

# Hope Preschool



## **Hope Lutheran Church**

2900 North Broadway  
Fargo, ND 58102

## **Nicki Almquist, Director**

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## **WELCOME**

Welcome to Hope Preschool. As part of Hope Lutheran Church's mission "to encourage all people to know the love of Christ" we provide preschool education within a structure that supports and enriches each child's unique spiritual, social, emotional, physical and cognitive development.

## **PURPOSE**

Hope Preschool is a preschool education program for children ages 3 years until Kindergarten enrollment. The guiding principle of Hope Preschool is that children learn in an environment which allows them to succeed.

Our primary goals are to:

- provide an environment to aid in the child's development emotionally, intellectually, physically, socially and spiritually
- promote and demonstrate positive guidance techniques
- help children develop a positive self-image and independence
- encourage children to have empathy for others
- provide opportunities for the children to work together as a group and also to work independently
- provide opportunities for individuality as well as activities that are structured and require some direction

## **GENERAL**

Hope Preschool is licensed by the State of North Dakota for 27 children ages 3 years (and toilet trained) – Kindergarten enrollment. The children are supervised at ALL times.

### **Hours of Operation**

Hours of operation are as follows:

3 day program	Monday, Wednesday, Friday	9:00 – 11:30am
2 day program	Tuesday, Thursday	9:00 – 11:30am

### **Arrival and Departure**

Doors will be open to Hope Preschool at 8:45am. It is required that you bring your child into the classroom to hang his/her coat and get their nametag. Please be prompt in picking up your child at 11:30am. Five minutes can seem like an eternity to a child when he/she is the only child whose parent has not yet come.

We have an extended day program. For an extra \$10.00/month, you may drop off your child at 8:30am. Let us know if you want this service.

### **Adult-Child Ratios**

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

3 years – 4 years	1:11
4 years – 5 years	1:13
5 years – 6 years	1:16

**Class Size** Hope Preschool is licensed for 27 children per class.

## **ADMISSION POLICY**

### **Registration**

Registration will begin in March for the following fall. February is reserved for registration of presently enrolled families and those families who have previously had a child at Hope Preschool. After that time, registration will be open to the public.

### **Tuition**

Hope Preschool is a non-profit organization, which operates primarily on the tuition fees from each child. Therefore, it is essential that your fees be paid promptly.

### **Method of Payment**

Tuition is paid in advance. Bills will be posted the 1<sup>st</sup> of the month. Payment is due the 1<sup>st</sup> of the month. If the 1<sup>st</sup> falls on weekend the payment is due the following school day.

To insure proper credit to your account, your check or money order should be made payable to **Hope Lutheran Church**. Please include your child's full name in the memo portion of the check.

### **Activity Fee**

There is a \$12 activity Fee to Cover Field Trips.

### **Late Payments**

Balances not paid by the 15<sup>th</sup> of the month are considered past due. In order for preschool care to continue, arrangements must be made with the Director. Past due balances may be referred for collection and/or services may be terminated.

### **NSF Checks**

We will charge a \$10.00 handling fee for the processing of any check returned to us due to insufficient funds. Upon receipt of the second NSF check, cashier's check or money order must pay all future tuition payments.

### **Withdrawal**

You must give two weeks written notice if you withdraw from the program.

## **STATEMENT OF GUIDANCE/DISCIPLINE POLICY**

Hope Preschool uses guidance as a means of helping the child learn acceptable ways of dealing with his feelings and desires. Our primary goal in guidance is to assist the child develop internal controls. This sets the foundations for the child as he begins to learn to be in charge of himself. Basically, there is one rule at Hope Preschool: The staff will not allow the child to hurt himself, others, or the environment.

We believe the environment at Hope Preschool has been created to eliminate many of the problems, which frequently result in discipline situations. Children are approached in a positive manner, the expected behavior is stated, and the child is redirected when inappropriate behavior occurs. Situations are structured so the child is given an acceptable choice within the limitations of the program. Whenever possible, "natural consequences" are used as a discipline technique.

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

- ignoring minor misbehavior
- verbally reminding children of rules
- redirecting children to another area
- providing natural & logical consequences for behaviors
- working with parents in a partnership to develop guidance techniques

In cases of extreme behavior, the child will be separated from the group. The separation will be brief and appropriate to the child's age and circumstances.

## **COMMUNICATION**

Parent-Teacher communication is achieved through several methods including:

### **Newsletter**

The newsletter will come out once a month. It will contain information on topics of the week, the snack list, field trips, book orders and various other information.

### **Parent Bulletin Board**

A parent bulletin board is located in the hallway. Information regarding the program and parent education notices will be posted.

