



Lakeville

AREA SCHOOLS

Small Wonders Preschool Parent Handbook



2025-2026 School Year



Parent Handbook

Small Wonders Preschool

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Small Wonders Preschool

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Questions or concerns about this booklet?
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Student focused, community connected.

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Welcome to Small Wonders Preschool

Dear Families,

As proud members of the Lakeville Area Public Schools, Small Wonders Preschool provides a seamless and enriching early learning experience. Our curriculum is thoughtfully aligned with the district's standards, ensuring that your child develops all the essential skills necessary for a confident and successful transition to kindergarten.

We are dedicated to providing your child with a positive first experience of school within a safe, nurturing, and enriching environment. We believe in nurturing the whole child, recognizing that social, emotional, and academic growth are equally vital. Through play-based learning, intentional teaching, and a supportive atmosphere, we cultivate compassionate hearts, curious minds, and the foundational knowledge that empowers young learners. We also lay the foundation for a lifelong love of learning and a strong connection to our community.

Our school is nestled within the Crystal Lake Education Center, a vibrant hub for early childhood education in Lakeville. Being part of this center allows us to collaborate closely with Lakeville's Early Childhood Family Education program (ECFE), Special Education services, and early childhood screening programs. This unique co-location fosters a comprehensive and integrated network of support for your child and family.

We believe that the most extraordinary learning happens when home and school unite. As your child's first and most influential teachers, you are an integral part of our vibrant community. Together, we will weave a rich tapestry of experiences that nurture your child's growth, ignite their passions, and lay a strong foundation for a lifetime of learning.

The entire team at Small Wonders Preschool extends a warm and heartfelt welcome to your family! We are absolutely thrilled to embark on this learning adventure with your child. It is a true privilege for us to share in these precious and formative years, building a warm, supportive, and collaborative relationship with both you and your little one.

This handbook is your guide to the heart of Small Wonders Preschool. Within these pages, you'll discover our program's philosophy, the rhythm of our joyful days, and the policies and procedures that ensure a nurturing and consistent environment for all. We encourage you to explore it thoughtfully and connect with our teachers and director with any questions that arise.

At Small Wonders Preschool, parents are not just welcome; you are an essential thread in the vibrant fabric of our community. We eagerly anticipate your visits and the opportunity to work hand-in-hand with you to make these early years truly extraordinary for your child.

With Warmth and Anticipation,

The Dedicated Team at Small Wonders Preschool

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Mission, Vision and Goals

Small Wonders is a part of the Lakeville School District #194. As such, we follow the Mission, Objectives, and Parameters for the School District. We follow the District's Vision and Mission Statement.

Mission

Together with our families and community, Lakeville Area Schools provides educational opportunities to ensure academic, social, civic, and personal readiness for every student.

Vision

To provide a safe, respectful, engaging, rigorous, and collaborative learning environment for all students, families and staff where every person belongs, is valued, and can succeed.

Small Wonders Goals and Philosophy Aligns with Lakeville School District

We believe that all children are capable of learning. All children have the ability to explore and make sense of their world. It is our job to support child exploration through careful planning and presentation of materials and by providing a developmentally appropriate and positive atmosphere which encourages children to develop cognitively (intellectually), creatively, physically, socially, and emotionally.

We are dedicated to providing an exemplary early childhood program and are committed to fostering the continued growth and development of each child. Since children learn best through active involvement, Small Wonders provides an enriched, stimulating, and safe environment that encourages exploration and experimentation. Teachers will enhance every child's learning by providing developmentally and culturally appropriate learning situations for all children and their families.

Children are guided to question, hypothesize, solve problems and express themselves creatively. Small Wonders teachers respect and understand the uniqueness of each child and their family.

Four Star Parent Aware Rating (Highest Available Rating)

Small Wonders has demonstrated all One-, Two-, and Three-Star practices, AND commits to ongoing quality improvement by also using these best practices:

- Responds to unique cultural customs and needs of children and families
- Offers activities that encourage family participation and help children transition to kindergarten
- Gives families opportunities to provide feedback about the program
- Shares child development updates with families to set goals together
- Makes accommodations for children with special needs and their families
- Has highly-qualified and trained leadership staff, teachers, and providers
- Creates a program-wide professional development plan
- Encourages healthy living through nutrition and physical activity, always evaluating to set goals for growth

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Program Information

Standards and Liabilities

Small Wonders Preschool provides a quality preschool program promoting school readiness and a lifetime love of learning. Small Wonders Preschool is a part of the Lakeville Area Public Schools and carries liability insurance to protect the interest of Small Wonders Preschool. Parents who wish to carry health and accident coverage on individual children should consult their own insurance agent.

