

JESUS LOVES ME LEARNING CENTER

St. Paul's Evangelical Lutheran Church

North Mankato, Minnesota



2018 - 2019 HANDBOOK

Full Day Child Care 6:00 AM – 6:00 PM

Infant, Toddler, Preschool and School Age Programs

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Licensed by State of Minnesota, Department of Human Services, Human Services Building, 444 Lafayette Road,
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WELCOME

Each and every child is a precious gift of God. Children are the next generation and the promise of our future congregations of believers. The care and training of young children outside the home has become almost indispensable in our society. Scripture specifically gives parents the primary responsibility for nurturing their children. A Christian early childhood program of child care/preschool is meant to assist parents in this task. Joel 1:3 - *Tell it to your children, and let your children tell it to their children and their children to the next generation.*

Jesus Loves Me Learning Center is just as its name implies – an infant, toddler, preschool and after-school care program that serves to teach them about the love of Jesus - their dear Savior. They will learn from Bible Stories that Jesus does guide and direct their young lives. In this setting, each child's God-given gifts and abilities will be fostered through inquiry, exploration, experimentation, and expression.

Jesus loves me! This I know,
For the Bible tells me so;
Little ones to Him belong;
They are weak but He is Strong.
Yes, Jesus loves me!
The Bible tells me so.

PHILOSOPHY

The purpose of St. Paul's Learning Center is to enrich the life of each child, and to work closely with the home and nurture the child's growth in Christian love.

MISSION STATEMENT

The mission of St. Paul's Learning Center is to provide opportunities for young children and their families to learn more of Jesus' love and His plan of salvation, and to guide the child's educational and social development through exploration and discovery in this Christian setting.

PARENT INFORMATION

Education will be available periodically to help support our mission statement.

More information will follow in weekly newsletters and on posters.

Parents are responsible for reading the handbook to learn needed information.

OBJECTIVES

Spiritual - The child will:

1. Learn that Jesus is their best friend and Savior from sin.
2. Learn that the Bible is God's Word.
3. Learn God's plan of salvation and His love for each of them.
4. Gain a greater understanding of God's world and all He has created.
5. Learn to apply God's truths to everyday living through the daily use of prayer, worship and devotion.
6. Learn that all abilities are gifts from God and are to be used to serve God.

Physical - The child will:

1. Develop fine motor skills of cutting, coloring, writing, using glue, etc.
2. Develop gross motor skills of hopping, skipping, throwing and catching a ball, etc.
3. Practice safety, hygiene, nutrition and basic health procedures through everyday experiences.

Intellectual - The staff will strive to:

1. Inspire in each child the love of learning.
2. Extend familiarity with God's Word.
3. Acquaint children with good literature and literacy activities. Pre-number and number concepts will be extended through problem-solving experiences with sequence, sizes, shapes, and other organized play activities.

Social - The staff will strive to:

1. Help each child learn to enjoy the friendship of others-both children and adults.
2. Help each child learn to work and play independently.
3. Give each child many opportunities to work and play cooperatively in a group.
4. Provide each child with opportunities to experience success.
5. Strengthen family ties and to help parents understand their children better.

Emotional - The staff will strive to:

1. Instill in each child a healthy self image as a child of God.
2. Help each child understand his feelings and how to cope with them in a God pleasing way.
3. Instill in each child the awareness of their God given abilities and learn to respect the varying abilities of others.

Parents are encouraged to

1. Understand that God gives them primary responsibility for nurturing their children.
2. Understand the spiritual, physical, intellectual, emotional and social needs of their children.
3. Understand the importance of communication between home and school.
4. Become involved with their child's learning through classroom visits, daily consultations and attendance at scheduled education classes.

ADMISSIONS AND OPERATIONS

Eligibility

Jesus Loves Me Learning Center has been established to provide spiritual growth and quality education to the children who attend. All children are welcome without reference to race, creed, national origin or sex. However, priority will be given to the member's children of St. Paul's Lutheran congregation and other area WELS/ELS congregations. Any remaining openings will be open to the public.

