

Easter Preschool Parent Handbook 2018-2019



SESSIONS

Monday, Tuesday, Wednesday, Thursday pm
12:30 - 3:00 p.m.
\$198/month

Monday, Wednesday, Friday am
9:15 a.m.-11:45 a.m.
\$168/month

Monday, Wednesday, Friday pm
12:30 p.m.-3:00 p.m.
\$168/month

Tuesday, Thursday am
9:15 a.m.-11:45 a.m.
\$135/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 he/she 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.

LUNCH BUNCH

11:45 - 1:45 p.m., Monday through Friday
10:30 - 12:30 p.m., Monday, Wednesday
Lunch Bunch is two extra hours for socialization, creativity, large motor, play and lunch. The cost per time is \$12. Punch cards are encouraged and can be purchased for \$60 and \$120. Sign-ups are done through SignUpGenius. A ratio of 1 teacher per 10 children is required so 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 requires Easter Preschool to monitor the lunches and supplement as needed, including milk, unless otherwise directed by the guardian. 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.

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 State Department of Human Services. Our license is renewed every two years 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. We have also been awarded Accreditation by the National Academy for the Education of Young Children.

TUITION POLICY

Tuition is the same whether it is a short or a long month. If your child misses school because of vacation or illness, the tuition is the same. Tuition is payable in advance, due the first of the month. A late fee will be assessed if payment is not made on the first day of the month. Any student whose tuition is still unpaid as of the 5th of the month or the first school day thereafter will have student status discontinued unless the director has been notified and approval has been granted. The service fee for a returned check is the responsibility of the parent.

The tuition for the 2018-2019 school year is \$135 per month for the 2-day session and \$168 per month for the 3-day session. \$198 per month for the 4-day session.

You may mail your tuition check to us at Easter Preschool, 4200 Pilot Knob Road, Eagan, MN 55122 or drop it in the blue slot located near the preschool entry.

We expect your child to attend all year. If for some reason you must withdraw your child, you must give one-month notice or you will be held responsible for the tuition for that period. If your child is enrolled as of April 1, you are responsible for tuition through the close of the year.

POTTY TRAINING

Children aren't required to be potty trained. However, if a child has a bowel movement during class the parents will be called to come change their child. 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.

PRESCHOOL PHONE NUMBER

Easter Preschool is using Google Voice to direct preschool texts and phone calls. Please use the number **651.217.8277** to contact Easter Preschool. Text is most convenient, but use what is comfortable for you. When calling the preschool, please leave a voicemail and someone will respond, if a response is needed.

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 Brandon Newton 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 his/her 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.

TRANSPORTATION

We know that you may be anxious to form car pools. We will have a sign up sheet at the Director's desk during the first few weeks of school. We will also provide you with a class list the first week of school.

When you are in the parking lot, please watch for other little children. Remember to buckle all of the children up. Please have the children stay with you when coming and going from the parking lot.

ARRIVAL AND DEPARTURE

Please bring the children all the way into the preschool. We want them to arrive safely and for you to review the activities for the day. Outside clothes should be hung on the hooks. Backpacks are taken into the classroom and placed in the cubbies.

The preschool doors will be closed until 9:15 and 12:30 when the sessions begin. The time prior to this is important to the teachers, as it is their time to prepare for the next class.

Please pick students up promptly after the session. If something delays you, call and let us know.

For your protection we will not allow anyone else to pick up your child from school except you, unless you have listed them under authorized persons on the registration form. If a person is not listed on that form, we must

have a note or receive a phone call from you giving us permission to send them with the person.

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.

HEALTH AND SAFETY

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.

EMERGENCY

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. On the emergency card you complete for your child please list the hospital you prefer your child be sent to. If an ambulance is called, the rescue squad makes the decision as to which hospital it will transport your child to, but we will tell them of your preference.

Prevention is most important to us. We maintain an environment with as few hazards as possible. We control children's behavior so as 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 us 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 as 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

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 posting a notice on the bulletin board outside the classroom and by sending home a note informing you of the signs and symptoms of the particular illness.

If your child bumps his/her head while at school, we will send a note home informing you. Most bumps are not serious, but we want you to be aware of it and watchful of symptoms that may appear hours after the accident occurred.

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

MEDICAL

The immunization form sent this summer 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. Individual care plans for children with conditions such as allergies and asthma must be signed by a doctor and on file at the preschool.