Enrollment Requirements

Small Wonders Preschool is open to serve all area students. You do not have to be in our school district.

- Children must be three years old on or before September 1st.
- Children must be toilet trained, able to wear underwear each day and independent in the restroom to be eligible for enrollment at Small Wonders Preschool. If a child withdraws due to not being toilet trained and they re-register the same school year, the registration fee previously paid will apply.
 - **A potty trained child is a child who can do the following:**
 1. Communicate to the teachers that they need to go to the restroom before they need to go.
 2. Alert themselves to stop what they are doing, to go and use the bathroom.
 3. Pull down their clothes and get them back up without assistance.
 4. Wipe themselves after using the toilet.
 5. Get on and off the toilet by themselves.
 6. Wash and dry hands.

Class Registration

Online registration for classes opens on January 1st. Early registration for currently registered families will begin on or around Dec. 15th. When registering for a class, use September 1 to determine the appropriate class for your child's age. Note that 2K classes are for students that have two years before kindergarten and 1K classes are for students who are one year from kindergarten. Tuition is a yearly fee which is prorated and paid in 9 monthly payments. Your first month's tuition is paid at the time of registration. Payment is due on the first of each month. Please choose classes carefully. Your registration fee is non-refundable.

Ways to Register:

- Online: <https://ce.isd194.org/small-wonders-preschool/registration>
- In person: 16250 Ipava Ave Lakeville , MN
- Call 952-232-3001 for information

Children currently enrolled in Small Wonders must re-register for each new school year. Current families have priority registration in December before classes open to the general public. Remaining openings are filled on a first-come, first-served basis. Openings are advertised in the Community Ed. catalog and online <https://ce.isd194.org/>. We encourage interested families to inquire at any time during the year about possible openings, as we enroll students ongoing throughout the year.

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Infinite Campus

After registering for preschool on Eleyo, all families must complete the enrollment application for your child(ren). Please complete the following steps:

- Go to : <https://isd194.infinitecampus.org/campus/OLRLoginKiosk/lakeville>
- When it asks you what you are registering for select (Next School year) **Crystal Lake Early Education Programs**
- Please allow 30 minutes to complete the online enrollment.
- Gather the following documents and information before you start the enrollment process:
 - **Proof of your child(ren)'s age** (ex: birth certificate, passport).
 - **Immunization records** (you can request this from your child's medical provider).

When you have submitted your online enrollment forms, you will receive an email from messenger@isd194.org confirming your forms have been submitted. Registration is now complete.

Non-Discrimination

Small Wonders Preschool will not discriminate against any student because of race, color, creed, religion, national origin, sex, disability, age, marital or parental status, or status with regards to public assistance.

Tuition

It is the responsibility of Small Wonders Preschool to be fiscally solvent in order to continue meeting the needs of area families. Therefore, on-going costs to run the program will be distributed amongst all registered families in order to provide equity in a safe, caring environment.

Tuition, made payable to Small Wonders Preschool, is based on a yearly fee that is split into nine equal amounts for convenience. Tuition is due on the 1st of each month. If payment is not received by the 10th of the month, a \$35 late fee will be applied to your account, and an invoice will be sent home. If payment is not received by the 20th of the month, your child will not be allowed to return to class until the account is paid in full.

Deductions are not made for days on which the child does not attend. There will be no refunds or make up days in the event of school closure due to weather or safety concerns. It is important for Small Wonders to receive tuition funds at the beginning of each month, as those funds are used to support programming.

When children are enrolled in a program, it is expected that they will complete the school year. If withdrawal from the program during the academic year becomes necessary, a 30-day written notice is required.

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Additional Fees

- A late pick up fee of \$1 per minute per child will be charged for children not picked up by the class section closing time. Parents will be notified in writing by the teacher to expect this charge to appear in the following Eleyo billing cycle.
- \$35 fee for payments received later than the 10th of each month
- \$30 Class change fee after August 1st
- \$35 Non-Sufficient Funds (NSF) fee

Payment Methods

We have several options for parents to pay their tuition. Please choose which avenue works best for you and your family. By signing up for automatic payments in your Eleyo account, you will help us save time and money in processing payments.

- Automatic payment – You can request this through your Eleyo account
- Make monthly payment through the link on your invoice
- Make a monthly payment through your Eleyo account
- Pay your tuition and or any late fees in person or mail your payment to Crystal Lake Education Center, 16250 Ipava Avenue, Lakeville, MN 55044.

