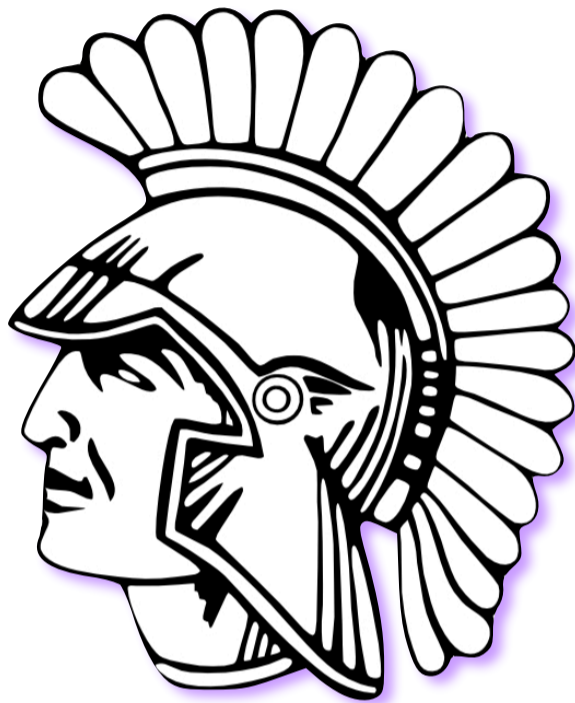


Barnesville Public Schools and Community Education

Early Learning Programs

School Readiness Trojan Preschool
2025-2026 Handbook



Educational Programming for children ages 3-5 years

Address

Barnesville Elementary
310 5th St. SE

Phone

218-354-2300

Preschool Program, Registration, ECFE, Screening questions:

Laura Lempe

Early Childhood Coordinator, Preschool teacher, Early Childhood Screening

Email: llempe@barnesville.k12.mn.us

Kari Wilson

Elementary and Early Learning Secretary

Email: KWilson@barnesville.k12.mn.us | Phone: 218-354-2300

*Each child has their own set of possibilities.
We help those possibilities unfold at Trojan Preschool.*

SCHOOL READINESS TROJAN PRESCHOOL 2024-2025 INFORMATION

School Readiness-Trojan Preschool is a program of Barnesville Public Schools and Community Education for children ages 3-5. The goal of our program is to provide high quality preschool experience for all children. We provide developmentally appropriate learning opportunities through play and teacher guidance to support social/emotional, physical, creative, and academic growth needed to start kindergarten. We can't do this without the support of a child's first teacher - their parent. For this reason we maintain open communication.

SCHOOL READINESS TROJAN PRESCHOOL STAFF

Todd Henrickson - Elementary Principal
Breanna Chuinard - Preschool Teacher
Laura Lempe - Early Learning Coordinator, Preschool Teacher, Early Childhood Screening Coordinator
Cassandra Blomberg - Preschool Aide
Stacey Rotz - Preschool Aide
Kari Wilson - Elementary and Early Learning Secretary

SCHOOL READINESS TROJAN PRESCHOOL PROGRAM

In both Junior and Senior preschool classes we follow the **Early Childhood Indicators of Progress: Minnesota's Early Learning Guidelines**. The early childhood years are an important time of rapid growth and learning. Children's brains are developing more quickly at this time than at any other. They are exploring what they can do with their bodies and creating relationships with loved ones. They are investigating how the world works and their place in the world. Because of this complex and rapid development in young children, a shared set of expectations of what children can know and do is necessary to build successful early childhood programs and supports. In Minnesota, this set of shared expectations is called the Early Childhood Indicators of Progress: Minnesota's Early Learning Standards (ECIPs). The ECIPs, which are aligned with the K-12 Academic Standards, ensure equitable access to a robust education across programs for all children.

