

**SUNSHINE PRESCHOOL
PARENTS' HANDBOOK
2011 – 2012**

Arlington Hills United Methodist Church
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2011-2012 tuition rates:
Tuesday Thursday Class: \$105 / month
Monday Wednesday Friday Class: \$130 / month
\$15.00 late fee is added
if unpaid after the 10th of the month.

2011-2012 Staff
Elaine Gregory: Lead Teacher-Director
Kathie Winters: Assistant Teacher
Joleana Stauff: Teacher Aide

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Parents, please read this handbook thoroughly.

When you register your child, you agree to accept preschool policies.

Keep this booklet handy for reference throughout the year.

SUNSHINE PRESCHOOL POLICIES

1. PURPOSE

Sunshine Preschool's purpose is to provide a high quality and loving preschool environment for children age three to five, working together with families to implement fun and developmentally appropriate experiences that meet children's needs and promote self esteem while encouraging physical, social and academic growth toward kindergarten readiness.

2. STANDARDS

Sunshine is a Licensed Preschool program and complies with the standards set forth by the Minnesota Department of Human Services (651-296-3971). The school maintains a non-discriminatory policy and is working toward accreditation by the National Association for the Education of Young Children.

Sunshine Preschool welcomes family input in making decisions to guide our program. Annual evaluations allow families and staff to give feedback and suggestions for improvement. Results of evaluation surveys will be shared with parents and with our board at our summer meeting. Families are encouraged to attend and share their thoughts and ideas.

3. PRESCHOOL BOARD

The Sunshine Preschool Board includes the Preschool Director, the Arlington Hills Director of Christian Education, members of Arlington Hills United Methodist Church and current or past Sunshine parents. The board serves as the official governing body of Sunshine Preschool and is directly involved with policy making, managing finances, staffing, and program approval. Board meetings are open to parents, and parents interested in serving on our board are encouraged to do so. Please feel free to contact the director or a board member with questions or feedback, at 651-776-1547.

4. STAFF

Sunshine's trained and experienced staff includes a director and teacher(s) as well as assistant teachers and/or aides. Our teachers receive continuing education as required by our state licensing. Please see page 1 of this booklet for this year's director and teacher contact information.

State licensing regulations require a ratio of one teacher to ten children, but at Sunshine we try to exceed this standard. When classes are full, we make every effort to have a third teacher on staff, as our budget allows, or to use volunteers in the classroom.

When teachers are absent, qualified substitute staff will be provided.

5. STUDENTS

Twenty is the maximum number of children per class. Sunshine students are three to five years old. Children should be three by August 31 of the year of enrollment.

Children with **special needs** or handicapping conditions will be accepted on a case by case basis and enrolled provisionally. Every effort will be made to help them succeed.

Research and our experience show that children in **mixed age classrooms** benefit both academically and socially. Sunshine therefore offers classes with 3, 4, and 5 year olds together, giving both older and younger children maximum learning and social

opportunities. We feel this best meets children's needs and provides a richer preschool experience.

We prefer that children be **toilet trained** since the classroom is not equipped or staffed to change diapers. Please tell teachers of any potty training concerns. Occasional potty accidents are not a problem and will be handled with tact and kindness. Children working on training are welcome to wear "pull-ups."

6. HOURS OF OPERATION

MWF Class meets Monday, Wednesday, Friday A.M., 9:00 to 11:30.

TTH Class meets Tuesday, Thursday, A.M., 9:00 to 11:30.

(When enrollment is full and the need arises, an afternoon class may be offered:

TTH PM Class, meeting Tuesday, Thursday P.M., 12:30 to 3:00)

Our Monday-Wednesday and Tuesday-Thursday sessions have identical curriculum, with Friday sessions expanding on these learning experiences. Choose the class that fits your family's schedule and needs.

