



Nativity Preschool
1900 Stanford Avenue
St. Paul, MN 55105
www.nativity-mn.org

Principal: Ms. Kate Wollan (651)699-1311 kwollan@nativity-mn.org
Assistant Principal: Mrs. Sandy Kane (651)699-1311 skane@nativity-mn.org
Preschool Director: Ms. Barbara Thukral (651)699-1311 bthukral@nativity-mn.org

Half Day Teacher MWF AM/ PreK:

Ms. Carolyn Dierberger
cdierberger@nativity-mn.org

Half Day Teacher TTH am:

Ms. Barbara Thukral
bthukral@nativity-mn.org

Teacher Assistant

Ms. Jovanna Funk (PM)
Ms. Maureen Krumm (AM)

Program Hours:	A.M. Preschool (MWF// TTH)	8:15am- 11:00am
	Lunch Bunch	11:00am-11:45am
	PreK (Mon-Thurs P.M.)	11:45am-2:30pm

Philosophy

Nativity Preschool is devoted to children playing, learning, and growing together in Christ.

Mission Statement – Nativity Preschool

Nativity Preschool is a partnership of students, parents, teachers and staff dedicated to educating each child in the Catholic faith, helping each child develop intellectually, spiritually, socially and emotionally, and preparing each student for a successful Kindergarten experience.

Welcome to Nativity Preschool

At Nativity Preschool we are dedicated to fostering a warm and encouraging environment where children will PLAY, LEARN, and GROW, together in Christ.

PLAY-time allows children to develop their imaginations and explore their surroundings. Through free play, joyful imitation, daily outdoor time, and engaging activities that protect childhood innocence while instilling a lifelong love of education, we begin laying the footprints for cognitive development.

Our teachers desire for your child to LEARN through hands-on exploration of nature and art, developmentally appropriate experiences with literacy and math, and creative bi-weekly thematic units. Children will gently discover the world around them as we nurture their inquisitive nature and develop those innate characteristics that will serve them in their future academic years.

We are committed to helping your children GROW in their love of Christ. Our fun and creative religion curriculum offers opportunities for your child to learn about Jesus, the Saints, and how we all fit together in this great big world, that isn't really so big after all.

Thank you for entrusting your child in our care. We look forward to a year of adventure and excitement!

Barb Thukral
Preschool Director

Program Plan

Nativity Preschool is open to toilet trained children ages thirty-three months to kindergarten.

Nativity Preschool is licensed to serve 20 students in each class, for a total of 60 kids over the three half-day offerings. Three year olds attend on Tuesdays and Thursday mornings 8:15 AM-11:00AM; four and five year olds attend on Monday, Wednesday, and Friday mornings 8:15 AM-11:00AM; we offer a Prekindergarten for children who intend to be kindergarten ready for the following school year on Monday, Tuesday, Wednesday and Thursday afternoons 11:45 AM-2:30 PM.

Nativity Preschool has a program plan on file. Parents can contact the director if they would like to review it.

Curriculum

Nativity Preschool builds a curriculum based on the idea that in order to become lifelong learners eager to learn in the school setting, kids must first learn to love the school setting. We strive to offer a play-based, thematic curriculum through lesson plans that promote development and growth:

- Intellectually
- Spiritually
- Socially
- Emotionally
- Of small and large motor skills

Enrollment Forms

The following forms **must** be on file before a child's first day.

1. Enrollment Form
2. Nativity Preschool Emergency Information
3. Health Care Summary
4. Immunization Form
5. Tuition Contract via the FACTS Tuition Management system
6. Student Release Form for pick-up

Communication

At Nativity Preschool we are committed to clear communication. Children will be given a folder on their first day of preschool. This folder is to be kept in the backpack as a means for regular communication. Weekly newsletters will offer a summary of the past week's activities, as well as a brief look ahead to upcoming events. Emails and fliers are sent for important information and community events. Parents are responsible for reading the information in their child's folder and via email.

Parents are encouraged to share information with the lead teacher or director via phone calls, emails, or face-to-face communication. Any concerns regarding an experience or event at preschool should be

shared with the director and/or lead teacher. Parents of enrolled children may visit the center at any time during the hours of operation.

The curriculum of Nativity Preschool is designed to support children socially, emotionally, physically, creatively, spiritually, and cognitively. Children are observed and evaluated throughout the year, in a manner that is specific to each child. Evaluation allows teachers to see areas that children are excelling, and those that need more direction. They also serve parents as a measure of comparison of their own child to his/her own self. Teachers use the information gathered to adapt activities and lesson plans to the needs and interests of the children in the class.