When paying your tuition, please indicate the name of your child, A.M or P.M. session and the name of your child's classroom with the payment.

September tuition is due at the time of your registration. Tuition payments for October are due September 1st and your last payment is due April 1st.

Refund Policy

Registration fees are non-refundable. Tuition will be refunded if Small Wonders is notified of withdrawal on or before July 31. Classes with insufficient enrollment may be canceled. In this case, parents will be notified and given full refunds.

Changes in Information

Please update your Eleyo and Infinite Campus accounts if there are any changes in your address, phone numbers, emergency numbers, employment, etc. right away. It is recommended that all changes be provided to your teacher as well. Current contact information is imperative for student success and safety.

Photographs and Videos

Photographs and videos are taken in our school throughout the year. Some of these photos and videos could be used on district websites or publications, as well as social media postings. Requests to not photograph or video specific students will be honored. This request can be made and recorded on Infinite Campus and needs to be renewed each year. Please also notify your child's classroom teacher.

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Emergency Procedures (Fire, Tornado and Lockdown)

Small Wonders Preschool conducts fire, tornado and lockdown drills each year. Emergency exit plans are posted in each classroom and throughout the building.

School Closures

In the event of inclement weather, please listen to WCCO radio, watch TV stations KSTP and KARE 11 or visit <https://www.isd194.org/> for school closures. Small Wonders Preschool is part of ISD #194. When ISD #194 is canceled, Small Wonders Preschool is canceled. When winter weather or other emergencies lead to a change in the school schedule, the following practices will be in place. Please note: No refunds are given for emergency or weather closings or for days missed due to illness or vacation.

- School is canceled: When school is canceled, Small Wonders Preschool will be closed for the entire day, including evening classes.
- Delayed start: When school opening is delayed by an hour or more, morning preschool classes will be canceled, but afternoon classes will be held. The Academy (all day preschool) will have a delayed start.
- Early dismissal: When weather-related emergencies lead to an early school dismissal, Small Wonders Preschool will remain open until parents or guardians have picked up all children.

Parking

Parking is provided in the lot in front of the CLEC building and for designated classes dropping off in the back of the building. Please take extra caution when parking as the lot is often full and parents and children are walking through the lot into class. Parents will be notified of drop off and pick up locations and times. **Please do not park in fire lanes.** Please be patient and courteous to all who are using our facilities. **NEVER LEAVE A CHILD ALONE IN A VEHICLE.**

Student Success and Learning

Ratios

Small Wonders Preschool Classroom Ratios are as follows:

- 2 years before kindergarten 10:1 (Max class size 20)
- 1 year before kindergarten 10:1 (Max class size 20)
- 5 by Fall 10:1 (Max class size 20)
- Small Wonders Academy 10:1 (Max size 20)

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Curriculum and Early Childhood Benchmarks

Small Wonders refers to the Minnesota Early Indicators of Progress as minimum benchmarks. Keeping track of your child's progress will ensure that they are ready to be successful upon entering kindergarten.

Small Wonders Preschool teachers use Scholastic Pre-K on My Way and Frog Street Press Curriculums which are designed to help each child accomplish these benchmarks. Children are assessed formally and informally by your child's teachers throughout the year. Results are shared with you during parent teacher conferences. When reviewing your child's development we look at the following domains: Social- Emotional Development, Approaches To Learning, Language & Literacy Development, Creativity & The Arts, Cognitive Development including (Science, Technology, Social Studies, & Mathematics), and Physical & Motor Development.

Although children develop in similar stages, it is important to remember that each child will develop at their own pace. This development is influenced by their family, their culture and the community they live in. (NAEYC 1996)

The Scholastic and Frog Street Press Curriculums allow for varied levels of development. We adapt instruction and curriculum to include all children.

Child Observation and Assessment

Small Wonders Preschool uses a variety of assessment tools including observations, developmental checklists, and other formal and informal assessment tools. Teachers will continuously monitor and support every child's development. Constant interaction with the children allows teachers to appropriately assess their skills and developmental levels as well as their interests and needs. The curriculum and activities are then modified based on these assessment results to meet the needs of individual children. Our assessment results also indicate areas where we will plan and implement program improvement where indicated.

Developmental checklists help teachers observe, record, and evaluate children's skills and knowledge. The checklists reflect common behaviors and expectations in our classroom. These checklists are closely linked to the developmentally appropriate activities that our program offers.