7. ENROLLMENT, REGISTRATION, and DISENROLLMENT

To enroll your child, pick up an **enrollment form** from the preschool or the church office (or call the church office to have the forms mailed to you). When this form is completed and returned to school or church office with the required enrollment fee, your child will then be enrolled.

A **registration packet** including registration form and health form will be mailed to you near the end of July, to be completed and brought in at Parent Back to School Night, on a Wednesday evening near Labor Day.

Children may enter the program during the school year if there are openings. Forms returned after the class is filled will be placed on a waiting list. The Director will notify these persons when an opening is available.

It is expected that once enrolled, children will remain at Sunshine for the nine months of the school program.

Disenrollment may occur if teachers, director, board chair, or early childhood specialist consultants agree that a child is requiring more care than our staff can provide without compromising the safety and / or learning experiences of the other children. Every effort will be made to find help for the child and to recommend alternatives for an appropriate learning environment.

Disenrollment may also occur due to **non-payment of tuition**, although families may request scholarship assistance if needed by contacting the director or board chair.

8. TUITION

See page 1 of this booklet for this year's tuition rates. Tuition may be paid for the entire year at the beginning of September or divided into nine equal monthly payments. If you choose the monthly plan, checks are due the first week of each month.

Make checks payable to “Sunshine Preschool.” To ensure proper credit to your account, please use the prepared envelope (provided monthly) and mail or deliver to the church office. A late fee of \$15 will be added to the month’s tuition if unpaid after the 10th of the month.

Tuition for the year must be fully paid before graduation day (or arrangements set up for late payment or scholarship assistance).

Full tuition is required regardless of family vacations or illness since school expenses do not decrease with a child’s absence. Part of the month’s tuition may be refunded if you must withdraw your child for one of the following reasons:

- ◇ Parents and teachers agree that the child has not adjusted satisfactorily.
- ◇ Teachers and director feel that the child has not adjusted satisfactorily and disenrollment is recommended.
- ◇ Changes in family situations such as permanent move from the area.
- ◇ Serious or prolonged illness.

For information about scholarship support, contact the program director, board chair, or board tuition contact person. Two weeks’ written notice is required for withdrawal from the program.

9. FALL KICKOFF

In the summer parents receive a mailing about **Parent Back to School Night**, which is held on a Wednesday evening near Labor Day. This night includes a short presentation by staff members, a brief conference with one of the teachers, and the registration process.

Your letter will also give information about your child’s **first day of school**, a parent child **orientation session**. Families are encouraged to send one parent to attend this special first day with your child. Regularly scheduled classes will follow the orientation day.

10. ARRIVAL AND DEPARTURE

Please bring children to enter by the **east door** (right side entrance as you face the church). In winter, boots are kept in the foyer. Drivers help children check in for the day at the check in table in the hallway. For safety, drivers must supervise children until teachers open the classroom doors. Please arrive no earlier than **8:55**.

We hope children will be excited to come to school, but it is important that they use “**quiet voices and walking feet**” as they enter the building. An orderly atmosphere in the hallway is appreciated. This creates a respectful and smooth transition to the classroom environment.

Please pick up children promptly at dismissal time. At 11:25 a teacher will come into the hallway to give a quick summary of the day’s activities. Drivers may choose to come a few minutes early to pick up art projects, backpacks, and take-home papers.

Arrival and departure are good times for parents and teachers to touch base and share information. Teachers want to know what is happening at home, how things are

going for your child, how he or she is spending time and what interests and skills are emerging. This helps us in planning for your child's progress at school.

11. LATE PICKUP PROCEDURE and FEES

If there will be an unforeseen delay in picking up children, please notify the preschool that you will be late, or if there is a change in who will be picking up your child.

Teachers will give **three reminders of late pickup policy** before issuing any fees. After three reminders, the following fees will be issued:

- **\$5.00 late fee for each ten minute increment of lateness.**
- **Late fees can be paid at time of pickup or added to the next month's tuition payment.**

If a parent is not at the preschool within 15 minutes of dismissal (and we have not been notified of a late arrival), we will call parents and then, if necessary, the emergency numbers. If a parent or one of the emergency contacts does not arrive quickly, teachers will stay with the child. If significant time has passed and no one from the family or emergency list is reached, as a last resort teachers may need to call police for assistance. We regret any inconvenience this would cause, but are obligated to ensure the safety of our students and families.

