

Oak Grove Lutheran School

Kjos Early Learning Center
Parent Handbook

2720 32nd Ave S
Fargo, ND 58103

701-893-3073
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At Kjos Early Learning Center, we recognize the importance of a quality early childhood experience for all children. We realize that children learn both at home and at school, therefore our program is family focused and facilitates a child's learning in all developmental areas (cognitive, communication, physical, social/emotional and spiritual).

Kjos Early Learning Center is designed for children 3-6 years old. We offer developmental and educational activities specified to your child's individual needs. Our commitment is to provide you and your child with the best education. In addition to this handbook, which acquaints you with our policies and procedures, we are licensed by the State of North Dakota and abide by the state rules and regulations.

This handbook has been developed to help facilitate the relationship between teachers and parents by providing you with specific information about our program. Our professional teaching staff will be happy to work with you in meeting any special needs or addressing any concerns regarding your child's education. We hope that this parent handbook will help in the communication process by explaining our policies, guidelines and procedures. Please feel free to contact us by phone or email. We sincerely look forward to serving you and your child.

Kjos Early Learning Center Mission Statement

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

Kjos Early Learning Center 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.

CENTER REGULATIONS

- 1. EARLY CHILDHOOD SERVICES - CASS COUNTY SOCIAL SERVICES** – Kjos Early Learning Center is licensed by the State of North Dakota. We are licensed for children ages 3 to 6 years of age. Should a parent suspect a licensing violation or want to report a complaint, contact the local county social service office. Reports can be made in person, by telephone or in writing. Kjos Early Learning Center admits students of any race, color, and national or ethnic origin. You may contact our licensor, Leola Daul, at 701-241-5928 with any questions or concerns.
- 2. CHILD ABUSE AND NEGLECT LAW** – Kjos Early Learning Center recognizes the basic human and legal rights of each individual served. It is the policy of our program that all staff and volunteers treat individuals with dignity and respect. Physical abuse, verbal abuse, or neglect of any individual within or outside the center is strictly prohibited. Any staff or volunteer who has knowledge of abuse or neglect of an individual or has reasonable cause to believe that an individual has been abused or neglected **MUST** report this information to the Director and to the appropriate authorities. Failure to report abuse/neglect may implicate the observer and may lead to disciplinary measures. In addition, all possible abuse/neglect situations will be reported to the county of residence as required by North Dakota Century Code 50-25.1.
- 3. HEALTH** - The center will have annual health and sanitation inspections completed by an environmental health practitioner. The program follows guidelines as suggested by North Dakota Health Services.
- 4. FIRE** - The center will have annual fire inspections completed by local or state fire authorities. Fire evacuation drills will be performed in accordance with state fire department guidelines.
- 5. TORNADO** - Drills will be performed in accordance with state fire department guidelines.
- 6. CONFIDENTIALITY** - Information pertaining to the admission, developmental progress, health or transition of a child is confidential. Access shall be limited to staff, parents, students, and persons who possess a written authorization form from the child's parent or legal guardian and officers of the law or County Social Services.
- 7. LIABILITY INSURANCE** – Kjos Early Learning Center is covered under liability insurance in case of a major accident or incident involving your child. Your insurance would be required to cover injuries for your child, as the Kjos Early Learning Center coverage is secondary.

RATIOS

The center meets or exceeds the adult/child ratios established by the North Dakota Department of Human Services. The ratios are:

Staff to Child Ratio

- Preschool 3 Year Olds 1 : 7
- Pre-Kindergarten 4-6 Year Olds 1 : 10

HOURS OF OPERATION

Preschool (3 year olds) 8:00-11:00 Monday-Thursday

Pre-kindergarten (4-6 year olds) 7:50-2:50 Monday-Friday, 3 or 5 days per week

After school care is offered by the YMCA

OUR PROGRAM

Kjos Early Learning Center offers enriching programs specifically tailored to your child's needs. Our program is orientated toward helping your child develop cognitive, physical and emotional skills in a nurturing environment. Our program is designed to meet the developmental stages and specific needs of your child.

PROGRAM EXPECTATIONS

For Children:

- Children can expect to be in a safe and supportive environment.
- Children can expect to have respectful treatment.
- Children can expect to have discipline that is fair and non-punitive.
- Children can expect to receive nurturing care from teachers who are actively involved with them.
- Children can expect to experience learning activities that are fun, creative and appropriate to the developmental level of the individual child.

For Parents:

- Parents can expect that their child will be taught in a safe and supportive environment.
- Parents can expect to have the opportunity to talk to the teacher or Director about concerns related to their child or the program.
- Parents can visit the program at any time. Parents are always welcome to help in the classroom or attend field trips, if they wish.
- Parents will be regularly informed about the program activities.
- Parents will have open communication with the classroom teacher.
- Parents will inform the center of changes in the child's enrollment status, living status, or other areas that could affect the well-being of the child.

