

# Oak Grove Lutheran School

## Kjos Early Learning Center

### Handbook

Oak Grove Lutheran School \* Fargo, North Dakota

Updated: January 2018

Oak Grove Lutheran Kjos Early Learning Center is a ministry of Oak Grove Lutheran School. Our goal is to provide a loving, safe and stimulating setting in a Christian environment.

The mission of Oak Grove Lutheran School is to express God's love by nurturing students for academic achievement, lifelong Christian commitment and loving service throughout the world.

#### **PHILOSOPHY**

Our philosophy is to provide a quality learning environment for children. In this setting we hope to help each child develop a positive attitude toward responsibility, self-discipline and self-esteem. A developmentally appropriate curriculum is provided that adds to the social, intellectual, physical, spiritual and emotional development of each child.

#### **PROGRAM OBJECTIVES**

To provide a Christ-centered learning environment.

To encourage social development by providing opportunities for sharing, taking turns, making friends, solving problems, helping others and accepting others, cooperating on projects, and building self-esteem.

To encourage spiritual development in an environment where faith is openly expressed and opportunities exist to participate in prayer, praise and celebrations of the church.

To participate in an environment where adults model behaviors which encourage children to be kind and respectful.

To encourage emotional development through verbal expression of thoughts and feelings experiencing rules and limits, experiencing kindness and empathy and recognizing and accepting emotions in others.

To encourage the physical development of large motor skills through outdoor and indoor games and activities and fine motor development by using toys, blocks, puzzles, and other small objects.

To encourage creativity by offering many kinds of materials and experiences in art, music, and literature.

To encourage interest in language through stories, dramatic play, and conversations.

Regular information will be provided to parents through a weekly newsletter. Information on your child will be available whenever asked for. Questions, opinions and involvement are enthusiastically encouraged. We want to work together to make this experience away from you and home a good one. Parents are welcome to visit anytime.

## **ADMISSION**

Oak Grove Lutheran KELC accepts children of any race, color, and national or ethnic origin whatever religious faith or background.

Oak Grove Lutheran KELC requires that students who enroll must:

- Be at least three years old by August 1<sup>st</sup> for pre-school
- Be at least four years old by August for pre-kindergarten
- Be toilet trained
- Be able to separate from parent
- Be current on all immunizations and must give a copy to be filed
- Completely fill out all required forms and turn them into the office

Admission to Oak Grove goes through the admissions office. Call to receive information and paperwork to apply.

## **ATTENDANCE**

Please call the office if your child will be absent at 701-893-3073. Office hours are 8:00 am to 4:00 pm, Monday through Friday.

## **HEALTH**

The state of North Dakota requires that all children have their immunizations current. A state form for immunization records can be obtained from your physician. This form should be filled out and signed by a health care professional and returned in a timely manner.

Children will be visually screened as they arrive at the facility. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. In the event a child become ill and needs to be picked up, the child will be separated from the rest of the children until a parent arrives.

Children with the following symptoms should not be sent to school and/or will be sent home should they exhibit these symptoms:

- Any indication of a childhood illness – chicken pox, mumps, etc.
- Temperatures above 100 degrees or medicine keeping it down
- Lice or nits
- Pink eye or watery, inflamed eyes or crusted eyelids
- Undiagnosed rash or sores
- Vomiting or diarrhea
- Deep and severe cough, heavy or discolored nasal discharge
- If a doctor diagnoses an infection and places the child on a prescription medication, the child should not be brought into the school until he/she has had this medication for a full 24 hours, and symptoms have disappeared.
- A child's temperature should have been normal (97.6) for at least 24 hours before he/she returns. This must be without medication to keep the temperature down.

**Please be conscious of this and understand it is for the benefit of all children to follow this policy.**

## **DRESS AND PHYSICAL ACTIVITY**

Oak Grove Lutheran Elementary School has a uniform policy. The Kjos Early Learning Center does follow this policy. However, we are fine with t-shirts or sweatshirts in blue, maroon or white with no writing. The bottoms can be jeans, sweatpants, skirts or leggings. All children should bring at least one change of clothing, including socks and underwear. Keep in mind that children will be encouraged to participate and be creative with running, climbing, and art materials (often messy), so dress appropriately.

Outdoor play will be a part of the day. Tennis shoes are a better choice than sandals or flip flops. We ask for Velcro shoes. We also ask for no other shoes to be sent along to change into. Please, be sure your child is dressed for existing weather conditions; sweatshirts or jackets, mittens and hats.