12. EDUCATIONAL PHILOSOPHY, GOALS and METHODS:

Sunshine Preschool's philosophy is in agreement with the National Association for Education of Young Children's developmentally appropriate practices. We recognize that preschoolers' work is PLAY—they learn by doing. Therefore our learning environment is **play-based**, using interesting themes and quality classroom materials to capture children's attention and curiosity, allowing them to explore and to learn through child initiated and teacher supported play.

Following is a list of our learning goals and the benchmarks that show progress toward these goals.

SUNSHINE PRESCHOOL LEARNING GOALS AND BENCHMARKS

Our learning goals are adapted from Connecticut Preschool Assessment Framework. They cover the spectrum of child development, including physical, social-emotional, cognitive, literacy and language development. These learning goals will be used in assessment of children's progress. The following pages contain the benchmarks that show progress toward each goal.

A typical child entering preschool at three years old will show skills at the level of benchmark a or b. During the preschool years, many children progress to benchmark c. Benchmark d skills are sometimes achieved in preschool, but often not until kindergarten age.

Sunshine strives to provide fun and interesting learning, work and play

opportunities for children to grow in all these areas toward kindergarten readiness. As children work, play and interact at preschool, teachers will be observing and documenting their progress using observation notes, work samples, photos, and assessment tests. Progress will be communicated with parents formally twice a year at parent teacher conferences. We will share progress with you informally as opportunities arise. We welcome your input and will work toward consensus with you about assessment methods that will best meet your child's needs. This will be discussed at conferences and at other times as needed.

We also invite parents to share frequently with us about your child's progress at home. Please read over the list of goals and benchmarks. When you observe progress and goals achieved outside of school, please share this with us.

Notes, emails, phone calls and conversations about your child's progress are always welcome. This will help us in assessment of your child's progress. We also appreciate your ongoing input about your child's interests, to help us plan stimulating and motivating curriculum study themes that will keep our students growing and learning.

SUNSHINE PRESCHOOL LEARNING GOALS

Adapted from Connecticut Preschool Assessment Framework

PERSONAL and SOCIAL DEVELOPMENT GOALS

1. Shows self-direction with range of materials
2. Sustains attention to task or goal set out to accomplish
3. Participates in teacher-led group activities
4. Manages transitions, follows routines and rules
5. Uses words to express emotions or feelings
6. Shows empathy and caring for others
7. Interacts cooperatively with peers
8. Works to resolve conflicts
9. Recognizes similarities and appreciates differences

PHYSICAL DEVELOPMENT GOALS

1. Uses coordinated large-muscle movements
2. Uses coordinated small-muscle movements
3. Cares for self independently

SCIENCE DEVELOPMENT GOALS

1. Engages in scientific inquiry, uses tools and technology
2. Shows knowledge of earth and living things
3. Uses a variety of strategies, tools and technology to solve problems

MATH DEVELOPMENT GOALS

1. Sorts objects
2. Recognizes and makes patterns
3. Compares and orders objects and events
4. Relates number to quantity, recognizes numerals
5. Demonstrates spatial awareness
6. Understands shapes

LANGUAGE DEVELOPMENT GOALS

1. Uses complex sentences and vocabulary to describe ideas and experiences
2. Listens, understands and follows directions
3. Recognizes similar sounds in speech
4. Shows progress in understanding and speaking English (for children learning English as a second language)

LITERACY DEVELOPMENT GOALS

1. Shows understanding of stories
2. Displays knowledge of books and print
3. Identifies printed words
4. Reads own name
5. Uses writing to convey meaning
6. Writes own name