PROGRAM OBJECTIVES

1. Assist children in learning to live comfortably in a social environment.
2. Provide opportunities for the children to interact.
3. Enhance a child's self-esteem, self-awareness, and self-confidence by offering many opportunities for a child to succeed, express ideas, and understand his/her emotions and to attain skills to control them.
4. Provide opportunities for math, science, literacy and social science.
5. Increase attention span and follow simple directions.
6. Foster creativity and self-expression through art, music, and dramatic play.
7. Develop fine motor skills by using scissors, glue, clay, blocks, puzzles, beads, pegs, etc.
8. Develop large motor skills through group games and outdoor activities.
9. Stimulate and encourage curiosity and provide opportunities for problem solving.
10. Encourage children to take care of their own needs with support from adults.

Our program is designed to maximize individual development and promote developmentally appropriate practices. The activities focus on the *process* of learning. Therefore, **the emphasis is on the experiences the children have rather than the results of those experiences**. Each child has his or her own set of possibilities and we help those possibilities unfold. Days are filled with planned and spontaneous moments of learning. There is time allowed for active outdoor play, imaginative games, independent discoveries, and group activities.

RESPECT FOR ALL

As with the rest of the school district, Early Learning School staff makes every effort to create a warm and welcoming atmosphere for anyone in the building. All families are welcome, regardless of gender, religion, culture, income, form of payment, or national origin. All staff, parents and children will be treated with respect. Our program follows Barnesville Public Schools policy regarding sexual harassment, offensive behaviors, and bullying.

GENERAL INFORMATION

School Readiness Trojan Preschool serves children ages 3-5 years. Our classes are open to all families; no one will be turned away due to the inability to pay - reduced fees are available to families as they qualify. We do, however, need to limit enrollment in classes due to space limitations, so register early. If a class becomes full, your name will be put on a waiting list

REGISTRATION

School Readiness Trojan Preschool Registration forms will be sent out in the spring (approx. March) for the following school year to all age eligible children in the Barnesville school district. If you are new to town or not sure if your child is on the 0-4 Census please contact Kari at 218-354-2300. Registration is completed online. Priority Registration will be given to current families prior to opening up to the general public. Registration for the general public is then accepted on a first come first serve basis and be ongoing based on availability. Although we will try to accommodate all children, the school reserves the right to limit class sizes and will start a waiting list if a class becomes full. To inquire further about registration please contact Laura Lempe llempe@barnesville.k12.mn.us.

JUNIOR PRESCHOOL (JP) CLASS OPTION

This is the first step in our preschool program. The children in this classroom learn through large and small group activities and experiences. They begin to work on early writing and scissors skills as well as number, letter, color and shape recognition. It is our goal for the children to have many real world learning opportunities through building, pretend play, art, science, and math. We believe It's important that children of this age have time to create, explore, and pretend every single day.

REQUIREMENTS:

- Must be 3 years old by September 1st, 2025
- Attend kindergarten September 2027
- Current residents of Barnesville Public School District #146
- Toilet trained by the first day of class
- Complete Early Childhood Screening

Junior Preschool OPTIONS	Junior Preschool 1 (JP1) Teacher: Mrs. Chuinard 64 days	Junior Preschool 2 (JP2) Teacher: Mrs. Lempe 64 days
Class Days and Times	Tuesday and Thursday 8:15-11:15	Tuesday and Thursday 12:00-3:00
Registration Fee Non-Refundable	\$40	\$40
Annual Tuition	\$1024/year	\$1024/year
Monthly Tuition <small>*Free and Reduced rates available</small>	\$114/month \$143/month with bus	\$114/month \$143month with bus

Total yearly tuition divided by 9 = monthly tuition

Reduced and free preschool based on income
Please complete and return included form to the Elementary School Office - Attention: Jodi

SENIOR PRESCHOOL (SP) INFORMATION

Our senior preschool program guides children in learning all of the kindergarten readiness skills they need. There are planned large group activities and games as well as scheduled small group learning with the teacher. They have opportunities to work on writing skills at the art center, social skills at the pretend play center and have many hands-on experiences in the math and science centers. We believe that through play children are able to discover, pretend, test, classify, organize, and interact with others. The preschool children are encouraged to problem solve with their friends and to become independent in daily routines.