This child care program is offered for children ages 6 weeks through 5th grade

Forms required for all children entering the Learning center include the following:

1. A completed enrollment form and emergency form signed by parent/guardian.
2. A completed health report including immunizations.

All children entering preschool should be toilet-trained – but it is not mandatory. Communication with director and staff is essential in this area.

Basic Services –

Child Care – Infant, Toddler, Learning Center & Preschool, Kindergarten-5th grade

Child/Adult ratio: 4 to 1 for infant age, 7 to 1 for toddler age, 10 to 1 for preschool age, 15 to 1 school age

Full-time care for Infant, Toddler and Preschool age, Monday through Friday

Catered Noon lunch provided

Breakfast provided in the morning (7:30-8:15) and snack mid-afternoon

MN State License for 119 children, ages 6 weeks through 5th grade (licensed for 12 infants, 24 toddlers, 83 preschool/school-age children)

Hours of Operation

6:00 a.m. to 6:00 p.m. - Monday through Friday. The hours of our program are flexibly designed to help meet the needs of families.

Scheduled Holidays for 2018-2019

The Learning Center will be closed on the following days during the year.

Labor Day (September 3rd)

Thanksgiving Day (November 22nd)

Friday after Thanksgiving Day (November 23rd)

Christmas Eve Day through New Year's Day (Dec. 24th - Tuesday, January 1st, 2019)

Good Friday (April 19th, 2019)

Memorial Day (May 27th, 2019)

Week of legal holiday of July 4th = July 1st - 5th, 2019)

There will be no credits given for the legal holidays. There are NO charges for the days during the year that we are closed that are not legal holidays. Examples of a no charge day are the Friday after Thanksgiving, Dec. 24 and 26-28 and 31, 2018, Good Friday April 19, 2019, and July 1,2,3,5, 2019.

Sign In and Release

Parents are required to sign in each child on computer upon arrival each day and stay with the child until greeted by a teacher. **Parents are responsible for the safe entry and exit from the building each day.**

Every child must be signed out on computer and acknowledged by a teacher before leaving the school premises. No child will be released to someone not listed on their enrollment forms unless prior arrangements have been made with the staff. A late fee is charged for parents picking up or dropping off children outside of official hours. The late charge is \$5.00 for every 10 minutes. This charge needs to be paid in cash within 24 hours. If an undesignated person or no one comes to pick up the child, the designated person from the emergency list or social services will be called. If an incapacitated person or a person suspected of child abuse attempts to pick up a child, the police may be notified.

Tuition

A non-refundable registration fee of \$50 is required with a completed enrollment form at the time of registration. \$20 of this fee will be credited to the child's hours with the remaining \$30 being a yearly administrative fee.

An administrative fee of \$30 will be assessed per student per year. Rates for any of our services may be raised during the year with a 60 day notice. Checks should be made payable to *Jesus Loves Me Learning Center*.

Full Time Infant Care is \$200 per week

Full time Toddler Care tuition is \$185 per week.

The full-time preschool child care tuition payment is \$170.00 per week.

Currently JLMLC is only accepting full time enrollments. Contact director regarding any other needs.

PAYMENT PLAN:

Tuition is billed to computerized family statements on approximately the first day of each month for the entire month. Upon e-mail request by the parent, this can be e-mailed to you or a paper copy may be requested. Half of the monthly charge should be paid by the 5th of each month and the remaining balance in full by the 20th day of the month.

Late fee of \$40.00 will be applied on the first day of the following month for previous unpaid balance.

Upon failure to receive the late tuition and late fee by the 5th of the following month, communication regarding bill will be made and care will be terminated until balance is paid in full. Communication with director is essential.

Charged Tuition is according to hours on enrollment sheet.

Charges for extra hours or credit for unpaid sick days will be adjusted by the end of the month.

Five Yearly unpaid (including sick) days for full time children are allowed (prorated).

The director must be notified, in writing, two weeks prior to vacations.

No credit is given for non-attended registered days.