Preschool—3 year olds (must be 3 years old before August 1 and fully potty trained)

Kjos Early Learning Center offers morning preschool classes where children are given the opportunity to work in small groups with their teacher. Small group learning focuses on supporting all learners in developing emerging skills in language, literacy, and mathematics. Center time activities provide children with many opportunities to practice skills through choice activities that foster peer interactions and social-emotional learning. Children develop basic skills for problem solving and decision making while participating in structured learning centers as well as free play activities.

- Language expression and listening skills are experienced through circle time, literature and music
- Science, art, and dramatic play centers allow children to explore, create, and discover
- Fine motor skills and large motor skills are developed through music and movement, art, and manipulatives
- Numeric skills of counting, sorting and classifying are introduced and practiced during circle time, table toys and block building

Pre-Kindergarten—4 & 5 year olds (must be 4 years old before August 1 and fully potty trained)

Our Pre-Kindergarten curriculum includes intentionally planned activities designed for whole group, small group and center-based learning, providing many opportunities for children to interact with adults and peers. Pre-Kindergarten classes offer increased teacher directed lessons emphasizing academic skills and preparation for Kindergarten, including learning numbers and numeric concepts, early math skills, and alphabet and phonemic awareness. Field trips and classroom guests are offered throughout the year to enrich and reinforce classroom instruction by providing hands-on, interactive learning and environmental awareness.

In Pre-Kindergarten, curriculum that is focused on a central theme will provide children with opportunities to incorporate literacy, math, science, social studies, and social/emotional skills throughout their day. This will provide a multi-sensory, interactive approach to learning that is appropriate for each students' developmental stage. Students will work individually, with partners and in small groups to master concepts in engaging and hands-on work stations and centers.

Our Pre-Kindergarten program also uses the Kick Start Kindergarten program by the Learning Without Tears Curriculum to help build a strong foundation for school readiness. This curriculum will help your child develop early writing, literacy, and math skills. It also focuses on the use of writing tools, body awareness, language development, and socialization skills.

Program Objectives

Social and Emotional Development

Social interactions increase as each child develops thinking, expressing, and problem solving skills. Respect and trust are necessary components to our success in providing quality care. Team building, cooperative and partner activities are encouraged to help foster relationships. Peer relationships continue to grow and common interests become a key component. Words and actions are formed to empower a child's success in the relationship. Role modeling by peers, and the adults in a child's life, is an element in providing the child with problem solving skills.

Language, Literacy, and Communication

In Literacy, Pre-Kindergarten students will establish independent routines that support a literate life throughout the school year and at home. These routines include listening to texts read aloud, sharing their ideas, and looking through books independently. Pre-

Kindergarten students will learn that print has meaning and pictures can tell a story. They will also learn that stories have a beginning, middle and end. Pre-Kindergarten students are also building an awareness of what they can learn from texts about themselves, new topics and the world around them.

Cognitive Development

In Science, Pre-Kindergarten students will begin to explore, observe and formulate questions about what they see around them. Opportunities to see, feel and play with a variety of materials will help them begin to develop the ability to sort materials and recognize the differences between them.

In Social Studies, Pre-Kindergarten students will begin to build history and social science based on family, school and community. They will listen to stories about people and places and begin to develop their own identity around their community.

In Mathematics, Pre-Kindergarten students will begin their journey of learning that mathematical ideas can be explored in ways that stimulate curiosity, create enjoyment of mathematics, and develop depth of understanding. Students need to understand mathematics deeply and use it effectively. Pre-Kindergarten mathematics is about (1) developing an understanding of whole numbers using concrete materials, including concepts of correspondence, counting, cardinality, and comparison; and (2) describing shapes in their environment. Students enter Pre-Kindergarten and find a well-planned, sequential math program embedded with hands-on, playful, interactive, largely concrete experiences.

Creative Arts

Children are encouraged to be engaged with the arts both actively and receptively. The process of creating, responding, and evaluating enables children to explore and experience the arts. Children then construct knowledge, allowing them to expand their thinking about creative endeavors.

Physical Development and Health

Physical development and health is an integral part of children's well-being. The components address gross motor development, fine motor development, and physical health, nutrition, safety, and self-care.

Faith Development

In Spiritual Development, our goal is to guide children as they experience and learn about faith by providing opportunities for prayer, praise and celebration. We encourage students to know and experience that we are God's children, to begin to understand that the Bible is God's word, to express appreciation of the world God created, and to identify things and persons for which to thank and praise God.