Assessment tools will be administered in every Small Wonder's classroom with the primary teacher. When it is appropriate support staff may also help with documentation. We feel that it is important that children are assessed in a familiar environment. If the results of these assessments indicate, Small Wonders teachers will work with the family to arrange for a developmental screening or referral for diagnostic assessment for the child. Assessment results are confidential and will remain stored and secured in the child's individual file.

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When teachers have concerns about a child's development, these concerns are communicated to families in a sensitive, supportive and confidential manner. Teachers will also provide documentation and explanation for the concern, suggested next steps, and information about resources for assessment. We will also provide the parents with phone numbers and emails for the Early Childhood Special Education Department. These concerns may be shared at the two planned conference dates or any time through the year. If parents have concerns please let your child's teacher know any time in the year.

Conferences are held twice a year between the primary teacher and parents/guardians of each child enrolled in Small Wonders. Children's achievements and accomplishments will be discussed at the parent/teacher conferences. During these conferences, teaching staff will share results from developmental checklists, observation notes and samples of each child's work.

At the scheduled conference, we also ask for parents to share observations about their child's development at home as well as any questions or other relevant information they would like to discuss. We strive to provide communication to all families in a manner that is sensitive to family values, culture, identity and home language. This is a time to talk both about what a child has learned in our program as well as what they have to look forward to!

Discipline/Guidance

Discipline/guidance is used in the classroom to help the child understand limits in the class and to help the child learn how to set his/her own inner self-controls. Appropriate guidance allows children to respect themselves and others and to cultivate respect for each other and the environment within a classroom setting.

Discipline/guidance begins even before the children arrive through thoughtful planning of appropriate environments and placement of materials within the classroom to prevent potential problems. When working with children, our approach to discipline and guidance will be characterized by:

- Consistency
- Clear, consistent limitations that are gently enforced
- Encouragement of internal self-discipline
- Modeling and teaching positive behaviors
- Facilitating positive self-esteem by accepting children's feelings
- Modeling problem-solving and calm-down techniques

We believe that positive reinforcement, encouragement, offering choices, redirection, limit setting, and joint problem solving are the most effective tools of discipline. The teachers within the classroom evaluate and decide the most appropriate form of discipline/guidance to use with each situation.

We do not equate discipline/guidance with punishment. Isolated time-out practices are not utilized. Children, when their bodies are out of control, may be directed to sit down with a teacher to take a break, calm their bodies down and discuss appropriate choices or how to use calmer bodies while inside.

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At no time does the teaching staff use physical punishment, psychological abuse, coercion or withhold nor threaten to withhold food as punishment.

Some behaviors may require teachers to ask for information on how you, the parents, deal with the behavior at home. The teacher will strive to incorporate your successful and appropriate guidance strategies into the classroom approach. Likewise, parents are encouraged to ask the teachers about different approaches if they have concerns.

Behavior guidelines have been developed to help create a positive environment at Small Wonders. Minor incidents of misbehavior will be handled as opportunities for children to learn to act more responsibly. Children will be held responsible for their own behavior by receiving immediate and directly related consequences.

Small Wonders Preschool will not tolerate children teasing, rejecting, or bullying other children.

Guidelines for Persistent Inappropriate Behavior

Persistent inappropriate behavior is any inappropriate behavior that continues after the use of the progressive guidance approaches; any behavior that threatens the health or safety of other children or staff; or a continuous inability to conform to the rules and guidelines of Small Wonders Preschool.

Small Wonders Preschool will use the following progressive procedures:

- Use developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age appropriate expectations, small group activities, teachable moments and knowledge of research based evidence and best practices in child development, early learning and education.
- Adapt the learning environment to promote healthy social interaction with others.
- Observe and record the child's inappropriate behavior
- Document what has been done to try to change the behavior.
- If inappropriate behavior continues, parents will be asked to participate in an immediate parent-teacher conference.
- Small Wonders teachers or the Small Wonders Supervisor/Coordinator may suggest outside resources, or make a referral for special services.
- If the inappropriate behavior continues, parents will be asked to pick up their child.
- If the inappropriate behavior persists after the child is sent home, strategies are not working to keep everyone safe, Small Wonders may request that the parents disenroll their child. Maintaining a safe classroom environment is our priority. In the event a child is disenrolled due to behavioral problems, a refund will not be given.

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Student Support

Children With Special Needs/Referrals

Parents will be asked for input if accommodations are necessary to help their child succeed at Small Wonders. Staff will document their observations of the child to use as concrete data when considering program accommodations and the parent will be notified. Staff will communicate on a regular basis regarding the child's status and as additional safeguards are provided beyond the basic Small Wonders Preschool discipline procedure.