REQUIREMENTS:

- Must be 4 or 5 years old by September 1st, 2025
- Attend kindergarten September 2026
- Current residents of Barnesville Public School District #146
- Toilet trained by the first day of class
- Complete Early Childhood Screening

Senior Preschool OPTIONS	Senior Preschool 1 (SP1) Teacher: Mrs. Lempe 125 days	Senior Preschool 2 (SP2) Teacher: Mrs. Chuinard 90 days	Senior Preschool 3 (SP3) Teacher: Mrs. Chuinard 85 days <small>CPT* - no class 5x year</small>
Class Days and Times	Monday, Tuesday, Wednesday, Thursday 8:15-11:15	Monday, Wednesday, Friday 8:15-11:15	Monday, Wednesday, Friday 12:00-3:00
Registration Fee Non-Refundable	\$40	\$40	\$40
Annual Tuition	\$2000/year	\$1440/year	\$1360/year
Monthly Tuition* <small>*Free and Reduced rates available</small>	\$222/month \$274/month with busing	\$160/month \$200/month with busing	\$151/month \$189/month with busing

Total yearly tuition divided by 9 = monthly tuition

Reduced and free preschool based on income
Please complete and return included form to the Elementary School Office - Attention: Jodi

TUITION - PAYMENT

- Tuition is **split evenly over 9 months**. Tuition is not prorated.
- **No refund** or reduction is given for holidays, inclement weather, illness, or other absences and closures.
- Preschool does not do make up days.

Cancelation policy - the \$40 registration fee is nonrefundable. Due to the changing dynamics of the school year you may withdraw your child at anytime and not owe for the following months not attended.

Wait List - Although we try to accommodate all children, the school reserves the right to limit class sizes and will start a waiting list if a class becomes full. If a class is full, the child will be put on the waiting list. Or if a child is placed in a class that was their 2nd choice they will get a place on the waiting list for their 1st choice, in the event a spot opens up in the more desired placement. When a spot opens up families will be contacted by email in the order they applied. If a reply is not received within 3 days we will move on to the next child.

****Tuition is due on the First day of class each month beginning in September****

Paying Tuition

Making payments can be done in one of the following ways:

1. Pay on *REVTRAK* at www.barnesville.k12.mn.us
2. Bring to school office (checks made payable to COMMUNITY EDUCATION)

CALENDAR - SCHEDULE

School Readiness Trojan Preschool Classes start 1 week after the start of the Barnesville Public School calendar. The week prior to the first day we will hold Parent/Child Meet & Greets. This gives the children an opportunity to visit their teacher and classroom. This is also a time for the teacher to do a quick assessment and conference. A Trojan Preschool calendar for the year will be provided at the start of each school year. Classes end the second week in May.

SCHOOL CLOSING DUE TO WEATHER

Trojan Preschool follow closing produces for Barnesville Public Schools.

If Barnesville School is two hours late:

- No morning classes.
- Afternoon classes will go on as scheduled.

If Barnesville School dismisses early:

- Morning classes will dismiss early if needed
- Afternoon classes will be cancelled

If Barnesville School is canceled/closed:

- All classes are cancelled.

***No Refunds for storm days.**

You will receive a message via Blackboard by the school district and SeeSaw to alert you to any of late, cancellations, or closures of school.

E-LEARNING DAYS

Trojan Preschool does not participate in E-learning.

TRANSPORTATION

Transportation

Students that live in the Barnesville School District and are on a bus route may ride the bus. Parents must set this up with the bus company.

Morning Classes | Begins at **8:15 am** (*Elementary begins at 8:30*) and ends at 11:15 am

Before Class:

- Senior Preschool students may attend before school care at Kid's Club beginning at 6:45am. A teacher will pick the children up in the Kid's Club room before class.
- May ride bus to school if on a route - Parents must set this up with the bus company
- Parent Drop off between 8 am - 8:15 am at the front doors of the school. A teacher must see a parent before you leave your child.

After Class:

- Parents responsible for arranging pick up at 11:15am (Carpooling is a great option for those in half day classes.)
- Midday Bus to addresses in town. You may register for the midday bus option.

