

# Easter Preschool

## Parent Handbook 2022-2023



### Sessions

#### **Monday, Wednesday, Friday am**

9:15 a.m.-11:45 a.m.  
\$185/month

#### **Tuesday, Thursday am**

9:15 a.m.-11:45 a.m.  
\$145/month

#### **Monday, Tuesday, Wednesday, Thursday pm**

12:30-3:00 p.m.  
\$225/month



*Providing a quality educational experience in a Christian context and gentle living environment.*

## Program

The children at Easter Preschool are 3-5 years old. We have two classrooms with twenty children and two teachers in each classroom. The teachers share classroom responsibilities.

We understand that children grow at their own rate. Being three, four, or five years old does not always determine what the child knows or how they may react in certain situation. Therefore, we have combined the children into a mixed age group. It is our goal to provide each child with the opportunity to grow in all areas of development. Some children may be ready to handle certain physical challenges earlier than the next child. The same may be true for intellectual, emotional and social challenges. By providing the child with open-ended experiences they may go at the pace for which they are developmentally prepared.

The curriculum is based on the following goals in accordance with Work Sampling and NAEYC accreditation standards and the combined experience of teachers.

### Easter Preschool Goals:

- To encourage excitement of learning
- To create opportunities for social and emotional development.
- To further enhance awareness of personal safety and physical well-being.
- To develop large and fine motor skills.

- To further enhance language development.
  - To further develop cognitive skills.
- A program plan is available for review upon request.

Easter Preschool must meet the requirements as stipulated by the Minnesota Department of Human Services. Our license is renewed every year after a visit and inspection.

Easter Preschool will not discriminate in the hiring of staff or enrollment of children in regard to race, religion, color, sex, or handicap.



## Tuition Policy

The tuition for the 2022-2023 school year is \$145 per month for the 2-day session, \$185 per month for the 3-day session and \$225 for the 4-day session.

Tuition is the same whether it is a short or a long month. If a student misses school because of vacation or illness, the tuition is the same. Tuition is payable in advance, due the first or fifteenth of the month. The preferred method of payment is through the brightwheel app's auto-pay option, but check or cash is acceptable. A late fee will be assessed if payment is not made by the due date. Unless approved by the Director, unpaid tuition may result in discontinued services. The service fee for a returned check is the responsibility of the parent.

Students are enrolled for a full year. If a student must withdraw prior to the end of the school year a one-month notice must be given and tuition is due for that month.

## Tax I.D. Number

You may be able to write off part of your tuition expenses with your company's flexible spending plan. Some companies require their own worksheet while others ask for a receipt that can be accessed in the brightwheel app. Our tax i.d. number is 41-1747226.

## Lunch Bunch

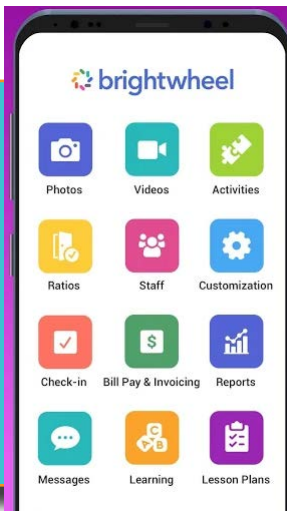
11:45 - 1:45 p.m., Monday through Friday  
10:30 - 12:30 p.m., Tuesday, Thursday

Lunch Bunch is two extra hours for socialization, creativity, large motor, play and lunch. The cost per time is \$15. Billing is added to the brightwheel tuition payment date.

## Lunch Bunch Sign Up

Sign-ups are done through Sign Up Genius. A ratio of 1 teacher per 10 children is required. Slots over 10 will only be opened if a second staff person is available.

Children should bring a lunch that meets USDA standards. MN DHS



## Preschool Contact Info

You may reach the teachers and Alicia through messaging on the app.

requires Easter Preschool to monitor the lunches and supplement as needed, including milk. Lunches should include a protein, fruit, vegetable (or 2 vegetables, but not 2 fruits) whole grains and dairy. Please do your best to pack a healthy lunch. If Easter Preschool must supplement lunches regularly, Lunch Bunch fees will increase.

### **Snacks & Healthy Eating**

Snacks are provided by Easter Preschool and served family style, during free-play. Healthy choices from two food groups are served. Fruits and vegetables will be served 1-2x's per week, while carbohydrates and juice will be limited. The children are encouraged, but given a choice, to try new foods and eat snack. The staff has been trained on the LANA (Learning about Nutrition through Activities) preschool curriculum.

