



# All Seasons Preschool Family Handbook

2010-2011

## ***Welcome to All Seasons Preschool...***

**Together we will create a community of learning for the children, families, and staff of the preschool. Building a strong community depends on the partnerships we develop, especially between parents and teachers. As a school, we strive to include, validate, and celebrate each child's family relationship. We look forward to learning from each other and developing a rich and supportive connection with you and your child in the months and years to come.**

**We hope this handbook will answer questions regarding our policies and plans. Please read it carefully and sign and return the last page.**

**With warm regards,**

**All Seasons Preschool Staff**

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# **Preschool Mission Statement**

*The mission of All Seasons Preschool is to provide a model early learning environment, which meets children's development needs, while fostering meaningful relationships with senior adults.*

## **Statement of Educational Objectives**

At All Seasons Preschool, we believe that children are intrinsically motivated to learn from and make connections with others. The teaching staff promotes these beliefs by:

- Providing regular and frequent opportunities to work with and learn from senior adults;
- Including shared experiences in the natural world to support children's appreciation, knowledge, and sense of stewardship;
- Encouraging problem-solving and reflection by providing an environment which supports discovery and the opportunity to see the results of one's actions;
- Developing activities to encourage growth based on the children's individual interests and abilities;
- Welcoming families into the school community and celebrating diversity;
- Creating mixed-age classes to give children the opportunity to learn from and teach each other.

# Curriculum and Programming

## What does it mean to be an Intergenerational Program?

At All Seasons Preschool, your children will have special opportunities to learn about themselves and the world around them. We will offer the experiences typically found in child-centered early education programs. Children will have opportunities to:

- Make discoveries and learn through play
- Make choices and pursue their own interests
- Use their senses and exercise large and small muscles
- Express themselves creatively, using language in its many forms
- Make friends and learn about the social world.

In addition, All Seasons will offer regular interaction with the senior residents of Inver Glen. Children and adults will participate in planned activities, which may include:

- Cooking
- Music
- Art
- Gardening
- Reading
- Exercise

Children and adults will also have unstructured time to be together, get to know each other and develop relationships that will benefit both age groups. *We believe that the quality of life is enhanced when all generations live and work together.*

## What does it mean to have a nature-based and art-centered curriculum?

Many of the opportunities we offer at All Seasons can happen through interactions with *nature*. Nature-based activities can happen indoors and out, in large or small groups, or individual experiences. They can be teacher-lead or child-initiated. Activities can happen on our grounds or off-site. In a nature-based program, children are encouraged to:

- Make observations and predictions
- Satisfy their natural curiosity
- Appreciate the beauty of nature
- Build understanding of themselves as they relate to others and to the natural world

- Communicate about nature through art and writing activities, as well as verbally

Children will have regular opportunities to experiment and express their idea through *art*. We have an art studio, where large and small groups will investigate a variety of art materials and processes. A studio teacher will facilitate children’s work, as well as coordinate joint activities with Inver Glen residents. We believe that children use many materials to discover and communicate what they know, understand, wonder about, feel and imagine. They make their thinking visible through many “languages,” including words, dramatic play, music, movement, drawing, painting, collage, building, sculpture. In the classroom and the art studio, children will be encouraged to use these powerful languages to express their ideas.

## Statement of Services

All Seasons Preschool is licensed by the State of Minnesota to serve 48 children (at one time) ages three through five. Our three classrooms are limited to 16 children per class. Two teachers will staff each classroom. Additional help may be provided by parents, volunteers, interns, and other staff in order to increase programming options and individual attention for children.

Morning and afternoon classes are each **three hours long**. Class options include three, four or five days per week, part-day or full-day. Morning classes will be held from 8:30-11:30 AM, and afternoon classes will be held from 12:30-3:30 PM. A full day is 8:30-3:30. Extended day hours are 7:30-8:30 AM and 3:30-5:00 PM.

## Enrolling Your Child

Children must be thirty three months old by September 1st of the year of enrollment. To enroll your child, you will need to fill out a registration form and submit it with a \$50 non-refundable registration fee.

Those families who return registration forms and pay registration fees beginning in January will be the first group to be placed. Placements will be made beginning in March. Registration forms will be considered in the order received. (Exceptions may be made for creating balanced classrooms.)

