



St. Anthony Community Services, 3301 Silver Lake Road, St. Anthony, MN 55418

2024-25 All Day Preschool Family Handbook

Welcome to St. Anthony-New Brighton School District! The All Day Preschool program is administered through the St. Anthony-New Brighton Community Services Department. The All Day Preschool program is a quality early childhood care and education program that offers children ages 3 to 5 years a positive preschool group experience in preparation for kindergarten. The All Day Preschool Program provides a safe and nurturing environment that allows Pre-K children to explore and learn while promoting literacy development.

All Day Preschool is administered through School District 282 and regulated by the District's School Board. All Day Preschool is a 4 star Parent Aware rated program and a Certified Child Care Center by the Minnesota Department of Human Services. All Day Preschool follows the policies and procedures for certified child care centers, Parent Aware, and ISD 282.

This Handbook contains important information that you need to know about the program's policies and procedures. If you have questions that are not addressed in the Handbook, please feel free to ask questions whenever they arise. Our teachers and staff are here to assist you. Parents of enrolled children may visit the center any time during the hours of operation which are Monday thru Friday 7:00 am to 5:30 pm.

Office Contact Information

St. Anthony-New Brighton Community Services, 3301 Silver Lake Road, St. Anthony, MN 55418

For questions about registration or billing, contact Kristen Morris at 612-706-1166 or kmorris@isd282.org

For questions about program operation or concerns, contact Wendy Webster at 612-706-1170 or webster@isd282.org

Classroom Contact Information

Preschool Teacher: Margie Jones 612-706-1186 mjones@isd282.org

CS16: Lead Assistant Teacher Rebecca Turner
Assistant Teacher Aimee Reyes

Preschool Teacher: Margie Jones 612-706-1186 mjones@isd282.org

CS18 Lead Assistant Teacher Pat Gustafson
Assistant Teacher Rona James
Tara Halverson

Mission Statement

The mission of the St. Anthony-New Brighton School District is to educate, prepare, and inspire a community of lifelong learners in our small, caring environment.

Early Childhood Family Education Advisory Council

The Early Childhood Family Education Advisory Council seeks parents to be involved and advise staff on the early childhood and school age programs offered by Community Services. Its purpose is to advise staff, the Community Services Advisory Council, and the School Board about ways to improve and enrich the programs and services offered to the community. The Advisory Council hosts meetings throughout the year, dinner and childcare are provided. If you are interested in the Advisory Council, contact Wendy Webster at 612-706-1170.

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Enrollment

To enroll in All Day Preschool, a child must be 3 years old by September 1 and toilet trained. A child is considered enrolled in the program once the enrollment and child information forms, immunization records and health summary are completed and submitted with the registration fee. If you are a returning family, your account must be paid in full prior to re-enrolling your child. Please notify staff immediately of any changes.

Registration Fee

The registration fee of \$60 is non-refundable and does not apply towards tuition. This is a one time payment that covers all day preschool and then Village Kids as your child moves to elementary school.

Parent Communication

In order to maintain clear and open communication with parents, staff will attempt to talk to parents during drop-off or pick-up. However, in an effort to maintain classroom safety it may be necessary for staff to contact parents by email, phone, or by letter in a child's file. Each child has a file with his or her name in their room. Conferences will be held twice yearly.

Curriculum

The All Day Preschool curriculum is part of the School District's Curriculum Review Cycle ensuring it meets the Minnesota Early Learning Standards, prepares children for Kindergarten, and is age and developmentally appropriate.

Billing

Fees are automatically billed to your account on Fridays for the following week. You will receive an email notifying you of these charges and can pay online with your credit card. Payments are due Mondays for that week of service or on the first day of the week that your child attends.

For your convenience:

- ▶ Enroll in auto pay. Log onto your account at www.isd282.org/cs and attach your preferred payment method—credit card or bank account information.

