

## Church Services

We invite you and your family to participate in our parish activities, especially in worship, Bible study, and other opportunities for children to interact with their friends and teachers from the school as well as with the children and members of our church. We'll send you our congregational newsletter in order to keep you informed of all of the activities in our parish.

Sunday Morning Worship Service      9:00 a.m.  
Sunday School and Adult Bible Class    10:30 a.m.

Sunday School is available for all ages (toddler through adult).



## Parent Handbook

Redeemer Lutheran Church  
Tiny Treasures Preschool &  
Kindergarten

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## **Welcome**

Welcome to Redeemer Lutheran's Tiny Treasures Preschool family. We are grateful that you have chosen to entrust your child into our care for his or her early childhood experience. The value of early childhood education is indicated in the Bible: "*Train up a child in the way he should go and when he is old, he will not depart from it*" (Proverbs 22:6). Likewise, in Ephesians 6:4, "*Bring them (your children) up in the training and instruction of the Lord.*"

It is our belief at Tiny Treasures Preschool that children need to hear and experience the love of Jesus on a daily basis. Our relationship with the children is established by Christ, who said, "*Whoever welcomes one of these little children in My name welcomes Me*" (Mark 9:37). As parents, you are your child's primary teachers and we trust that you will feel supported by our preschool program as you nurture your child each day.

## **Statement of Faith**

Lutherans are Christians who believe that from eternity there has been and always will be only One Triune God, Creator of the universe. God, out of His love for His creation, has revealed himself to us in His Word as our heavenly Father, His one and only Son, Jesus Christ, and the Holy Spirit. We believe that the Bible is God's Word and that we are saved by God purely through His Grace. Our salvation is a free gift of God through the life, death, and resurrection of Jesus Christ. We believe that this trust in God's Word and promise begins when the Holy Spirit brings us the gift of faith through water and God's Word at our baptism. That faith and new life He gives us in our Savior, Jesus Christ, is God's way of salvation for all people. As we live each day, trusting in the promises that God makes to us in His Word, the Holy Spirit continues to work in us, reminding us of our baptism, enabling us to forgive as God forgives us and to live each day as God's children.

## **Reporting Child Abuse**

Any staff member who has reasonable cause to suspect that a child has been abused or neglected is required by Colorado State Law to report it to Human Services (970)874-2030 or to the Police Department (970)874-2015.

## **Complaints**

If there is a conflict, first speak directly to the person it involves. If you cannot resolve your conflict, please proceed through the outlined chain of authority.

The chain of authority is: Teacher > Director > Pastor > Tiny Treasures Accountability Committee (Parish School Board) > Redeemer Lutheran Church Council > Redeemer Lutheran Church General Assembly.

The contact information for Tiny Treasures Preschool and Redeemer Lutheran Church is on the front of this booklet. The State address for filing a formal complaint is:

The Division of Child Care  
The Colorado Department of Human Services  
1575 Sherman St.  
Denver, CO 80203-1714  
(303) 866-5958  
(800) 799-5876

## **Policy Changes**

Parents will be notified of any changes in services, policies, or procedures. Policies are included in this handbook. Complete details will be reviewed upon registration and are available upon request.

## **Staff**

The Tiny Treasures Preschool staff meets or exceeds all state requirements and qualifications. All staff members undergo a background check.

The staff receives training throughout the year and is qualified in the area of child development, nutrition, health and safety, discipline strategies, and classroom management.

The staff adheres to belief in God, accepts and teaches in accordance with the Redeemer Lutheran Church Tiny Treasures Preschool Statement of faith and with the teachings of the Lutheran Church—Missouri Synod.

## **Curriculum**

The curriculum used at Tiny Treasures Preschool is a Christ-centered curriculum, *One In Christ* from Concordia Publishing House, along with a collection of developmentally appropriate activities and an individualized assessment tool.

