpose of masks is to reduce the risk for transmission from the wearer to others before they know they are sick. Cloth masks do not provide adequate protection for others if someone has symptoms of COVID-19.

- Do not touch your eyes, nose, mouth while wearing a mask to prevent potential contamination.
- Wash hands thoroughly before putting on a mask and after removing it.
- Wearing cloth masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing, which are our best tools to help prevent the spread of illness.

COMMUNICATION AND TRAINING

- All staff will be trained on the new guidelines for safe operation before the children arrive for school in September.
- WCCNS will monitor CDC guidelines and updates on an on-going bases.

IF SOMEONE BECOMES SICK AND/OR TESTS POSITIVE FOR COVID-19

When there is a child or staff member that is either suspected or confirmed to have Covid-19, WCCNS will follow the guidelines from the Mn Dept. of Health. Recommendations for a temporary closure of the school will be followed. It may also be recommended that staff and/or students isolate to mitigate the further spread. WCCNS will follow the guidelines from MDH in the event of a confirmed case of COVID-19.

If your child shows symptoms but it is not COVID-19, a doctor's note is required before they can return to school.

It becomes evident how important it is to practice routine cleaning and disinfection regularly. Depending on when a person with Covid-19 was last in the program, it may be difficult to know what areas they were in and what objects and surfaces they touched so it is imperative to clean and disinfect regularly. The risk of getting Covid-19 from cleaning is low. The following are general precautions for cleaning staff, given that community transmission of Covid-19 is occurring:

- Staff should not touch their face while cleaning and must wash their hands after cleaning.
- Cleaning staff should wear designated work clothes and disposable gloves when cleaning and handling trash. Cleaning staff should change clothes at the end of a shift. It may be helpful for them to keep a change of clothes at work.
- When a child or staff member develops any symptoms of illness consistent with Covid-19 (new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever, chills, muscle aches, headache, sore throat, loss of taste or smell) do the following:

Child

- Isolate the person in a separate room while they wait to be picked up
 - Bring all belongings that will go home. Ensure there are hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand rub.
 - Our designated "sick room" is the East Entrance Coat Room.

- Put linens on the cot and have the child lie down until the parent arrives.
- Immediately call, or assign someone else to call, the parent.
- Siblings of a child exhibiting COVID - 19 symptoms will be sent home as well.
- Do not have sibling wait in sick room for parent pick up.
- Staff who are monitoring the individual with symptoms should practice social distancing when possible.
- When parents arrive bring the child to parent at the main entrance.
- Close off the space used for isolation after the ill person leaves. Open it after proper cleaning and disinfecting.
- Clean and disinfect high-touch surfaces, focusing on areas where the person is known to have been and items they have touched (individual desk, cot, recently used toys, shared equipment).
- Wear gloves when cleaning, and wash hands after removing gloves.
- Sick children and staff will not be allowed to return to the program until they have met the exclusion guidelines criteria from MDH.

Staff

- If staff becomes ill at work, they will be sent home immediately.
- Staff will be required to call the NS office and report any illness, as soon as possible.
- Staff will not be allowed to return to work until they have met the exclusion guidelines criteria from MDH.

***Children who have a fever of 100 degrees F or above as a stand-alone symptom will be excluded due to the Rule 3 licensing exclusion 9503.0080.**

***If a child, staff or family member contracts COVID-19, their identity must be kept private and may not be publicly shared with anyone.**

***If a child, staff or family member contracts COVID-19, they must contact the school office immediately.**

RESOURCES

COVID-19 Hotlines 7am-7pm

Health Questions: 651-201-3920 or 1-800-657-3903

Schools and Childcare Questions: 651-297-1304 or 1-800-657-3504

Department of Human Services: 1-888-234-1268

WEBSITES

MN Dept of Health:

<https://www.health.state.mn.us/diseases/coronavirus/schools/index.htm>

Center for Disease Control:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Health Care Consultants for Childcare: (Jennifer Richardson)

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