

**NATIONAL LUTHERAN SCHOOL ACCREDITATION  
STANDARDS BASED CUMULATIVE ANNUAL REPORT/School Improvement Plan**  
(Please use this form and complete on computer.)

**Part I: Basic Information**

School: Loving Shepherd Early Learning Center      Address: 5501 Glenwood Avenue      City: Golden Valley State: MN Zip: 55422

LCMS District: MN South      School e-mail address: [earlylearningcenter@gvlc.net](mailto:earlylearningcenter@gvlc.net)      School Administrator: Brenda Lovhaug

Co-accredited by (if applicable):

Report is for year (Circle one) 1 2 3 **4** 5 6 (Time to Re-apply)      Date of most recent NLSA site visit: April 25-26, 2016

**Administrator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**School Board Chair's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(By this coming from the email address above I state that each recommendation in the Visiting Team Report either has or will receive serious consideration for action.)

**This report is due in your district office no later than May 15. The district accreditation committee will review by June 15.**

**The annual fee is due in the NLSA office no later than October 15.**

**Part II: List any significant School Improvements or Changes this year: (Fill in as needed.)**

**June 2016 – After a two year vacancy, Pastor Kurt Weber was installed as the Pastor at Golden Valley Lutheran Church.**

**September 2017 – Loving Shepherd Early Learning Center partnered with Meadowbrook Elementary School (public school directly across the street) to meet the needs of families who were on a waiting list for Before and After School Care.**

**April 2018 – Loving Shepherd committed to offering summer school age care to continue meeting needs of families in the community.**

**Summer 2018 – Loving Shepherd Early Learning Center renovated our playground to ensure that the depth of woodchips met the required standards of 12 inches.**

**Part III: Recommendation Report: (List any Major Deficiencies first.) (To move to the next column, click "Tab.")  
(Parenthetical comments are samples of how the form is to be completed.)**

<b>Section &amp; Standard Number</b>	<b>Visiting Team Concern and Recommendation</b>	<b>Target Year</b>	<b>Year Addressed</b>	<b>Action Taken</b>
<b>1 Statements</b>	<p><b>The philosophy statement of the center is not easy to remember. (1,2 3) (Indicator 1.08)</b></p> <p>Develop a tagline from the existing statement which is short and easy to remember. (Example Touching lives with God's love.)</p>	<b>2018</b>		<b>Fall 2018 Golden Valley Lutheran church updated their Mission Statement. LSELC is now discussing changes to our mission statement and philosophy to be in line with GVLC's.</b>
<b>1 Statements</b>	<p><b>A tagline is not used on promotional materials, brochures, and other publications. (3, 4) (Indicator 1.08)</b></p> <p>Use a strategically developed tagline consistently on all publications and materials, including church newsletters, bulletins, website, and facility décor.</p>	<b>2018</b>		<b>Fall 2018 Golden Valley Lutheran church updated their Mission Statement. LSELC is now discussing changes to our mission statement and philosophy to be in line with GVLC's.</b>
<b>2 Relationships</b>	<p><b>There is not a strong collaborative approach for the inclusion of key church staff to be involved in daily ministry to staff, children and families. (1, 2, 3, 4) (Indicators 2:26, 2:27)</b></p> <p>Utilize GVLC staff in key areas of daily LSELC operations with the purpose of building and maintaining relationships with staff, children and families. (For example, morning / afternoon greetings, parking lot supervision, classroom visits)</p>	<b>2017</b>	<b>2018-2019</b>	<b>This happened somewhat naturally as GVLC an LSELC worked together to create an Emergency Preparedness Plan that would work for the church and the center regardless of what day of the week of time of the day. We put in a "Welcome Desk" which has a staff person attending it every morning and afternoon during the main drop off and pick up times. This has allowed the church staff to get to know the parents as well as the children.</b>
<b>2 Relationships</b>	<p><b>Few staff members have strong connections with GVLC or their respective parish. (1, 2, 3, 4) (Indicators 2:21, 2:22)</b></p>	<b>2018</b>	<b>2018</b>	<b>2018 We have been able to hire staff members who have a faith relationship and attend their own church. Our new pastor sees the importance of this and makes weekly staff Bible Study a priority.</b>