\*Water will be offered several times a day.

\*Individual plans will be made with families whose children have food sensitivities and allergies.

\*No outside food should be brought in by preschool families without prior approval.

### **Potty Training**

Students aren't required to be potty trained. However, if a student has a bowel movement during class a grown-up will be called to come change the student. This is for the health and

safety of everyone. Please remember to send children in clothing that is easy to work with in the bathroom in order to foster independence. Be mindful of difficult snaps, buttons and belts as children are encouraged to be independent in their toileting habits.

### **Change of Clothes**

Each child should bring a change of clothes (pants, underwear, shirt, socks) to leave at Easter Preschool. We will provide a Zip-Loc bag for storage and send it home for a refill if needed.

### **Clothing**

Preschool is activity oriented. Please do not send your child in clothes that you consider special. Getting messy is part of the preschool experience.

### **Parent Grievance Procedure**

Our staff welcomes comments and suggestions to improve the quality of care for your child. When areas of concern arise, the problem should be brought to the attention of the classroom teacher who will hear your suggestion and/or grievance and attempt to work through the problem. If additional communication is necessary, the problem can be taken to the director. If there is still concern, the Preschool Board of Directors should be addressed followed by the Department of Human Services. The Board of Directors President is Pastor Megan Torgerson and can be reached at (651)452-3680. The Department of Human Services' phone number is (651)296-3971.





## **Discipline**

The children usually behave well at school. We provide a variety of experiences, alternate quiet and active times, arrange the room to discourage running and step in before a child gets carried away. When we do have to stop a certain behavior, it is done in a firm, but positive and loving manner. If we have a concern about your child's behavior, we will talk with you about it and work out a solution together. Please remember that your child's experience at Easter Preschool is one of their first with a group of people other than family. This is the place to learn how to interact in a group with other children.

We have developed a Behavior Guidance Plan. Behavior Guidance

means using prevention, positive redirection, modeling, limit setting and problem solving. All of these are used in order to find a solution to the situation in a positive way and allow the child to begin the process of developing self-control. You may review it upon request.

## **Late Pick Up Fee**

A \$5.00 late fee will be applied per child for every 15 minutes until your child/ren is picked up.

## **Handwashing**

Children are asked to wash hands with soap and water prior to entering the classroom before each session. This aids in the prevention of disease spread and exposing children with allergies to allergens brought in from the home.

## **Preschool Bags**

Each child should have an Easter Preschool bag to carry clothes, art and papers. There is no need for a backpack but if your child wants one it will be left in the Easter Preschool bag on the coat hooks.

## **First Aid**

In the event of a minor incident the teacher will contact a parent first and administer first aid. If there is a major accident, we will contact the local rescue squad before we contact the parent, or the child's physician. The teacher will begin first aid and continue until medical staff arrives. If an ambulance is called, the rescue squad makes the decision as to the hospital.

Prevention is most important. We maintain an environment with as few hazards as possible. We control children's behavior to avoid as many accidents as possible. An inspection of hazards is done daily.

The teachers and Director are trained in both CPR and first aid every two years. Please be sure to keep the brightwheel app updated on changes in medical care and emergency phone numbers.

## **Illness**

Please do not send your child if he/she is not feeling well. If these conditions exist, do not send your child to school:

- \* with a reportable illness or condition that is contagious and a physician determines the child has not had

sufficient treatment to reduce the health risk to others

- \* with chicken pox until the child is no longer infectious or until the lesions are crusted over
- \* who has vomited two or more times since admission that day
- \* who has contagious conjunctivitis (pink eye) or pus draining from the eye
- \* who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy
- \* who has unexplained lethargy
- \* who has lice, ringworm, or scabies that is untreated and contagious to others
- \* who has 100 degree Fahrenheit axillary or high temperature of undiagnosed origin before fever reducing medication is given
- \* who has an undiagnosed rash or a rash attributable to a contagious illness or condition
- \* who has significant respiratory distress
- \* who is not able to participate in preschool activities with reasonable comfort; or
- \* who requires more care than the program staff can provide without compromising the health and safety of other children in care

## **Covid Guidelines**

We are constantly monitoring the MN Dept. of Health and CDC guidelines and will keep you posted as policies change. We are following the CDC protocols for isolation and quarantine.