Monday, Wednesday, Friday Preschool Only (8:00 AM - 11:00 AM only)

Year runs from September 7th – May 31st. **Cost is \$152.00 per month plus a \$30.00 yearly administrative fee.**

This tuition may be paid all at once in September for a 5% discount (\$1368.00 – \$68.40=\$1299.60), or it may be paid at a monthly cost of \$152.00.

Tuesday, Thursday Preschool Only (from 8:00 a.m. to 11:00 a.m.)

Year runs from September 6th - May 30th. **Cost is \$120.00 per month plus \$30.00 administrative fee.** This tuition may be paid all at once in September for a 5% discount (\$1080.00 – \$54.00=\$1,026.00), or it may be paid at a monthly cost of \$120.00.

Above Preschool AM Only sessions will NOT be held if there is no elementary school at Monroe for any reason including snow closures.

After School with Jesus (Kindergarten through 5th grade.)

Daily \$5 Before school

Daily \$7 After school provided there is a consistent schedule that does not change from week-to-week

TWO to five days per week, schedule repeats every week.

Casual Calendar Care

Daily \$6 Before school, \$8 After school

Monthly calendar indicating care sessions needed. Calendar must be submitted by the 15th day of the month prior to care requested.

Non School Days and Summer Care

Full Days \$27 per child, Half Days \$15 per child - either 6 - 12:30 or 12-6

A combination of field trips and on-site activities will take place on non-school days as possible.

Tuition assistance (during nine months of school) is available to members of St. Paul's and /or St. Mark for all programs upon application in the church office or forms are available in the center.

Leave of Absence – Children leaving (disenrollment for a period of time) will be placed on the top of the enrollment list with an estimated date of return. If enrollment reaches capacity, family will be contacted regarding an early return.

Parent Visitation

Regular and frequent visits by parents are encouraged at any time. Parents may volunteer to assist teachers in the classroom, go on field trips, or volunteer by sharing their special talents and interests.

Twice each year the infant, toddler and preschool teachers will arrange for a parent/teacher conference. All conferences discuss your child's development and progress.

In addition, if parents wish to arrange a conference at other times, the opportunity is always welcomed.

Parents are free to view their child's daily observation record.

A developmental observation record called the Preschool Child Observation Record (COR Advantage 1.5) will be recorded and kept on file.

Parents are responsible for being aware of events and activities of JLMLC as defined in handbook, newsletters and/or special notes prepared by staff.

Permanent Withdrawal

We require two weeks written notice before withdrawal of your child in order that the enrollment opening can be filled by another child. Should you know sooner than two weeks, we would appreciate the information. You will be billed for two weeks from the time of withdrawal notice.

Daily Schedules include

Children Arrive – Story time / Free Choice Activities

Learning Circle

Small Group Time (Bible Time/Table Time)

Movement Time including SPARK curriculum and Outside Time

Music Time

Snack

Work Time (Plan/Do/Clean-up and Recall from High Scope Curriculum)

Noon Lunch / Clean-up

Quiet Time including Rest Time and Quiet Activities

Learning Circle (Big Back Yard/Social Skills)

Snack

Movement Time

Work Time (Plan/Do/Clean-up and Recall from High Scope Curriculum)

Free Choice and Departure

Teachers meet regularly to plan curriculum here at JLMLC. Curriculum used at JLMLC includes High Scope Preschool, Christ Light Bible, SPARK Physical Education, Sing and Make Music and Second Step Social Skill Curriculum.

After School Schedule includes

Snack, Bible Time, Music, Homework Time w/ assistance by teachers, Free Choice, Outside and/or Gym Play

HEALTH AND SAFETY NOTES

Health Care Summary

Parents must provide a health care summary no later than the child's first day of enrollment. This summary must be signed by the child's source of medical care. Periodic updates of immunizations will be required according to state regulations.

