

Tilden Community Preschool

Parent Handbook



Tilden Community Preschool

NOTES





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Mission

ISD #200 Early Childhood programs will provide opportunities for families and staff to listen, learn, teach and grow together.

We strive to...

-  **Listen**...to what families tell us.
-  **Learn**...together about each child and parent's strengths and needs.
-  **Teach**...responsibly with regard to current research, best practices and individual needs.
-  **Grow**...together to provide the best possible community of support for families.

Philosophy

Tilden Community Preschool is designed to provide a variety of experiences that contribute to growth and development of children ages 3 to 5 years old. These experiences serve as a foundation for later school experiences.

A group experience fosters independence, builds self-confidence, and helps children develop self-identity outside of the child's role in his or her family.

Curriculum

Our environment is rich with language, literacy, and math activities. We consider parent involvement as a key element to school success and offer ways for parents to become involved at school and at home. Our program uses "Creative Curriculum", a MN Dept of Education-approved curriculum framework. The teachers and classroom aides meet or exceed state requirements for this type of program.

Classroom Information

- ✎ All preschool classes include children with identified special needs as well as typically-developing children.
- ✎ Maximum class size is 20 students.
- ✎ Maximum adult to child ratio is 1 to 10.
- ✎ All Classes run from Mid-September to Memorial Day and generally follow District #200 calendar breaks.
- ✎ Children must be toilet-trained to attend preschool.

Required Forms

- ✓ Emergency form
- ✓ Immunizations form
- ✓ Parent Questionnaire
- ✓ Pick up form



Tilden Community Preschool

Preschool Options

Section 1 Two morning per week (Tuesday/Thursday)

9:00-11:30 AM \$105 / month

**For children 3 years old by September 1st of 2016.*

Section 2 Two afternoons per week (Tuesday/Thursday)

12:30 - 3:00 PM \$105 / month

**For children 3 years old by September 1st of 2016.*

Section 3 Three mornings per week (Mon/Wed/Fri)

9:00 - 11:30 AM \$135 / month

**For children 3 & 4 years old by September 1st of 2016.*

Section 4 Three afternoons per week (Mon/Wed/Fri)

12:30 - 3:00 PM \$135 / month

**For children 3 & 4 years old by September 1st of 2016.*

Section 5 Three mornings per week (Tues/Wed/Thurs)

9:00 - 11:30 AM \$135 / month

**For children 4 years old by September 1st of 2016.*

Section 6 Three afternoons per week (Tue/Wed Thurs)

12:30-3:00 PM \$135 / month

**For children 4 years old by September 1st of 2016.*

Section 7 Five mornings per week (Monday - Friday)

9:00 - 11:30 AM \$250 / month

**For children entering kindergarten in September of 2017.*




Section 8 Five afternoons per week (Monday-Friday)

12:30 - 3:00 PM \$250 / month

**For children entering kindergarten in September of 2017.*

Tuition Structure

Each year as we have breaks in our schedule, parents question the tuition charges. Below is the way in which our fees are determined...

-  **In order to make payments consistent for families, the monthly fee for preschool is determined by the yearly cost per child and is then divided evenly by 9 months (September through May).**
-  The fee is not determined by the days in each month that class is held.
-  If you qualify for fee assistance, multiply your determined monthly rate times nine months to arrive at your yearly fee.

Family Involvement

Family events are held throughout the year. These events are designed to help parents learn about our program and curriculum, seasonal fun, nutrition information and ideas, a take-home reading program and ways to help children be ready for kindergarten. Parents are welcome to volunteer in our classrooms! Each teacher will have ideas and ways that you can help out in the class and/or to help with activity preparation.

Conferences

Parents will be invited to conferences twice yearly to review their child's strengths, challenges and progress. * **Each teacher will post a schedule of conference appointments and families may sign up. If families are unable to attend conferences, the teacher will send home a written summary. If there are questions, a phone conference may be scheduled.** If you have questions prior to conferences, be sure to contact your child's teacher.

Parking/Drop-off and Pick-up of Children

Our program is unable to provide transportation. We are housed in a school district building and do not have a permissible way to offer curbside drop-off. You will need to park your car in the designated parking area for preschool classes and walk your child into the classroom. You may not leave younger children unattended in your car. One advantage to an in-person Drop-off/pick up is that you are able to speak with your child's teacher each day.



General Pick-up/Emergency Pick-up

In the case of an emergency, children will only be released to persons indicated on the Emergency Form or the authorized pick-up form. Keep these forms up to date with those individuals that have permission to pick-up your child.