## Medical

An immunization form must be completed and returned before your child can start school. All immunizations must be up to date. The medical form must be completed, signed, and returned no later than 30 days after your child has started school. Medical Action Plans for children with allergies and asthma must be on file at the preschool.

### *Inadequately Immunized Children:*

If a case of measles, mumps, rubella, pertussis, polio, or diphtheria occurs in the preschool setting, children who are inadequately or incompletely immunized will be excluded for the communicable period of the disease. This exclusion is necessary because these children may become infected and contribute to further disease spread. The exclusion also applies to children who have not been



immunized for religious reasons or personal preference.

Should your child come down with an illness that is contagious, you must contact us at Easter Preschool within 24 hours. Some of those illnesses include; strep throat, chicken pox, mumps, measles, pink eye, impetigo, head lice, pinworms, and hepatitis. When the children in a class are exposed to a contagious illness, we will inform you by sending a notice through the brightwheel app and/or email informing you of the signs and symptoms of the particular illness.

If your child bumps their head while at school, we will send a notice through the brightwheel app. Most bumps are not serious, but we want you to be aware of it and watch for symptoms that may appear hours after the accident occurred.

If your child gets sick during preschool, we will call you to come and pick them up. If we cannot reach you, we will call the persons you designate on the emergency form. Your child will be separated from the other children and made comfortable. Someone will stay with your child until you arrive.

## IEP

Please provide a copy of your child's Individualized Education Plan (IEP) if they have one through a school district.

## ICCPP

Children with an IEP, allergies or special needs are required to have an Individual Child Care Program Plan (ICCPP) on file. Please ask Alicia for this form.



## **Weather**

You will be notified through an alert on brightwheel if Preschool needs to close due to weather. If the weather makes driving hazardous, use your own judgement as to whether or not you should drive to Preschool.

Payment is still due in full.

It is important that children have adequate layers of clothes to match the weather outside. We go outside everyday unless the temperature feels like less than 10 degrees. Please label everything!

Sunscreen and insect repellent is the responsibility of the family. Apply these to the children prior to the preschool session when needed.

## **Insurance**

Easter Preschool carries general liability insurance and non-owned and rented auto liability.

Be mindful of difficult snaps, buttons and belts as children are encouraged to be independent in their toileting habits.

## **Important Upcoming Dates**

Dates to Remember will be sent out in the first week of school. You may also find them on the website and in the calendar section of brightwheel.

## **Pictures And Research**

Pictures are taken of the children periodically. We may use them in the newspaper and at various programs and meetings that deal with childcare. We will ask for your signed permission, if they will be used publicly.

## **Birthdays**

The teachers will be designating birthday celebration days on a date closest to the child's birthday or half-birthday. They will communicate your child's special day with you. Please do not send treats into the classroom. We will celebrate by giving your child a small gift from the preschool and allowing your child to have special responsibilities for the day.





## Parent Communication

All communication will be done through brightwheel or email. Parent conferences are in November and March. Watch for Coffee Chat dates when families can meet each other and see the classrooms.

## Conferences

One of the most important activities at Easter Preschool is our conference time with parents. It gives us an opportunity to learn more about your child from you as well as share our observations of your child here at school. We will be observing your child and gathering information throughout the year using brightwheel and work sampling. The information gathered will be kept confidential and shared only between teachers and parents unless circumstances arise and permission has been granted to share the information

with outside sources. Preschool children are growing at their own rate. We look for change and growth rather than knowledge of some specific facts. The conference will encompass all areas of development; social, emotional, physical, and intellectual. Conferences are held in November and in March. Any time you have a question or concern about your child in preschool or at home, talk to us or send a message through brightwheel.

## Early Childhood Screening

The State of Minnesota requires children to be screened before entering kindergarten. Early Childhood services would like to have children screened at age 3. If you haven't been notified about screening and would like more information please call the office of your child's future school or district.



## **Abusive Head Trauma**

### *What is abusive head trauma?*

Abusive head trauma is one form of physical child abuse. Head trauma, as a form of child abuse, can be caused by direct blows to the head, dropping or throwing the child, or shaking the child. Head trauma is the leading cause of death in child abuse cases in the United States. (Shaken Baby Syndrome is a subset of Abusive Head Trauma).