## **Structure**

The State of Colorado has licensed Tiny Treasures Preschool as a small child care center. Tiny Treasures is operated and governed by the General Assembly of Redeemer Lutheran Church, as an integral part of the total ministry of Redeemer. The Parish School Board is responsible for the development, administration, and supervision of the program on behalf of the General Assembly. The day-to-day operation is under the supervision of the Director. Spiritual guidance is under the direction of the Pastor.

The Lutheran Church Missouri Synod has the second-largest church-operated school system in the United States. The basis for our teachings and curriculum have been worked out among thousands upon thousands of dedicated educators who strive for the highest quality and standards among excellence in education for those who

## **Table of Contents**

Page 1.	Philosophy Goal
Page 2.	Administration Registration Monthly Tuition Rates
Page 3.	Fees and Tuition Withdrawal Dismissal
Page 4.	Parent Teacher Conferences Illnesses
Page 5.	Injury Medication Arrival/Pickup
Page 6.	Early Arrivals Late Arrivals Late Pick-ups Visitors
Page 7.	Personal Belongings Diapering/Toileting Sunscreen Policy Kindergarten and Older Children
Page 8.	Dress Procedure on Guidance and Positive Instruction
Page 9.	Inclement Weather Emergencies Snacks & Drinks
Page 10.	Transportation Field Trips Videos Time, Talents, and Treasures
Page 11.	Policy Changes Staff Curriculum Structure
Page 12.	Reporting Child Abuse Complaints

## **Philosophy**

Tiny Treasures Preschool is committed to providing a nurturing, stimulating, Christian environment where active learning flourishes and the physical, intellectual, emotional, spiritual, and social development of children is promoted with the recognition that they truly are God's precious gifts.

Children learn best by actively pursuing their interests and curiosities. Children at Tiny Treasures Preschool are encouraged to make choices about the materials they use and the activities they participate in throughout the day. As they pursue their choices, children explore, ask and answer questions, solve problems, and interact with other children and adults. In this environment, children naturally engage in experiences that foster the growth of developmentally important skills and abilities.

As educators, we consider ourselves partners in the children's activities and learning, rather than just supervisors. Each child is unique and an individual with his or her own rate of development and style of learning. Each child is accepted, loved, and taught as an individual. We promote education and discoveries, focusing on the individual strengths and needs of each child and a problem-solving approach to social conflict. We work to form caring relationships with each child, supporting their play ideas and letting them share control. In this way, we provide an environment that nurtures and encourages the growth of each child's self-esteem.

Parental involvement is critical. We provide support to parents by supplementing and enhancing their child's development.

## **Goal**

The goal of Tiny Treasures Preschool is to assist parents in the early development and education of their child by providing an organized Christian program in an environment suited to the maturity level and

## **Admission and Registration**

Tiny Treasures Preschool is open to children ages 1 to 8 years who are walking independently.

Before registering, we encourage the parents and child to visit the preschool. Tuition is due on the 1st of the month prior to attending for that month.

## **Transportation**

Transportation to and from Tiny Treasures Preschool will be provided by the parent(s) or guardian(s).

We will need parental help to provide transportation for field trips. Parents who volunteer as driver's must have proof of insurance and a valid drivers license. Since Colorado State Law requires children ages 1-7 to be in child safety seats, parents will need to leave a child safety seat at Tiny Treasures Preschool on the days that field trips are planned.

## **Field Trips**

Field Trips are planned educational excursions giving hands-on experiences and education for your child. Signed permission slips are required, and volunteer helpers may be needed. Advance notification will be given any time the class will be leaving school grounds.

If a child will NOT be attending a field trip, or arrives late when Tiny Treasures Preschool has already left for a field trip, the parent is responsible for the child's care.

## **Videos/Parenting Library**

Videos may occasionally be used to enhance a story, music, or movement. Screen time is limited to 30 minutes per day. Parents are welcome to preview the videos in our video library. Videos are also available for families to check out, along with a variety of parenting books, videos & brochures.

