



St. Anthony Community Services, 3301 Silver Lake Road, St. Anthony, MN 55418 612.706.1166

Half Day Preschool Family Handbook: 2025 - 2026

Welcome to St. Anthony-New Brighton School District. Our Community Services' Preschool program provides quality early childhood education and is located in the St. Anthony Community Center. Preschool provides a creative, age appropriate atmosphere that allows children to explore and learn.

Children, who are three or four years old by September 1 and toilet trained, attend preschool on Tuesday/Thursday mornings or Tuesday/Thursday afternoons.

Children, who are four or five years old by September 1 and toilet trained, can attend preschool on Monday/Wednesday/Friday mornings or Monday/Wednesday/Friday afternoons.

Preschool is administered through the Community Services Department of St. Anthony-New Brighton School District. The program is regulated by the District's School Board and is also a 4 star Parent Aware rated program.

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 the preschool staff. Our teachers and staff are here to assist you.

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

Classroom Email: **NEW THIS YEAR!**

halfdaypreschool@isd282.org

Teacher:

Sue Pawlyshyn

spawlyshyn@isd282.org

Phone: 612-706-1183

Assistant Teachers:

Connie Bergquist

cbergquist@isd282.org

Kacy Ronaldo

Early Childhood Special Education Teacher

Erika Hudson

ehudson@isd282.org

Phone: 612-706-1175

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.

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 phone,

email, or through a letter placed in a child's cubby. In addition, a parent orientation meeting is held before preschool starts for parents to meet staff and learn more about the program. If parents are unable to attend, a separate meeting can be scheduled. Finally, conferences with parents and teachers are held twice each year.

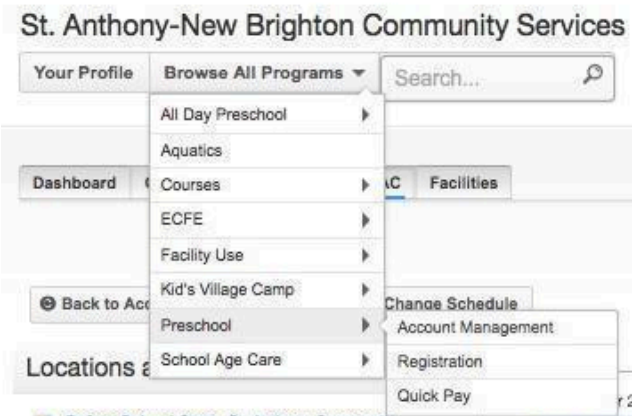
Arrivals and Departures

Preschool operates from 9 a.m. to 11:30 a.m. and 12:45 p.m. to 3:15 p.m. Parents or legal guardians must be allowed access to their child at any time while the child attends Preschool. All parents/guardians must make contact with staff at the time of arrival and departure.

In Minnesota, all children must be in a child restraint until they are 4'9" tall, or at least age 8, whichever comes first. Here is a link to the [Minnesota Child Car Seat Law](#).

- **Please arrive when preschool ends, no later than 11:30 a.m. or 3:15 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 we understand that there are circumstances beyond our control, we encourage parents to arrive by the end of class to pick up your child. In the event that parents cannot arrive at the scheduled time, please call the preschool classroom and inform them of the name of the authorized adult who will pick up your child. The only people authorized to pick-up a child are those designated on your online account as an authorized pick up or on the child information form. To change or add an authorized pick up, follow the steps below. If a child is to be released to anyone other than a 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.**



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) in their child's backpack in case of spills or toileting accidents. These clothes should be labeled with the child's name.

Outdoor Activities

Children must be prepared to go outdoors every day for large muscle activities. 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 preschool. Classes play outside in the winter unless the temperature is below 10 degrees.

Illness

A child with any of the following conditions or behaviors is a sick child and cannot attend 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 and two or more less common symptoms.
- has chicken pox; the child cannot attend until he/she is no longer infectious or until the lesions are crusted over;
- has vomited or had diarrhea within the last 24 hours;
- 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;
- A child with a 100 degrees Fahrenheit axillary (taken in the armpit) or higher temperature of undiagnosed origin before fever reducing medication is given;
- A child who has had a fever of 100 degrees Fahrenheit or higher within the past 24 hours;
- 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 Preschool, he or she will rest in a quiet area and 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 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.

Prescription Medication

Preschool 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 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.

Emergency Procedures

Half Day Preschool has an emergency plan staff follow in the event of an emergency. Staff participate in an annual training by the Police Chief to review emergency procedures and new staff are trained at orientation. Half 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.

Billing

Preschool tuition is due on the first Monday of the month September through May.

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 \$25. 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.
- Our teachers and staff cannot accept tuition payments.

Withdrawal

To withdraw your child from Preschool, please email the office, one month prior to the date of withdrawal.

Enrollment

Preschool registration for the following school year will be held in December. Families currently attending preschool may pre-register for the next year. Registration forms are due by August 15th of each year.

Registration Fee

The registration fee is non-refundable and does not apply towards tuition.

School Calendar and Holidays

Preschool follows the Wilshire Park calendar. If there is no school at Wilshire Park, there is no preschool. Preschool will be closed on the following holidays: Labor Day; Thanksgiving Day and the day after; Christmas Eve Day, Christmas Day, New Years Eve, New Years Day, Martin Luther King, Jr. Day, President's Day, Good Friday, and Memorial Day.

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 on 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.

Meals and Snacks

A nutritious snack and beverage is served every morning and afternoon. All snacks meet the federal and state guidelines for nutrition and portion size. Due to allergies, outside food and beverages are not permitted, this includes no outside food or beverages for birthday treats, as well.

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 a 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 an injury to a child attending Half Day Preschool requires treatment by a physician, staff must report it within 24 hours.

Child Abuse and Neglect

Under Minnesota state law, Community Services staff are mandated reporters and required to report any suspected physical, emotional, and/or sexual abuse or child neglect to the proper authorities. Parents who suspect abuse or neglect may report it to the following agencies.

- ▶ Reports concerning suspected abuse or neglect occurring in preschool should be made to the Minnesota Department of Education at 651.582.8283, TTY 651.582.8201.
- ▶ Reports concerning suspected abuse or neglect occurring within a family or in the community should be made to Hennepin County Child Protection at 612-348-3552 or St. Anthony Police Department at 612-782-3350.

If a parent's report does not involve possible abuse or neglect, but does involve possible violations of Minnesota statutes or rules that govern the facility, call the Minnesota Department of Education.

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 meets from 5:30-7:00 p.m. on the second Tuesday of each month, from September through May. Dinner and childcare are provided at no charge during meetings. If you are interested in becoming involved in the Advisory Council or would like to speak with an Advisory Council representative, please contact Wendy Webster, Director of Community Services at 612-706-1170.

Insurance

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

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.isd282.org

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 This institution is an equal opportunity provider.