Accidents

Minor accidents will be treated by a qualified first-aid person (someone who has attended 8 hours First Aid training). At least one staff member present will be trained in CPR and treatment of obstructed airways. Should your child be injured and the staff members present think it necessary, an ambulance will be called and the child taken to Mayo Clinic Health System hospital in Mankato. Parents will be notified via telephone numbers on file if the child becomes ill or an accident occurs. Within 24 hours of any accident, a staff member will prepare an accident form. Please review the accident form, sign and date it and leave it with your child's teacher. In the event a child should become missing from school, the police department will be notified and the parent will be called. An annual evaluation will be made of the accident/injury/incident log and policies will be analyzed on the basis of the inspection by the designated health consultant. A copy of the consultant's findings will be placed in the school record.

Children will be out-of-doors only under the supervision of the staff. Water play shall be supervised. The center will provide adequate insurance for children, volunteers and staff on the church grounds and field trips.

Illness

Any child who becomes ill while at Jesus Loves Me will be separated with a staff member until parents can be notified to pick up their child. For the health and safety of all children, parents are requested to come to pick up a child who has become ill. In an emergency, 911 will be called, and decisions will be made by paramedics as to the next procedures to be carried out.

Parents are requested not to send a child to the Learning center if he/she is sick. The center must exclude a child:

- A. With a reportable illness or condition that may be contagious.
- B. With chicken pox until child is no longer infectious or until the lesions are crusted over.
- C. Who has vomited two or more times since admission that day.
- D. Who has had three or more abnormally loose stools since admission that day.
- E. Who has contagious conjunctivitis (pink eye) or pus draining from an eye until medicine has been used for at least 24 hours.
- F. Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy.
- G. Who has an unexplained lethargy or fatigue.
- H. Who has lice, ringworm, or scabies that is untreated and contagious.

- I. Who has a 100-degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medicine is given.
- J. Who has significant respiratory distress.
- K. Who is not able to participate in normal activities with reasonable comfort.
- L. Who requires more care than the staff can provide without compromising the health and safety of other children present.

PLEASE CALL AND LET US KNOW IF YOUR CHILD IS ILL AND WILL NOT BE ATTENDING.

Parents will be notified via note posted by teachers if an infectious or communicable disease should be present in the center. These may include chicken pox, strep throat, scarlet fever, German measles (rubella), mumps, measles, head lice, pink eye or impetigo. A child with a communicable disease will only be readmitted to preschool after allowing for the longest usual incubation of the disease or with a signed statement from a physician.

Evacuation

In case of fire, the building will be evacuated using designated and posted fire exits. The teacher or an aide shall lead the children out of the building to a designated area. A fire drill will be held once a month and recorded in the log. An alarm system will be used, and the children will be led from the building until the all clear is given. A fire extinguisher is properly located in the building and will be checked annually. Directions for use of the fire extinguisher are posted. In the event that the Civil Defense sirens should sound to warn of a tornado or other notification of a tornado, the children will be taken to a designated area. Everyone will remain there until the all clear is sounded. A tornado drill will be held in the months of April through September and recorded in the appropriate log. All staff will be informed of emergency procedures to follow. Safety drills are also conducted.

Inclement Weather

The Learning Center and After School programs will not be closed on snow days or early dismissals due to snow. However, preschool only sessions will be canceled on school snow days and families will be contacted by the center. Other announcements will be made via text, phone and/or email. JLMLC practices fire drills (outside near playground fence), tornado drills (big bathrooms near gym), first aid drills and safety drills (room bathroom or corner) monthly (every other month in winter).

Other Events – In the event of a heating failure, power failure, prolonged water or sewer failure, the staff will use discretion as to whether the parents should be notified to pick up their children.

In the event a child should become missing from school, the North Mankato Police Department and the parents will be notified.

In the case of an emergency which necessitates the evacuation of the building, the children will be taken to Monroe Elementary School to await arrival of parents or to return to the center.

Medication

A first aid kit will be provided. The kit must contain sterile bandage and Band-Aids, sterile compresses, ipecac syrup, scissors, an ice bag or cold pack, an oral thermometer with disposable covers, adhesive tape and a first aid handbook. The kit and emergency handbook is accessible to the staff in the school and taken on field trips. The ipecac syrup must be labeled with instructions and number for the local poison control center (must call before administering ipecac syrup).