## **Time, Talents, and Treasures**

Tiny Treasures Preschool's mission includes offering services at a minimal cost to parents.

Since tuition does not cover all of the expenses associated with the preschool, it is necessary that fundraisers be held throughout the year. In order to be successful, provide a high quality preschool, and keep tuition costs to a minimum, it is essential that all families participate in these fundraisers.

The sharing of your time, talents, and treasures is greatly appreciated.

### Inclement Weather

In the event of inclement weather, we will either follow the Delta County public school closures, or the parent(s) or guardian(s) will be notified by phone. If Tiny Treasures Preschool is in session when inclement weather occurs, the preschool will continue to take care of the children, following all safety procedures, until a parent or guardian arrives.

### Emergencies

Parents or guardians will be notified in case of emergency. If a child is unaccounted for, the teachers will immediately contact the sheriff's department and then contact the parent(s) or guardian(s).

Tiny Treasures Preschool students and teachers will participate in monthly fire drill practices. In the event of a natural emergency (tornado, blizzard, or flood) children will be cared for at Tiny Treasures Preschool until a parent or guardian is able to pick them up.

Detailed emergency policies are on file for review upon request.

### Snacks

Nutritious snacks will be provided daily including one of the following drinks: milk, juice, or water.

Children are encouraged to try the snacks. As part of the learning experience, the children occasionally help prepare the snacks

Please do not send gum, candy, throat lozenges, or vitamins with your child.

Preschool and Kindergarten children may bring ONLY milk, water or 100% Juice to school. Drinks including chocolate milk, with any added sugar are NOT allowed in school.

**Be sure to alert us to any allergies that your child may have!**

Children with special needs will be admitted to Tiny Treasures Preschool **IF** both the parents and the staff feel the child's needs can be met properly by Tiny Treasures Preschool program and the staff has proper training to handle the child.

Tiny Treasures Preschool admits students of any race, color, nationality, or ethnicity to all of the rights, privileges, programs, and activities generally accorded or made available to students in the school.

A **non-refundable** registration fee (\$60.00, \$100 for Kindergarten/Toddler) must be paid at the time of registration to guarantee a place for your child in the preschool program.

An enrollment form, policy agreement, contract, health record, immunization record, emergency release form, and permission to participate form must be completed by the parent(s) or guardian(s) prior to attending

### Monthly Tuition Rates

#### **Preschool**

#### **Toddler**

**(2 1/2 +)**

#### **(1-3)**

\$120: two days per week (one 3 hr. session)

\$140

\$180: three days per week (one 3 hr. session)

\$210

\$240: four days per week (one 3 hr. session)

\$280

\$300: five days per week (one 3 hr. session)

\$350

\$240: two full days per week (8:30am–3:30pm)

\$280

\$360: three full days per week(8:30am–3:30pm)

\$420

\$480: four full days per week (8:30am–3:30pm)

\$560

\$600: five full days per week (8:30am–3:30pm)

\$700

\$320: Kindergarten (12:00—4:00pm)

\$100: Registration Fee for Kindergarten

We offer afterschool program ( \$10 per hour—1 hour minimum)

### **Fees and Tuition**

Preschool tuition is due by the *end of the month* as indicated on the contract, even if a child is absent.

- † A \$25 fee will be assessed for all returned checks.
- † \$50 late fee on all past due tuition.

Fees are based on the total year's expenses. Expenses are incurred even if your child is absent due to illness or vacation. **NO RE-FUNDS** will be given for vacations taken while school is in session. Extenuating circumstances need to be addressed in writing to request a variance before payment is due. This request will then be presented to the Parish School Board for consideration.

### **Withdrawal**

Tiny Treasures Preschool must be notified that a child is being withdrawn from the preschool **10 days in advance**. If the preschool is NOT notified 10 days prior to a child being withdrawn, the child's parent(s) or guardian(s) will be held accountable for regular tuition plus any late fees incurred.