Every effort will be made by staff to collaborate with the Lakeville Early Childhood Special Education staff and other agencies as appropriate. Parents are encouraged to sign consent for release of information so that Small Wonders Preschool staff and other agencies might discuss the child's success and developmental progress.

When concerns are noted by a Small Wonders staff person in regards to a child's development, the teacher notifies the parent and also asks for parent input and whether they also have concerns in the home or community settings. The preschool teacher may recommend that parents contact the early childhood special education evaluation team. Parents will be given contact information for the ECSE intake contact person to discuss the next steps in making a referral. Once a referral has been made, the team will determine if a developmental evaluation is necessary to determine if a student qualifies for special education services. Following an evaluation, if the student qualifies for services, an Individualized Education Plan is developed to address educational needs of the student. The general education preschool teacher, parents, and early childhood special education staff are a part of this process.

Communication

Family-Teacher Communication

Communication will come in many shapes and forms. When your child is enrolled in Small Wonders, the teaching team assumes a responsibility of communicating your child's growth and invites you to initiate communication as well. Teachers conduct frequent assessments and will communicate this information to parents in the following ways:

- **Daily Communication:** We encourage families and teachers to discuss the daily events at every contact. Please feel free to make comments and ask questions at arrival and departure times.
- **Monthly Calendars:** Information for families regarding classroom schedule and themes for each day plus skills and concepts they will be working on that month with your child.

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- **Parent Meetings:** Parent Meetings/Orientation is a time to introduce/reacquaint the child and family to the classroom and to facilitate relationships between families and among families and staff.
- **Parent-Teacher Conferences:** Conferences are scheduled two times each year. The purpose of these conferences is to share information with you on your child's cognitive and social-emotional growth and to give you an opportunity to share with us any other information you believe will be helpful. Please don't hesitate to share any information with your child's teacher throughout the year that you believe will be helpful to your child. Email is the best way to communicate with your child's teacher, but notes and phone calls are also appropriate. If you need an interpreter to fully participate in your child's conferences please let your child's teacher know ahead of time and we will work with you to accommodate your request.
- **Class Newsletters:** You are encouraged to read the class newsletter, monthly calendar and any other parent information sent through email. This will help ensure your child comes to class prepared the next day. This will also give you an idea of what your child is working on each day so you can communicate with him/her about what he/she learned that day.

Family Involvement

- **Assist with Field Trips:** Field trips may include walking field trips where we need parents to help us by holding children's hands and walking with the children. We always solicit parent help in advance.
- **Book Donations:** Because of heavy usage of the children's books from our resource library, we are always in need of quality, gently used or new children's books to add to our collection. You may bring in book donations at any time. If you desire, you can make a note inside the front cover of donated books.
- **Giving Tree Donations:** Each classroom has a giving tree. Parents often ask for donation ideas. Teachers will often use sign up genius, email, or homeroom to request specific donations.
- **The Community Education Advisory Council** is a wonderful opportunity to express your views on how we can improve our program. Parents, Community members, and Small Wonders team members come together to share ideas and suggestions regarding program content and quality; family activities; enrichment programs; and other items of interest.

Arrival and Departure

Drop off and pick up times and locations will be given to parents prior to the start of school. Due to the size of our program, drop off times are staggered between 8:50 and 9:00am. Pick up times are staggered between 2:50 and 3:00. This allows for the space needed in our parking lot to accommodate all vehicles safely.

Upon arrival at Small Wonders Preschool, parents and their children should wait at their designated door at the designated times. The parent or adult authorized to transport the child must remain with the child until the child has been welcomed into the building by the classroom teacher or assistant. It is our school policy that parents/authorized adults are not permitted into the school during drop off and pick up times. This is a safety precaution.

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It is important that pick-up times be closely observed. Teachers have responsibilities after the school session and cannot be expected to supervise children during this time. Children will be released to individuals displaying their child's name plate, and or individuals on the emergency pick up list. **A late fee of \$1.00 per minute may be assessed if punctuality at dismissal time becomes a problem.**

Authorization to Pick up Child

Your child will only be released to parents or another adult identified on Eleyo under authorized pick up. Staff are required to ask for identification from anyone unfamiliar attempting to pick up a child. If an unauthorized person attempts to pick up your child, you will be contacted. If you can't be reached, your child will be held until you or your emergency contact person arrives.

When you complete the online registration on Eleyo, you are asked to list persons who may pick up your child from school without prior notice to the teacher. Please have two back-up people that your child may be released to if you are not able to pick up your child.