CREATIVE EXPRESSION and AESTHETIC DEVELOPMENT GOALS

1. Builds and constructs to represent own ideas
2. Draws and paints to represent own ideas
3. Represents experiences and fantasies in pretend play
4. Sings and responds to music

SUNSHINE PRESCHOOL LEARNING GOALS AND BENCHMARKS

PERSONAL and SOCIAL GOALS

1. Shows self-direction with range of materials

- a) *Selects and uses a limited range of familiar materials*
- b) *Selects familiar materials; participates in unfamiliar activities with teacher support*
- c) *Usually participates in both familiar and unfamiliar activities*
- d) *Independently selects and participates in a variety of activities*

2. Sustains attention to task or goal set out to accomplish

- a) *Sustains attention primarily to self-selected, high interest tasks*
- b) *Sustains attention to high-interest, self-selected task until complete or reaches frustration level*
- c) *Sustains attention to variety of self-selected tasks until complete despite some frustration*
- d) *Persists in both self-selected and teacher-directed tasks until task is completed*

3. Participates in teacher-led group activities

- a) *Stays briefly in a small group (up to 5) with teacher encouragement*
- b) *Joins small group (up to 10) in high-interest activities; usually participates*
- c) *Willingly participates in most whole-group activities*
- d) *Actively participates in whole-group activities and usually waits turn*

4. Manages transitions, follows routines and rules

- a) *Makes transitions and follows basic routines and rules with teacher supervision*
- b) *Makes transitions and follows basic routines and rules with occasional reminders*
- c) *Makes transitions and follows routines and rules when given signal*
- d) *Anticipates transitions and follows routines and rules independently*

5. Uses words to express emotions or feelings

- a) *Expresses desires or feelings, primarily nonverbally*
- b) *Sometimes expresses desires or feelings using words*
- c) *Independently identifies own feelings related to a cause using words*
- d) *Independently identifies own feelings and their cause using words*

6. Shows empathy and caring for others

- a) *Sometimes notices and reacts to a familiar peer's delight or distress*
- b) *Usually notices and reacts to a familiar peer's delight or distress*
- c) *Offers to help peer in need*
- d) *Understands when others' needs are different from others*

7. Interacts cooperatively with peers

- a) *Works/plays alongside others*
- b) *Works/plays in association with another child*
- c) *Works/plays cooperatively with a few others*
- d) *Sustains cooperative activities with a range of children*

8. Works to resolve conflicts

- a) *Gives in or uses physical force to solve conflicts*
- b) *Seeks and accepts teacher help to solve conflicts with peers*
- c) *Develops solutions and works to resolve conflicts with teacher support*
- d) *Begins to solve conflicts directly with peers using appropriate strategies*

9. Recognizes similarities and appreciates differences

- a) *Identifies self, family members, teachers and some peers by name*
- b) *Shows awareness of similarities and differences among own family members*
- c) *Shows awareness of similarities and differences among peers*
- d) *Demonstrates awareness and respect for differences in people and cultures*

PHYSICAL GOALS

1. Uses coordinated large-muscle movements

- a) *Moves with some large-muscle control*
- b) *Moves with increased large-muscle control and coordination*
- c) *Coordinates several movements, such as running and jumping*
- d) *Coordinates more complex movements with increasing control, balance and accuracy*

2. Uses coordinated small-muscle movements

- a) *Uses fingers to take apart and put together small objects*
- b) *Uses eye-hand coordination to manipulate small objects with increasing precision*
- c) *Uses eye-hand coordination to manipulate even smaller objects with refined precision*
- d) *Uses opposing hand movements to cut and draw with control*

3. Cares for self independently

- a) *Performs self-care tasks with teacher's help*
- b) *Attempts to dress, eat and toilet independently with some success*
- c) *Manages most aspects of dressing, eating and toileting independently*
- d) *Dresses, eats and toilets independently*