Prescription medicines will only be administered with written instructions from a licensed physician or dentist. Medicine with the child's name and current prescription information on the label constitutes instructions. Ointments,

medicines, or salves will not be administered without written permission from parent. Each child or family shall provide and label sunscreen.

Most injuries can be treated with ice, soap and water. An accident report will be written for every accident, regardless of severity. These reports will be signed and dated by staff and parents and kept for the records.

Clothing

Parents should have an extra set of clothing for their child at the center. **Please label everything.** Staff cannot be responsible for helping children find items that are not labeled. Clothes should be comfortable and easy for the child to manage for him/herself. Clog, thongs, flip-flops and bare feet are often dangerous when children are climbing or running. We ask that your child wear shoes appropriate for taking part in active play. We also suggest that girls wear shorts under dresses due to active play.

Children must be dressed appropriately for weather conditions. We do go outside unless conditions forbid it.

Pets

Due to prevalent allergies among children, no live pets will be permanently in the center. (A fish aquarium may be an exception.)

Health and Nutrition

Snacks will be served to the children in the morning and afternoon sessions. It is considered part of the learning experience to share, to say “please” and “thank you”, and to stop play for a little quiet activity. Snacks will be provided, however parents may take the opportunity to supply snacks at any given time. Parents are asked to notify the center if they wish to provide snacks on a specific day.

Jesus Loves Me Learning Center wishes to promote awareness of a healthy diet, this list of nutritious foods is provided as a guideline for snacks. Snacks will not include pastries, donuts, cakes, chips, candy, suckers, or imitation fruit drinks.

Suggested breakfast/snack ideas:

fresh fruit, popcorn, fresh vegetables, raisins, milk, dried fruits, cheese, trail mix, yogurt, low-sugar cereals, cottage cheese, crackers, granola mix or bars, whole grain bread, peanut butter

Noon Lunches will be catered and will provide the following nutritious portions -

¾ cup fluid milk

1 1/5 oz. meat or meat alternate

½ cup vegetables and fruits

(2 or more kinds total)

½ slice bread, ¼ cup cooked pasta or noodle product

¼ cup cooked cereal grains or equivalent

Develop Healthy Eating Habits

Many things influence what and how much your child eats.

As a parent, you have the most influence on your child. You can do a lot to help your children develop healthy eating habits for life:

- [Set a Good Example](#)
- [Offer a Variety of Foods](#)
- [Start Small with Portions](#)
- [Help Them Know When They've Had Enough](#)
- [Follow a Meal and Snack Schedule](#)



- [Make Mealtime a Family Time](#)
 - [Cope with a Picky Eater](#)
 - [Help Them Try New Foods](#)
 - [Make Food Fun](#)
-

Your preschooler's normal growth and development also play a big role in their eating habits. As preschoolers grow, they change physically, mentally, and socially. These changes affect everything they do, including eating.

Physical Education/Movement

Early childhood education focuses on children's development during ages three to five. While this developmental period should ideally focus equally on mental and physical development, in recent decades an emphasis has been placed on mental development, creating a concurrent de-emphasis on physical development. However, the two actually go hand-in-hand and should not be considered two separate entities during early childhood development and education.

Integrating physical activity into young children's lives is essential for creating a foundation of movement and activity that they will carry with them throughout the rest of their lives. Physically active children learn habits in early childhood that greatly increase their chances of remaining physically active through their young adult and teenage years and into adulthood.

Benefits of Movement-Based Learning

There are many reasons that promoting structured physical activity in children will benefit them throughout childhood and into adulthood. These reasons range far beyond physical development, to social, emotional, and mental development. Young children are naturally active and will move, run, kick, throw, and play on their own in nearly any environment. However, children today are faced with a variety of challenges that reduce their natural aptitude toward movement and physical activity, including:

- Entering daycare at a young age, where they may or may not place an emphasis on movement and physical activity.
- Increased use of technology as a form of sedentary activity, leaving less time for movement-based activities.
- Classrooms that focus on mental activity rather than physical activity, starting as early as pre-school, in order to prepare students to meet curriculum requirements and standardized test score levels later in their education.
- Single-parent homes or parents who both work outside the home, leaving them little time to devote to regular daily activity and movement with their kids.