Please have the name plate that your teacher gave you for daily pick up. This helps if there is a substitute teacher. It also helps us identify the parents quickly once the weather turns cold.

Under no circumstances will a child be released to anyone not on this form without written authorization from the parents.

We recognize that it is legal for either parent to pick up a child unless we have a copy of a court order restricting visitations.

Custody

Copies of legal documents must be provided to the program office before any staff person can actively prevent non-custodial parents from picking up their child.

Late Pick-Up

All children must be picked up on time from their classes. If an emergency delays you and you are going to be late picking up your child, please make plans for a person on your authorized pick-up list to pick up your child on time, and call program staff immediately.

In the event that your child is still at school after class dismisses and we have not heard from you, we will take the following steps (in order):

- Attempt to reach you at home or work.
- Call the people listed as additional persons authorized to pick up your child.
- If you are more than 30 minutes late, the police will be contacted for assistance.

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Note that a late pick up fee of \$1 per minute per child will be charged for children not picked up by the class section closing time. Parents will be notified in writing by the teacher to expect this charge to appear in the following Eleyo billing cycle.

Transportation

The parent/guardian is responsible for providing transportation to and from Small Wonders Preschool. At drop-off and pick-up times, vehicles are to be parked in the designated parking spaces with the ignition turned off. We ask that everyone be particularly cautious when driving in the parking lot as children are always present. Please do not leave children unattended in parked cars or in the buildings. **There is to be NO parking in fire lanes.**

Attendance

We request that you call the health office at 952-232-3019 or email clecattendance@isd194.org to report your child's absence. **Please leave a message about your child's symptoms or your child's diagnosis from your doctor.** Please call the nurses office to report any absence and let us know if it is due to illness, appointment, vacation, funeral, emergency, etc.

Student Health and Safety

A health assistant will be on staff at the Crystal Lake Education center when class is in session during the school year. The health assistant reviews Small Wonder's health policies and practices annually and certifies that they are adequate to protect the health of children at our school.

Health and Immunization Records

State law mandates that an Immunization Record and School Entrance Health Inventory Form be kept on file for each child in the program. The Enrollment Form, Immunizations and Health Inventory Form are due before the child starts school. If you are opposed to immunization, we must have an MDH immunization record with your signature notarized. All forms are part of the school district's online enrollment system. Please be sure to complete the online enrollment after you have received confirmation of enrollment into Small Wonders through Eleyo.

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Hand Washing Policy

Hand washing is the single most important way to reduce the spread of infections. Children will be taught proper hand-washing techniques. Additionally step by step photos are by most sinks to remind children of the proper techniques. Vigorous rubbing and friction is the most important step. Please wash your hands and assist your child with washing hands. Both staff and children are required to wash hands:

- When arriving.
- Before and after eating, before preparing and serving food, or setting the table.
- Before and after preparing or giving medication.
- After using the toilet or after assisting a child with toilet use.
- After handling items soiled with body fluids or wastes (blood, vomit, stool, urine, drool, or eye drainage).
- After coughing, sneezing, or blowing your nose.
- After playing with or caring for pets or other animals.
- After playing outside.
- Before and after using water tables or moist items such as clay.
- After handling garbage or cleaning.
- Whenever hands look, feel or smell unclean.
- Before going home.

Hand Washing Procedure

Proper hand washing procedures are followed by adults and children

- Wet hands.
- Use liquid soap and running water.
- Rub hands vigorously for 20 seconds, being careful to get the backs of hands, wrists and between fingers.
- Rinse well.
- Dry hands with a paper towel.
- Turn off the water at the faucet using a paper towel.
- Do not use hand washing sinks for bathing children or removing fecal material.
- Staff wear gloves when contamination with blood may occur.

Chronic Medical Condition

If your child has a chronic medical condition such as a life threatening allergy, asthma, seizures, or diabetes the licensed school nurse will create an individual health plan to put in place the necessary accommodations for the student's diagnosis. Please contact the school nurse if your child has any medical condition that needs a health plan.

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Illness

Parents are asked to protect their own children and the health of others by keeping their ill child home. If your child becomes ill at school, we will contact you immediately. If called, you are responsible for picking your child up immediately. Please carefully consider the well being of your child, other children, and teachers when deciding how soon after an illness your child should return to school. We expect that children will fully participate in the school day.

If you prefer your child to not be outside due to illness, they are not ready to return to school.

