



Full Day Care and Preschool Education Handbook

A program of Community Education
110600 Village Road Chaska, MN 55318
952.556.6400 ce4all.org



Welcome to StormHawks Preschool!

We are glad that you have chosen the Full Day Preschool program in Eastern Carver County Schools. Full Day Preschool is available for children who are age 3 years (as of September 1st) through 5 years. All children must be fully potty trained in order to attend, please see the medical information and policies section for more information regarding toileting. This family handbook outlines the Full Day Preschool program, policies, and procedures. Please know that Full Day Preschool reserves the right to amend its policies and procedures at any time. Program staff will update the family handbook in a timely manner in the case of any policy and/or procedure changes.

Expectations of Staff, Families, and Children

Staff

- provide a positive environment for children
- accept and support each child as a unique individual
- be a positive role model, communicate effectively with children, families, and other staff
- participate in activities with children

Families

- read program handbook, billing information, and information posted at site
- share information about your child's needs with program staff
- follow the policies/procedures established by the program and keep financial account current
- keep account and child information up-to-date
- inform site staff when your child will not be in attendance
- inform site staff if someone else will be picking up your child

Children

- make safe choices for themselves
- be respectful
- be ready to learn
- be kind friends
- be able to fully participate as a member of the group
- stay with the group at all times

Full Day Preschool provides...

- recreational and enriching activities including art, science, technology, engineering, music, cooking, drama, indoor/outdoor play, field trips, and special events
- opportunities for growth and social skill development
- a child-centered, developmentally appropriate learning environment
- group and individual activities
- parent and family support in partnership with the elementary schools and at the Family Learning Center
- a fun and welcoming environment where all children feel a sense of belonging

Calendar

The Full Day Preschool program follows the District 112 school calendar. This calendar can be found on the Full Day preschool website.

School Year Program

2023/2024 begins on Tuesday, September 5, 2023, and concludes on Friday, June 1, 2024

Hours: Monday - Friday 6:30 am - 6:00 pm

Optional days

Optional days are offered on most school release days the Family Learning Center. Registration for optional days will be available online a minimum of 4 weeks prior to each set of non-school days. Registration will close online 10 business days prior to the start of each set of days. Any late requests will be sent directly to the site for approval on a space available basis. Full Day Preschool cannot guarantee space for optional days after the registration deadline. Cancellation of accepted optional days will be refunded, with a \$10 per child processing fee, up to 5 business days prior to the start of each set of non-school days. Any cancellation requests after the deadline will not be refunded. You may use any available vacation/sick day credits you have on these days.

Hours: 7:00 am - 5:30 pm

Summer Program

The summer program begins the week following the end of the school year and concludes one week prior to the start of the next school year. The summer preschool location(s) are determined based on the district's summer construction schedule. Program staff will inform families of the summer location(s) before making summer registration available. Children must be at least three years old by 9/1/23.

Hours: Monday - Friday 7:00 am – 5:30 pm

Holidays

Full Day Preschool is closed on major holidays.

Tuition fees are not assessed when preschool is closed in observance of a nationally recognized holiday.

Enrollment and Registration

Registration is available online at <https://ce4all.org/> In order for registration to be processed, we require the following:

- Completed online account/contract including emergency contact information (must be local and able to pick up the child within one hour), authorized pick-ups, allergies, medications, and any special needs
- \$75 non-refundable registration fee
- A valid and frequently checked e-mail address

Full Day Preschool reserves the right to delay enrollment due to the following conditions:

- the need to adjust staffing ratios
- the need to obtain additional information about the student
- non-payment of previous Preschool or other Community Education charges

In the case of delayed enrollment families will be notified in advance with a program start date.

Schedule Options

Families may register for three, four, or five days per week. Families may request permanent contract changes via their online account. Please allow two weeks for the processing of any requested contract changes. All contract changes incur a \$10 per child fee.

Drop In Attendance

We will permit drop-in days outside of your regular contract schedule on a case-by-case basis. Requests for drop-in days can be made in your eleyo account.

Program Withdrawal

In the event that the use of the Full Day Preschool program is no longer needed, families are required to submit a two week written notice or submit a contract withdrawal online, in order to withdraw from the program.