We will try to schedule your child as you indicated on the registration form (Monday, Wednesday, Friday mornings; Monday-Friday afternoons, etc.). If we are unable to do so, we will attempt to place your child in one of your alternative selections.

Once a child has been placed in a section, parents will receive a confirmation letter from All Seasons Preschool. Your last month's (May) tuition is due prior to the first day of school.

If we are unable to place your child in one of the selections you indicated, we will place his or her name on a waiting list. Parents will receive a letter from All Seasons Preschool indicating their child's status. As soon as an opening arises, you will be notified.

Over the summer, each child's teacher will contact parents to arrange an initial conference. This conference allows each child to examine his/her classroom with the comfort of the parent's presence and helps parents and teachers become better acquainted. The teacher will conduct an informal interview to begin to learn each child's habits, preferences, and background. This information helps the teacher assist each child in making a good transition into preschool.

Documentation/paperwork required by the state of Minnesota **before** each child's first day of attendance includes:

- Proof of immunization;
- Health history, including information regarding health needs and allergies;
- Health Care Summary to be completed by the child's health care provider;
- Emergency contact information. We must have two people **besides** the child's parents to contact in case of an emergency;
- The names, addresses and phone numbers of at least two alternate people authorized to pick up your child if you are unable (often their emergency contacts);
- Complete Admission Information Forms.
- "Permission to administer Syrup of Ipecac" form.

## Special Accommodations

All Seasons Preschool will make every effort to meet the needs of all children enrolled in our programs. Information regarding your child's needs, interests, and abilities will be gathered at the initial conference before your child begins school. If you believe your child may have needs which will require additional planning or preparation on the part of the school, please let us know when you submit your registration form. If available, please provide a copy of your child's IEP/ICCP.

## Tuition and Payment

Each family is responsible for the yearly tuition regardless of their child's attendance. Tuition for the nine-month school year can be paid annually, quarterly, or monthly. You are eligible for a \$50.00 discount if you pay the yearly tuition by September 15. There will be no reduction in tuition for days missed or days school is closed. A *non-refundable payment* equal to the monthly tuition is due prior to the child's first day of school and will be applied toward the May tuition.

### REGULAR TUITION:

Part-day classes:

	Monthly	Annual
3 day	\$360	\$3240
4 day	\$450	\$4050
5 day	\$540	\$4860

Full-day classes:

	Monthly	Annual
3 day	\$700	\$6300
4 day	\$865	\$7785
5 day	\$990	\$8910

### EXTENDED DAY TUITION:

Extended day care is an hourly fee of \$10.00. Parents register for this program at the time of enrollment.

A late fee of \$5.00/day will be charged for payments received after the 10<sup>th</sup> day of the month in which they are due. If payments become 20 days in arrears the Preschool Director has authority to drop your child from our program. Payments may be brought to the preschool's front desk or mailed to the preschool office. Payment is by check or

money order only--no cash, please. If making payment by check, please write your child's full name and what the funds should be credited to (ex: March Tuition, Extended Day, etc.) in the memo section.

## **Lunch at School**

Please be aware that due to severe allergies, **WE ARE A PEANUT-FREE SCHOOL.** Peanuts or peanut products are not served or permitted.

**If you send lunch with your child**, we ask that you refrain from sending sugary sweets or sodas in lunches. These foods do not promote the nutrition we would like to encourage at school. We also ask that you *send food in reusable containers* and try to reduce packaging when possible. Please label the lunch with the child's first and last name. We suggest that families send a variety of small portions rather than large sandwiches.

**All Seasons provides the option of a hot lunch for full-day children, prepared in the Inver Glen kitchen.**

Minnesota Licensing requires that all lunches served at All Seasons Preschool adhere to the meal pattern outlined by the USDA.

### **USDA Requirements for lunch for children three to five years old**

Food Guidelines developed by the MN Department of Children, Families, and Learning  
Food and Nutrition Services

1-800-366-8922

#### **Please provide the following in your child's lunch each day:**

1½ ounces of meat, cheese, egg, beans, nut or soy butter (not peanut), nuts (not peanuts), seeds, or yogurt

1 cup of fruit and/or vegetable serving or juice

½ slice or equivalent of bread or crackers

**\*Milk will be provided by the school for all children**

# Snacks

We will provide a snack for the children each day, emphasizing foods that are nutrient-dense and low in salt, sugar, fat, and processing. We will offer a variety of fruits, vegetables, breads, and dairy products. Children will be encouraged to try foods but never forced to eat anything. Children will often help to prepare the day's snack. Servings will be kept small to be non-threatening to timid eaters and to avoid ruining appetites for lunch. Second helpings will be offered. It is imperative that you notify us of any food allergies. We are a Peanut Free School. Peanuts or peanut products are not served or permitted.