### **Parent Involvement**

There are many ways for parents to be involved at Hope Preschool. All parent involvement is on a voluntary basis but we strongly encourage you to become involved in your child's formal preschool education.

One opportunity for parent involvement is to drive for a field trip. On the field trip permission slip, please fill in the number of seat belts you have in your vehicle. Please remember preschool children are not allowed to sit in the front passenger seat if an airbag is present. Once at the destination you will be needed to chaperone the preschoolers in your group. For this reason we ask that your younger children not accompany you on the field trip.

Another opportunity is to share a hobby or skill with the children. Perhaps you enjoy cooking, are an avid gardener, play a musical instrument, these and many others are things young children enjoy learning about and experiencing.

### **Conferences**

Scheduled conferences are held once each year. Parents will be notified of dates in advance. The child's intellectual, physical, emotional and social growth and development will be discussed at these conferences. Other conferences may be held throughout the year at either the parent or teacher's request should the need arise.

### **Phone or email Contacts**

The Director and teachers would be very happy to discuss any questions or concerns with you. You may call them; however, the teacher may need to call you back at a more convenient time so she can give you the attention you deserve. You may send an email to [nalmquist@fargohope.org](mailto:nalmquist@fargohope.org)

### **Daytime Visits**

Hope Preschool 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. As a parent you are free to observe your child's class at any time. If at any time you have questions or concerns contact the preschool director at the church by calling 701-235-6629, x237 and asking to speak to Nicki.

### **Grievance Policy for Parents**

Parents are encouraged to bring issues and concerns about Hope Preschool and/or their child(ren) to the teachers. If you feel your concerns have not been addressed, you should go to the Director of the Preschool.

## HEALTH

We take every precaution to protect your child's health. In turn it is your responsibility to help us protect the health of other children as well.

1. All children must have a current health assessment or a health assessment statement completed by the parent. This form must be on file at the time of enrollment and completed annually.
2. A record of immunization must be on file at the time of admission to the program.
3. Please be sure to notify staff of all health issues. Don't be embarrassed about anything.
4. Children may not attend Hope Preschool with symptoms of illness of a communicable disease. If a question exists as to the health of a child, a health professional's approval for the child to attend Hope Preschool must be provided in writing.

### **Symptoms of Illness**

- temperature of 100 degrees or above
- intestinal disturbance accompanied by diarrhea or vomiting
- undiagnosed rashes or sores
- discharging eyes or ears
- apparent signs of pain or discomfort

Parent should exercise every caution and keep their child home should other unusual symptoms occur.

**Children must remain home, fever free (without the use of fever reducing medication) for 24 hours after an illness.**

### **Communicable Diseases**

#### **GUIDELINES FOR EXCLUSION DUE TO ILLNESS**

Children may not attend Hope Preschool with symptoms of illness or a communicable disease. If a question exists as to the health of a child, a health professional's approval for the child to attend must be provided in writing.

**Fever** – you will be called to pick up your child when their temperature reaches 101.0 degrees Fahrenheit. Your child may return when their fever has been normal for 24 hours without the use of fever reducing agents such as Ibuprofen and Acetaminophen (Tylenol, Advil or Motrin).

**Diarrhea** – if your child has more than one loose stool and the staff judges it as diarrhea, you will have to pick up your child. Your child may return to school when he/she has had one normal stool and 24 hours have passed.

**Rash** – All suspicious rashes must be checked by a physician. Your child may return when determined not contagious.

**Ear infection** – if a child sees the doctor and is diagnosed with an ear infection the child can return on medication as long as the child is well enough to participate in group activities and is fever free.

**Chicken Pox** – the incubation period is 10-21 days. It is communicable for one day before eruption and not more than 6 days after the last eruption. Symptoms include pox and a fever. Your child may return when all of the pox are crusted over and the child is finished breaking out, usually 5-7 days.

**Pink Eye** – the incubation period is 1-4 days. Symptoms include tearing, irritation, redness and drainage from one or both eyes. Your child may return after he/she has been treated with medication and the eye is no longer draining or mattered.

**Impetigo** – the incubation period is 2-5 days. The lesions are contagious through the pus that is drained. Your child must stay home until the draining process has stopped and the doctor states your child may return to school.

**Strep Throat** – the incubation period is 1-3 days. The symptoms are swollen glands and a sore throat. Your child may return to school after the child has been on medication for 24 hours and is fever free.

**Lice** – the incubation period is 1-2 weeks. Your child may return to school when treatment has been started and **your child is nit free**. Sheets, blankets and stuffed animals need to be washed or bagged. Head lice is common and is in no way a poor reflection on you. Please keep the center informed if you are exposed. Don't be embarrassed.