According to the Mn Dept. of Health, parents should not send their child to school if he or she:

- Has a fever of 100 degrees or more. The student should stay home for 24 hours after their temperature returns to normal without fever-reducing medication. Measure the temperature before giving medications that may reduce fever.
- Has vomited or had diarrhea. The student should stay home 24 hours after the last episode.
- Has a rash that may be disease-related or from an unknown cause.
- Bad cough/cold symptoms: children with bad coughs need to stay home, and possibly see a doctor. It could be a severe cold or possibly bronchitis, flu or pneumonia. When the cough improves and the child is feeling better, they may return to school.

We suggest these guidelines when questioning if your child is ready to return to preschool:

- Is fussy, cranky and generally out of sorts..
- Has just started taking an antibiotic (Ask your doctor when the child's condition will no longer be contagious, usually 24-48 hours).
- Has a heavy nasal discharge.

Please be sure to call the **Health Office at 952-232-3019** if your child is ill. Leave a message letting the nurse know why your child will be absent, along with any symptoms or diagnoses from a doctor.

Please provide information if one of the following areas of the child's life has changed or is not routine:

- How the child slept the night before (i.e. change in hours of sleep)
- The child's mood and demeanor that day
- Any changes at home that may impact the child
- Any sign of illness: fever, skin eruptions, vomiting, diarrhea, discolored mucus with frequent sneezing or coughing, extreme fatigue, swollen glands, discharge from the eyes, or a sore throat: **these children may not be well enough to attend school.**

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Head Lice

Please check your child regularly for head lice and reach out to the school nurse with any questions. Management of head lice is primarily the responsibility of parents. The school follows Minnesota Department of Health guidelines to assist in management/control in the school setting.

Medications

Prescription and over-the-counter medicines will not be given to preschool children while at school without a medical order presented or faxed to the nurse with signed authorization from the parent or guardian.

All medication must come to school in the original container labeled for the student. If the medication is prescription, it must be labeled by a pharmacist in accordance with law. They must be administered in a manner consistent with the instructions on the label and medical order. In addition, these items will be included on the labeling – date recommendation was obtained from the licensed health care provider, the name of the licensed health care provider, the expiration of the medication or the period of use of the medication, and instructions on how to administer and store it.

- Medications must be kept in their original container and be properly and legibly labeled with the child's full name and current prescription information.
- Medications will not be given after the expiration date.
- Parents should inform staff the last time the medication was given.
- Medication will be given in private.
- Staff will document each time the medicine is given.

Sunscreen/Insect Repellent

Small Wonders students may go outside each day, depending upon the weather. If you would like your child to use sunscreen or insect repellent, please apply the lotion/repellent before bringing your child to school. It is recommended that children use sun protective clothing or sunscreen with both UVA and UVB protection of SPF 15 or higher.

Allergies

If your child is allergic to any foods or other materials, please let the teaching team as well as the nurse know so that accommodations can be made to keep your child safe. Contact the nurse with questions about which medical forms are needed for managing student allergies at school.

As a reminder **Small Wonders Preschool attempts to be peanut and nut free.** Home lunches should not include nuts.

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Accident & Emergency Procedures

In the event that an accident or injury occurs to a student or employee at school, it will be reported to the nurse. The nurse will complete a formal report and notify parents. This report will also be sent to the Small Wonders Preschool Supervisor. In the event of a more serious accident or injury, parents will be notified as soon as possible. If parents cannot be reached, we will contact the person listed on your emergency contact form. If necessary, 911 will be called for emergency care and your child will be transported to an emergency hospital room if needed. Such procedures will be reserved for extreme emergency situations and every attempt to notify the parent/guardian will be made. It is vital that you keep your emergency contact information up to date in Eleyo and your Infinite Campus portal.

Until the arrival of a parent, physician, or an ambulance, the teacher and/or school manager will be in charge and make all decisions about the care of your child. If your child needs immediate transportation and the parent has not arrived, someone your child knows will go with the child in the ambulance.

Fairview Ridges Hospital is located 201 E Nicollet Blvd, Burnsville, MN 55337 and will be the designated hospital, but the final decision will be made by the medical personnel providing transportation.

Injury Prevention & Risk Management

A safe environment free of hazards will be maintained at all times. Safety and health hazard inspections will be conducted daily.

Evacuation Plans

Each classroom has evacuation drills to prepare the children to follow appropriate procedures. You are welcome to view detailed evacuation plans posted in each classroom.

Child Abuse/Neglect Reporting

In accordance with state law, teaching teams will report any suspected incidence of child abuse and/or neglect to the Department of Social Service.