Parent-Teacher Conferences

Twice a year, parent-teacher conferences are offered to discuss a child's intellectual, physical, social, and emotional development and to share these evaluations and observations. Parents or teachers may request a conference at any time during the year to discuss particular concerns. New in 2017, lead teachers will phone conference with every family in early October.

In the course of evaluation of a child, if it is determined that a child needs a referral for additional screening, the teacher and director will meet with parents in a conference to share concerns and to refer the parents to the appropriate resources. If a child requires additional services, staff members work with the organization providing the services and the parents to assure continuity.

Drop-Off/ Pick-up Procedures

A parent or other adult will be responsible to bring their child to the Stanford entrance of the Nativity Preschool, between the school and the church. Students will wait at the doors to enter the building as a class, happily leaving their parents behind. Curbside drop-off will also be an option for those who wish. Parents should never leave their child unattended. A Nativity Preschool staff member will escort all children from their vehicle to the outdoor waiting space.

- Morning program start time is 8:15am. Children can be dropped off from cars with the Nativity Preschool placard beginning at 8:10 am. All children should be gathered at the Stanford doors by 8:15am, but no earlier than 8:10. Those arriving after 8:15 am must use the preschool door buzzer to be let into the building. Parents must then escort their child to his/her cubby and into the classroom.
- Morning pick-up time is 11:00am, *unless* your child will be attending Lunch Bunch. A Nativity Preschool staff member will bring all children to the Stanford entrance doors by 11:00am. Parents can pick-up at doors, or again using the drive thru pick-up with Nativity Preschool placard in the window of the car.

- Afternoon start time is 11:45 am. Children can be dropped off from cars with the Nativity Preschool placard at 11:45 am. All children should gather at the Stanford doors by 11:45 am. Those arriving after 11:45am must use the preschool door buzzer to be let into the building. Parents must then escort their child to his/her cubby and into the classroom. (Children attending Lunch Bunch will arrive at 11:00am, and can be escorted into the building by a parent, at the Stanford doors.)
- Afternoon pick-up time is 2:30pm. A Nativity staff member will escort all children to the Stanford doors at this time. Children can be picked up at the doors or by a parent/adult in a vehicle with the Nativity Preschool placard in the window.

Release of Children

We must have authorization to release your child to someone other than a parent or guardian, or person listed on the purple “authorized pick-up” sheet. Please notify Nativity Preschool in writing, email, or by phone if someone different is picking up your child. Staff will ask for picture identification for any person they do not recognize.

If there is someone who is specifically not allowed to pick up a child, the program must be notified in writing on the purple “authorized pick-up” sheet. Copies of legal documentation must be provided to the program before a staff member can prevent a child from being picked up by a non-custodial parent.

In the event that your child is still at Nativity Preschool beyond your child’s end-of-day and we have not heard from you, we will take the following steps:

- 1. Attempt to reach parent/guardian at cell, work or home.**
- 2. Call the people listed as emergency contacts on the emergency card.**
- 3. Call Social Services.**

Parents are expected to call the program if they will be late.

In the event that a person picking up a child is considered incapacitated, the staff will contact the emergency contacts. If the person resists, the staff will call 911.

Change of Contact Information

The Nativity Preschool director should be notified immediately of any change of address, telephone numbers, change of emergency contacts or their information, and employment.

Provision of snacks and meals

Nativity Preschool serves a snack in all half-day programs.

Healthy snacks are provided by the Nativity School hot lunch program throughout the school year.

Children in both the morning and afternoon programs are invited to attend Lunch Bunch on their school

days. Students will provide their own cold lunch to be eaten in the classroom from 11:00 am-11:45 am with their teachers and 5th Grade student helpers. Please refrain from sending juice boxes/pouches, as they tend to be very high sugar. Nativity Preschool will offer milk and/or water for all students. The fee for Lunch Bunch is \$7.00/ day. Nativity Preschool will bill families on the first day of the following month. The Lunch Bunch fee can be paid online via FACTS.

What to Bring

Children must bring a backpack to and from school each day. This is the best way to transport crafts, papers, clothes, etc. Children need to have a complete change of clothes, including socks and underwear, in a large labeled plastic baggie in their backpack. Toys and personal belongings should not come to school. Security items (blankets and stuffed animals) are welcome but should **remain in backpacks**. Pacifiers are not allowed at preschool. All personal items brought to school should be labeled.