	In cooperation with GVLC staff, implement a “Lutheranism 101: What it Means to be Active in My Church” professional development event. (Could be included as part of start of year orientation.)		2020	<b>All staff attend a ½ hour bible study every Tuesday afternoon.</b>  <b>LSELC’s current board chair has made a priority of connecting LSELC staff and parents with the GVLC members.</b>
<b>3 Administration</b>	<b>The governing board has not utilized a systematic needs assessment process in order to gauge future planning.</b> <b>(1, 2) (Indicator 3.21)</b>  Utilize a needs assessment to work in identifying future needs and goals.	2018	2019/2020	<b>April 2019 Board discussed and decided to start a contingency fund. Goals have been set to replace high ticket items throughout the building.</b>  <b>In December 2019 and January 2020 LSELC purchased a new commercial dishwasher/sanitizer and 6-burner stove/oven for the kitchen.</b>
<b>3 Administration</b>	<b>Due to special circumstances, annual reviews for all staff members were not completed.</b> <b>(1,2) (Indicator 3.14)</b>  Complete all staff reviews annually.	2017	2018	<b>May 2018 – Annual evaluations are currently being completed with all staff.</b>
<b>4 Personnel</b>	<b>Professional growth plans are not evident as part of staff reviews.</b> <b>(2, 4) (Indicator 4:04)</b>  Include professional growth plans as part of annual staff reviews.	2017		<b>2019 We are researching various resources that are available on-line which will give specific training on different topics for staff development.</b>  <b>May 2020 LSELC staff are completing on-line training through Develop so help LSELC get its Parent Aware rating.</b>
<b>4 Personnel</b>	<b>All staff members are not members of an early childhood organization.</b> <b>(1, 2, 3) (Indicator 4:06)</b>  Require staff membership and / or participation in early childhood organizations.	2018	2018	<b>May 2018 – Lead teachers have been given the choice of a paid membership with Lutheran Education Association (LEA) or National Association for the Education of Young Children (NAEYC). Any resources that they receive because of this membership, they are encouraged to share with their team.</b>

<p align="center"><b>5</b></p> <p><b>Teacher/Child Relations</b></p>	<p><b>Culturally responsive teaching practices that demonstrate appreciation of various cultures are not evident at LSELC.</b> <b>(1, 3) (Indicator 5:16)</b></p> <p>Provide additional authentic opportunities for children, families, and staff to share their cultural backgrounds.</p>	<p align="center"><b>2017</b></p>	<p align="center"><b>2019</b></p>	<p><b>A Spanish speaking mom offered to teach Spanish to the preschool aged children.</b></p>
<p align="center"><b>5</b></p> <p><b>Teacher/Child Relations</b></p>	<p><b>Opportunities for staff and children to openly and regularly share their Christian faith were not evident.</b> <b>(1, 3) (Indicator 5:01)</b></p> <p>Incorporate natural faith discussions with children and families throughout the day.</p>	<p align="center"><b>2018</b></p>	<p align="center"><b>2017-2018 2020</b></p>	<p><b>October 2017 through May 2018 - Golden Valley Lutheran Church and Loving Shepherd Early Learning Center started on the Bible Study <i>The Story</i>. Everyone was reading and learning about the same Bible stories at the same time. All staff had the opportunity to leave a classroom during naptime and attend a ½ hour Bible Study led by Pastor Kurt. We are continuing this opportunity because we saw staff grow in their faith and share in their small group which is a first step in being able to share with children and families.</b></p> <p><b>LSELC gives each preschool child (3-5 years old) a children’s Bible which is the same Bible that is used at Jesus Time. In weekly newsletters the teachers share the Bible story of the week and where it can be found in the Bible. This provides an opportunity for parents to be involved in the child’s faith development.</b></p> <p><b>May 2020 LESLC families were personally invited to join a discussion group during the Red Letter Challenge event.</b></p>
<p align="center"><b>6</b></p> <p><b>Indoor/Outdoor Environment and Health</b></p>	<p><b>The lunchroom hand washing sink does not accommodate the needs of the students in a timely manner.</b></p>	<p align="center"><b>2016</b></p>	<p align="center"><b>2016</b></p>	<p><b>December 2016 - LSELC installed a 3-faucet trough sink to help alleviate the congestion of classes going in and out</b></p>