Please note the following:

- Late payments will be subject to a late fee of \$20. Families with accounts that are one month overdue will be subject to termination from the program. Families with past due accounts will not be allowed to submit a contract for the next year. Families experiencing extreme financial hardship should contact the Community Services office to make payment arrangements.
- Returned checks will be subject to an insufficient funds fee of \$20.
- If you require signatures for pre-tax daycare reimbursement plans, the appropriate reimbursement forms must be included and will be signed with your payment.
- Community Services accepts families receiving Minnesota's Early Learning Scholarships or childcare assistance from Anoka, Hennepin and Ramsey Counties.
- If you think there is a discrepancy on your bill, contact our billing department immediately.

Vacation Credit

After your child attends 6 consecutive months of All Day Preschool, you will be eligible for 1 week of vacation. After another 6 consecutive months, you will be eligible for 1 more week of vacation. This must be used in 5 day increments. Two weeks prior written notice is required to receive vacation credit.

Withdrawal

To withdraw your child from All Day Preschool, please contact the office in writing, two weeks prior to the date of withdrawal.

Closed Days for Holidays and Program Preparation Days

The All Day Preschool Program will be closed on the following days and families **will not be charged**:

- December 23-27, 2024
- August 25-August 29, 2025 for annual staff trainings

The All Day Preschool Program will be closed on the following days and **families will be charged**:

- 2024: September 2, November 28, 29, and December 30, 31
- 2025: January 1, January 20, February 17, April 18, May 26, June 19, July 3, 4.

School Closings Due to Weather

When District 282 schools are closed due to excessive snow, preschool will be closed.

In the event that District 282 schools are closed due to excessively cold weather, preschool may be open.

This announcement will be made through an automated email and phone call to families and local television stations. When District 282 schools close after students have arrived, preschool staff will notify parents to pick-up their children as soon as possible. Preschool will remain open until all children have been picked up.

Arrivals and Departures

The All Day Preschool program operates from 7:00 a.m. to 5:30 p.m.

- *Please plan for your child to arrive by 9:00 a.m.*
- Parents or legal guardian must be allowed access to their child at any time while the child attends All Day Preschool. Use the designated code on the keypad to access their child at any time during the hours of operation. All parents/guardians must sign-in their child upon arrival, sign-out at departure, and make contact with staff at the time of arrival and departure.
- *Please arrive no later than 5:30 p.m.* A late pick-up fee is assessed at the rate of \$1/minute per child and placed on the parents' account. Continual late pick ups may result in termination from the program.

Children typically become very worried when their parents are late to pick them up. While circumstances such as heavy traffic and inclement weather are often beyond our control, it is imperative that parents have an alternative pick-up plan they can put into action. People authorized to pick-up a child are designated on the online account as an authorized pick up or on the Child Information form. If a child is to be released to anyone other than person(s) listed, a note authorizing pick-up must be received prior to pick-up time. Persons unfamiliar to staff will be asked to show picture identification.

Just a reminder, when you transport your child to and from preschool, they must be secured in the proper child restraint which has been updated. Please see the [Minnesota Child Car Seat Law](#) for updated information.

Outdoor Activities

Children must be prepared to go outdoors every day for recreation. Staff will assess weather conditions in light of the planned activity and will determine whether the activity will be carried out as planned. Children who are too ill to play outdoors should not attend All Day Preschool.

Meals and Snacks

A cold breakfast is served every morning from approximately 8:15 a.m. to 8:30 a.m. If children will arrive after 8:20 a.m., they should eat breakfast at home. A catered lunch is served daily. For the protection of the children with anaphylactic peanut allergies, we do not allow peanuts or peanut products to be brought in or served. A nutritious snack and beverage is served every afternoon with water always available. All meals and snacks meet the state and federal government's guidelines for nutrition and portion size.