Weather Cancellations

- ✎ If Hastings schools classes are cancelled, then our classes are also cancelled.
- ✎ If Hastings schools have a late start, we are cancelled for the morning.
- ✎ If Hastings schools are to be released early, and children are already at school, you will be called to come and pick up your child.



To find out about Snow closings or delays:

- ✓ Check the school district web page
www.hastings.k12.mn.us
- ✓ Listen to Hastings KDWA radio station **AM 1460** for updates
- ✓ Watch **television channel 4, 5, 9, or 11** for updates

Emergency Drill Procedures

We will conduct practice fire, tornado, and lockdown drills each year. Children will be prepared prior to the drill because we want them to feel safe. In the event of an actual emergency, the children will not be released until we have accounted for all children.

Absences

Please call or email your child's teacher to let them know when your child will be absent from school for any reason.

Health Policy

Let's Keep Everyone Healthy!

This Health Policy is to insure the safest and healthiest environment for you, your child, other families, and staff.

*Please keep your child home and **notify the teacher** if your child comes down with or has been exposed to any of the following conditions:*

Bacterial Meningitis

Chicken Pox

Diarrhea

Diphtheria

Fifth's Disease

Hepatitis A

Measles

Mumps

Pertussis

Pneumonia

Rubella

Impetigo

Head Lice.

*Please keep your child **HOME** if she/he has any of the following symptoms:*

- ✓ Diarrhea
- ✓ Severe or persistent coughing
- ✓ Difficult or rapid breathing
- ✓ Yellowish skin or eyes
- ✓ Pink eye
- ✓ Fever
- ✓ Vomiting in the last 24 hours
- ✓ Infected skin patches (crusty, yellow, dry or gummy areas of the skin)



If your child develops any of these symptoms while they are in class, you will be notified. You may be asked to keep your child home until symptoms are gone or a physician decides that the child may return to class. *Please do your part...Following this policy helps to keep everyone's family healthy!*


Allergies/Asthma

You must notify us of any allergies your child may have. *See required forms once your child is registered.

Snacks

Snacks are part of your child's nutrition for the day. We are peanut-free and don't serve anything with peanuts or tree nuts in this program. Everyone will have a turn to contribute.

We encourage the following:

-  *1% or skim milk (non-flavored please)*
-  *Real fruit juice*
-  *Whole fresh fruit*
-  *Dried fruit*
-  *Fresh vegetables*
-  *Whole grain options*
-  *Non-sugary snacks*

Please remember that the foods you provide are important!

Child Behaviors/Guidance and Discipline

Our discipline policy is to help children develop self-control/ responsibility for their actions and to improve their behavior. In order to achieve this purpose, we will use the following guidelines:

- ✎ Staff members will role-model positive behavior.
- ✎ Staff will use a positive approach to discipline by redirecting children towards age appropriate behavior.
- ✎ Staff members will use positive reinforcement of appropriate behavior choices.
- ✎ If a child exhibits behavior that routinely interferes with the ability of that child or others to learn, parents will be notified. A positive behavior plan will then be developed by the program staff and family of the child.
- ✎ In certain situations, parents will be called as necessary.

Mandated Reporting of Abuse/Neglect

Employees will report anything perceived as abuse or neglect to the program director. All personnel who work with children (teachers, social workers, and child care providers) are required by Minnesota law to report physical abuse, sexual abuse, or neglect of any child as written by MN Statutes 626 556 Subdivision 3.

Early Childhood Screening

If your child has not been through Early Childhood Screening, please call 651-480-7670 to make an appointment. This screening is required by the Minnesota Department of Education.

Advisory Committee

Parents are invited to participate as advisory committee members. Teachers will distribute information at the beginning of the year, although your input and participation is always welcome whenever you have a suggestion or are interested in attending a meeting.

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Contact Information

Early Childhood Programs and Resources

Tilden Community Preschool Teacher: Michelle Bump
mbump@hastings.k12.mn.us

Tilden Community Preschool Teacher: Erin Lee
elee@hastings.k12.mn.us

Tilden Community Preschool Teacher: Anna Tlougan
atlougan@hastings.k12.mn.us

Early Childhood Coordinator: Angie McGinnis
amcginnis@hastings.k12.mn.us 651-480-7678

Community Education Secretary: Laurie Knutson
lknutson@hastings.k12.mn.us 651-480-7670
Marijo Norman
mnorman@hastings.k12.mn.us 651-480-7671

Early Childhood Screening
651-480-7670

Early Childhood Special Education Amy Berge
aberge@hastings.k12.mn.us 651-480-7008
(specific concerns about development)

Community Education Director Mary O'Brien
mobrien@hastings.k12.mn.us 651-480-7672