SCIENCE GOALS

1. Engages in scientific inquiry and uses technology

- a) *Observes or explores and notices effects*
- b) *Experiments, observes and comments*
- c) *Experiments, observes purposefully, describes how effects vary, uses simple tools and technology*
- d) *Describes, predicts and plans for purposeful exploration or observation and use of tools and technology*

2. Shows knowledge of earth and living things

- a) *Shows awareness of living and non-living things, plants, animals, people*
- b) *Shows awareness of the earth as our home planet*
- c) *Shows awareness of basic geography, habitats and the needs of people and living things*
- d) *Shows respect for the earth and understanding of the need to take care it and its resources*

1. Uses a variety of strategies to solve problems

- a) *Moves to another activity when confronted with a problem*
- b) *Imitates other child's or repeats own strategy to solve a problem*
- c) *Tries several strategies to solve a problem with teacher support*
- d) *Creates and uses alternative strategies to solve problems*

MATH GOALS

2. Sorts objects

- a) *Uses inconsistent sorting strategies*
- b) *Sorts on the basis of one attribute with teacher support*
- c) *Sorts consistently on the basis of one attribute independently and tells reason*
- d) *Sorts the same objects in more than one way, such as color, shape, size, function*

3. Recognizes and makes patterns

- a) *Notices similarities and differences in items in a series*
 - b) *Repeats simple pattern*
 - c) *Creates and describes simple pattern*
 - d) *Creates and describes complex pattern*
4. **Compares and orders objects and events**
- a) *Notices similarities and differences in objects*
 - b) *Makes simple comparisons and orders several events and objects*
 - c) *Sequences and makes verbal comparisons on visible attributes*
 - d) *Verbally compares and orders based on non-visible attributes such as size, weight*
5. **Relates number to quantity, recognizes numerals**
- a) *Uses number-related vocabulary*
 - b) *Rote counts to 10 and uses number-related vocabulary with some accuracy*
 - c) *Recognizes some numerals, counts 10-20 objects and puts two groups of 5-10 objects in 1-to-1 correspondence*
 - d) *Recognizes numerals 1-10, Counts 10-20 objects and identifies groups of objects with less, same or more*
6. **Demonstrates spatial awareness**
- a) *Shows understanding of basic positional words*
 - b) *Understands and uses several positional words*
 - c) *Uses more complex positional words and represents position in work*
 - d) *Understands the relative nature of positional concepts*
7. **Understands shapes**
- a) *Matches two identical shapes*
 - b) *Identifies a few basic shapes (circle, triangle, square)*
 - c) *Identifies and describes basic two and three dimensional shapes*
 - d) *Understands how shapes combine or come apart to make other shapes*

LANGUAGE GOALS

1. **Uses complex sentences and vocabulary to describe ideas and experiences**
- a. *Uses short, simple phrases or sentences*
 - b. *Uses a sentence of five or more words to express a thought*
 - c. *Uses a series of at least two to three related sentences to tell experiences or stories and in conversations with others*
 - d. *Uses a series of more than three related sentences and details to convey experiences or stories and to have back and forth conversations with others*
2. **Listens, understands and follows directions**
- a) *Listens, understands and follows a simple one step direction*
 - b) *Listens, understands and follows simple two step directions*
 - c) *Listens, understands and follows more complex two step or simple three step directions*
 - d) *Listens, understands and follows complex three or four step directions*
3. **Recognizes similar sounds in speech**
- a) *Identifies common environmental sounds*

- b) *Notices rhymes and / or alliteration (same beginning sounds)*
- c) *Generates rhymes and / or alliteration in play*
- d) *Identifies words with similar sounds in work and play; connects and matches some sounds to letters*

4. English Language Acquisition (for children learning English as a second language)

- a) *Demonstrates progress in listening to and understanding English*
- b) *Demonstrates progress in speaking English*

LITERACY GOALS

1. Shows understanding of stories

- a. *Participates in story-related activities*
- b. *Makes connections between story and own experiences or feelings*
- c. *Understands several aspects of story, such as characters or events*
- d. *Demonstrates clear understanding of the main characters and sequence of events in a story*