Afternoon Classes | 12:00 pm - 3:00 pm (*children must have lunch before attending afternoon class*)

Before Class:

- Parent drop off between 11:50-12:00
- Midday Bus pick up/drop off for in town addresses.

After Class

- May ride bus home
- Parent pick up at 3:00 at the front doors of the school
- Senior Preschool students may attend after school care at Kid's Club. A teacher will drop the children off in the Kid's Club room after class.

HOME-SCHOOL COMMUNICATION

- The preschool program uses SeeSaw for all parent communication. This is a free app you put on your phone. All parents must use this app for communication unless you notify the teacher prior to the first day of school. Teachers will share codes with parents during Meet & Greets.
- Weekly Newsletters will be shared via SeeSaw.
- Teachers will create a Google Drive for snapshots. The link will be shared with families and can be viewed at any time.

ATTENDANCE

Regular attendance and participation is an important part of our program. **If your child will be absent for any reason, please contact their teacher or front office and let them know the reason for being absent.** We understand that unexpected things come up, staff are here to support you, and help find resources to support attendance.

TOILETING AND RESTROOM USE

All children attending Trojan Preschool must be **independent in using the bathroom.** (The only exception to this is if your child has an IEP with a para.) This includes knowing when to use the bathroom, pulling pants up and down, wiping, and flushing the toilet. Teachers will be available to assist if needed with wiping. Each classroom has a bathroom that children are welcome to use at anytime during their day at school.

DROP OFF AND PICK UP

MORNING DROP OFF 8:00-8:15 am

- In the MORNING a member of the preschool team will be at the main doors to greet your child at 8:00 am.
- If you are dropping your child off in the MORNING you must park in the lot or on the street and walk your child into the building. A member of the Preschool team must see you at drop off.
- If your child is riding the bus we will have a list of bus riders and a member of the preschool team will meet your child at the bus. All preschool children are the first to get off the bus.
- Children are not allowed in the classroom alone and must wait at the main doors with a member of the preschool team. Please do not bring your child to the classroom to wait for the teacher.

MORNING PICK UP 11:15 am - Children are expected to be picked up within 5 minutes of their scheduled end of class.

- All children will be brought to the main doors for pick up. You do not need to sign in and enter the building to pick up your child.
- Children riding the bus will be helped on the bus.
- If you are picking your child up you may park in the circle drive (only for this time of day).
- We will only release your child to an authorized pick up. You MUST let your child's teacher know if a parent is not picking up.

AFTERNOON DROP OFF 11:50-12:00 pm

- A member of the preschool team will be at the main doors at 11:50 to pick up all preschoolers.
- You may park in the circle drive (only for this time of day) to drop off.
- You MUST give your child directly to a member of the preschool team before leaving.
- Children riding the bus will be dropped off at the main doors and a member of the preschool team will bring them to their classroom.

AFTERNOON PICK UP 3:00 pm Children are expected to be picked up within 5 minutes of their scheduled end of class.

- We will bring your child directly to his/her bus.
- If you are picking up you MUST park in the lot or on the street and walk to the main doors to get your child from a member of the preschool team. Parents may pick up at 3:00 pm.

CLOTHING AND SHOES

Preschool can be a messy place to play and learn. Please send your child in washable clothes that allow for freedom of movement. Although the paint we use is washable and the children wear paint shirts, sometimes the paint does get on clothing and can be difficult to remove.

Children must wear comfortable shoes appropriate for running and movement. Shoes must be worn at all times in school including in the winter. It's important to send shoes during the winter months. Winter boots get too warm to wear indoors.

Appropriate outdoor wear is important. This includes snow pants, boots, hats, and mittens. Mittens are preferred because gloves are often frustrating for the children to put on by themselves. All items must be labeled with your child's name or initials.

SNACKS

***Please make sure any food allergies are listed on the enrollment information form.**

A snack calendar will be provided by your child's teacher. We ask each family to provide a snack approximately once a month or every two months depending on how many days your child attends. Snacks must be store bought and preferably individually packaged. A list of peanut free snacks will be provided. Birthday treats are welcome but must be store bought.