STAFF

The Kjos Early Learning Center has a team of experienced teachers who enjoy working with young children. Our teachers implement a child-centered program by planning activities that are engaging and educational. The following are important facts for you to know about our team:

- Our teachers have vast experience working with young children.
- All teachers are required to participate in ongoing curriculum training and enrichment opportunities for professional development.
- Our teachers have background checks prior to beginning employment in our center.
- All teachers must complete a 2-day Orientation Certification.
- All teachers must certify completion of the Department approved basic child care course within 3 months of being hired.
- All teachers must complete CPR and First Aid training within 3 months of being hired.
- A teacher with current CPR and First Aid is on duty whenever children are present.
- All teachers must certify attendance at the specified amount of department approved annual training.
- The center meets or exceeds the adult/child ratios established by the North Dakota Department of Human Services. The ratios are:
Preschool 3 Year Olds 1:7
Pre-Kindergarten 4-6 Year Olds 1:10
- All teachers are to ensure safe care for children under his or her supervision.
- Kjos Early Learning Center will not hire based on age, gender, race, religion, creed, national origin, marital or veteran status, national origin, or the presence of handicaps or disabilities.
- Kjos Early Learning Center will not employ anyone convicted of a direct bearing offense listed in ND Admin 75-03-10-27.

ENROLLMENT PROCEDURES

Parents may enroll their child through the Oak Grove School Admissions Office. The following is required before your child may attend the center:

- Be at least three years old before August 1st for preschool
- Be at least four years old before August 1st for pre-kindergarten
- Be toilet trained
- Enrollment application
- Certificate of Immunization
- Parent's statement on health of child
- Child information forms
- Care plans for children with asthma, allergies or chronic illness
- Birth Certificate (copy)

ARRIVAL AND DEPARTURE

Pre-kindergarten drop-off (between 7:50 am-8:15 am) will be in the gymnasium with the elementary students. Pre-K pick-up (at 2:50 pm) will be in the connecting link. Children not picked up by 3:00 pm will be brought to the front office to wait. Preschool children will be dismissed at 11:00 am and have a loop in the North parking lot for this

procedure. Children not picked up by 11:15 am will be brought to the front office to wait. A child will only be released from the center to an authorized, responsible person. Please call or email the front office and your child's teacher when your child will be absent or late. If we do not receive notice of an absence and your child is not here by 8:30 am we will call to ensure that your child is safe.

- A parent must fill out the necessary information indicating whom is allowed to pick up their child.
- If a person who is incapable of providing adequate supervision attempts to pick up the child, the center may notify local law enforcement officials.

LATE PICK-UP PROCEDURES

All parents must have two emergency contact persons listed with current phone numbers. Parents may not list themselves or their spouse as an emergency contact, nor should they list a relative that lives far away. Contacts must be persons who would be available to pick up a child in the event of an emergency. Anyone picking up a child from the center must be 16 years of age or older. If we are unable to contact a parent or guardian within 30 minutes of the centers closure we will notify the Fargo Police Department.

WEATHER

Your child will go outside every day for outdoor learning and physical development. If there are severe, inclement or excessively hot or cold weather conditions that may be hazardous, outdoor play will be cancelled, however teachers will provide alternate activities inside the building. We do provide a minimum of 1 hour of physical activity throughout the day. Please make sure that your child is dressed appropriately for the weather each day. Any child that is well enough to attend the center will be considered well enough to go outside.

OUTDOOR PLAY

We believe outdoor play is valuable to children's physical well-being. The teachers will determine the length of time spent outdoors based on the weather conditions. The Child Care Aware temperature and wind-chill chart will be used to determine whether the exposure risks are too great. As always, outside time is vital to having a healthy child. Pre-kindergarten groups go outside daily, except for when the wind chill/temperature is below zero degrees Fahrenheit with wind chill or at or above ninety-five degrees Fahrenheit. There will be no exceptions made regarding health and a child going outside. The child that is well enough to attend the center is well enough to go outside.

CLOSING OF CENTER

Kjos Early Learning Center will follow Fargo School District weather related closings. The school will communicate with parents as early as possible through local TV and radio and the Oak Grove School website. It is imperative that emergency contact numbers be up-to-date and not be the same number as the parent's phone numbers. Our first priority in any emergency situation is the safety of the children.

VISITORS AND OBSERVATIONS

Parents are welcome to stop by the center and observe their child at any time. All visitors are required to check in at the front office to get a visitor pass, show a government issued ID and their name MUST match with the authorized pick up list from the child's registration records.

FOOD POLICY

Lunch for pre-kindergarten is served from 10:50 am-11:15 am and snack is served in the afternoon. Preschool students will have a morning snack. All children will provide their own daily snack. We provide parents with a monthly lunch menu. Please be sure to notify us immediately if your child has any food allergies. If your child has an allergy to milk or dairy products, we ask you to provide an appropriate substitute for meal times or they may choose water. We provide the recommended US food serving sizes for children in our program. Fruits and vegetables are served at each meal. Our teachers encourage healthy food decisions through modeling, tasting and trying of food being served at the center. If you determine that you would like to bring a lunch from home for your child, please make sure it meets the USDA guidelines. Children are encouraged to bring a water bottle and always have ongoing access to drinking water throughout the day. Please see your child's teacher or the Director if you have any special circumstances or questions.