### *What are some of the signs and symptoms of abusive head trauma?*

Subdural hematomas (internal brain bleeding) and edema (brain swelling) that can be seen on a computed tomography (CT) scan of the head—the infant might have:

- swelling soft spot
- larger than normal head size
- bleeding in the eyes
- irritability
- excessive drowsiness
- sluggish behavior
- seizures
- projectile vomiting
- unresponsiveness, limpness, abnormal breathing or apnea (stops breathing)

If you suspect that a baby is suffering from abusive head trauma, consult with a health care provider or a social worker immediately. Proper diagnosis is critical in starting appropriate treatment. If the diagnosis is positive, local law enforcement officials and the Department of Human Services should be notified.

More information is available at the Center for Disease Control website at [cdc.gov](http://cdc.gov)

## **Maltreatment Of Minors Mandated Reporting Policy Who Should Report Child Abuse And Neglect**

Any person may voluntarily report abuse and neglect.

If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

### **What To Report**

Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

### **Where To Report**

If you know or suspect that a child is in immediate danger, call 9-1-1. Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the

Licensing Division's Central Intake line at 651-431-6600. Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, or in a child foster care home, should be reported to the local county social services agency at 952-891-7459 or local law enforcement at 651-675-5701.

### **When To Report**

Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

Information to report

A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

### **Failure To Report**

A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.

In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a

background study by the Department of Human Services as listed in Minnesota Statutes, section 245C.03.

### **Retaliation Prohibited**

An employer of any mandated reporter is prohibited from retaliating against (getting back at): an employee for making a report in good faith; or a child who is the subject of the report. If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.





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**Little Free Library** site

Take a book, pass it along,  
or return it to us or another  
**Little Free Library.**

Learn more at  
[LittleFreeLibrary.org](http://LittleFreeLibrary.org)

*If you ever have any questions about the program or policies, please feel free to speak to the teachers or director.*

*We are looking forward to a terrific year!*

*Thank you for placing your trust in us!*





# Healthy Eating Daily Food Checklist

Use this Checklist as a general guide.

This food checklist is based on average needs. Do not be concerned if your child does not eat the exact amounts suggested. Your child may need more or less than average. For example, food needs increase during growth spurts.

Children's appetites vary from day to day. Some days they may eat less than these amounts; other days they may want more. Let your child choose how much to eat. **Throughout a day, offer amounts shown below.**

Food Group	3 year olds	4 and 5 year olds	What counts as:
<b>Fruits</b> Focus on whole fruits 	1 – 1½ cups	1 – 1½ cups	½ cup of fruit? ½ cup mashed, sliced, or chopped fruit ¼ cup 100% fruit juice ½ small banana 4-5 large strawberries
<b>Vegetables</b> Vary your veggies 	1 – 1½ cups	1½ – 2 cups	½ cup of veggies? ½ cup mashed, sliced, or chopped vegetables 1 cup raw leafy greens ½ cup vegetable juice 1 small ear of corn
<b>Grains</b> Make half your grains whole grains 	3 – 5 ounces	4 – 5 ounces	1 ounce of grains? 1 slice bread 1 cup ready-to-eat cereal flakes ½ cup cooked oatmeal, rice, or pasta 1 tortilla (6" across)
<b>Protein Foods</b> Vary your protein routine 	2 – 4 ounces	3 – 5 ounces	1 ounce of protein foods? 1 ounce cooked meat, poultry, or seafood 1 egg 1 Tablespoon peanut butter ¼ cup cooked beans or peas (kidney, pinto, lentils)
<b>Dairy</b> Choose low-fat or fat-free milk or yogurt 	2 – 2½ cups	2½ cups	½ cup of dairy? ½ cup milk 4 ounces yogurt ¾ ounce cheese

## Child Care Emergency Plan

Licensing requires us to identify and plan for a number of emergency situations.

A comprehensive plan is on-file and available for your review.