<p><b>and Safety</b></p>	<p><b>(2, 3) (Indicator 6:10)</b></p> <p>Install two larger sinks or a trough type sink to alleviate the congestion of classes going in and out of the lunch area. Extend the tiled lunch area to accommodate the increased size of the sinks.</p>			<p><b>of the lunch area. We also purchased two step stools with handrails and sides to help the smaller children reach the water.</b></p>
<p><b>6 Indoor/Outdoor Environment and Health and Safety</b></p>	<p><b>The lighting in the two older classrooms and the lunchroom is dim. (2, 3) (Indicator 6:13)</b></p> <p>Update the lighting in the two classrooms and the lunchroom to brighten up those spaces.</p>	<p><b>2018</b></p>	<p><b>2018</b></p>	<p><b>2017 – Bids are being gathered but no action has been taken.</b></p> <p><b>2018 – Lights in all the classrooms and hallways were replaced with LED energy efficient bulbs. The lunchroom will be addressed at a future date.</b></p>
<p><b>6 Indoor/Outdoor Environment and Health and Safety</b></p>	<p><b>Although food allergies are posted on the lunch table where a child sits and a on a chart in the kitchen there are no pictures in either location of the child with the allergy. (3) (Indicator 6:37)</b></p> <p>Create a chart that includes a picture of each child which will be an additional safeguard especially when a substitute staff person is working.</p>	<p><b>2017</b></p>	<p><b>2017</b></p>	<p><b>May 2017 - A magnetic white board was made to include the child's name, photo, classroom, and allergies. A picture was also added to the child's name plate at the table.</b></p>
<p><b>6 Indoor/Outdoor Environment and Health and Safety</b></p>	<p><b>Hand sanitizer was potentially accessible to children on a cart in the Large Motor area. (3) (Indicator 6:28)</b></p> <p>Remove hand sanitizer from locations where children may gain access.</p>	<p><b>2017</b></p>	<p><b>2017</b></p> <p><b>2019</b></p>	<p><b>May 2017 - Hand sanitizer was placed in a plastic Rubbermaid shoe box with a hole drilled on each side so that a kid safety lock (the kind that is used on a cabinet) could be used to keep the hand sanitizer from being accessed by children and yet it was available for teachers when needed after wiping noses.</b></p> <p><b>We put a box on the wall (approx. 4 ½ feet) to hold emergency supplies (spray bottles, gloves, and hand sanitizer).</b></p>

<p><b>6</b> <b>Indoor/Outdoor Environment and Health and Safety</b></p>	<p><b>Drop-off and pick-up parking procedures need to be clarified. (3) (Indicator 6:30)</b></p> <p>Establish and communicate an official drop-off and pick-up procedure to ensure additional safety precautions.</p>	<p><b>2016</b></p>	<p><b>2016</b></p>	<p><b>July 2016 - GVLC/LSELC worked with the City of Golden Valley and purchased the appropriate signs in the parking lot defining where parents could park (fire lanes, handicap signs, etc.) Curbs along the driveway and parking lot were also painted yellow depicting a fire lane. We also addressed the concern in a letter to families. There is no longer confusion and safety concerns at drop off and pick up times.</b></p>
<p><b>7</b> <b>Curriculum</b></p>	<p><b>Teaching aids intended for children to see are posted on cabinet doors that are too high for children to see. (3) (Indicator 7:08)</b></p> <p>Display teaching aids on walls at children's eye level.</p>	<p><b>2017</b></p>		<p><b>2019 Teaching aids have been adjusted so they are at children's eye level.</b></p>
<p><b>7</b> <b>Curriculum</b></p>	<p><b>Lesson plan books that are intended for staff planning are used as a communication piece for parents. (2) (Indicator 7:22)</b></p> <p>Develop a professional lesson plan format to be used in conjunction with weekly newsletter parent communications.</p>	<p><b>2017</b></p>		<p><b>Teacher lesson plan books are available for parents to see what is being planned for the day and week.</b></p>
<p><b>MN Addendum</b></p>	<p><b>Pictures of single children and adults of different races can be seen in each classroom but pictures depicting various family structures, differing abilities and cultures are not as prevalent in each classroom. (3) (Indicator MN:03)</b></p> <p>Uniformly display pictures and labels of varying family structures, differing abilities and cultures.</p>	<p><b>2017</b></p>		<p><b>Pictures of LSELC families are displayed in all classrooms. These include families where the parents are divorced, parent paralyzed from a diving accident, and families from a variety of cultural backgrounds. Others can be seen in children's books that are rotated throughout the year.</b></p>

**TO ADD LINES TO THE TABLE FOR MORE CONCERNS AND RECOMMENDATIONS, PUT THE CURSOR IN THE LAST (BOTTOM RIGHT) BOX AND CLICK "TAB."**