Guests are welcome to join students for lunch. Please notify your child's teacher in advance when you plan on visiting. Check in at the front desk to pay for lunch (if you will be eating). You may meet us in the lunch area at 10:50.

CLOTHING

Oak Grove Lutheran Elementary School has a uniform policy (see Appendix 1). Kjos Early Learning Center Pre-Kindergarten also follows this policy. Along with these policies, the Early Learning Center also requires velcro tennis shoes each day to assist in active play on the playground equipment and in the gym. Do not send a change of shoes. Students should wear something in which they may sit on the floor comfortably, paint, etc. Each child needs a change of clothing (underwear, pants, shirt, and socks) at school in case of accidents or spills. Please place your child's items in a labeled Ziploc bag.

TOILETING

Children must be potty-trained, including independence in wiping, before entering the program. Pull-ups are not allowed. Teachers will frequently ask students to use the bathroom and provide adequate bathroom breaks throughout the day.

REST TIME/NAPS

A rest period is provided for all pre-kindergarten students. Any child that has completed a nap or rest period will not be made to stay on his/her cot after 30 minutes. Wake up activity areas will be provided. The center will provide cots for rest time. Parents will provide individual bedding (a crib sheet and beach towel or small blanket) for their child. Bedding will be sent home to be washed weekly and when soiled or wet.

DISCIPLINE AND BEHAVIOR GUIDANCE

Children are taught the importance of being a friend and treating others with care and respect. It is our belief that the goal of discipline is to help young children gain inner self-control so they become aware of what is acceptable behavior. If unacceptable behavior is displayed, we explain why the behavior is inappropriate. If the behavior continues, the child will be directed to another activity. A child continuing to have difficulty will be removed from the activity for a short period of time in order to regain his/her self-control.

Each classroom utilizes positive behavior supports and developmentally appropriate behavior guidelines. We try to foresee and prevent problems by structuring an appropriate environment and setting basic limits. These limits are mainly for reasons of safety and respect for oneself, for others, and for property. These limits are explained and/or shown to a child in terms that s/he can understand.

As your partner in caring for your child, it is important that good communication exists between home and our center. If your child is experiencing a change in the home environment that may result in changes in behavior, it is important for you to notify your child's teacher. Your child's teacher will keep you informed of any behavioral concerns that may occur with your child at school. Every effort will be made to resolve any problem that may occur.

Children can present challenging behavior as they learn to interact appropriately in the educational setting. Kjos Early Learning Center is committed to using positive guidance strategies when teaching young children how to manage their own behavior. Developmentally appropriate guidance and classroom management promotes positive social skills, fosters mutual respect, strengthens self-esteem, and supports a safe environment. However, at times, some children will exhibit severe behaviors that cannot be managed within the classroom setting. The center has a responsibility to protect the safety of all children, as well as the staff, and therefore have developed procedures to deal with severe behavior. In these situations, the parents will be contacted. The parents will need to meet with the teacher and/or the Director to discuss the situation and appropriate measures. Behavior that is chronically unacceptable may be an indicator that further support or assessment is needed. This support may include a referral process. If the center's procedures for dealing with severe behavior problems do not result in the restoration of an acceptable and safe educational environment, the Director reserves the right to temporarily or permanently remove a child from the program.

The definition of inappropriate behavior is verbal or physical activity which may include, but is not limited to, such behavior that:

- Requires constant attention from the staff.
- Inflicts physical or emotional harm on other children or adults.
- Demonstrates disrespectful or inappropriate behavior.

Kjos Early Learning Center will:

- Ensure that each child is provided with a positive model of acceptable behavior.
- Redirect children away from problems towards a constructive activity in order to reduce conflict.

- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
- Protect the safety of children and teachers.
- Provide immediate and directly-related consequences for a child's unacceptable behavior.
- Praise, encourage, and model positive behaviors.
- Set clear, reasonable, and consistent rules and explain them to the children.
- Plan developmentally appropriate activities.
- Observe the environment and children for possible causes of behavior.
- Allow flexibility within routines.
- Encourage problem-solving skills in children.
- Maintain developmentally appropriate expectations of children.