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Lakeville Area Schools Student Information

Data Privacy Provision

District 194 has identified selected information relating to students defined as Directory Information by State and Federal Statute. Directory information is public information. Parents may request in writing that any or all of the directory information listed below not be released to the public. Written requests must be received by September 30.

Directory Information Relating to Students in Small Wonders Preschool:

1. Student's name
2. Grade in school
3. Dates of enrollment

Records concerning your child, including enrollment forms, health records, observation records and all other information about your child are confidential and will only be accessible to you, your child's teachers, (including Small Wonders Preschool, ECSE and Wonder Zone staff where applicable) the program manager, the program coordinator, the health office and/or a person designated by the school or state to review our records for compliance purposes and annual state reporting requirements.

Before sharing information about a child with other relevant providers, agencies, or other programs, staff must obtain written consent from the family.

The Lakeville School District Data privacy policy also applies to students enrolled in Small Wonders Preschool.

GENERAL POLICIES AND INFORMATION

Comfortable Clothing

Children should be dressed in comfortable, washable play clothes. In order to fully explore the media we work with, children must not be concerned with spills, spots or rips. The general rule is that children may get messy! Shoes should be appropriate for running, jumping and playing. Closed toe shoes are preferred. If your child is unable to tie their own shoes, consider velcro shoes for the school day.

Please consider your child's needs for appropriate seasonal outdoor clothing. As children participate in outdoor play, they may become hot or cold. Oftentimes, layering works well as they can add or take off a layer as needed. Children are encouraged to dress themselves as much as is age-appropriate. Independence and ease are key factors in choosing jackets, snow pants, boots and mittens.

Field Trips

You will be given specific information regarding a field trip and asked to sign a field trip permission form that must be returned prior to attending the field trip. Buses may be used for transportation and parents are often needed to help supervise.

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Items from Home

There may be special times for sharing items from home which will be announced throughout the school year. Security objects such as blankets or teddy bears are sometimes needed to facilitate the transition from home to school. Students may be asked to bring in an item for show and tell. When activities such as these occur, the items will be kept in your child's bag until the designated time.

Birthday

The School District does not allow birthday treats to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating, physical activity and healthy choices. Classroom teachers will continue to recognize children on their birthday in special ways.

School Bags

Children are requested to bring a school bag every session. This bag will not only protect school items, but also enhance the organization for dismissal. Please provide a school bag large enough to hold student work.

School Supplies

A school supply list will be provided prior to the start of school. This often includes basic school supplies, donations of classroom consumables, and snack items. Note that specific items may be requested by your child's teacher for this list that are not school-wide.

Non-School Related Agreements

Staff shall not use professional relationships with students for private advantage, nor shall staff accept gratuities, gifts, or favors that might impair or appear to influence professional decisions/actions.

Early Childhood Screening

Early Childhood Screening is a free developmental check-up required by the State of Minnesota for all preschool-aged children who will be attending public school before they enter kindergarten. It is recommended that your child is screened at 3.5 years of age. Early Childhood Screening is by appointment. To make an appointment, use this link:

<https://ce.isd194.org/early-childhood/screening/early-childhood-screening>

Screening is held at the Crystal Lake Education Center.

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FAMILY RESOURCES

ISD 194 Early Childhood Family Outreach Specialist

Kathryn McLaughlin
Kathryn.McLaughlin@isd194.org
952-232-3009

Medical Assistance/MNCare

Phone: 651-554-5611

Help Me Connect

<https://helpmeconnect.web.health.state.mn.us/HelpMeConnect>

Minnesota Help Me Connect helps expectant families, families with young children birth to 8 years of age, and those working with families find and connect to services in their local communities that support healthy child development and family well-being. Help Me Connect includes resources and services that

Dakota County Public Health www.dakotacounty.us/PublicHealth

The Dakota County Public Health Department provides services to individuals, families and communities to prevent disease and disability and promote and protect the health of the residents of Dakota County.

Main: 952-891-7500

Help Me Grow <https://helpmegrowmn.org/HMG/index.htm>

Help Me Grow provides resources to help families understand developmental milestones and understand if there are concerns. This helps families take the lead in seeking additional support or referring their child for a comprehensive, developmental screening or evaluation at no cost.

Food Shelves and Community Meals

<https://www.co.dakota.mn.us/HealthFamily/PersonalFinance/FinancialCrisis/Pages/food-shelves.aspx>

MN Department of Hum

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Small Wonders Contacts

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Small Wonders Preschool Supervisor

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Small Wonder Preschool Coordinator

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