If your children attend daycare or pre-school, try to choose a school with an early childhood education program that integrates movement and physical activity with cognitive learning and places an emphasis on learning and exploration through movement.

There are a vast number of benefits for children who experience increased movement and physical activity in early childhood. In addition to creating healthy habits and fostering a lifelong commitment to physical activity, children whose early childhood education is based in movement enjoy the following benefits in both early childhood and for the rest of their lives:

- Better social and motor skill development
- Increased school readiness skills
- Building developing muscles, bones, and joints faster
- Reducing fat and lowering blood pressure
- Reducing depression and anxiety
- Increased learning capacity
- Developing healthier social, cognitive, and emotional skills
- Building strength, self-confidence, concentration, and coordination from an early age

Further, active children have fewer chronic health problems, are sick less frequently, miss less school, and have a significantly reduced risk for a number of childhood and adult diseases, including heart disease, diabetes, obesity, depression, and mental illness.

Screen Time

JLMLC screen time is limited to 30 minutes a week for preschool children in our child care setting with staff.

Periods of computer time are limited to 10 minutes or less. Screen time at home should be limited to 1 – 2 hours of quality viewing per week.

Teachers do not use television as a reward at JLMLC. Children under 2 years of age do not have screen time.

Staff at JLMLC receives education/training on screen time at least once a year.

Mandated Reporting

Any person may voluntarily report abuse or neglect. Workers in JLMLC are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or to anyone else at JLMLC. If a child is in immediate danger, 911 will be called. Reports are made to the Department of Human Services, DHS Maltreatment Intake and Licensing Complaints: 651-431-6600. Reports regarding incidents of suspected abuse or neglect occurring within a family or in the community should be made to the local county social services at 931-6800 or your local law enforcement.

Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). A report to any agency should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include 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. No employer of any mandated reporter shall retaliate against the reporter for reports made in good faith or against any child with respect to whom the report is made. 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.

Daily Inspection

Staff will give full attention for the safety and physical welfare of the children, never leaving them unsupervised. Corridors and exits will be kept clear. Hazardous substances will be stored out of the reach of the children. If a poisoning is ever suspected, the Poison Control center will be contacted, and Syrup of Ipecac will be administered as per instructions. The parents will be notified. (Written permission must be obtained before administering.) Children will only cross the street at the appropriate crosswalks and will be directly supervised. The teacher will check every morning before the children arrive for any potential hazards that might cause injury to the children.

Quiet Time

Our children will have an active morning; therefore there will be a quiet time in the afternoon. The quiet period is one hour in length for children three to five. They will be provided with a cot and a quiet setting. A child who has completed a nap or rested quietly for 30 minutes may play quietly for the remainder of the quiet time. Parents may provide a blanket and pillow for rest. They are responsible for taking them home to wash each week.

SPECIAL ACTIVITIES

Birthdays

We plan to make your child's birthday a very special time for him/her. If you would like to send a treat to be shared, it will be welcomed. Food should be factory-packaged but non-food items are also welcomed. Just let us know in advance so we will be expecting it. Sending a treat is not necessary - your child will still have a special day!

Field Trips

It is possible for the center to take field trips. Information regarding purpose and destination of trip will be given to parents in advance. Transportation will be by teachers and volunteers with one seat belt for each child. First aid kits and emergency cards will be taken along on all field trips.

Appropriate form must be signed and returned by a parent.

Research

We will obtain written permission from a parent before a child is involved in any experimental research or public relations activity while at the center. A separate written permission form will be obtained before each activity is undertaken. The permission form will be maintained in the child's record.

GENERAL GUIDELINES FOR DISCIPLINE

As Christian teachers and parents, it is known that training and discipline are blended with God's love and concern. Discipline needs to be firm, consistent and constructive. A child needs to know what is expected before he/she can obey. Guidelines reassure children that they are loved and that there is concern for them.

Positive Environment

Children will be encouraged in their positive behaviors, negative and destructive behaviors will be minimized.

