

## **MISSION STATEMENT**

To protect, care for, and teach young students in a warm and caring environment. We will do this through a current curriculum, which fosters intellectual, emotional and physical growth using age appropriate resources. We will offer a quality program enhanced by music, art, large and fine motor, and cognitive materials. We will stress respect for each individual as well as responsible behavior. We will offer professional, educated, creative teachers who understand each child's unique qualities.

# CREEKSIDE CHILDREN'S PLACE PARENT MANUAL

## GENERAL INFORMATION

Director:	Kathy Shideman	952-941-8247 (h)
Preschool Phone:	Creekside Children's Place	952-926-1410
Department of Human Services:	Division of Licensing	651-296-3971

### • SCHOOL HOURS

The Preschool is open Monday through Friday each week unless closed for a holiday. School closings will generally coincide with the Edina Public School's holiday calendar (see Creekside yearly calendar for specific days). School begins the week after Labor Day and runs until the end of May.

Our **Preschool Program** runs from 9:00 AM to 1:00PM. Bag lunches are brought from home. We will offer Extended Care Monday through Friday, 1:00PM-2:30PM. Billing for this time will be done on an hourly basis in 15-minute increments, with a half hour minimum, and will be added to the following month's bill.

Our **Toddler Program** runs from 9:00AM – 12:00PM - Monday, Tuesday, Wednesday and Thursday, with the option of adding a lunch hour (12:00PM-1:00PM) for an additional hourly charge.

### • LICENSE CAPACITY AND INSURANCE

The Preschool is licensed by the Department of Human Services, Division of Licensing, to serve 91 children daily between the ages of 18 months and 5 years (14 toddlers and 77 pre-schoolers). We carry liability Insurance with Capital Indemnity Corporation. The policy limits are \$1,000,000 per occurrence.

### • FEES

A \$60.00 non-refundable registration fee per family is due with each new application. In addition, one full month tuition is due with each application. This will be applied to the September bill. The tuition is refundable if child is withdrawn prior to February 8, 2010.

Tuition is payable monthly in advance, upon receipt of your bill. Refunds are not available for holidays, illness, or vacation. There will be a 10% discount if more than one child per family is enrolled in our preschool program. This discount does not apply to our Toddler program. Please see Registration Form for exact fees. Extended Care is \$7.00 per hour, or \$12.60 per hour for two children.

### • ADMISSIONS

A Registration Form and Emergency Card must be completed. A Health Form must be completed, signed and dated by your child's physician. All required immunizations must be completed or a waiver signed by a doctor. Any allergies or special information must be noted.

## DAILY SCHEDULE

Child Care Program Plan is available for inspection upon request.

- \* **Free Play** Stress is on learning to make choices, being creative, developing good self-image, socializing, and sharing materials with others. This will be accomplished through dramatic play (practical life house-keeping, a workbench, small blocks, etc.), and large muscle equipment (balls, climber, beam, etc.) and organized games.
- \* **Large Group** A group activity to begin our morning. We include a variety of creative experiences such as, science experiments, flannel board stories, music, musical instruments, games, group discussion about current units.
- \* **Snack-Toileting** Time to satisfy physical needs, learn appropriate eating habits, and develop self-help and good verbal skills through guidance and sharing.
- \* **Circle Time** Within each child's individual class. We include attendance, calendar, weather, unit introduction and sharing time
- \* **Outdoor Time** Stress is on physical fitness and developing socialization and coordination skills. It will be a time for the children to run, crawl, climb, and play
- \* **Small Group** The children work independently with a teacher in age appropriate activities. These include colors, shapes, letters, numbers, and beginning sounds of consonants.
- \* **Art and Crafts** Time of free expression and fantasy. Stress is on developing hand-eye coordination, and learning to work with others and share feelings. Art concepts, techniques, and projects will be demonstrated and discussed and the children will be given a chance to express what they have seen and learned.
- \* **Story-time** Stress is on verbal development, sentence growth, developing concentration and listening skills, and encouraging imagination. This will be a large group activity in which the teacher will ask questions, and encourage conversation and interpretations.
- \* **Lunch - Clean Up** Once again, a sharing experience. Self-reliance will be developed by assisting the children only when needed. Children will be encouraged to feed themselves, and clean up their area of the table.