Program Dismissal

Full Day Preschool works to support families and provide care to all children who register, and are enrolled in, our program. When necessary, program staff reserves the right to terminate or deny a contract for childcare services due to:

- non payment of Full Day Preschool charges
- parent/guardian's inability to follow program policies and procedures
- child's inability to demonstrate consistent toileting success
- Challenging behaviors that impact the programming or safety of other children

Updating Information

Parents/Guardians are responsible for keeping all enrollment information up to date. For safety and emergency purposes, it is extremely important that families update their account

information with any contact information (phone numbers, address, etc.), medical information, emergency contact information, authorized pick-up changes that occur. Please contact Rita Mortensen by e-mail at mortensenr@district112.org or by phone at 952-556-6401.

Request to Exclude

The Request to Exclude Student Directory Information can be found online at www.district112.org. This form must be completed and turned in to opt out of pictures, class photos, yearbooks, name lists, etc.

Financial Policies

Program Fees

Full Day Preschool program charges are generated from the contract submitted online. Invoices are generated once per month and sent to families via email. If you do not have computer access, please contact the Community Education Office 952-556-6401 to make billing arrangements.

Payment is due on the 15th of each month. The May payment will cover the remainder of the school year. All preschool accounts must be current prior to the start of a new session. It is the parents'/guardians' responsibility to frequently access and manage their online account at www.ce4all.org

Payment can be made by:

- Credit/Debit card automatic payment: At the time of registration families will be given the option to set up automatic payment using a credit/debit card. Automatic payment will be charged on the 15th of each month. Families can add auto pay to their account at any time throughout the year.
- Online payment using a credit/debit card: A credit/debit card payment can be made online at any time.
- Check or Money order - made payable to Community Education, by mail or dropped off at:
Community Education - Full Day Preschool
110600 Village Road Chaska, MN 55318
- Cash payments must be made at the Community Ed Office during open hours. Monday - Friday 7:30 am - 4:00 pm

Late Payment Fee

A \$25 late payment fee will be assessed to accounts that have a balance of any dollar amount after the 15th of each month. If you are unable to make your payment by the due date, contact the Early Childhood Specialist to discuss payment plan options. If payment or payment plan arrangements are not made by the final working day of the month, we reserve the right to temporarily pause childcare services. Upon payment, childcare services may be reinstated.

Returned Checks

Parents/guardians will be notified in writing if a check has been returned due to insufficient funds. The exact amount of payment along with the appropriate bank fee must be re-submitted to Rita Mortensen by cash, money order, or check within 10 days of the notice or we reserve the right to temporarily pause childcare services. Upon payment, childcare services may be reinstated.

Vacation/Sick Credit

Credit for missed days due to illness or vacation is available to families. Families registered for a

- 5 days a week have access to 5 days of vacation/sick credit
- 4 days a week have access to 4 days of vacation/sick credit
- 3 days a week have access to 3 days of vacation/sick credit

In order to use a vacation/sick day credit, the child must be absent from preschool for the entire day. It is the parent/guardian's responsibility to complete the vacation/sick credit form, available online, in order to receive a credit for the day(s) missed. Credit will be given on the next month's invoice. Once the allotted days have been used, payment is required for any additional absences. Any unused vacation/sick days are forfeited at the end of each session.

Inclement Weather Closures

Closing notifications will be available through our automatic district notification system, on our Facebook page, district website, and through all major Twin Cities tv stations. Notifications will be listed under "Eastern Carver County Schools".

If schools are closed due to inclement weather, Full Day preschool will also be closed. Refunds will be issued for the first three closures. If subsequent closures take place in the same school year, refunds will not be issued.

If school opens late or closes early due to inclement weather, the Full day Preschool Program will also open late or close early. Refunds will not be issued in these instances. Please see below for start and end times for weather related delayed starts and early outs. These times are based on the school day hours in each building.

Chanhassen Elementary

- Late Start – 9:45 am
- Early Out – 12:15 pm

Victoria Elementary

- Late Start - 11:30 am
- Early Out - 2:00 pm

Family Learning Center

- Late start – 11:00 am
- Early Out – 2:00 pm

Bluff Creek Elementary

- Late Start – 10:30 am
- Early Out – 1:00 pm

La Academia

- Late Start - 11:30 a.m.
- Early Out - 2:00 p.m.

Dependent Care Reimbursement

End-of-year tax statements can be found in your Eleyo account. Flex reimbursement forms may be faxed to 952-556-6409 or emailed to mortensenr@district112.org. Please allow 48 hours for the Community Education office to verify, sign, and return reimbursement forms.