All staff personnel will be knowledgeable of developmental stages, family background, special needs, interests and medications being given (if any) in dealing with each individual child.

Children will be reminded of the appropriate behavior, and then helped to approach the problem situation with a new perspective or his/her attention will be diverted to a new activity.

Staff will avoid unsafe activities to protect staff and children.

When discipline is needed it will be administered immediately so that it is not only the child's behavior that is influenced, but more important his attitude about himself/herself and about proper and improper behavior.

Persistent Unacceptable Behavior

Increased staff guidance and time will need to be implemented if a child's behavior is persistently unacceptable. The staff will observe, record, and report the behavior of the child. A plan will be developed to address the behavior and a consultation will be held with the child's parents/guardians, other staff persons, and professionals when appropriate.

Actions Prohibited

All corporal punishment and humiliating techniques to control behavior are not allowed by any staff person. Corporal punishment includes rough handling, shoving, shaking, slapping, pinching, and spanking. Humiliating and emotional abuse includes name calling, shaming, derogatory remarks about the child, and using language that threatens or frightens the child. There will be no use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm

Separation from the Group

No child may be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior, which have been ineffective, and the child's behavior threatens the well being of the child or other children in the center. A child who requires separation from the group must remain within an unenclosed part of

the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

All separations from the group must be noted on a daily log. The log will include child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children in the center. If a child is separated from the group three or more times in a day, the child's parents/ guardians will be notified and notation will be indicated on the daily log.

Sustained disruptive behavior will result in parent/staff conference, enlisting aid of an outside professional and may lead to disenrollment for the child if such behavior persists 5 times in one week or 8 times in two weeks. These actions will be taken if the behavior cannot be managed and the safety of children is compromised. Parents will be notified immediately if a negative behavior pattern is encountered.

OUTSIDE SOURCES OF SUPPORT – Please ask Director for more information or assistance in filling out forms, and/or access to a computer to make contact with services as needed

A. Health and Screening Services

1. Mankato Area Public School (District 77) Special Education 507-387-1818
2. Early Childhood Special Education (District 77) 507-345-1818
3. Minnesota Mandated Pre-Kindergarten Screening (recommended at age 3):
Early Childhood Screening 507-207-4037
4. Pediatric Therapy Services Inc. 507-388-5437
5. <http://helpmegrowmn.org>
6. Open Door Health Clinic-dental 309 Holly Lane Mankato 507 388-2120
7. Public Health Services
 - a. Nicollet County Social Services 507-934-7220
 - b. Blue Earth County Social Services 507-304-4175

B. Family Education Options

1. Early Childhood Family Education –ECFE (District 77) 507-625-4620

C. Family Support Services

1. Social Services (medical assistance, emotional, mental health and Child Care Assistance Program (CCAP)):
 - a. Nicollet County Social Services 507-934-8559
 - b. Blue Earth County Social Services 507-304-4319
2. Guide to Child Care Providers in the area: Families First of Minnesota (scholarships)
www.c2r2.org 507-287-2020 or
1-800-462-1660
3. Minnesota Family Investment Program (MFIP) 651-431-4400 or 1-800-657-3954

4. www.livinglinks.org

507-345-8590

5. <http://mn.bridgetobenefits.org>

D. Spiritual Guidance:

1. St Paul's Lutheran Church stpaulsnorthmankato.com 507-345-7049

E. More information about community resources – www.parentaware.org

GRIEVANCE POLICY

Please contact the director (Lin Gronholz) by phone

Center: 507-345-7707, Cell: 507-508-2041

or in writing (lingjlm@hickorytech.net) regarding concerns. Parent grievances will be handled by the director within 30 days. If unsuccessfully resolved with the director, grievances will be forwarded to Pastor **Roger Knepprath (507-345-7049)** followed by the Jesus Loves Me Learning Center Ministry Team and if necessary the St. Paul's Family Nurture Board.

If any information needs to be translated or interpreted, please let us know through email or call 507 345-7707. JLMLC will contact the Think Small line language access at 1 888 291-9811 for help.