Accidents and Injuries

Staff are trained annually in first aid, CPR, and bloodborne pathogens. When administering first aid, staff safely handle and dispose of bodily fluids and other infectious fluids by using gloves, disinfecting surfaces that come in contact with potentially infectious bodily fluids, and disposing of bodily fluids in a securely sealed plastic bag. If a child has a minor injury, staff will inform parents about the injury when the child is picked up. In the event of a serious injury, which may require medical attention, the staff will contact the parent immediately. In an emergency, the staff will call 911 and contact the parent. After 911 has been called, paramedics will determine the appropriate action. If the child needs emergency treatment, he or she will be transported to the nearest medical facility. The parent will be responsible for all medical expenses. If any injury to a child attending All Day Preschool requires treatment by a physician, staff must report it within 24 hours.

Insurance

Independent School District 282's liability insurance exceeds limits of \$100,000/300,000.

Child Abuse and Neglect

Under Minnesota state law, all Community Services staff are trained annually as mandated reporters for any suspected physical, emotional, and/or sexual abuse or child neglect. This training is documented in individual personnel records. Staff are legally required or mandated to report and cannot shift the responsibility to a supervisor or another staff at the center. If a staff person knows or has reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years must report within 24 hours.

Any person may voluntarily report abuse or neglect:

- ▶ If the suspected abuse or neglect is occurring at All Day Preschool, reports should be made to the Minnesota Department of Human Services Division of Licensing Maltreatment Intake Line at 651-431-6600.
- ▶ If the suspected abuse or neglect is occurring within a family or in the community, reports should be made to Child Protective Services in Hennepin County (612-348-3552) or Ramsey County (651-266-4500).

If your report does not involve possible abuse or neglect, but does involve possible certification violations, contact 651-431-6500.

Illness

A child with any of the following conditions or behaviors is a sick child and cannot attend All Day Preschool:

- ▶ has a reportable illness or condition the Commissioner of Health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;
- ▶ any common symptoms of COVID-19 or two or more less uncommon symptoms.
- ▶ has chicken pox; the child cannot attend until he/she is no longer infectious or until the lesions are crusted over;
- ▶ has vomited that day;
- ▶ has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
- ▶ has unexplained lethargy;
- ▶ has lice or nits, ringworm, or scabies that is untreated and contagious to others;
- ▶ has a 100 degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given; Your child must be fever free for 24 hours before returning to school
- ▶ has an undiagnosed rash or a rash attributable to a contagious illness;
- ▶ has significant respiratory distress;
- ▶ is not able to participate in regular program activities with reasonable comfort;
- ▶ who requires more care than the program staff can provide without compromising the health and safety of other children in their care; or
- ▶ cannot play outdoors.

If your child becomes ill while at All Day Preschool, they will rest in a quiet area and be supervised in the classroom or Community Services office until the parent or emergency back-up person can be contacted. When a child becomes ill at preschool, they rest and do not participate in activities with other children. Parents must have their sick child picked up as soon as possible.

Parents must call or email the All Day Preschool classroom to report an absence and type of illness. The room has an attendance voicemail line to report absences. Our early childhood programs are required to post notices when specific illnesses occur to notify parents of a potential exposure. Notices are posted outside each classroom door. All Day Preschool must inform the Department of Human Services within 24 hours of the death of a child in the program or any injury to a child in the program that required treatment by a physician.

Medication

Non-prescription Medications

Written permission from the parent is required for the administration of any non-prescription medications such as Tylenol, insect repellent, and sunscreen lotion. Non-prescription medications will be stored according to the directions on the original container and administered according to the manufacturer's instructions unless there are written instructions provided by a physician or dentist.

Prescription Medications

The All Day Preschool Program must have written instructions from a physician or dentist to administer prescription medications. Medication release forms must be completed and signed by the parent. Medications must be in their original containers and legibly labeled with the child's full name and current prescription information. Due to potential allergies, parents must give their child the first dose. Medications will not be given after the expiration date and unused portions will be returned to the parent or destroyed. Staff will properly store medications according to the directions on the original container and document the date, time and dosage the medication is administered to a child and by whom.