Families may arrange to bring a special treat for snack, such as vegetables they have grown at home or a favorite family recipe to prepare in the classroom. ***Licensing requirements do not allow items prepared in the home to be shared with the class.*** While we encourage nutritious snacks, children may occasionally bring a store bought sweet to share in celebration of a birthday or other special event. If your family limits or restricts your child's diet, please let us know.

## USDA Snack Requirements

### for children three to five years old

Two of the following will be provided each day during snack

- Milk
- Juice, fruit or vegetable
- Bread, grain, pasta, cereal, etc.
- Cheese, egg, beans, nut or soy butter (not peanut), nuts, seeds, or yogurt

Food Guidelines developed by the MN Department of Children, Families, and Learning Food and Nutrition Services. Call 1-800-366-892 for more information.

## **Reviewing the Program Plan**

Would you like to know more about the practices and policies of All Seasons Preschool? Parents interested in reviewing our Staff and Volunteer Handbook, which includes a program plan or curriculum guide, may request a copy from the office.

## **Parent Grievance**

If parents wish to register a complaint regarding action taken by a staff member, please first take the concern to the staff member. If you are not comfortable talking to the staff member or do not receive a satisfactory resolution, discuss the concern with the preschool directors.

All complaints will be addressed and responded to in verbal and/or written form within a two-week period.

## **School Adjustment**

Entering a preschool program is a big step for most children, and each child handles the task differently. Some children eagerly come to the first day and continue to make an easy transition into school. Others may feel hesitant at first but quickly become comfortable. Still other children may hesitate and take more time to get comfortable. It is also possible that a child may eagerly attend school for a few days or weeks and then, when realizing that it is permanent, begin to have difficulty.

How each child deals with school entry is different. It is not necessarily related to a child's maturity or experience away from home. We need to acknowledge each child's style in adjusting to school and provide the support needed for a happy adjustment.

One way we help children through this adjustment is by entering children into school gradually. This allows teachers to provide more individual attention. Your child's teacher will explain the gradual entry plan to you at the time of your initial conference.

As a parent, you may have insight into your child's reaction to new situations. Some children benefit from a positive and friendly "Good-bye, I know you'll be fine." Others need a parent to stay in the classroom for a little while until they are comfortable. Others benefit from bringing a cherished toy from home or carpooling with a friend. At the

initial conference, you and the teacher will make a plan for your child's school adjustment.

## Sample Schedule

At All Seasons Preschool we value spontaneity in activity and take advantage of the "teachable moment." We also know that many people, especially young children first experiencing regular activity away from home, benefit from knowing what will happen next. We will maintain a loose schedule with predictable events throughout the day, such as snack and group experiences, to give children the security of structure. The following is an example of a possible classroom schedule. Some classes may begin outdoors. Afternoon times are in parentheses.

### **8:30 (12:30) Arrival and Work/Play time**

Children come into the classroom and are greeted by the teacher. Children begin either indoors or outdoors and have a long block of uninterrupted time to choose an activity. This allows children to transition into the day, lengthen attention spans, and to develop competency with an activity.

**Classroom activities** for children to choose from include:

- Blocks and building, e.g., the use of unit and hollow blocks, the use of hammer and nails;
- Art activities, e.g., painting, drawing, sculpture or collage;
- Sensory activities, e.g., water & sand play or clay;
- Science activities, e.g., observing an animal or experimenting with color panels;
- Writing activities, e.g., creating a book, shared writing or writing in story journals;
- Reading activities, e.g., listening to a story, acting it out, or playing with puppets;
- Dramatic play activities, e.g., playing house, pretending to be a firefighter;
- Math and manipulative activities, e.g., completing a puzzle, playing a board game;
- Music and movement activities, e.g., playing instruments, dancing to recorded music;

- Adult-directed activities, e.g., cooking applesauce, planting seeds.