- **TRANSPORTATION - ARRIVALS AND DEPARTURES**

Transportation is not provided by the school. It is the parents' responsibility to see that the child is safely brought to the school, and safely dropped off inside the school. We cannot release a child to anyone that you have not previously authorized to do so. We must have permission from you if someone else is to pick up your child. Photo ID is required.

- **CLOTHING**

We encourage the children to develop independence in school. You can help by dressing your children in comfortable clothing that is easy for them to manipulate. We will be working with various paints, clay, sand, water, etc. Please dress your children accordingly. In the case of accidents during school, the school will supply the children with extra clothing. Please see that these are washed and returned immediately. We will go outside during the winter months when weather permits. Please be prepared to send all items that your child will need for outside play. Please label all clothing.

- **CONFERENCES AND SOCIAL EVENTS**

We begin our School year with a Parent Orientation the second week of September. During this time you and your child will go to his/her class with several other parents and children to meet your teacher, ask questions, and help the child to become comfortable with the surroundings. We also offer conferences for everyone in November, and again in the spring. Preschool classes are not held the day of conferences.

- **DISCIPLINE**

Children will be encouraged to act in a way that is socially acceptable, respecting the rights of their peers and teachers. Children will be encouraged to make choices and develop responsibility for their own actions. If a child's behavior warrants direction, it will be given through means of verbal communication. If this is unsuccessful, a conference with a parent will be requested.

- **FIELD TRIPS**

A list of proposed school parties and Field Trips will be listed on the school calendar. Some parties and field trips may be added throughout the year with dates announced in the monthly newsletter. Parents may be asked to volunteer to accompany us and/or drive on some trips. On most trips, we will charter a bus. There will be a charge for most of our trips, in some cases both for the bus and any entrance fees. All parents must submit a signed permission form for each field trip the school takes.

- **SHOW AND TELL**

We encourage children to bring Show and Tell items. Each child will be assigned a Show and Tell day by their teacher. We encourage children to bring items of interest that relate to a theme or unit being studied in class, an educational toy or something from nature. We discourage children from bringing toys to school since this causes many problems for the staff and the children. The school does not accept any responsibility for toys brought to school. Please label your child's show and tell item.

- **PHOTOS**

Parents must sign a release form for photos stating whether or not Creekside has permission to take pictures of their child participating in classroom activities to be used in classroom displays, projects, or on the school website.

- **PETS**

Parents will be notified of the presence of pets within their child's classroom.

- **HEALTH**

A health statement signed by each child's source of medical care is required before the child's first day of school. Immunizations must be up to date. This rule is set by the State Department of Human Services. If a child becomes ill at school, an attempt to notify parents will be made immediately. If they cannot be reached or are delayed in arriving, the person(s) designated on the registration form shall be contacted to assume responsibility for the child. A sick child will be provided with a mat and blanket and separated from the other children until the parent arrives. Parents are asked to notify the director of all infections or communicable disease. The school in turn will notify the other parents. In the case of an emergency, the child will be transported by a teacher or ambulance, if necessary, to Fairview Southdale Hospital. Please do not send your child to school with a cold, sore throat, rash, cough or diarrhea. Do not send a child who has had fever, vomited or had diarrhea in the past 24 hours. These rules are for the good of all the children. When medication must be administered during school hours, written instructions by a physician must be provided and parents must give written authorization.

- **MEALS**

Snacks will be provided daily in the morning. Snacks from home are always encouraged, particularly on special days such as birthdays. All snacks must be store bought and **MUST NOT CONTAIN PEANUTS, PEANUT OIL, OR LABELED AS BEING MANUFACTURED IN A PLANT THAT PROCESSES PEANUTS.**

Please inform your child's teacher if you plan on bringing a treat. Lunch is the only meal that will be served. We require bag lunches only. Milk will be served with snacks and lunch. Please see section on menu suggestions.