If and when unacceptable behavior occurs, staff will use one or a combination of the following guidance techniques:

- Ignoring minor misbehaviors.
- Verbally reminding children of the rules.
- Redirecting children to another area.
- Providing natural and logical consequences for behaviors.
- Working with parents in a partnership to develop guidance techniques.
- Kjos Early Learning Center teachers will observe and record the behavior of the child and staff response to the behavior.
- Any child whose behavior places himself/herself in danger of jeopardizing the health, safety, and welfare of others in attendance will have a parent notified to pick up the child based on the severity. An incident report will be completed.

A very important part of the school experience is helping children learn how to get along in the world and enjoy being with other children as well as following the direction of an adult other than the parent. Teachers will focus on the positive behaviors of the children and try to reinforce those behaviors as often as possible. Our discipline policy will consist of the following strategies:

- Corporal punishment is never used.
- Encouraging children to "use their words" when having a disagreement with another child.
- Teachers will help facilitate children in attempting to settle their own disputes.
- Redirecting behavior whenever possible.
- Redirection from the activity if needed.
- Sometimes a temporary separation of children who are having disputes may remedy the problem.
- When appropriate, children will be spoken with individually about a concern.
- The parent will be made aware of any significant discipline concerns from the teachers.
- An incident report will be completed to document any concerns about behavior that has a direct impact on another child, teacher or the group as a whole. This report will be shared with the parent and will clearly state the behavior and how the behavior has affected the individual or group. The report will also clearly

state how the situation was resolved. A conference with the parent may need to be scheduled to discuss the concern. All parents of the children involved in the incident will be notified by note, email, phone call, or conference. The incident form will be on file in the Director's office.

The following actions are strictly prohibited:

- Subjection of a child to corporal punishment. This includes, but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.
- Subjection of a child to emotional abuse. This includes, but is not limited to, name-calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
- Withholding of food, light, warmth, clothing or medical care as punishment.
- Punishment for lapses in toilet habits.
- Separation of a child from the group except as defined above.
- The use of physical restraint other than to physically hold a child when safety to him/herself or others is a concern.
- The use of mechanical restraints.

HEALTH AND SAFETY

Health forms and an immunization record must be submitted to Kjos Early Learning Center prior to your child's first day. Your child may not be admitted into the center unless all immunizations are up to date. You are required to keep your child current with all immunizations. Each time your child is immunized please notify our program so that we can update the record of your child's immunizations in our files. If you do not choose to immunize your child, you are required to provide our program with a valid document of exemption. If your child has a known medical condition (allergies, asthma, diabetes, seizures, hearing or vision concerns, developmental delays, lactose intolerance, etc.) medication (if needed) must be available and the appropriate forms for its use must be completed.

INFECTION CONTROL AND DISINFECTION

Children's hands are washed:

- Before and after all meals
- After toileting
- After sneezing, coughing or wiping noses
- Before and after using water tables or play dough
- After art activities (painting, gluing, etc.)
- After playing outside
- Whenever hands are visibly dirty

Provider's hands are washed:

- Upon arrival at work
- Before and after handling food
- After handling mouthed toys
- After using the toilet

- After coming in contact with a child's bodily fluids-blood, urine, stool, vomit, saliva, mucus, etc. (including wiping noses)
- Before and after eating
- After handling pets, pet cages or other pet objects
- After cleaning up or handling garbage
- After being outside
- After removing gloves for any purpose
- Before and after giving medications
- Whenever hands are visibly dirty

Cleaning:

- All toys are sanitized weekly or when dirty
- Toilets and sinks are cleaned and disinfected daily
- Tables are sanitized before and after each meal/snack
- Bedding is sent home each week for laundering or when soiled or wet
- Cots are disinfected each day and between uses
- Floors are swept, vacuumed, and/or mopped daily
- Bathrooms are disinfected daily

ILLNESS/SICK POLICY

If your child is ill or will be absent for any reason, please call (701-893-3073) or email the center and notify your child's teacher that he/she will not be attending that day. When a child becomes ill while at the center the parent/guardian will be contacted to pick up the child. If the parent/guardian cannot be reached, those persons listed on the child's emergency contacts will be contacted to pick up the child. While the child is waiting to be picked up, he/she will be isolated in his/her classroom or the office away from the other children while being supervised. A staff member will be available to comfort the child as needed until the parent/guardian or other designated adult arrives. Please be sure all phone numbers on your child's emergency form are up to date.

Parents should exercise every caution to keep their child home should other unusual symptoms occur. Any child that is well enough to attend the center will be considered well enough to participate in all center activities. A child will not be allowed to attend if any of the following conditions exist:

1. The illness prevents the child from participating comfortably in activities as determined by the teacher.
2. The illness results in a greater need of care than the teacher can provide; therefore, compromising the health and the safety of the other children as determined by the teacher.
3. The child has any of the following conditions:
 - Fever (taken axillary) of 100° (not adding a degree) or greater. Child must be fever free, without medication, for 24 hours before returning to the center.
 - Symptoms and signs of possible severe illness such as lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.

