

# **SCANDIA PRESCHOOL PARENT HANDBOOK**

Teacher Amy (651) 755-5058

Preschool Classroom (651) 433-3195

Elim Church (651) 433-2733

## **GENERAL PROGRAM CONCEPTS**

As an outreach program of Elim Lutheran Church, Scandia Preschool will be open to the community at large on a first come, first serve basis. All children will be welcomed and given equal opportunity regardless of sex, religion, or race. It is the objective of Scandia Preschool to provide enriching experiences to help each child develop spiritually, physically, emotionally, cognitively and socially. The School is licensed through the State of Minnesota. As part of Elim Lutheran Church, the Preschool will celebrate religious holidays, incorporate Christian stories and say a table grace before snack.

## **ADMISSION**

We serve children 33 months of age up to Kindergarten. We ask that children be toilet trained before enrolling in preschool. The preschool program will be offered 2 days per week for 2 ½ hours each day. Sessions will be Tuesday/Thursday from 9:00-11:30. Additional days or times may be offered if class enrollment fills. The preschool will offer a Kindergarten Readiness class on Wednesday from 9:00-11:30 for students who will be entering Kindergarten the following fall. Scandia Preschool will follow the Forest Lake school calendar beginning the Thursday after Labor Day and ending the week before Memorial Day. All children will be welcomed and given equal opportunity regardless of sex, religion, race, creed, color, national origin, or source of payment.

## **CLOTHING**

Because of the wide range of activities, it is recommended that children be dressed in washable comfortable play clothing; shoes should have rubber soles and enclosed toes for safety reasons. Please remember that the children are taken outdoors, weather permitting, and proper clothing for the weather should be sent. All clothing should be marked with the child's name.

## **INDIVIDUAL ORIENTATION**

The parents of potential students are invited to visit our facility to observe our program. Please feel free to ask questions about our school. It is also important for the parent to share special needs of the child with the teacher and observe the child's room. At this time we will also give you an enrollment form and medical forms that will be filled out by the family doctor. Individual Meet & Greet sessions will be scheduled late in August. Children having special needs will be accepted if our staff feel qualified to meet those needs.

## **CONFERENCES**

Conferences will be offered in late fall and early spring to discuss your child and his/her preschool experiences. Information regarding the status of the child's intellectual, physical, social, and emotional development will be provided. The teacher is available anytime should a particular concern or question arise. Together we can better assure a more positive and satisfying environment for you and your child. Parents are welcome and encouraged to visit and participate in the classroom.

## **BEHAVIOR GUIDANCE**

Children should have positive role models showing acceptable behavior. Behavior guidance must be developed according to the developmental level of the child. The staff will redirect children and provide constructive solutions for conflict. Children should be taught how to use acceptable alternatives to problem behavior to reduce conflict. All children and staff members shall be protected and provided a safe and secure environment. Consequences for unacceptable behavior will be handled immediately and have consequences directly related to the behavior. Persistent unacceptable behavior will be observed and recorded. The staff will meet to develop a program plan for the child. The parents of the child will be called for a conference to

discuss the plan and ask for input and cooperation. The children will not be subjected to any form of corporal punishment. The children will not be subjected to any form of emotional or verbal abuse. The children will not be separated from the group except when less intrusive methods have been tried and been ineffective. Any separation will be recorded in a log and the parent will be notified if the child has been separated three or more times in one day. The children will not be punished for lapses in toilet training. The withholding of food, light, warmth, clothing, or medical care will not be used as punishment. No child will be physically restrained except to protect the child or others from harm. No mechanical restraints will be used on a child.

### **FIELD TRIPS**

Supervised field trips are planned to places of educational interest for the children. Parent involvement is greatly appreciated. We will provide the same adequate, responsible adult supervision for field trips, as we would while in attendance at school. Parent permission will be required for each trip. A CPR trained staff person will be on all field trips. The first aid kit and emergency information will be taken.

### **STUDIES, PHOTOGRAPHS, AND PUBLICITY**

Occasionally, organizations contact preschools for the purpose of conducting research or surveys. Should the director of Scandia Preschool decide to take part in any such study, parents will be notified. Photographs of the children participating in our preschool may be taken from time to time and could appear in newspapers or on our website. If you do not wish for your child's photograph to be printed, please inform the teacher.

### **FEES**

Tuition of \$110 per month for the 2-day program (\$150 for the 3 day program) will be due at the end of the first week of the month. A \$10 late fee will be charged if tuition is not received by the 15<sup>th</sup> of the month. The balance of the year's tuition may be prepaid at any time. Tuition is paid regardless of the child's attendance due to illness or injury. Special arrangements may be made for extended illnesses. If payment is not made within 60 days, without prior arrangements, I understand that my child will not be allowed to continue at Scandia Preschool until payment or arrangements to make payments is made. At the time of registration a one time per child non-refundable registration fee of \$50 will be due. The registration fee will not be subsidized by preschool scholarships. As part of the outreach of Elim Church, partial financial aid will be offered. The decision of who is to receive financial aid will be the responsibility of the preschool board upon recommendation and application of need statement.