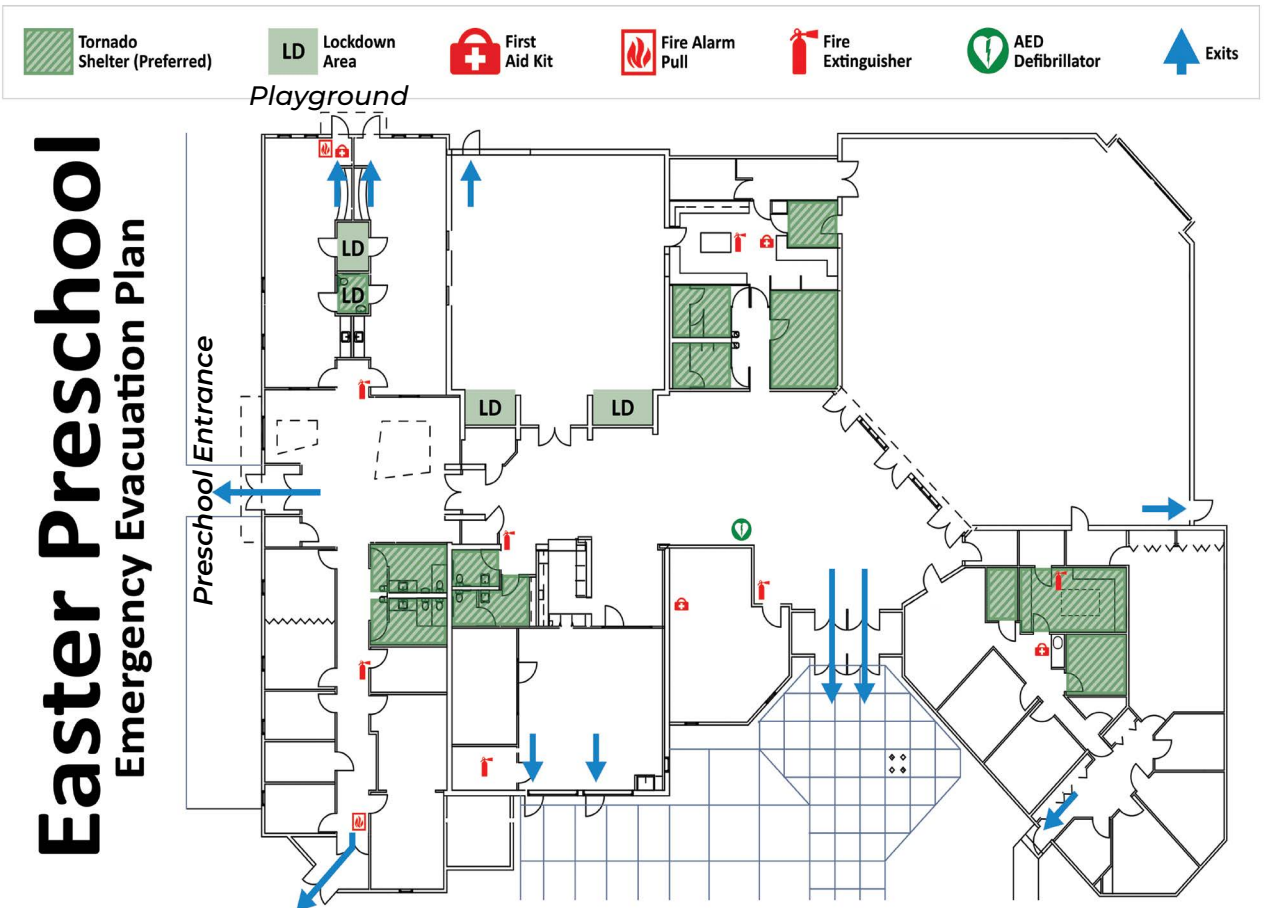
This is a map indicating spaces should the building go into lock-down or under a tornado warning and exits for evacuation.

We have emergency backpacks that will travel with us anytime we leave the building.

The backpacks contain a first aid kit and emergency medications (including EpiPens). Please keep emergency information up-to-date on brightwheel

**If we need to relocate, we will go to Easter by the Lake at 4545 Pilot Knob Road.**

Parents will be notified as soon as it is safe to do so.





### BOARD OF DIRECTORS

Pastor Megan Torgerson - President  
Pat Iverson - Vice President  
Tom Ford - Treasurer  
Samanth Dryden - Secretary  
Karen Jefferson, Lori Ford, Kim Bishop, Kristin Ries

### TEACHERS

#### **Sun Room**

MWF am - Theresa and Patty  
TTh am - Theresa and Patty  
MTWTh pm - Theresa and Nancy

#### **Star Room**

MWF am - Nancy and Cindy  
TTh am - Nancy and Darla

### PRESCHOOL DIRECTOR

Alicia Borman