PARENT FOLDERS

Monthly newsletters and notices will be placed in the parent folder drawers located in Alicia's desk.

SHOW AND TELL

We know children like to bring things from home, so, once a month we will have show and tell. We'll let you know the date in the newsletter. Each child may bring something to talk about and share that day. Please discourage bringing toys on days other than show and tell days.

WEATHER

Preschool closes when Rosemount/Eagan/Apple Valley closes their schools. If schools are starting two hours late we will not hold the morning session. If the weather is so severe that it makes driving hazardous, use your own judgement as to whether or not you want to go out. 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 is 10 degrees below zero in wind or air temperature. Please label everything!

Sunscreen and insect repellent: It is the responsibility of the family to 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. We also carry special coverage that allows us to help pay medical bills for accidents that occur to the children while in school.

FIELD TRIPS

There will be two field trips this year. There is a one-time activity fee of \$35 due October 1. This pays for the bus, field trip costs and other specialists we may bring in. Permission slips must be signed in order for your child to participate.

The ratio of adults to children on the trips is 1:4. We ask for five or more parent volunteers from each class to come with us. Two weeks before the trip a sign-up sheet will be posted outside the classroom.

IEP

If your child has an Individualized Education Plan (IEP) for any reason it needs to be on-file with Easter Preschool. This includes children who are served by the school district for speech.

PETS

From time to time we will have pets visit the classroom. Please let us know if your child is allergic to any pets.

CLOTHING

Preschool is activity oriented. Please do not send your child in clothes that you consider special. The children do wear paint aprons, but occasionally glue or paint does get on their clothes.

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

School bags are important at Easter Preschool as they hold the “treasures” created that day. Please be sure to label your child’s school bag with their name.

IMPORTANT UPCOMING DATES

We generally follow ISD #196’s calendar with the exception of conference days and teacher workshop days. Dates to Remember will be handed out in the first week of school. You may also find them on the website and will be reminded of them in the monthly newsletter.



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.

Once in a while one of the Colleges or Universities may call and ask to participate in a study about some aspect of child development. If this situation arises, we will send home a note telling you of the study and asking for a decision as to whether or not your child will participate.

VISITING THE CLASSROOM

You are welcome to visit the classroom any time. We want you to know about the activities at Easter Preschool. You will have many opportunities to participate in our program if you wish. We welcome volunteers in the classroom every preschool day and for special events. Siblings are welcome with a gentle reminder that if you are hoping to gain understanding of what your preschooler is doing but easily distracted by the sibling, coming on your own may be easiest for everyone.

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 bring 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.

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 a tool written using Easter Preschool’s goals combined with information from 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. There are daytime and evening times available. A sign up sheet will be posted on the bulletin board outside the classroom three weeks before.

Any time you have a question or concern about your child in preschool or at home, talk to us. Please don’t feel you must wait until conference time to mention concerns.

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. ISD #196 also offers a day of screening at Easter Preschool on November 7. Registration is required.

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, other than lunch for Lunch Bunch, should be brought in by preschool families without prior approval.

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

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.

Where to Report

If you know or suspect that a child is in immediate danger, call 9-1-1. All reports concerning suspected abuse or

neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-297-4123.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 952-891-7459 or local law enforcement at 651-675-5701.

If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, call the Department of Human Services, Licensing Division, at 651-431-6500.

What to Report

Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556). A copy of this document is in Alicia's office.

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

An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed personal care provider organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.



VOLUNTEER OPPORTUNITIES

There are a variety of volunteer opportunities at Easter Preschool. They include helping in the classroom, going on field trips, providing a safe and healthy environment by washing toys, being a classroom photographer or planning family events. Please don't hesitate to express your interest or share your own ideas!

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 from me. Please let me know how I can help. Our tax i.d. number is 41-1747226.

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!



BOARD OF DIRECTORS

Pastor Brandon Newton - President
Pat Iverson - Vice President
Tom Ford - Treasurer
Samanth Dryden - Secretary
Karen Jefferson, Lori Ford,
Kelly Fisher, Lauren Lenio,
Andy Maas, Kelly Peterson

TEACHERS

Sun Room

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

Star Room

MWF am - Theresa and Cindy
MWF pm - Patty and Cindy
TTh am - Darla and Theresa

PRESCHOOL PHONE NUMBER

Text or call 651.217.8277



Easter Preschool is a
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