- **MENU SUGGESTIONS**

Whole wheat or enriched bread filled with: luncheon meat, cheese or egg.

Thick soups made with milk.

Bits of crisp raw vegetables such as: carrots, lettuce, tomato, cauliflower, etc.

Please cut all raw vegetables in small pieces.

Cubed cheese and crackers spread with cottage cheese.

Hard cooked eggs.

Raisins. Please do not send raisins for toddlers.

**WE ARE A PEANUT AWARE FACILITY. PLEASE DO NOT SEND ITEMS CONTAINING PEANUTS, PEANUT OIL, OR ARE LABELED AS BEING MANUFACTURED IN A PLANT THAT PROCESSES PEANUTS.**

**\*\*\*While every attempt is made to offer a peanut free environment, we cannot guarantee there is no cross contamination.\*\*\***

- **TOILET TRAINING**

Our Toddler Program will diaper the children once daily, or when necessary, following the diapering procedure recommended by our Health Consultant. We must have on file written parent permission to use pre moistened commercial baby wipes or any other diapering products when diapering.

**All preschoolers (33 months – 5 years) must be potty trained prior to beginning school.**

- **SPECIAL HANDICAPS**

If we discover a special handicap in a child after (s)he has been enrolled, we will make every effort possible to contact the proper source and provide special provisions if possible. We will not discriminate in admissions or demissions on the basis of race, sex, religion, creed, color, national origin or source of payment.

- **SCHOOL CLOSINGS**

All school closings will be noted in the yearly calendar, with a reminder sent each month in our Newsletter. A partial list follows: M.E.A.; Thanksgiving; Winter Vacation; Martin Luther King Day, Presidents Birthday; School Conferences; Spring Break.

- **OUTSIDE PLAY**

Every preschool class goes outside daily, unless conditions are extreme. We will go outside as long as the temperature is above 0 degrees, including windchill. If your child is too sick to go outside, (s)he is too sick to come to school.

- **INCLEMENT WEATHER POLICY**

Our schools will close when the weather is bad under the following circumstances:

1. The Edina Public Schools are closed.
2. The Edina Public Schools begin late so that there is no Morning Kindergarten.  
Please listen to WCCO radio for this information.

- **PARENT VISITS/ BEHAVIOR GUIDANCE/ PROGRAM PLAN**

Parents of enrolled children are welcome to visit at any time during our hours of operation.

The Creekside Children's Place Behavior Guidance Plan and Program Plan are available for review in the Creekside office.



## **REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN**

### **Who Should Report Child Abuse and Neglect**

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

### **Where to Report**

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at [651.297.4123](tel:651.297.4123).
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at [612.348.3552](tel:612.348.3552) or local law enforcement at [952.826.1600](tel:952.826.1600).
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at [651.296.3971](tel:651.296.3971).

## **What To Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) which can be found in the Creekside office.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by written report to the same agency within 72 hours, exclusive of weekends and holidays.

## **Retaliation Prohibited**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

## **Failure to Report**

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

## GRIEVANCE PROCEDURE

In the event that persons served by Creekside Children's Place wish to address a grievance against the school or any of its personnel, please follow the procedure stated below:

1. Bring grievance to the attention of the staff member with which you hold the grievance. This must be done via a conference either before or after class time. You can expect a conference time to be arranged within 3 school days after the conference is requested.
2. If a satisfactory outcome is not reached between the staff member and the person bringing the grievance, you should then contact the director. You can expect a conference within 3 school days after the conference is requested.
3. If the grievance is with the school or any of its policies, a conference should be requested with the director of the school. You can expect a conference time to be arranged within 3 school days after the conference is requested.
4. Any complaints about the operation of our school may be addressed in the following way:
  - a. Reports of suspected maltreatment – 612.348.3552
  - b. Complaints concerning program – Division of Licensing – 651.296.3971