STUDENT PICTURES AND VIDEOS

In various settings throughout the school year, teachers, paraprofessionals and other staff involved in your child's education may periodically take pictures/videos of him/her. The pictures/videos may be used for one or more of the following:

Classroom or Hallway Displays.

A record of student activities or accomplishments.

The local or regional newspapers (picture may be taken by newspaper staff).

***Your child's photo/videos will be used for Barnesville Public Schools publications (Facebook, Website, YouTube, Newspaper, etc.).
You MUST let your child's teacher know if you'd like to opt out.***

CURRICULUM

Trojan Preschool aligns with the Minnesota Early Indicators of Progress (ECIPS). It is researched based and child focused. Teachers carefully plan materials and activities that are developmentally appropriate, interesting, and challenging for the children. These activities promote child development in all areas.

Research shows that young children learn by doing. The best way for us (Trojan Preschool teachers) to ensure young children develop the skills they need in physical, cognitive, language, and social emotional domains is to allow them to actively participate in a child-centered environment that provides many opportunities for them to play. Play provides children opportunities to manipulate objects, experiment, explore, and initiate their own activities.

The following curriculum tools are used in creating child-centered learning environment.

Senior Preschool Curriculum Tools

- Heggerty - Phonics
- A to Z Mat Man and Me - Literacy
- Tara West Preschool Math
- Pocket of Preschool Science Units
- Conscious Discipline - Social Emotional
- Handwriting Without Tears - Handwriting and Literacy

Junior Preschool Curriculum Tools

- Heggerty - Phonics
- Conscious Discipline - Social Emotional
- Handwriting Without Tears - Handwriting and Literacy

CONSCIOUS DISCIPLINE - Classroom Management/Social Emotional Curriculum

WHAT IS CONSCIOUS DISCIPLINE?

Conscious Discipline is a comprehensive classroom management and social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices. Conscious Discipline promotes a positive relationship-based community in our classrooms through the "School Family." The students learn the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others.

The Seven Powers of Self-Control

- Perception – No one can make you mad without your permission
- Unity – We are all in this together
- Love – See the best in others
- Attention – What you focus on, you get more of
- Acceptance – The moment is as it is
- Free Will – The only person you can make change is yourself
- Intention – Mistakes are opportunities to learn

The Seven Basic Skills of Discipline:

- Composure – Being the person you want others to become
- Encouragement – Building a school family
- Assertiveness – Saying "no" and being heard: setting limits respectfully
- Choices – Building self-esteem and willpower
- Positive Intent – Creating teachable moments, turning conflict into cooperation
- Empathy – Handling the fussing and the fits
- Consequences – Helping children learn from their mistakes.

ITEMS BROUGHT FROM HOME

We strongly encourage you to keep toys at home unless they are requested by the teacher for show and tell or special days. This helps us to avoid hurt feelings if an item is lost or broken. Teachers cannot be responsible for personal possessions, such as toys, that children choose to bring to school. Please be respectful of this policy and help your child to understand that their toys belong at home.

ATKINSON ELEMENTARY - TROJAN PRESCHOOL DISCIPLINE POLICY

The most appropriate discipline plan does not focus on eliminating misbehavior, but on fostering positive attitudes that promote both self-discipline and responsibility. It is the position of the Atkinson Elementary School/Trojan Preschool that learning can best take place in an environment that is orderly, safe, stimulating and enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty and respect among students, school personnel and community members. While the Discipline Policy will relate to activities within the school setting, the eventual responsibility for growth in self-discipline is a cooperative effort of students, school personnel, home and community.

THE "TROJAN WAY"

- a. **We are Respectful / Act Responsibly / You are Valued**
- b. We are a PBIS (Positive Behavior Interventions and Supports) School.
- c. We have a PBIS Team that is representative of the entire school staff across grade levels.

The mission of the PBIS team is:

To foster and promote a safe and positive school environment that enhances student learning through teaching and recognizing positive behavior.