**Outdoor activities** for children to choose from:

*Playground activities include:*

Climbing

Water play

Sand play

Tricycle riding

Art

Music

Gardening

Balls

*Beyond the playground opportunities:*

Hiking

Sledding

Fort building

Snow building

Dramatic Play

Hide and Seek

Observing seasonal changes and wildlife

Living Room activities include parachute and other structured play, as well as using balls, obstacle courses, indoor riding equipment, music and movement experiences, and

### **9:40 (1:40) Clean-up and Book Time**

Children put away materials they have used and prepare for snack by washing hands and helping set tables. Following clean-up, children come to the group time rug to look at books on their own or be read to by an adult.

### **9:55 (1:55) Group Time**

Children take part in conversation, listen to stories, sing songs, dramatize stories, and take part in other whole-group activities.

### **10:25 (2:25) Snack Time**

A healthy snack will be provided in the morning and the afternoon. Teachers and children usually eat “family style,” serve food, converse, and enjoy each others’ company. Children clean up from snack as they finish eating, and, depending on the day’s schedule, either dress for outdoors or find an activity for inside play.

### **10:45 (2:45) Senior/Grandma and Grandpa Time**

We have a set schedule of activities with the “grandmas and grandpas” at Inver Glen. Once or twice each day, we go upstairs and join the seniors for an activity led by the teachers and the senior Activities Director. These activities include;

Reading

Cooking

Singing

Rhythm Band

Art

Board Games/Card Games

Active Games (bowling, soccer, baseball, ring toss, etc)

### **11:15 (3:15) Last Group**

Children take part in a group experience such as movement, a story, music, or drama, either indoors or outdoors. They also review the day’s activities by engaging in “Guided Writing”; with the teachers, making a list of the day’s activities to be read by parents and caregivers.

### **11:30 (3:30) Grownups pick up children**

## **For full-day children:**

### **Lunch**

Children bring their own lunch or sign up for the lunch provided by Inver Glen. Refrigeration will not be provided, so families may want to include cold packs in lunch bags. Milk and water will be provided for all children.

## **Rest**

Soft music will be played and a story may be quietly read. We expect that some children may actually sleep, while others will rest quietly.

## **Free Choice/Studio Time**

This is a time to continue to work on projects in greater depth and for small groups to work with the Studio Teacher

## **Reading/Writing/Acting**

Seniors read to small groups of children in the classroom or in the library. Children also have the opportunity to share their story journals and act out the stories with senior participation.

# **Arrival and Departure**

All children are to be brought into the classroom. Dropping children off outdoors or in the reception area is not permitted. Adults bringing and picking up children are required to sign the child in and out each day, outside their classroom door.

Morning classes begin at 8:30 a.m. and end at 11:30 a.m. Afternoon classes begin at 12:30 and end at 3:30 p.m. Full day classes begin at 8:30 and end at 3:30. For the sake of the children, please respect these hours. Before school, teachers are busy preparing for your child's school experience. If you arrive early, the teachers may not be in the classroom to greet your child, which can set a negative tone for the day. At the end of the class period, children want to see their grown-up(s) arrive as soon as they see other adults come, and often become anxious when waiting for a late parent or caregiver. Teachers also need this time for cleaning up and preparing for the next session of class. If a parent is habitually late, we will assume that our school hours don't meet the family's needs and may suggest a different placement for the child.

You may wish to carpool for your convenience. Some children enjoy having a friend for the trip to and from school. ***Anyone who picks up your child must be on your authorization card.*** We ask that carpooling parents take responsibility for passing on written or posted information from school to the other families in the carpool.

If your child is going to be picked up by someone not listed on your authorization card, you must send a note authorizing us to release the child into that person's care. Please let

this person know that they will be required to show picture identification to a staff member. If an emergency situation arises which prevents you or another authorized person from picking up your child, you will be required to phone the school to grant another person the authorization to pick up your child. We will call you back to check the validity of the arrangement.

## **Sibling Policy**

All Seasons Preschool strives to be a place where all family members feel welcome. Our Living Room is stocked with toys and books so that younger siblings can play safely while adults sit and talk, read, or work. While many siblings enjoy playing in our classrooms, we ask that you make arrangements with your child's teachers before allowing siblings to play. Our classrooms are set up to best meet the needs of preschoolers. Not all the materials are safe and appropriate for older or younger siblings.