Allergies

If a child has an allergy, parents must submit medical documentation of all known allergies including the description, triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to a reaction before a child begins the All Day Preschool program. Information will be shared with all staff annually and when a change is made to allergy-related information in a child's record. Documentation of when staff were informed will be kept on site. Food allergies will be posted in the classroom and kitchen. Children's medical information is kept in a binder staff take with them whenever they leave the classroom.

Personal Belongings

Children should be dressed in washable clothes and comfortable shoes. Clothing that the child can manage by himself or herself encourages independence. All parents are asked to bring an extra set of clothes (including socks and underwear) to keep in the child's cubby in case of spills or toileting accidents. These clothes should be labeled with the child's name.

Behavior Management

The All Day Preschool Program strives to establish and maintain a behavior management system that will reinforce positive behaviors, teach and support strong social skills, and build self-esteem.

Field Trips and Transportation

All Day Preschool takes occasional field trips and usually transports students in a school bus. Costs for all field trips are included in tuition fees and parents will be informed in advance. If school district vans are used to transport children, the driver holds the appropriate license and comply with all seat belt and child passenger restraint system requirements under Minnesota Statutes [169.685](#) and [169.686](#).

Rest Time

There is a scheduled 30 minute rest time each day. Children who fall asleep will be allowed to continue resting for an additional hour. Children who are awake will participate in quiet activities.

Special Needs

Children with disabilities will not be excluded from the program unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.

School District Facilities

The facilities used by All Day Preschool at St. Anthony Community Services include the classrooms, bathrooms, multipurpose room, gymnasium, and outdoor playground. The facilities are age and size appropriate, cleaned daily, and repairs to equipment are completed by our custodian. Any hazardous items are stored in locked cabinets or out of reach of young children. Staff are trained in Bloodborne Pathogens annually and safely handle and dispose of bodily fluids and other infectious fluids by using gloves, disinfecting surfaces that come in contact with potentially infectious bodily fluids, and disposing of bodily fluids in a securely sealed plastic bag.

As a certified center, All Day Preschool has developed a risk reduction plan to assess the risks presented in the facility, such as electrical hazards, and outside the facility, such as the proximity to busy roads and bodies of water. The purpose of the risk reduction plan is to establish policies and procedures to minimize identified risks to children enrolled in All Day Preschool and inform staff of the plan.

Emergency Procedures

All Day Preschool has an emergency plan staff follow in the event of an emergency. Staff participate in an annual training to review emergency procedures and new staff are trained at orientation. All Day Preschool also practices evacuation and lockdown drills quarterly and completes five fire drills, five lockdown drills, and one tornado drill each year. Parents can request to review the emergency plan.

School District Policies

The following policy descriptions are intended to be summaries only. To review the complete policies and/or to access all District policies, visit www.stanthony.k12.mn.us/series-500-students

It is the St. Anthony New Brighton School District's policy to provide equal education opportunity for all students and to provide equal employment opportunity for all employees. The district does not discriminate in admission, treatment, employment or access to its programs or activities. In addition, the School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age.

Complaint Policy

The St. Anthony-New Brighton School Board has a public complaint policy. If you are unable to obtain a satisfactory response from your child's teacher, your concern should be channeled through the following sequence in accordance with school board policy #103.

1. Community Services Director
2. Superintendent
3. School Board

Harassment and Violence

The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Data Privacy

School district staff, with a legitimate educational interest in the child, will have access to student records. Records are destroyed when your child leaves preschool. Written consent is required from the parent or guardian before any records (other than directory information) can be sent to any person or agency.

Weapons Policy

It is illegal to conceal and carry firearms on School District property. This does include the entire Community Center. Additionally, the School Board prohibits all persons from possessing any other type of weapon while in a school; on school grounds; at school-sponsored events or activities; and entering upon or departing from school grounds or school-sponsored events or activities.

Statement of Non-discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:800-877-8339). Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:866-632-9992). Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: [\(202\) 690-7442](tel:202-690-7442); or (3) email: program.intake@usda.gov

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