TEACHER RESPONSIBILITIES - *Discipline Policy*

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct. The teacher has the responsibility:

- a. To encourage students to develop self-discipline and respect for authority.
- b. To treat students with dignity.
- c. To recognize individual differences among students.
- d. To prepare a written plan for discipline that meets his/her needs and confer with the early learning coordinator and principal regarding the acceptability of the plan. These rules shall be posted in the classroom and given to students.
- e. To ensure the enforcement of school rules as listed in the parent handbook.
- f. To exercise restraint, good taste in their expression and refrain from the use of inappropriate expressions.
- g. To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property and at school functions.
- h. To record and report classroom discipline problems to the early learning coordinator and building principal.
- i. To confer with support personnel for possible solutions to discipline problems.
- j. To establish behavior/discipline guidelines for all students on field trips.

PARENT RESPONSIBILITIES - *Discipline Policy*

School discipline policies are more effective with support from the home. Every parent/guardian has the responsibility:

- a. To assume the legal responsibility for the behavior of their son/daughter.
- b. To teach the student self-discipline and respect for authority.
- c. To familiarize themselves and their children with the School Discipline Policy.
- d. To see that the student is ready to learn and has the necessary supplies.
- e. To see that the student attends school regularly at the appointed time and to notify the school whenever their child is or will be absent.
- f. To help maintain communication with the school by bringing matters of concern to the attention of the principal, the teacher or other appropriate school personnel.
- g. To provide the school with a current telephone number and address through which the parent/guardian can be reached during the school day.
- h. To cooperate with the school for the benefit of the student and to be available to meet with school officials when requested.

STUDENT RESPONSIBILITIES - *Discipline Policy*

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Every student has the responsibility:

- a. To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the democratic school society.
- b. To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking.
- c. To refrain from disruptive behavior that may interfere with a teacher's right to teach and a student's right to learn.
- d. To obey all safety regulations in the educational setting.
- e. To use appropriate language avoiding cursing, using profanity, or vulgar language.

CORRECTIVE ACTIONS - *Discipline Policy*

The staff, under proper circumstances, may use several forms of corrective actions, including the following:

- a. **Warning**- Depending upon the violation and the seriousness of the action, a student may be given a warning that if a violation occurs again, the student's parents or guardians will be notified.
- b. **Removal From Class** - Removal from class is an action taken to prohibit a student from attending class for a period of time not to exceed one hour.
- c. **Student Removal** - If a student has been removed from class and displays defiant behavior, parents may be called to come and pick up their child for the remainder of the day.
- d. **Parent Conference** - If a student violates a rule, the parent or guardian may be notified and a conference may be required.

HEALTH / ILLNESS

While attendance is important, to prevent the spread of colds and contagious disease, please keep your child home if he or she has any obvious symptoms of illness, such as but not limited to:

- Temperature above 100 degrees
- Vomiting
- Persistent cough
- Signs of an oncoming cold or flu
- An inflammation of throat or eyes or ear ache
- An unidentified rash
- Upset stomach or diarrhea
- Severe Headache
- Head lice

Parents must notify the school within 24 hours when their child is diagnosed as having a contagious disease. Please do not send him or her to school. Communicable disease (ex: influenza, chicken pox, pinkeye, hand foot mouth, etc.) If there is any doubt about whether to send your child to school, it's probably best to keep him or her home. Children who have a fever, or diarrhea, should be kept home for 24 hours after they are free of symptoms WITHOUT reducing medications. Communicable diseases need to be treated for a minimum of 24 hours prior to returning. This not only benefits your child, but other children as well.

There are times when your child may become ill at school. If this should happen your child will be isolated from the other children, and be supervised at all times by an adult. The parent/guardian will be called immediately and arrangements made for the child to be taken home. If the parent/guardian can not be reached another authorized contact will be called.

MEDICATION

Parents should give required medications at home whenever possible. If it is necessary to administer medication, use the following procedure:

- A signed permission for authorization of any treatment or administration of prescribed medication must be obtained from the Nurse's office and signed by the parent and the physician or dentist who has ordered the medication.
- The medication must be brought to school in the original container. The container must have a legible label stating the child's name and current prescription information that must include instructions for administering the medication.
- Over the counter medications WILL NOT be given in the classroom or during class sessions.