**Lethargic** – You will be called to pick up your child if your child is not able to participate in school activities with reasonable comfort. **Staff will exercise their judgment.**

**Vomiting** – Please do not send your child to school if they have vomited the night before even if they do not have a temperature. You will be called to pick up your child if your child vomits here. Your child will be excluded for 24 hours.

Strict adherence to the illness policies will be maintained so that the children are protected. We are not equipped or licensed to care for ill children.

<b>Disease</b>	<b>Minimum exclusion period</b>
Scabies	After treatment has begun
Pinworms	After treatment
Hepatitis	Physician statement required
Roseola	Provided that other rash illnesses, especially measles, have been ruled out, the child may return when s/he is fever free for 24 hours
Influenza	When symptoms have resolved
Giardia	After treatment and when diarrhea is no longer present
Fifth Disease	When symptoms have resolved

5. Should the children be exposed to a communicable disease, parents will be notified of the possibility of exposure, symptoms, and period of incubation. This information will be conveyed via a note on the room door or a letter to each parent.
6. All children will be given a daily informal health screening by a staff member. The staff member's decision will determine whether your child may stay at Hope Preschool. All bruises will be documented.
7. If a child becomes ill while at Hope Preschool, the child will be isolated from the other children and the parent will be called to pick up the child within the hour. If the child has not been picked up after one hour, the emergency contact person will be called.
8. There will be no exceptions made regarding health and a child going outside to play. The child that is well enough to be at Hope Preschool is well enough to go outside.

## **MEDICATION**

We will **NOT** administer over-the-counter medicines such as Tylenol, cough medicine, etc.

## **ACCIDENT PROCEDURES**

Injuries at Hope Preschool will be documented and kept on file. If your child is injured while at the program you will receive a written report telling you what happened and what action was taken by the staff. Parents must read and sign the accident report.

The staff members are required by law to have first aid training and CPR training. We cannot remove slivers, wood ticks, etc. from under the skin.

## **EMERGENCY SITUATIONS**

### **Medical Emergency**

If a child requires immediate medical care and the parents or the designated responsible person cannot be reached, we will call 911. The Preschool Director or a teacher will go with the child. The office personnel will continue to attempt to contact the parent. When contact is made, the parents will be informed of the nature of the emergency and the child's whereabouts.

Parental permission is required to administer syrup of ipecac, sunscreen and insect repellent. A permission form needs to be signed and kept on file. Parents are responsible for providing and labeling sunscreen and insect repellent if they request it be applied to their child.

Hope Lutheran Church has liability insurance coverage should an accident occur while a child is at Hope Preschool.

### **Head Trauma**

The parent will be notified as soon as possible if their child receives any type of trauma (injury) to the head. This doesn't mean your child needs to be picked up but it is up to the parent's discretion if medical treatment is needed. Parent's responses will be documented.

### **Fire Procedure**

Fire drills are referred to as "safety drills" with the children. Upon hearing the fire alarms sound, staff will immediately exit the building with ALL children. The evacuation plan is posted. All staff are trained in how to use a fire extinguisher.

### **Tornado Procedure**

The Preschool Director will monitor threatening weather conditions. In case of imminent danger and/or a tornado warning, staff and children will seek shelter in the designated area. The children will be positioned with backs against the wall, heads down and hands over their heads

### **Safety Drills**

Safety drills (fire drills or tornado drills) will be practiced with the children. A written notice will be posted when a safety drill has occurred.

### **Weather Emergency**

Please listen to WDAY-970 am or watch Channel 6 for program closing. Hope Preschool will close when Fargo Public schools close. When the program is open and weather situations appear serious, the Director will monitor weather reports and conditions. If the program needs to close the Director will call the parents. When this occurs parents should pick up their child as soon as possible. Please feel free to pick up your child as soon as you feel the weather is deteriorating.

## DAILY SCHEDULE

- 9:00/12:30      **FREE PLAY:** During this period, the children may choose the type of play in which to engage such as: playing house, large or small blocks, trucks, puzzles, table games, easel painting, art table, play dough, dress up or a wide variety of other choices. During this time the children are learning to share and play well with others.
- 9:30/1:00      **PICK-UP:** Individuals are encouraged to put away those items with which they have played. As a group, we help each other put away some of the larger items.
- 9:40/1:10      **MUSIC, CALENDAR AND FINGERPLAYS:** Songs, musical games, rhythm band, fingerplays and poems related to our weekly themes. The child assigned to bring snack also helps the teacher with the calendar. This is also the time we celebrate birthdays.
- 10:00/1:30      **ART:** The children are divided into their groups for this activity time. Children are exposed to many creative art activities using a wide variety of materials.
- 10:30/2:00      **LIBRARY:** The children are free to pick a book to “read” from the library.
- 10:40/2:10      **SNACK:** Each child will be assigned a snack day periodically. Juice, water or milk will be provided by the school.
- 11:00/2:30      **READINESS:** (Monday, Tuesday, Friday) Concepts such as shapes, colors, positions, relationships, categorizing, sequencing, and rhyming are introduced at this time through the use of hands on activities and games.  
(This activity is done in small group)
- 11:00/2:30      **SHOW & TELL:** (Wednesday and Thursday) Children may bring one item to tell about or have something special in mind to relate to the other children in the small group. This is a good experience for the children to have their own time to express themselves in front of their peers and to listen when someone else is speaking.
- 11:10/2:40      **PHYSICAL ACTIVITIES:** Creative movement and games. (Done in both small and large groups depending on the activity)
- 11:20/2:50      **STORIES AND FLANNELBOARD STORIES**
- 11:30/3:00      **DISMISSAL**