We will have gym a couple times each week and will get outside most every day. We want to encourage the children to be active in their play inside or outside and the type of shoe they will wear somewhat dictates that. We will try to have about 30 – 90 minutes of active play each day depending on which class your child is in. Physical activity and active play time will not be withheld as a punishment and our day is active with very little sitting.

## **SCREEN TIME**

Another area you won't need to be concerned about is screen time. Outside of our 30 minutes of computer lab each week and a minimal amount of time within centers, we do very little. On a special occasion, we may watch ourselves on the screen following a program or a special movie at Christmas. The American Academy of Pediatrics recommends limiting screen time to 1-2 hour per day.

## **DROP-OFF/PICK-UP**

Drop-off and pick-up for the pre-kindergarten will be at the gymnasium with the elementary children. Preschool children will have a loop in the north parking lot for this procedure. A child will only be released from the school to an authorized, responsible person.

- A parent must fill out the necessary information regarding whom they will allow their child to be picked up by.
- If a person, incapable of providing adequate supervision, attempts to pick up the child, the school may notify local law enforcement officials

## **BEHAVIOR GUIDANCE**

It is the goal of this program to help children to become happy, responsible, cooperative participants through positive reinforcement, role modeling, intervention techniques and redirection. It is our goal to guide children to develop responsibility for their actions and respect for themselves and others. It is our responsibility to give them feedback and help them grow in respecting the rights and feelings of other people.

Another goal is to help children develop tools to problem solve. Behavior guidance is the external tool to help children develop internal control. Young children learn by experimenting, testing limits and experiencing the consequences of the behavior.

Children need to respect the rights of other children and the property of the program. When conflicts develop over property or the rights of other people, it is our goal to give each child effective communication tools to solve the conflict. When conflict continues, children may be invited to work independently for a short time to regain self-control. "Resets" are used in this setting. Through positive statements like: "Do you need to be by yourself for a while? This might be hard for you right now. Can I help you find something else to do?" It is against our policy to spank, or to grab a child strongly by the arm, etc. Any physical contact during a time of conflict would be to only remove a child so they would not hurt themselves or anyone else. We feel especially privileged to have the opportunity to continually model and reinforce Christian behaviors, good manners, friendships, values and a sense of community.

### **NUTRITION – LUNCH AND SNACK TIME**

Lunch will be in the elementary school gymnasium. It will be served around 10:45. Sending a cold lunch with your child is acceptable. The pre-kindergarten classes will have an afternoon snack. The preschool class will not eat lunch and will have a morning snack. Please let us know of any allergies or strong dislikes.

Snacks are an important part of our day and we are asking you to help us make them nutritious. They are essential for young children's optimal growth and development. If we work together to provide a healthy snack at school our children will learn from this and be more apt to choose something at home or elsewhere that will be nutritious. You will provide your child's snack each day. They will have the option of milk or water with their snack. This fee is included with the tuition.

### **NORTH DAKOTA RULES AND REGULATIONS ON DISCIPLINE**

75-03-08-23 and 75-03-09-23. Discipline-Punishment prohibited. Disregard of any of the following disciplinary rules is grounds for denial or revocation.

- Discipline must be constructive or educational in nature and may include diversions, separation from the problem situation, talking with the child about the situation, praise for appropriate behavior, and gentle physical restraint, such as holding. Children may not be subjected to physical harm, fear, or humiliation.
- Authority to discipline may not be delegated to or be accomplished by children.
- Separation, when used as discipline, must be brief and appropriate to the child's age and circumstances. Any child must be in a safe, lighted, well-ventilated room within hearing of an adult. A child may not be isolated in a locked room or closet.
- A child may not be physically punished for lapses in toilet training.
- When addressing a child, or while in the presence of a child, staff members may not make derogatory remarks about the child, the child's family, race or religion nor use profane, threatening, unduly loud, or otherwise abusive language.
- A child may not be force-fed, unless medically prescribed and administered under a physician's care.
- Deprivation of meals may not be used as a form of discipline or punishment.

- A child may not be punched, spanked, shaken, pinched, bitten, roughly handled, or struck by any staff member or any other adult in the facility.

## **SUSPECTED CHILD ABUSE AND NEGLECT POLICY AND PROCEDURE**

Early childhood services program operator and employees are mandated by North Dakota Century Code to report suspected child abuse and/or neglect to the child protection's division at the appropriate county social service office. All staff, including backup staff and volunteers are trained on the policy, procedure and confidentiality in relation to child abuse/neglect All documentation of suspected abuse/neglect is kept in a confidential file and is locked.