If you bring siblings to school, we ask that you follow these guidelines:

- Siblings should never be left unattended by parents.
- Children should not be playing in the classrooms when teachers are not present, with or without parents.
- Do not bring sick siblings into school.

At times, you may ask a fellow parent or staff member to watch a sick or sleeping sibling in your car. On these occasions:

- Please have your car unlocked or leave a key with that person, in case your child needs assistance.
- Please be respectful of the person waiting by your car and return as quickly as possible.

## **Emergency Care Procedures**

All Seasons Preschool staff has been trained in CPR and basic emergency first aid. In the event of an accident which creates a need for medical attention, we proceed as follows:

If, in the opinion of the Preschool staff, circumstances require immediate professional care, we will call 911 and a staff member will accompany the child to the nearest emergency room. At the same time, parents are contacted by Preschool staff. Staff will respond as necessary until a rescue squad arrives.

## **Snow Days and Emergency Preparedness**

We will keep All Seasons Preschool open if feasible. If weather conditions prevent safe transportation to school, school will be cancelled. If school is cancelled, a recorded message to that effect will be left on the Preschool answering machine. You can anticipate that if the weather does not prevent School District #196 from being open, we will be open. Our school would also be included in school closings announced on Channel 4 (WCCO) or 11 (KARE11) newscasts or their websites.

We will conduct monthly fire and tornado drills to prepare children for actions taken during emergencies. Every effort will be made to keep these activities as matter-of-fact and non-frightening as possible.

## **Illness**

One of the consequences of entering a preschool and senior building is the occasional exposure to illness. At All Seasons Preschool we will work to prevent the spread of illness by maintaining a clean environment, providing substitutes for staff in the contagious stage of an illness, and setting clear limits on the health of children in attendance. In addition to washing hands prior to beginning the day, children will always wash their hands prior to doing activities with seniors.

We also need your cooperation. Please keep your child home when any of the following circumstances are present:

- A fever of 100 degrees Fahrenheit or when your child has had a fever the night before (fevers tend to rise as the day progresses);
- Significant respiratory distress;
- Diarrhea, vomiting, or stomach complaints;
- Symptoms of unknown origin such as a rash;

- An illness during its contagious stage;
- Your child requires more care than the program staff can provide without compromising the health and safety of other children at school.

This policy is for everyone's benefit. Recovering children are more likely to pick up a new illness. If children are exposed to a contagious illness such as chicken pox or strep, notices will be posted within 24 hours of our being notified. If we inform other families about a contagious illness to which your child has exposed others, we will maintain confidentiality.

If your child will miss school, please communicate this information to us *before the school day begins*, by calling the school at 651-450-0606. Teachers need to know if children will be absent so they do not delay hikes or other plans until the full class is present. This also gives the office time to post a notice to other families if their children have been exposed to a contagious disease.

Keep in mind that we will spend time outdoors almost every day. If your child is not well enough to play outdoors, please keep him/her home.

Please be advised that the staff cannot administer medications, prescribed or otherwise. Exceptions will be made for life-threatening conditions.

If your child becomes ill during the school day, he/she will be isolated in the "Get Well" space next to the reception desk. You will be contacted to pick her/him up. If we cannot reach you, we will contact the people listed on your emergency form.

## **Discipline**

At All Seasons Preschool we will maintain a calm atmosphere with clear expectations for everyone. Optimal learning occurs when there is freedom for discovery learning, enough structure to allow everyone to learn, and physical and emotional safety.

To maintain this atmosphere, we have designed a spacious school to provide children with ample room and equipment. Conflicts are generally avoided when there is "enough to go around." In addition, the daily program will be structured to provide enough time for children to feel satisfied in play.

We will also provide extended periods of outdoor play. This allows children to expend the wonderful energy of this age group in appropriate ways. It also makes their time indoors more productive.

Adults will be available to help children solve social problems. For example, some children need encouragement to stand up for their rights with stronger children. Some children need to be taught the language and skills necessary for dealing with issues such as sharing. Adults will serve as models and facilitate the resolution of disputes.

When children are having a hard time controlling themselves, adults will intervene in a manner which is educational, rather than punitive. We will help children see the connection between their behavior and its consequences. Methods of discipline will include clear rules, redirection, planning ahead to prevent problems, encouragement, and the use of logical and natural consequences. Techniques which are not used include physical punishment, bribery, threats, “time-outs,” and other methods which could hurt, frighten, or humiliate children.