What to Wear

All children should wear durable clothing that they can put on and off by themselves. The focus of our day is on play and children get dirty and messy and should be dressed appropriately. Sandals, crocs and open toes shoes are not allowed. Children should wear shoes that fit well and encourage self-sufficiency (such as Velcro shoes or slip-ons). Children play outside everyday so appropriate outdoor clothing must be worn. Uniforms are not required. Clothing that display inappropriate or violent images are not allowed. All clothing items brought/worn to school should be labeled.

Parental Volunteer Opportunities

Nativity Preschool welcomes parents to share in the experience of their child's classroom. Many volunteer opportunities will be available inside, and outside, the classroom setting. Our preschool program utilizes volunteers for planning parties, chaperoning field trips, helping with community events, and at the Nativity County Fair. Emails regarding volunteer opportunities are sent on an as-available basis. Parents who choose to volunteer directly with the children (ie. Field trip chaperone, class parties, etc.) need to comply with the Archdiocesan Protecting Youth and Children Initiative (PYCI), which includes a background check and attending a Virtus session. The Archdiocese on a regular basis offers Virtus trainings. Please contact the preschool director for more information. Those that become regular volunteers will also be given a brief orientation to the classroom policies and procedures for safety, health, etc.

Parents may also be asked to participate in the Preschool Advisory Committee to assist in decisions affecting the half-day preschool.

Written permission for field trips

On occasion, children will be taken off-site for field trips. These may be walking field trips or they may require

a bus. These adventures are an important part of a young child's learning experience. Advanced notice of field trips will be given as soon as possible, and all children must turn in a signed permission slip before they can attend the field trip. To help offset the cost of the bus and/or trip, an additional fee may be charged. This fee is due with signed permission slip.

In addition to off-site field trips, the program works with Nativity of Our Lord School and the church community to offer onsite cultural and educational experiences. These include faith-based events, visiting artists, plays, band concerts, and local naturalists and community resources.

Sick care procedures/ Administration of First Aid

Health and safety are important elements of a safe learning environment at Nativity Preschool. A current Health Care Summary and Immunization Form must be on file before your child can attend their first day. Parents should notify staff of any special medical conditions and they must update their child's immunization form throughout the year, as needed.

A child cannot attend Nativity Preschool if they are ill or if they exhibit any of the following conditions:

- Thick mucus or pus draining from eye or nose
- Chicken pox virus that is still infectious
- Vomiting two or more times in the previous 24 hours
- Has had two or more abnormally loose stools in the previous 24 hours
- Contagious pink eye
- Harsh or persistent cough
- Lice, ringworm or scabies
- A temperature over 100 degrees in the previous 24 hours
- Undiagnosed rash
- Unexplained lethargy
- Respiratory distress
- Not able to participate in program activities with reasonable comfort
- Requires more care than staff can give without compromising the health and safety of the other children

Should a child exhibit any of the above symptoms while at Nativity Preschool, a parent will be called to pick up the child. The ill child will be separated from the other children and attempts will be made to comfort the child with activities and supervision at all times. The area of separation will be in the main school Nurse's Office.

If a child becomes sick or injured while at Nativity Preschool, every effort will be made to contact the parent by phone and/or email. If we cannot reach the parents, we will call the persons listed as emergency contacts. If a child is seriously injured, staff will call 911 and administer first aid until a responder arrives. Parents will be contacted and, if necessary, the child will be transported by ambulance to the hospital indicated on the registration form. A staff person will stay with the child until a parent arrives.

Whenever there is an incident that results in injury, an incident report is prepared. Parents should sign the report and may request a copy. Incidents are recorded and monitored for ongoing safety or behavior issues.

Parents are notified if there is an outbreak of infectious or communicable disease. Parents are required to notify Nativity Preschool within 24 hours if their child is diagnosed with a contagious disease or infection.

Administration of medicine

Written permission from the child's parent or guardian is required before staff will administer oral or topical medicine. A signed note from the child's doctor or dentist must accompany prescription medications. This form must contain directions for administering medication. All medication must be in their original container with label intact. Parents must sign a written permission form before over the counter (OTC) medication can be administered. Please do not send medicine with your child to keep in their backpack for self-administration. This includes cough drops, inhalers, and epi-pens.

Behavior Guidance

Nativity Preschool is committed to providing a safe, secure and healthy learning environment for all children. To achieve this environment and safeguard the safety of the children and the staff, Nativity Preschool expects children to exhibit appropriate and acceptable behavior and strives to help children learn to behave in appropriate ways.

Adults and/or other children provide Nativity Preschool children with positive models of acceptable behavior. Such behaviors are recognized and reinforced. Behavior expectations are discussed regularly with the children.