### **WITHDRAWAL POLICY**

Because of the nature of the preschool, one-month's notice is requested for parents to withdraw a child from school. If less than one-month's notice is given, payment should be made for the following month. Exceptions can be made by approval of the preschool board for medical or other reason.

### **INSURANCE**

The school maintains liability insurance on the church insurance policy in excel of \$100,000/\$300,000.

### **CHILD PICK UP**

If your child must be picked up by someone other than the parent, the teacher must be notified in writing, or verbally if the pick-up person is listed on their emergency form. Please respect the pick-up time. When you are late, your child worries.

### **LATE PICK UP POLICY**

The staff of Scandia Preschool will follow these steps in handling late pick-ups. If a student is still waiting 10 minutes after class, a staff member will attempt to contact parents. If a parent cannot be reached, the staff will begin to contact the emergency contact persons. Parents and staff will meet to discuss any problem and possible solutions regarding schedules. A report of the late pick up meeting will be signed by parents and

staff and placed in the student's file. A copy of the report will go to the parents and the preschool board. There will be a \$10 late pick up charge for every 10 minutes after class. The \$10 is payable directly to the staff person who stayed after class to care for the child. Subsequent violations will be handled in a like manner. Repeated violations will be brought before the preschool board for additional action.

### **MEDICAL FORMS**

State regulation requires us to maintain medical records on each child. Each child's medical form must be returned within 30 days of the child's first day of enrollment. Immunization forms must be filled in, signed, be up to date, and in the child's file on the first day of class.

### **ILLNESS AND HEALTH POLICY**

Sick children are not permitted to attend school. Your child should be kept home from school if the following symptoms exist (this is to protect the other children):

- Temperature, contagious rash, or signs of general flu or cold virus conditions
- If the child has been exposed to any contagious disease, such as whooping cough, measles, mumps, chicken pox, diphtheria, or scarlet fever, it should be reported to the teacher immediately.

The school will notify all parents of an outbreak of a contagious disease.

If your child shows signs of illness while at school, he/she will be given a quiet space away from the group. The parents will be contacted and asked to take the child home as soon as possible. The emergency contact person will be called to pick up the child if the parents cannot be reached.

The teacher is required to take a certified First Aid and CPR class. The three basic aims of first aid are:

1. To keep the patient alive by knowing the ABC's of CPR (A-airway, B-breathing, C-circulation)
2. To prevent his/her condition from worsening.
3. To relieve anxiety, pain, and discomfort.

The teacher will remember that first aid is first aid only, consisting of measures to be taken before a nurse or doctor is able to take over. In the event emergency care is required due to an accident or injury, the parents and child's physician will be notified immediately. If necessary, local paramedic units will be called to take your child to Fairview Lakes Regional Hospital (Wyoming), Lakeview Hospital (Stillwater), or Osceola Hospital (Osceola).

In the event a child ingests a poisonous substance the staff will contact St. Paul Poison Control Center for instructions. Parents will be contacted immediately.

Medication will be administered by our staff under the following conditions:

1. Written instructions from a licensed physician or dentist.
2. The medication is in the original container with instructions for administering it.
3. Parents have filled out a medication form.

### **FOOD**

Nutritious snacks, food and beverage, are part of the program. Dietary needs and food allergies will be considered! Birthday treats provided by student and parents are welcome with prior arrangement.

### **PETS**

The school does not have any pets, however from time to time children do bring in a pet as part of show and tell with prior arrangement. In this case, the pet is in the room for 5 to 10 minutes with parental handling. Please inform the teacher if your child has any allergies to animals.

## **SCHOOL YEAR**

Scandia Preschool follows the Forest Lake District 831 calendar. Classes will start the Thursday after Labor Day and continue through the Thursday before Memorial Day.

2 Day Program (Preschool Age)                      Tuesday & Thursday 9:00-11:30

3 Day Program (Kindergarten Readiness)    Tuesday, Wednesday & Thursday 9:00-11:30

To register for the Kindergarten Readiness program, the child must be enrolled in the 2 day program and plan on attending Kindergarten in the fall.

## **BAD WEATHER CLOSING**

If Forest Lake District 831 is closed due to weather, the preschool will also be closed. Listen to WCCO or Lakes Radio, WLKX for announcements. There will be a telephone chain to notify parents or day care providers by 8:30am.

## **GRIEVANCE PROCEDURE**

If a parent has a grievance with the program or staff, the following steps should be taken:

1. Talk to the Teacher/Director/Aide, if no response is received within 2 weeks, then;
2. Bring the grievance to the preschool board, if no response is received within 2 weeks, then;
3. Bring the grievance to the Elim Church Council.

## **DRUG & ALCOHOL TRAINING**

All employees and classroom volunteers will receive training that prohibits these individuals from abusing prescription medication or being under the influence of a controlled substance or alcohol while providing care at Scandia Preschool.

MN Department of Human Services Telephone Number is (651) 296-3971

## **PARENTAL INVOLVEMENT**

When parents and staff work together, your child will benefit. Together we can make your child's preschool year a positive experience. There are many ways parents can be involved at Scandia Preschool.

- Volunteer in the room for: special projects, party days, play, read with the children, be a reference person, speaker on a certain topic
- Volunteer on field trip days
- Volunteer to help prepare crafts at home
- Volunteer to be on the preschool board