In the rare event that a child’s ongoing disruptive behavior does not improve despite the best efforts of the staff and family, the Preschool Director may determine that the All Seasons preschool program cannot meet the child’s needs and the child may be removed from the program.

## **Clothing**

Discovery learning requires freedom from restrictive clothing. Tight clothing, fancy dresses, and costumes can get in the way during active play. For independence in toileting, children need clothing that is easy to take on and off. Children need comfortable, protective shoes with gripping soles for running, jumping, and climbing. Sneakers or well fitting hiking boots are best.

## **Cold Weather Guidelines**

You should expect us to go *outdoors every day, rain or shine*. It may seem too cold or wet when you drop your child off, but the weather may improve and your child will need appropriate clothing for outdoor play. This includes coats, snow pants, and waterproof, insulated boots in the winter. During muddy seasons, outdoor play may require

appropriate shoes and other clothing. Be sure to label all jackets, sweaters, boots, hats, mittens, etc. Many will look the same!

### **Clothing Needs:**

#### **Fall**

Rubber boots  
Second layer  
Rain jacket  
Rain pants  
Light gloves

#### **Winter**

Snow pants  
Boots  
Waterproof mittens  
Scarf/Neck cover  
Hat/Ear covers  
Second layer  
Wool/Fleece socks  
Snow jacket/Coat

#### **Spring**

Rubber boots  
Rain jacket  
Rain pants

*\*No umbrellas please*

*\*Please label all items*

If you need assistance acquiring any of these items, please let us know. We would be happy to help your child get what is needed for the school day.

We ask you not to send your child to school in open-toed sandals, flip-flops, “party” shoes, or cowboy boots. Outdoor footwear is essential.

We will provide smocks for messy activities. However, we will not force any child to wear a smock. *You can expect your child and his/her clothing to get dirty at school.* Please send your child in clothing that can be soiled and which won’t discourage your child’s active participation.

## **Items From Home**

*Please bring an extra labeled set of clothing to leave at school, including shirt, pants, underwear, and socks. Be sure to exchange this clothing as your child grows into new sizes and when the seasons change.*

Some children may need to bring a transitional object such as a “blankie” or stuffed animal. Security objects from home are allowed, but help your child understand the risks of loss and damage. Toys that encourage aggressive play, including toy weapons of any kind, aren’t conducive to the atmosphere we want to create at All Seasons Preschool and

won't be allowed. Some examples are toy weapons, television figures, and other "fighting" toys.

Some children may wish to share something special from home such as a pet. If the item is appropriate, your child's teacher can arrange for a visit.

## Special Occasions

Holidays tend to be exciting and, at times, overly stimulating for young children. At All Seasons Preschool, we will down play the commercial aspects of holidays.

Our plan is to acknowledge the holidays and traditions that are significant to our families and seniors through simple experiences such as songs, stories, and cooking. The focus will be on traditions. Most preschoolers have few memories of last year's holidays, so many of our discussions will take place *after* the event, when it is most significant to the children and fresh in their minds.

Birthdays are very important for most preschoolers. We are happy to acknowledge children's birthdays with songs, discussions, and stories. If you wish to bring a special birthday treat for snack on your child's birthday, please make arrangements with the teachers. Remember that the allergies of other children in your child's class may limit treat choices, and we would not want a child to feel left out. Licensing requires that all treats must be store-bought or prepared in the classroom. Please do not send sugary snacks home with children. Children often ride with siblings or students in other classes and this causes hard feelings. ***Birthday party invitations must be sent through the mail or delivered to homes, never passed out at school.***

## Communication

Communication between parents and staff benefits the educational experience of children. Children's growth and discoveries, as well as changes or extremes in behavior, will be shared with parents. Due to time constraints during arrival and departure, phone calls, email, and conferences will be the primary means used to communicate with parents.

Each day, teachers and children generate “The List” of what happened at school. The List will be posted outside the classroom and emailed home each night so you will get a daily summary of your child’s day at school.

We ask parents to keep staff notified of significant events and changes in the children’s lives. Visitors, moves, new babies, illness, divorce, and deaths all affect children’s lives at home and at school. If you are aware of a change in your child’s behavior, please discuss it with the teacher. The more prepared we are, the better it is for your child.