- Diarrhea (if stool frequency exceeds 2 or more stools above normal for the child).
- Vomiting illness in the previous 24 hours.
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms.
- Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- Head lice, from when it is noticed until the child is lice and nit (egg) free.
- Scabies, until after treatment has been completed.
- Active Tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend.
- Impetigo until treated for 24 hours.
- Strep throat, until child has been treated for 24 hours and no longer has a fever.
- Chickenpox, until all sores have dried and crusted over.
- Pertussis (whooping cough), until 5 days of antibiotic treatment.
- Mumps, until 5 days after the onset of parotid gland swelling.
- Hepatitis A virus, until 1 week after onset of illness, jaundice, or as directed by the health department when immune globulin has been given to appropriate children and staff members.
- Measles, until 4 days after onset of rash.
- Rubella, until 6 days after onset of rash.
- Shingles, exclusion should be decided by the health care provider. If child or teacher is allowed in the center, all sores must be covered by clothing or a dressing until the sores have crusted over. The virus is present in small, fluid filled blisters and is spread by direct contact.
- Herpes simplex, if child is drooling and mouthing toys/items. In selected situations, children with mild disease who are in control of their mouth secretions may not have to be excluded if recommended by a health care provider.
- Blood in stools.
- Hand, Foot, and Mouth Disease – exclude until fever-free and lesions crust over.
- Mouth sores with drooling (except for canker sores, thrush), unless a health care provider determines that the child is noninfectious.
- MRSA--exclude if the child is running a fever, if lesions cannot be covered, if dressings cannot be kept dry, and/or if child cannot participate comfortably in care.
- Apparent signs of pain or discomfort.

UNIMMUNIZED CHILDREN

- Due to ND law, programs cannot refuse to provide care to unimmunized children who are otherwise eligible if they present a valid exemption from immunization requirements; therefore, there may be unimmunized children enrolled at our center.

CHILDREN WITH SPECIAL NEEDS

All children diagnosed with special needs (food allergies, diabetes, asthma, ADHD, etc.) are required to have a care plan signed by a health care provider and a parent. Care plans must be updated yearly. Emergency medication/supplies specified in the

care plan must be provided by the parents to have available at all times during center hours.

MEDICATION POLICY

THE TERM "MEDICATIONS" APPLIES TO ALL PRESCRIBED AND NON-PRESCRIBED PRODUCTS

When a child in the program requires medication, parents **MUST** fill out a medication permission form. All medications **MUST** be labeled and given to the teacher so the medication may be properly stored. The administration of medication should be limited to necessary medication that cannot be given on an alternate schedule.

All prescribed medications need to be kept in the original container labeled by a pharmacist with the following information:

1. The child's first and last name
 2. The date the prescription was filled (must be current)
 3. The name of the health care provider who wrote the prescription
 4. The medication's expiration date
 5. The manufacturer's instructions of prescription label with specific, legible instructions for administration, storage, and disposal
 6. The name and the strength of the medication
- The period of use of the medication will be for a **limited time** and not to be given "**as needed**".
 - Over the counter products need to be kept in the original container as sold by the manufacturer and labeled with the child's name.
 - OTC products will be given according to the instructions on the container unless there is a physician's note provided. If the directions are not provided by the manufacturer, a written order from a health care provider will be required.
 - OTC products will be given only with written parental consent.
 - No OTC cold medications will be given to children under 6 years of age without a doctor's note.
 - The measuring device that comes with the product will be used to measure exact dosage.

ACCIDENTS/INCIDENTS

If your child is involved in an incident or accident at school, the teacher will tend to the child(ren) involved immediately. The parent will be contacted if necessary and a program accident/incident report will be completed. A copy of the form will be signed by parents of each child involved as well as a copy kept in the Director's file. If the injury is such that we feel the child may need care or treatment beyond what we are able to provide at the center, parents will be contacted immediately to determine a course of action for remedying the situation. Emergency medical care will be summoned if we deem it necessary for the welfare of the injured child. Repeated incidents involving the same child will result in a conference with the parent to determine a plan of action. Kjos Early Learning Center will NOT provide medical subsidy for accidents or injuries.

EMERGENCY PROCEDURES

All drill procedures are posted by the door in each classroom. If you would like a more detailed description of the procedures, please talk with your child's teacher. All classrooms will participate in practice drills throughout the year.

Evacuation - Emergency procedures in case of an off-site evacuation are posted by the classroom door. In case of an actual emergency, parents may be asked to pick up their children at an off-site location. Our designated off-site evacuation location is Bethel Church, located one block north of the school.

Lost Child Procedure - Children are actively supervised; however, in the unlikely event that a child is missing, the following emergency plan is put into effect:

- The teachers will thoroughly search the school and grounds for the child.
- After ten minutes, the parents/guardians and the police will be contacted.
- The teachers will start to search the area surrounding the school.
- Emergency personnel will be contacted.