Attendance Policies & Procedures

Sign In and Sign Out

Sign-in/out information assists the program in accurately tracking attendance and documenting individuals that have had access to children and the building. Children must be signed in and out daily by an “authorized pick-up”.

No person will be allowed to sign a child out who:

- has not been named as an authorized pick-up
- cannot verify identity with proper photo ID
- is under the age of 16

Secured Entrances

To enhance the security of the Full Day Preschool programs and align with the district security measures, Full Day Preschool has implemented a security procedure. Equipment has been installed at each elementary building as well as the Family Learning Center to allow for the Full Day Preschool entrance to be locked during program hours. Full Day Preschool entrances are equipped with a doorbell and camera. In order to gain access to the building parents/guardians will ring the doorbell, upon visual identification staff will remotely unlock the door, and the parent/guardian may enter the building. In the case that someone new or unfamiliar to staff is picking up or dropping off a child, staff will ask for photo identification before allowing the person to enter the building.

Absences

If your child will be absent from Full Day Preschool contact the site via phone or email to inform staff of your child's absence. When calling or emailing please indicate the following information: your name, child's name, date of absence, phone number where you can be reached.

Authorized Pick-Ups

Full Day Preschool staff will not release children to anyone who is not listed as an “authorized pick-up”. Parents/guardians must add individuals as authorized pick-ups via their online account. All individuals who are listed as authorized pick-ups should be prepared to show a picture ID until the individual becomes familiar to staff, this includes a child's parents/guardians. If an individual who is not listed as authorized is picking your child up please call or email to inform staff of the change.

Late Pick-Up

Full Day Preschool closes at 6:00 pm daily during regularly scheduled school days and closes at 5:30 on Optional Days and during Summer Programming. All children are required to be picked up by closing time. In the case that a late pick up occurs staff will follow these steps:

1. At closing time, staff will attempt to contact the parent/guardian
2. 15 minutes after closing time, if a parent/guardian has not been reached, staff will contact the child's emergency contact(s) to pick up the child
3. 45 minutes after closing time, if a parent/guardian or emergency contact has not been reached, staff will contact the local police

After closing time, a fee of \$5 for the first 5 minutes and \$1 for every minute thereafter, per family is assessed until the child is picked up and exits the classroom. The iPad check-out system and staff observation will validate the time of child pick up and classroom exit. You will be assessed a late pickup fee.

The late pick-up fee will be charged whether or not a parent/guardian has called the site to inform them of the tardiness. A family may be dismissed from the preschool program if late pick-ups become an ongoing issue. Please make the necessary arrangements to ensure that your child is picked up by closing time.

Family Communication

Communication between home and preschool is important to the success of children in our program. Please feel free to share any information that may affect your child's time in Full Day Preschool with staff at any time. If you need to share important confidential information about your child please call, email, or set up a meeting with the Out of School Time Supervisor assigned to your building.

If any concerns about the Full Day Preschool program or staff arise, please set up a time to discuss the issue with the Out of School Time Supervisor in your building, and/or McKenzi Moore, the Care Specialist.

Family Area

Each Full Day Preschool site has a designated family area in which parents/guardians can find important dates, registration information, curriculum information, special reminders, monthly newsletters/calendars, Community Education materials, District 112 materials, etc. Please check the family area daily as this information can change frequently. Program staff may also occasionally email or call families with important updates/information.

Custody of Children

Full Day Preschool is obligated to release children to the parent unless otherwise informed by a court order. Families are responsible for making copies of court orders available to preschool staff. Program staff will follow the custody arrangements outlined in the court order provided.

Emergency Preparation

Fire drills, tornado drills, and lockdown drills will be performed regularly to ensure that staff and children are aware of the procedures in case of an emergency.

Cold Weather Policy

During the cold weather months Full Day Preschool will follow the district outdoor weather policy regarding outdoor play. Full Day Preschool will remain inside if the temperature, factoring in wind chill, is 0 degrees Fahrenheit or lower.

Warm Weather Policy

During the warm weather months, decisions regarding outdoor play will be made based on the heat index, cloud covering, and wind speeds. The National Weather Service defines the heat index as the combination of air temperature and relative humidity to measure the “actual feel” temperature. Full Day Preschool program staff will use the National Weather Service’s Heat Index Chart as a guide for decisions regarding outdoor play and field trip attendance.