Emergency withdrawals will be taken into consideration.

If payment is not made by the end of the month, then a child will be considered withdrawn from Tiny Treasures Preschool and their slot may be filled by another student. Full tuition payment, as well as any other fees incurred, are still due. A \$50 per month fee may be added to all outstanding balances. Upon payment of **all** outstanding balances, the child will be put on the waiting list (if applicable) and can enroll again.

### **Dismissal**

Tiny Treasures Preschool reserves the right to dismiss any child from the preschool program after a month of attendance, should that child be:

1. Uncontrollable
2. Disruptive
3. A threat to other children

### **Dress**

Please dress your child appropriately for weather conditions as we plan to be outside every day. Please dress your child for comfort during activities and warmth on colder days. All clothing should be age appropriate and no revealing clothing will be permitted. We recommend children not wear open shoes, such as flip flops or sandals due to safety concerns. Tattoos are **NOT** allowed and must be covered while at school.

Parents need to supply a change of clothing, which will be kept in each child's backpack so that wet or soiled clothes can be changed promptly.

**Children are involved in activities that are messy, please dress them accordingly.**

### **Discipline**

Disciplining children, while guiding them with love and respect, helps them develop social skills, self-esteem, an inner sense of self-control, and responsibility. Tiny Treasures endeavors to cultivate positive relationships between children, staff and families.

The first approach to discipline is to allow the child to try and solve the problem with necessary guidance. Our goal is to help each child learn to ultimately self-regulate his or her own behavior in a socially acceptable way and gain a positive sense of self-worth in the process, all the while maintaining a socially and emotionally respectful environment.

When a child is having a difficult time following directions or treating others or equipment with respect, the following developmentally appropriate guidance techniques will be used in various combinations to bring about responsibility for their behavior: positive reinforcement, modeling, setting rules and limits, offering choices, diversion, redirection, problem solving, natural and logical consequences, and cool-down strategies. The utmost care will be taken to be consistent and fair in the management of each child's behavior. Each situation will be evaluated by considering the age, developmental level, and personality of the child, as well as the severity of the circumstance.

### Personal Belongings

Each child needs to bring a backpack labeled with his or her name. Each child's personal belongings should be labeled and in his or her backpack. Labeled items (gloves, mittens, hats, etc . . .) are less likely to get lost, and will be returned to the child if found.

### Diapering & Toileting

Toilet training is a condition of normal preschool enrollment. However, exceptions can be made in accordance with the Americans with Disabilities Act. Generally, parents should provide a change of clothing for their children in case of toileting accident. Tiny Treasures has clothing available for these situations if required. This does not apply to toddlers.

### Sunscreen Policy

Tiny Treasures does NOT apply sunscreen unless provided by the parents along with written instructions for its desired application. (Children over 4 years of age may self-apply sunscreen with staff supervision.) New state rules mandate the use of sunscreen or another form of parent approved sun protection for all children. Parents MUST provide sunscreen or another form of sun protection.

### Kindergarten and Older Children

Although kindergarten aged children and older after school children occasionally interact with preschool children, Tiny Treasures aims to keep these children separated to provide each an age appropriate educational experience for each distinct group. The program schedules for each group provide the outline for their unique developmental differences. Older children are never allowed to bully younger children but taught to help, teach and appreciate them.

### Parent /Teacher Conferences

Records of children's behavior, progress, and social and physical needs will be kept for each child. Conferences will be held upon parent or teacher request. Good communication between parents and staff is essential. Staff is available before and after school.

### Illnesses

Health is a basic part of our program. It is never too early to begin good health habits.

Parents need to inform Tiny Treasure teachers at the time of application and continue to inform them of any special medical conditions so we can be a vital link of support and assistance, and informed about any special circumstances (i.e.: diabetes, asthma, allergies).