Fire - Upon hearing the fire alarms sound, teachers will immediately exit the building with all children. The center has an evacuation plan posted. If evacuation is necessary, our fall-out shelter is Bethel Church, located one block north of the school. Children must wear shoes at all times in case of fire.

Tornado - The Director and teachers will monitor threatening weather conditions. In case of danger and/or a tornado warning, teachers and children will seek shelter in the designated area. We will remain in the designated area until the threat of a tornado has passed.

Winter Storm - When the center is in operation and weather situations appear serious, the Director will monitor weather reports and conditions and whether the Fargo Public Schools close. Please monitor the radio, local television channels, and the Oak Grove School website for any closing or late opening announcements. If we need to close before the center opens, we will make the decision before 7:00 am and notify radio, television channels, and post it to our website.

AQUATIC POLICY

Kjos Early Learning Center does not take children swimming on or off campus.

FIELD TRIPS

Field trips may be planned throughout the year as a part of the curriculum. The times of the field trip may vary depending on the class. The policy on field trips is as follows:

- Signed permission by a parent/guardian is required for field trips (permission for the year is given by initialing on the Student Information Form).
- The teacher-to-child ratio must be maintained at all times and students will be actively supervised for the entire field trip.
- First aid kit and emergency medication/care plans will be available.

Fieldtrips are planned for pre-kindergarten students throughout the year at Kjos Early Learning Center. A fieldtrip is considered to be any supervised trip with the children that

is outside the viewing area of the center. They may be walking or riding on the bus to visit people or places of interest. Teachers will always inform parents of the field trip by giving notice with the destination, departure, and return times. Children will be supervised at all times. First Aid kits are always available on field trips.

TRANSPORTATION POLICY

Kjos Early Learning Center provides transportation via bus for field trips only. The bus will pick the children up from the center and transport them back immediately following the field trip. All children are expected to follow the rules on the bus. All children are expected to remain seated, stay out of the aisle and in their seat, speak quietly to the person(s) next to them in their seat and keep their hands and feet to themselves. Children who cannot follow the rules on the bus will have their parents notified immediately.

PARENT-TEACHER COMMUNICATION

Parent-Teacher communication is achieved through several methods including but not limited to:

- **NEWSLETTER**- A weekly newsletter will be available for parents. Information will be made available on happenings in the rooms and various other items of interest.
- **PARENT-TEACHER CONFERENCES**- Scheduled conferences are offered 2 times each year. Parents will be notified of dates in advance. Other conferences may be held throughout the year at either the parent or teacher's request. Ongoing assessment is provided, which includes portfolios (samples of children's work), performance assessment, observation, and documentation. All assessment results are shared with parents in a timely and beneficial manner. Parents and/or teachers may request additional conferences as desired.
 - * Goals will be developed from the assessments and shared with the child's family. All information gained in the assessments and observations is confidential and will only be shared with the child's parents/guardian.
 - * Kjos Early Learning Center opens our door to allow screenings, assessments and therapy to take place on site to aid parents' busy schedules. Parents are always welcome to join for these activities.
- **PHONE CONTACTS**- Classroom teachers and the Director will be very happy to discuss any questions or concerns with you. You should feel free to call them; however, the teacher may need to call you back at a more convenient time so she/he can give you the attention you deserve.
- **EMAIL**- Teacher communication and newsletters can be emailed.
- **DAY TIME VISITS**- The center has an open-door policy to all parents of registered children and to those individuals listed as "Authorized to Pick Up" on the child's emergency card. The center welcomes and encourages parent visits and involvement.
- **PARENT INVOLVEMENT**- The center welcomes parent involvement. Teachers and parents work together in partnership where frequent communication is encouraged. The focus of our center is to provide children and families with a variety of learning and social experiences utilizing opportunities for hands-on activities.
- Please contact your child's teacher if you would like written daily reports for your child.

GRIEVENCE POLICY

The following may be contacted if there is a complaint regarding our program:

- 1) Teacher
- 2) Director of Kjos Early Learning Center
- 3) Academic Dean of Oak Grove School
- 4) President of Oak Grove School
- 5) North Dakota Department of Human Services, Child Care Center Licensing Division
Leola Daul—701-241-5928

TELEVISION EXPOSURE

We believe that active learning is a vital part of a child's development. If a video is shown in a classroom it must be involved in a lesson plan and be "G" rated and less than 30 minutes per week. Exceptions may be made during holidays or special events. Five day Pre-Kindergarten students have library/computer one time per week for 30 minutes.