Medical Information and Policies

Allergies/Chronic Health Conditions

Parents/guardians are responsible for reporting all allergies and chronic health conditions at the time of enrollment. Please inform the teacher and school nurse of all medical conditions and any additional information needed regarding the treatment of medical conditions should they happen to occur while your child is at preschool.

Medication

A completed Medication Authorization Form needs to be signed by the child’s doctor and parent/guardian and on file with the Full Day Preschool program in order for staff to administer any prescription or over-the-counter medications. All medications must be provided to preschool staff in the original packaging. Staff will administer medication in its original form and according to prescription and/or packaging guidelines. Full Day Preschool staff is unable to cut, crush, or alter medication in any way. Parents/guardians should give the first dose of any medication in order to observe the child’s reaction. Epi Pens and inhalers will be made available to children at all times with staff supervision.

Illness

Full Day Preschool is committed to providing a safe and healthy environment for all children. Children should be kept at home if they show any of the following symptoms:

- A fever of 100 degrees Fahrenheit or higher before fever reducing medication within the last 24 hours
- vomiting or diarrhea within the last 24 hours
- undiagnosed rash or a rash attributed to a transmittable condition or illness
- a bacterial infection such as strep throat, ear infection, or impetigo and has not completed 24 hours of antibiotics
- uncontrolled cough
- any contagious condition such as lice, scabies, chicken pox, ringworm, hand foot and mouth disease, influenza, impetigo, pink eye, pinworm, strep throat (please provide
- any child who is unable to participate in program with reasonable comfort or who requires more care than staff can provide without compromising the health and safety of other children

If a child becomes ill at preschool, staff will make efforts to ensure the child is as comfortable as possible and notify the parents/guardians to pick up the child within an hour. In the event that staff cannot reach the child's parents/guardians, the emergency contact(s) will be contacted and asked to pick up the child.

Communicable Diseases

Also known as infectious or transmittable diseases, these types of illness should be reported to Full Day Preschool staff within 24 hours of diagnosis. If a case has been reported or staff suspects the possibility of exposure to a contagious disease, based on the recommendation of the Family Learning Center nurse, a form notice will be posted in the Family Area.

Toileting

Upon entering the Full Day Preschool program children must be potty-trained and able to use the toilet independently. This means being able to recognize and communicate to a staff member the urge to go to the bathroom, use the toilet, clean themselves to the extent needed, and get dressed independently. We understand that some of these skills will still need to be practiced at school and reminders given. If a child is having frequent accidents or is unable to independently use the bathroom, we may need to pause care for that student. A meeting will be held with program leadership, the family, and a parent educator to determine what skills need to be built in order for the child to remain in the program. If it is determined that care needs to be paused, the length of the pause will be decided based on each unique situation.

First Aid and Emergency Procedures

Full Day Preschool staff are certified in First Aid and CPR. In the case of any injury, basic first aid will be administered. Any time first aid is administered parents/guardians will receive written notice via an Accident Report. If serious injury occurs that requires advanced medical attention,

911 will be called immediately. Children will be taken to the nearest hospital if deemed necessary by Emergency Medical Technicians and parents will be notified as soon as possible. Expenses incurred will be the responsibility of the family.

School Nurses

Full Day Preschool has access to a school nurse between the hours of 8:00 a.m. and 4 p.m. If the school nurse is unavailable, the Full Day Preschool staff will care for the ill or injured child, using first aid training.

Inclusion and Access

Full Day Preschool welcomes individuals of all abilities. Please notify program staff at the time of enrollment of any special needs your child may have. The program will provide reasonable accommodation to make integration successful. Specific Special Education services are not available during the care portion for the day. All qualified services will take place during the half day preschool portion of children's time in the building. When necessary, a meeting with parents may take place before enrollment to ensure that we can meet the needs of your child and set them up for success. Please note that the program start date may be dependent upon the implementation any necessary accommodations.

Day to Day Details

Appropriate Dress

Children should wear comfortable clothing that allows for participation in all activities. Tennis shoes are required to play in the gym and preferred for warm weather outdoor play. Weather permitting, outdoor play is a part of every day, every season. Plan accordingly with appropriate clothing, outdoor gear, and footwear for each season.

Preschool Rest Time

All children in our program participate in rest time each day. If they do not fall asleep after 30 minutes of rest, they are able to engage in quiet activities- books, puzzles, fidget toys, coloring etc.