ACCIDENT AND MEDIAL EMERGENCIES

If a minor accident occurs to a student, reasonable first aid will be administered. The parents will be notified after class. An incident form will be filled out and kept on file. Parents will be notified immediately in the event that more than simple first aid is needed. An incident form will be filled out and kept on file.

911 will be contacted in an acute situation. Parents/guardians will be notified IMMEDIATELY and will assume responsibility for further decisions.

OTHER EMERGENCIES

A fire and tornado evacuation route poster will be posted at all times throughout the building.

Our school buildings are inspected regularly by the state fire inspector for safety hazards and especially for fire hazards and annually conducts drills.

In the event that inclement weather would come up and a tornado warning has been posted for the area the children stay in their classroom to wait until the weather has passed and it has been deemed safe to leave by the administration. Our classrooms are windowless interior rooms.

*An effort will be made to contact families in these situations as soon as it is reasonably safe to do so. Please understand our first priority is the safety and well being of the children in our care.

CHILD ABUSE AND NEGLECT LAW

As required by Minnesota State Law, all cases where there is reasonable cause to believe a child is being neglected, physically, or sexually abused, it shall be immediately reported to the local welfare agency. This law requires that all people who work with children report suspected physical abuse, sexual abuse or neglect of children by their parent, caretaker or guardian, to the local police or Human Services Department.

CUSTODY

If custody changes after enrollment, documents should be provided to the Early Learning Coordinator as soon as possible after the change. The school will follow court orders that specifically authorize or direct custody or related custodial issues. The school system will give non-custodial parents, upon request, duplicate school information about their child unless prohibited by court order. A certified copy of that order must be on file at the school. The Early Learning Coordinator and the child's teacher should also be made aware of any unusual situations that might require a heightened need for greater security for your child.

PRIVACY RIGHTS

Child records are part of district school records. All records and data collected on each child is kept confidential. Releasing or obtaining information to or from any other agency is done only with prior written consent of the parent or guardian.

PARENT CONCERNS

As an early learning program we are a community of children, parents, and teachers all interacting and sharing our lives together. In a community, people work closely together and hopefully the interactions are positive, helpful, kind, and understanding. Yet it is to be expected that from time to time, people will experience some conflict, concerns, and difficulties.

We recognize that parenting is one of the most difficult, intense, and rewarding experiences in your life. We want you to share your thoughts, hopes, and dreams for your child. You want what is best for your child, and we know it is your job to advocate and protect your child. As a staff, it is our goal to provide your child with the best possible start to school. In order to meet our goal, we need your input, your suggestions, your questions and concerns

GRIEVANCE PROCEDURE

We believe you and your child will enjoy your experience while attending School Readiness Trojan Preschool. It is best practice to have positive community relations. If you should find the need, the following procedure has been created so your concerns can be properly resolved.

This policy and its procedures are in place to address concerns and for resolving complaints. All parents and the community have the right to file a grievance and are assured freedom from discrimination, coercion, and/or reprisal in presenting such grievance.

Definition of a grievance: A grievance exists when a person or party is dissatisfied with how a specific issue or action taken by the program has been addressed and they request formal remedial action.

1. Discuss the problem or concern with the teacher of your child.
2. A written grievance will be given to an appropriate staff member (given the circumstances of the issue) within 14 days of the date of the issue. The written grievance must state the incident and all pertinent facts including any witnesses. The staff member in collaboration with the Early Learning Coordinator shall respond to the party issuing the grievance in writing within 7 working days.
3. If the grievance is not resolved in step 2; the written grievance and all responses will be forwarded to the Elementary Principal for a response. A written reply must be completed within 7 working days.
4. If the grievance is not resolved in step 2; the written grievance and all responses will be forwarded to the Superintendent for a response. A written reply must be completed within 7 working days.
5. If a grievance is not settled in step 4; the grievance and all responses will be forwarded to the School Board. A formal meeting will take place at the earliest point possible of all parties. The meeting will include all involved parties. All facts and responses will be forwarded to the Superintendent and the School Board will render a decision. The party making the decision must follow up the decisions made in any of the above steps. Any follow up must be in writing.