ANIMALS IN THE CENTER

Prior to animals visiting, Kjos Early Learning Center will ensure children do not have allergies and will notify parents of the visit in the event there is an unknown fear. Teachers will supervise all interactions between children and the animal and instruct the children on safe behavior when interacting with animals to ensure the safety of the children and the animal. Reptiles will not be allowed as visitors to the school because of the risk of salmonella. Children will wash their hands if they touch the animal.

BIRTHDAY CELEBRATIONS

Classroom teachers are willing to help celebrate your child's birthday by serving treats at snack time if desired. If you wish to bring treats for your child's birthday, please let your child's teacher know in advance (in case of food allergies). All treats must be sealed and store bought.

CHAPEL

Pre-Kindergarten students attend chapel in the gym each Tuesday from 8:30-9:00 am. Parents are always welcome to attend chapel with their child. Please drop off your child for school as usual and your child's class will come to the gym at 8:30 am. At that time, your child can join you to sit on the bleachers. Please help them find their class when chapel is over. Preschool students have chapel in their classroom on Tuesday (M/T class) and/or Thursday (W/TH class) at 9:00 am.

RECITALS

Kjos Early Learning Center offers a Christmas and spring program each year for parents, grandparents and special guests.

APPENDIX 1:

OAK GROVE LUTHERAN SCHOOL UNIFORM DRESS CODE

TOPS/SHIRTS

Polo Shirts: Long or short sleeve (unisex), solid colors: maroon, navy blue, old gold or white.

Girls Oxfords: Long or short sleeve, solid colors: maroon, navy blue, old gold or white.

Boys Oxfords: Long or short sleeve, solid colors: maroon, navy blue, old gold or white.

Turtlenecks: Mock or regular, long or short sleeve, solid colors: maroon, white, old gold or navy blue.

Sweaters: Crew neck, V-neck, or cardigan (unisex), solid colors: navy blue, white, old gold or maroon. A uniform shirt must be worn under all sweaters. Sport coats: No emblems, solid color: navy blue only. Uniform shirts are to be worn under the jacket.

Sweatshirts: Oak Grove logo or emblem preferred but not required, solid colors: maroon, white, old gold or navy blue. A uniform shirt must be worn under all sweatshirts. (Sweatpants with the Oak Grove logo or emblem can only be worn on Fridays or designated days.)

Notes for Tops/Shirts

- Shirts are to be collared and not have emblems or logos, except Oak Grove's.
- Solid white T-shirts may be worn under shirts.
- It is preferred to tuck in shirts
- Polo shirts must be button only, no zippers, snaps or clasps.

Note: GOLD: Please be sure the color of the clothing item is gold/old gold in color and not yellow.

PANTS/SHORTS/CAPRIS

Walking shorts: Plain design, solid colors: tan/khaki, black or navy blue.

Shorts and capris are not allowed from October 12 through April 12 and may only be worn on days with temperatures forecasted above 65 degrees.

Principal may amend in extreme conditions.

Pants: Plain design, casual cotton style, solid colors: tan/khaki, black or navy blue.

Notes for Pants/Shorts/Capris

- Plain style walking shorts only with a finished hem, not below the knee or 4 inches above the knee
- No jean styles, yoke stitching or rivets may appear on jeans
- Pants must have a finished hem
- Pants/shorts must be worn at the waist
- Knit pants must be solid color – navy blue or black, logo-free during M,T,W,Th
- Yoga pants or other tight fitting "spandex" pants will not be worn
- Leggings and tights, solid color in black/navy blue/white, may only be worn under skirts or shorts

SKIRTS/JUMPERS/SKORTS

- Solid colors: navy blue, tan/khaki, black or maroon
- Plain design, may be pleated
- Shorts may be worn under skirts as long as shorts do not show
- Skirts may be worn no more than 4 inches above the knee

SHOES/SOCKS

- Socks must be worn with all shoes and sandals
- Students should wear shoes appropriate for recess and phy ed activity
- No flip-flops
- No slippers, or shoes with an open back, such as "croc's"

FITTING AND APPEARANCE

- All clothing must be appropriate size for the student
- No over-sized or under-sized clothing allowed

- Uniform pants or jeans are to be neat, not faded or ripped (plain design and unadorned)

SCHOOL DAY DRESS

- Upon entering the building, all students must follow the dress code guidelines until the end of the school day or until the last bell has rung, unless directed otherwise by school personnel.

SCHOOL SPIRIT FRIDAY

- Clothing with Oak Grove logos or emblems may be worn on Fridays or designated days only
- Jeans that are neat, not faded or ripped, plain designed and unadorned, may be worn on Fridays
- Spirit Day will be Fridays and the day before breaks and/or holidays

SHOPPING SUGGESTIONS

Oak Grove's School Store, Children's Place, Lands End, GAP, Old Navy, JC Penney, Sears, Target, Kmart, WalMart, Kohl's