Behavior guidance is appropriate to the development level of the children served and protective of their safety and that of the staff. The staff employs the following behavior guidance strategies:

- Instruction related to problem solving
- Eye contact

- Verbal direction
- Redirection
- Natural and logical consequences
- Removal from situation with which the child is having difficulty

Persistent Unacceptable Behavior

There are certain behaviors that are unacceptable within our program. These behaviors include biting, cursing, pinching, kicking, hitting, choking, or other actions that pose a threat to another child or adult. A staff person will immediately stop such behaviors. If their attempts to correct the behavior are not successful, the child may be separated from the group until they are ready to return to the group. Such a separation is communicated to parents in writing and will be documented. A child who persistently demonstrates any of these behaviors will be subjected to the following steps.

1. Staff will observe and record behaviors and the staff member's response to the behavior for two weeks.
2. If the above guidance strategies are not effective, a conference will be schedule with the parents, teacher, director and principal to establish a behavior modification plan.
3. If the unacceptable behavior continues for two weeks after the plan has been in place, the program has the right to require an evaluation and recommendation from a professional. The parents and staff together will review the recommendation. The parents and staff will cooperate to implement the recommendations.
4. If no behavioral changes occur, the program reserves the right to terminate the enrollment.
5. If parents are unwilling to participate in steps two and three, schooling may be terminated.

The Minnesota Department of Human Services requires that all licensed centers have behavior guidance policies prohibiting certain actions. Included in the prohibited actions are: subjection of a child to corporal punishment or emotional abuse punishment for lapses in toilet habits, the using of mechanical restraints, and the withholding of food, light, warmth, clothing, or medical care as punishment.

Grievance Policy

Clear and frequent communication between staff and parents is important for a good relationship. Parents are encouraged to contact the Preschool Director if they have a concern or if they feel that their child's needs are not being met. The following is the most effective procedure to follow to voice your concerns.

1. Parent should first contact their child's lead teacher or the director either verbally or in writing. The concern will be addressed within seven days.

2. If the individual making the complaint feels that it has not been properly addressed or if it is of a serious nature, the complaints should go directly to the director.
3. If after, contacting the director, the individual does not feel that the complaint has been properly addressed, they should submit their concern in writing to the school principal.

If steps one through three have been taken and the grievance or complaint has not been resolved, the individual has the right to inform the Department of Human Services. The phone number for the division of licensing is 651-431-6500.

Presence of pets

Nativity Preschool currently houses two hermit crabs and two Betta fish as pets. It is anticipated that a Guinea Pig will be added to the preschool by October 1, 2017. Additionally, parents are informed before any animal visits the preschool. Please do not bring any pets to the preschool without asking the director at least 24 hours in advance. Staff will supervise children closely in the event of a pet being in the classroom, and strict sanitary guidelines will be followed.

Written permission before research

Written notification will be shared with parents in the event that a child of Nativity Preschool is to be involved in any experimental research or public relations activity. Written parental permission is required before a child will be allowed to participate in such experimental or public relations activities.

Maltreatment of Minors*

All staff members are mandated by law to report any suspected physical abuse, neglect or sexual abuse to local county child protection services. Staff members should report the suspected behavior directly to the county, alerting the director that a claim has been made. Reports should be made to the Ramsey County Child Protection Services at 651-266-4500. If maltreatment is suspected to have taken place in a licensed child care facility, a report should be made to the Department of Human Services, Division of Licensing Maltreatment intake line at 651-431-6600.

“Physical abuse” is defined by the Department of Human Services as any physical or mental injury inflicted by a person responsible for the child’s care other than by accidental means, or any other physical or mental injury that cannot be reasonably explained by the child’s history or injuries, or any aversion or deprivation procedures that have not been authorized.

“Neglect” means failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter or medical care when reasonably able to do so, or failure to protect a child from conditions or actions which imminently and seriously endanger the child’s physical or mental health.

“Sexual abuse” includes threatened sexual abuse and subjecting a child to any act of sexual abuse.

* See additional Maltreatment of Minors information as provided by MN Dept of Human Services

Confidentiality

All documents provided by parents to Nativity Preschool are considered confidential and are treated as such. Files are kept locked and are available only to staff who work with the child. Before sharing information with any agencies or programs outside of Nativity, staff will obtain written consent from parents or legal guardians. Staff members only discuss matter pertaining to a child with parents or legal guardians unless specific permission has been given.



We accept the rights and responsibilities of being a member of the Nativity Preschool. We understand the program goals and code of conduct and will follow the guidelines defined in the parent handbook found on the Nativity Preschool website. Please note that changes are made to this parent handbook annually.

Parent Signature

Date

Child's Name

Please return to your child's teacher on the first day of school.