Families will receive biweekly highlights of classroom events called HOMENOTES. This informal communication is intended to provide a starting place for discussions between you and your child about the weeks’ happenings. Photos and news about the classroom activities will also be displayed inside and outside the classroom.

We plan three scheduled conferences during each school year to aid in communication. An initial conference is planned for each child who enters the program to familiarize the child with the school and for parents to share background information with the teacher about the child. Fall and spring conferences will also be scheduled. The fall conference is planned for teachers to share information about the child’s school adjustment and experiences during the first couple months of school and for parents to share their experiences, questions, and suggestions for their child’s school year. The spring conference is a time for teachers to share more specific information about the child’s cognitive, physical, social, emotional, linguistic, and creative development. Other conferences will be scheduled as the need arises. Parents receive written fall and spring conference reports.

## **Family Involvement**

Entering preschool is a milestone for youngsters. This marks the expansion of your son or daughter’s experiences outside the home. To ease the transition from home to school, it is a great help to talk with your preschooler about his or her new experiences. It is an opportunity to share the excitement of meeting new people and sharing new ideas. Your preschooler will benefit from your support and understanding as he/she begins to grow outside the home. On the practical side, he or she will count on you to be an important part of this new and exciting preschool world. Your participation need not begin and end with dropping off and picking up at the designated times. *You are always welcome in the*

*classroom*, and we encourage your involvement in other areas of the school and the senior center.

## **Animals at School**

Animals play a large part in our curriculum and we may have visiting animals as well as permanent classroom pets. Please notify your child's teacher of any animal or other allergies your child may have or other concerns regarding animals. Please do not bring pets at drop off or pick up time. If you wish to have a family pet visit your child's classroom you must arrange this with your child's teachers before hand. Documentation of up to date vaccinations will be required.

## **Field Trips**

We may take occasional field trips off-campus. Parents will be notified of these trips well in advance and will be required to complete a "Field Trip Permission Form" before their child can leave school grounds.

## **Publicity and Research Projects**

Interns and practicum students from local colleges will be trained in All Seasons Preschool classrooms. The training of interns and practicum students will reduce student/adult ratios in the participating classrooms while exposing and training a new generation of teachers in how to provide quality early childhood education.

All Seasons Preschool may be periodically asked to take part in educational research projects. Only non-intrusive research will be allowed. This may include observation in classrooms, parent interviews, photographing, and videotaping. Children will not be included in research without written parental permission. Photographing and videotaping of children and adults for purposes of publicity will be taken on occasion. No child will be included without completion of a "permission to photograph or videotape" form signed by parents or guardians.

# **DHS Licensing**

All Seasons Preschool is licensed by the Minnesota Department of Human Services (DHS) as a childcare facility. Any questions can be directed to the preschool director or DHS Licensing at (651) 296-3971.

## **REPORTING POLICY FOR PROGRAM SERVICES TO CHILDREN**

### **WHO SHOULD REPORT CHILD ABUSE AND NEGLECT**

#### **Any person may voluntarily report abuse or 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 a 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.

If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 296-3971.

### **WHAT TO REPORT**

Specific definitions of maltreatment are contained in the section on child abuse and neglect in the All Seasons Staff Handbook.

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 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.

### **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.

### **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.

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and that you provide them with an opportunity to request the information.

As preschool professionals, we are mandated by the state of Minnesota to report any suspicion of child abuse or neglect. We will call Child Protective Services and/or the local police if we see evidence of neglect, physical, emotional, or sexual abuse as well as any illegal activity in the company of a child.

# **Important Contact Information**

**School Address:**

All Seasons Preschool  
7260 South Robert Trail  
Inver Grove Heights, MN 55077

**Phone Number:** 651-450-0606

**Website:**

[www.allseasonspreschool.net](http://www.allseasonspreschool.net)

Department of Human Services (DHS), Licensing: (651) 296-3971  
DHS, Licensing Division's Maltreatment Intake Line: (651) 297-4123

# Parent Agreement

I have read the All Seasons Preschool Family Handbook and understand the policies and procedures it contains. I agree to abide by the rules and regulations for attendance of my child in this program.

Child's Name \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Please return signed form to **All Seasons Preschool**