**For the health, safety, and well-being of all children, a child who is ill, or not well enough to play outside (fever, diarrhea, vomiting, skin eruptions, sore throat, severe cold or flu) should not be sent to school.** If an ill child arrives at school, he or she will not be permitted to stay for class. If symptoms of an illness are observed during school hours, the child will be isolated from the group until a parent or other authorized person has been contacted. The child will then be sent home.

If your child has been exposed to a **contagious illness**, please inform the teacher and director immediately. Parents will be informed promptly if their child has been exposed to any contagious illness at school. The contagious child's identity will be kept confidential. According to state law, any child with chicken pox must not be readmitted to school until all eruptions are completely scabbed over. Likewise, when a student has been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, or shigella, the local department of the State Department of Public Health and Environment, all Tiny Treasure Preschool staff members, and all parents and guardians of children enrolled at Tiny Treasures Preschool must be notified.

## Injuries

All Tiny Treasures Preschool staff members are **certified in First Aid and CPR**. First aid will be administered to any child who receives a minor injury. In case of a serious injury, we will make an immediate attempt to contact a parent or guardian. If necessary, we will also call an ambulance or take the child to the doctor. The parents are responsible for any resultant expense. Tiny Treasures Preschool will maintain a signed medical authorization form on file, agreeing to this provision.

## Medication

Tiny Treasures Preschool strongly recommends that any medications be taken before or after school.

All staff has been trained in administration of medications. If necessary, we can administer medication to your child at your request, providing that the Colorado State guidelines are strictly followed:

*Prescription medication must be in the **original pharmacy container** which is clearly labeled with the prescription number, name of the medication, date filled, physician's name, child's name, and directions for dosage. Over-the-counter medications need to follow the same guidelines (including sunscreen). Any expired dated medications will need to be replaced.*

All medications will be locked up and records will be kept of times and doses administered. Cough drops are NOT permitted because they pose a choking hazard. Emergency medications, such as inhalers and epinephrine, will be stored in the classroom in a location accessible ONLY to trained staff. Child administration of any medication, especially inhalers and epinephrine, requires a written contract in accordance with their health plan.

## Arrival/Pickup

All children MUST be signed in upon arrival and out upon departure each day. Only persons authorized by the parent on the Registration form are permitted to pick up a child from Tiny Treasures Preschool. If your child will be picked up by someone other than noted on the form, you must notify the staff. A person must be 18 years of age to pick up a child, unless they are the child's parent. Tiny Treasures is a secure facility, all doors are locked, so please use the northwest entrance.

## Early Arrivals

Please understand that the time prior to classes starting is preparation time for the teachers. Additional charges may occur if we are expected to watch your child prior to 8:00 a.m.

## Late Arrivals

If a child arrives late on a normal school day, he or she must be signed in as usual, including the time of arrival. The parent or guardian will need to notify a staff member of the child's arrival and help the child join class without major disruption.

If a child arrives late on a day in which the class has already left for a special activity or field trip, Tiny Treasures Preschool will not be responsible for the child and he or she should not be left at school. Parent(s) and guardian(s) will be given advance notification of any special activities planned away from the school.

## Late Pick-ups

Please pick up your child on time. Tiny Treasures reserves the right to add a fee for late pick-ups.

There may be a \$10.00 charge when children are picked up 30 minutes late, if parent is an hour late the charge will be \$30.00.

If there is an emergency, please call Tiny Treasures Preschool as soon as possible.

All day preschool is available if that better fits your schedule. Please speak with the Director about our flexible scheduling.

## Visitors

All visitors to Tiny Treasures Preschool shall sign the Visitor's log at the Sign-in Table. Visitors other than parents must supply their address, phone number, and purpose of visit. Identification will be required of all persons unknown to the Tiny Treasures Preschool staff. *Parents and guardians are welcome and encouraged to visit anytime the preschool is in session.* It is expected that these visits will be non-disruptive to the preschoolers' learning.