Meals and Snacks

Breakfast and an afternoon snack are provided daily. Full Day Preschool families have the option of providing a bagged lunch including beverage each day for their child. As of the 2023-2024 school year, families can opt into a free hot lunch provided by Nutrition Services. The menu for these lunches will be provided at the beginning of each month, and families will need to indicate which days, if any, their child will be participating in the hot lunch option. The full day staff do not have access to a microwave or refrigeration for children's lunches.

The preschool program works with the District 112 Nutrition Department to accommodate many special dietary needs. You may access information about Nutritional Services at: www.district112.org/district-information/departments/nutrition-services .

Birthday Treats Birthdays are special days and staff are happy to help your child celebrate. You are encouraged to bring a non-food item, such as a classroom book, new markers, stickers, or a classroom game rather than food to celebrate your child's special day.

On **Optional Days**, a cold breakfast and snack are provided. A bagged lunch including a beverage must be provided by parents/guardians on optional days unless otherwise noted.

During the **Summer Program**, a variety of cold breakfast items and snacks are provided daily. A daily bagged lunch including a beverage must be provided by parents/guardians unless otherwise noted.

Sunscreen (Summer Only)

In order to promote good health, safety, and to protect students from harmful sun exposure, Full Day Preschool encourages the regular use of sunscreen on students during all outside events and activities.

Full Day Preschool follows these guidelines regarding the application of sunscreen:

- It is the responsibility of parents/guardians to apply sunscreen to their child before the preschool day begins.
- Sunscreen will be applied at least once before participating in outside activities and re-applied if outside for more than four hours.
- Please provide sunscreen that is safe for your child in the original container, labeled with your child's first and last name.
- Students and staff are also encouraged to use the following sun protection measures:
 - Wear hats that protect their face, neck, and ears
 - Wear sunglasses covering as much eye area as possible

Behavior Guidance

Full Day Preschool is committed to providing a positive and safe environment for all children. Staff work to establish clear and consistent limits and expectations for appropriate behavior. Program staff encourage and teach children to understand behavior and related consequences. Staff help children develop safe and appropriate ways of expressing their feelings and interacting with staff and other children through strategies offered by the Pyramid Model.

Behavior Guidance Plan

In the case that inappropriate behavior occurs the following actions will be taken:

1. **Warning:** Staff will give the child a verbal/visual reminder of the rule and or appropriate behavior. Behavior that threatens the safety of others will result in a separation from the group or area without a warning.
2. **Redirection:** If the inappropriate behavior continues to be displayed the child will be directed by a staff member to a new activity or program area.

3. **Cooperative Behavior Modification:** When calm, the child will be invited to talk with a staff member about what happened and what alternative actions the child could have used. The child will return to the activity after concluding the debriefing of the undesired behavior.
4. **Parent Notification:** Parents/Guardians will be informed of the incident by phone, email or with a written Incident Report when the child is picked up

If the behavior is not resolved with steps 1-3 of the Behavior Guidance Plan, parents/guardians may be contacted and asked to pick up their child. Continued incidents may require a conference with the family to create a plan of action to resolve the behavior concerns. Termination of childcare may occur if a child exhibits challenging behaviors and the interventions for behavior modification have not been successful. The dismissal will be given to parents/guardian in writing with one weeks notice.

Physical intervention by staff is avoided unless a child is threatening the safety and wellbeing of themselves and/or others. A staff member trained and certified by the Crisis Prevention Institute (CPI) may need to restrain a child until they are calm enough to control their actions.

The Pyramid Model

Pyramid Model provides strategies to support children in their social/emotional development. We embed strategies into our everyday routines, which support the success of each child while in our care. It is our goal to equip children with the tools they need to recognize and name emotions, appropriately express those emotions, and regulate their bodies when they are experiencing big emotions.

Volunteers and Community Partners

StormHawks Preschool may occasionally accept the assistance of parent and/or community volunteers. Volunteers are supervised by a staff member at all times and per District policy never left unattended with children.

StormHawks Preschool may partner with other community organizations for special events, support, education, or activities. Parents/Guardians will be informed in advance of any interaction with individuals from community organizations.

StormHawks Preschool follows District 112 policies regarding:

- Data Privacy
- Bullying
- Harassment
- Drugs and Alcohol
- Weapons
- Discipline
- Transportation
- Students Rights

More information regarding these policies can be found on the District 112 website www.district112.org or by request in the Community Education Office.