### **PROCEDURE**

- The director will report suspected abuse/neglect and document all concerns and have staff document their concerns.
- If unsure whether to report the situation, the director will contact county social services to discuss the situation and follow recommendations
- Staff, volunteers and backup staff will document concerns, discuss concerns with the director and follow recommendations.
- Staff volunteers and backup staff will use their own judgment, document and report concerns to county social services when the situation is warranted and director is not available. If unsure whether to report the situation, or should contact county social services. The director will be informed immediately upon return.

### **EMPLOYMENT PROCEDURE**

As a licensed center in the state of North Dakota, they instruct us to inform you that we will not employ an individual who has been found guilty of, pled guilty to, or pled no contest to the following crimes:

Homicide, Assault, Threat, Coercion, Kidnapping, Gross Sexual Imposition, Corruption or Solicitation of Minors, Robbery or Burglary.

### **ACCOUNTABILITY PROCEDURE**

If a child will be arriving to the school unaccompanied by a parent we will confer with the parent as the expected time of arrival. If the child fails to arrive at the expected time we will notify the parent's by phone so they can locate the child. We will wait to hear from the parent's as to any further steps to take. If neither of the parent's is locatable we will contact the emergency contact person provided by them on the enrollment form. If all efforts fail to find a responsible party we will notify the city police.

## **MISSING CHILD PROCEDURE**

If a child disappears from the school:

- Contact the director or principal
- Search immediate area for child's presence
- If child is not found within ten minutes, contact law enforcement center and the parents.

## **AUTHORIZED RELEASE OF A CHILD**

Children must only be released from the facility to an authorized, responsible person:

- A parent must provide written documentation as to whom the child can be released
- The identity and authorization for the person to whom the child is release must be verified before the child can be released. (example-photo ID)
- If a person, incapable of providing adequate supervision, attempts to pick up the child, the director or principal may notify local law enforcement or officials.

## **DISPENSING MEDICATION**

Written permission to dispense medication and proper instructions for the administration of medication obtained from the parent if the child in the facility requires medication.

- Medications prescribed by a physician must be accompanied by the physician's written instructions as to dosage and storage, and labeled with the child's name and dated.
- Medication must be stored in the refrigerator and must be stored collectively in a spill proof container.
- A written record of the administration of medication, including over-the-counter medication, to each child must be kept. Records must include the following:
  1. Date and time of each administration
  2. Name of the child
  3. Name of the staff member administering the medication
  4. Dosage
  5. Completed medication records must be included in the child's records

## **ILLNESS AND EMERGENCY PROCEDURE**

1. In case of serious injury, 911 will be called. First aid will be administered; the director will accompany the injured child to the hospital. We will have a statement on file, signed by the child's parents/guardians, authorizing emergency medical care for each child in case we are unable to contact the parents/guardians.
2. In case of ingestion of poison, we will contact the Poison Control Center for instructions; parents/guardians will be notified. If the child becomes ill while in school, we will notify the parents/guardians and will discuss how the child will be cared for. If the child is more than moderately ill, is lethargic, vomiting or has diarrhea, we will ask the parent/guardian to pick up the child

immediately. If the child is infectious or has a communicable condition, we will obtain guidance from local or state health department authorities as to exclusion and return to the school.

3. If a child requires medication (any drug or remedy taken or applied internally, orally or topically), we will secure and follow proper written instructions from the parents/guardians as to the administration of medication. Records including the date and time of each administration, dosages, name of person administering will be included in the child's records.

## **AQUATIC POLICY**

Oak Grove Lutheran Kjos Early Learning Center does not take the children swimming on campus or off campus.

## **CHILD CARE IN NORTH DAKOTA**

### **HOW TO MAKE A REPORT OR A COMPLAINT**

#### **SUSPECTED LICENSING RULE VIOLATION OR A CONCERN**

All reports of a suspected licensing rule violation should be made at the local county social service office, ro any county social service office or to any of the state's eight regional human service centers.

When reporting a licensing rule violation:

- Reports can be made in person, by telephone, or in writing.
- Written reports can be made using a state reporting form, called a "1269". These forms are available from all county social service offices, child care resource and referral offices, the eight regional human service centers or [www.State.nd.us/eforms](http://www.State.nd.us/eforms).