\*\*\*\*Please note that these times are flexible allowing for the children’s interest in the project, guests, special events, etc.



## **OTHER THINGS YOU SHOULD KNOW**

### **First Day of Preschool**

To better facilitate your child's adjustment to preschool, each class will be divided in half for the first day. Each group will remain at preschool for 1 hour the first day. The schedule is as follows:

Monday, Wednesday, Friday (morning)		
Last name beginning A-K		9:00 –10:00am
Last name beginning L-Z		10:30 – 11:30am
Tuesday, Thursday (morning)		
Last name beginning A-K		9:00 –10:00am
Last name beginning L-Z		10:30 – 11:30am

If you need to change times, please contact Nicki at 701-235-6629, x237 prior to the first day.

### **Field Trips**

Field trips are planned for the children throughout the year. A field trip is considered to be any supervised trip with the children that is outside the viewing area of the facility. They may be walking, riding a city bus, or riding with preschool parents to visit people or places of interest.

Program staff will always inform parents of the field trip by sending a permission slip home with the monthly newsletter with the destination and departure time. We will require your permission for your child to leave the premises. Children are required by law to ride in car seats or boosters so it will be your responsibility to provide a car seat or booster on field trip days. Children will be supervised at all times and if transportation is needed, staff will maintain the North Dakota Child Passenger Safety Laws.

### **Clothing**

Please label all of your child's outer clothing and backpack. Dress your child in comfortable, washable clothing. We provide paint shirts when needed but preschool work can sometimes be messy so dress your child appropriately. Tennis shoes or soft-soled shoes are safer on our climbing equipment.

### **Snacks**

A snack list will be sent home each month. On your child's assigned day please send the number of servings specified on the snack list. Nutritious snacks such as fresh fruit, vegetables, cheese, crackers, muffins, banana bread, etc. are strongly encouraged. Contact the preschool staff for further snack ideas.

### **Birthdays**

Birthdays are a special time for preschoolers so each child will be scheduled to bring the snack on a day close to their birthday. Late summer birthdays are celebrated in the fall and early summer birthdays are celebrated in the spring.

Hope Preschool is NOT to be involved with children's parties. Distribution of party invitations at preschool is not permitted. Invitations will need to be mailed to the children's homes. We do not want any hurt feelings for those who are not invited.

### **Experiment, Research or Public Relations Activities**

As part of a professional program, the staff will assume their part in the training of other childcare professionals. The program will be available to supervised students and observers with an "open door" policy. It is understood that the program may be part of study/research groups in the field of childcare. Written parental permission will be obtained when individual children are part of a research project.

Photographs of children will be taken periodically by the staff. Photo permission is granted with the October newsletter so they can be used in the Hope Newsletter, Website and for publicity purposes. Reporters may write or produce stories about Hope Preschool for publicity purposes or as human-interest stories. Parental permission will be obtained if any photos or pictures of their child are to be included in the article or report.

### **Outside Play**

Outside play is a regular daily activity in which all children in the program are expected to participate. If your child is not feeling well, please do not send him to preschool and expect a staff person to stay indoors with them. We just do not have enough staff to allow this. Children who do not feel well should not be participating in group care.

We feel outside play is valuable to the children's physical well being. Doctor's have stated that fresh air is healthy for children. The staff will determine the length of time spent outdoors based on the weather and the children's interest. The National Weather Service temperature and wind-chill chart will be used to determine whether the exposure risks are too great.

### **Personal Items from Home**

PLEASE DO NOT SEND ANY TOYS, PETS, CANDY OR GUM TO PRESCHOOL. If a child wants to bring a special picture, souvenir, book, tape, nature item or "found treasure" to share with the group, show & tell day is the appropriate time to do so. Please be sure it is labeled with the child's name. If it is broken everyone needs to understand it was an accident. The program will not be responsible for breakage or loss of items brought from home.

## **Notes and Questions:**