2. Displays knowledge of books and print

- a. *Holds book and turns pages conventionally*
- b. *Knows that the picture in book tells a story*
- c. *Understands that the printed words convey the story*
- d. *Understands that printed words in book are read from left to right and top to bottom*

3. Identifies printed words

- a. *Holds book and turns pages conventionally*
- b. *Knows that the pictures in books tell a story*
- c. *Understands that the printed words convey the story*
- d. *Understands that printed words in book are read from left to right and from top to bottom.*

4. Reads own name

- a) *Aware that names are words that can be written and read*
- b) *Recognizes first letter of own name*
- c) *Recognizes own name in familiar place or context*
- d) *Reads own name in all contexts*

5. Uses writing to convey meaning

- a. *Uses writing tools to make scribbles*
- b. *Writes messages using scribbles*
- c. *Writes messages using letter-like shapes and some conventional letters*
- d. *Writes message using several conventional words*

6. Writes own name

- a) *Uses writing tool to make a scribble "signature"*
- b) *Writes first letter of name with help*
- c) *Writes name with help*
- d) *Writes name without help*

CREATIVE EXPRESSION and AESTHETIC GOALS

1. **Builds and constructs to represent own ideas**
 - a. *Explores with sensory and building materials in repetitive manner*
 - b. *Uses sensory and building materials with purpose*
 - c. *Creates simple constructions to represent own ideas*
 - d. *Creates elaborate constructions to represent own ideas*

2. **Draws and paints to represent own ideas**
 - a. *Draws and paints, experimenting with line, shape and color*
 - b. *Draws and paints with some control and own purpose*
 - c. *Creates more complex representations, experimenting with materials*
 - d. *Represents with multiple details and a sense of space*

3. **Represents experiences and fantasies in pretend play**
 - a. *Plays alone and imitates simple aspects of a role using realistic props and sounds*
 - b. *Engages in parallel and associative play with peers*
 - c. *Engages in cooperative-role play with peers*
 - d. *Engages in extended planned cooperative role-play with peers*

4. **Sings and responds to music**
 - a. *Reacts to music with consistent responses*
 - b. *Repeats parts of simple songs and responds to beat in music*
 - c. *Sings simple songs and responds to changes in music with voice or body*
 - d. *Adjusts singing and movement in response to changes in pitch and rhythm*

Ongoing observations and assessment of children's progress toward these goals is used in developing lesson plans and activities to encourage further growth for each child. Special needs and differing abilities will be considered, and activities are adapted as needed to fit individual children's needs.

Parents, please let teachers know when children show progress toward these goals outside of school. This will help us in accurately assessing children's skills and in planning for their progress at school.

MORE ABOUT SUNSHINE'S GOALS AND METHODS

At Sunshine Preschool, we seek...

◇ To reinforce the **value of children**—to themselves, to friends and teachers, and to their parents. At Sunshine children are valued and protected. Their physical needs are met, and they have security to learn and play.

◇ To provide a **positive atmosphere** in which children experience cooperative, rather than competitive play, learning consideration for the rights and feelings of others.

◇ To help children become **observant** of things around them, to realize the wonder of the world and the value of each person and all living things, to respect the classroom, materials and environment.

◇ To encourage **kindergarten readiness, appreciation of school and eagerness to learn.**

- ◇ To give children freedom with guidance, to **make decisions and manage classroom time**.
- ◇ To provide opportunities for **language development** and literature appreciation.
- ◇ To encourage enjoyment of **music** and musical experiences.
- ◇ To provide opportunities for **motor development**, confidence in physical skills, and enjoyment of gym and playground activities.
- ◇ To provide **art** experiences that build appreciation, creative expression, small motor and spatial skills.
- ◇ To help children acquire **pre-reading literacy** skills. Children become ready and eager to read as they experience enjoyment of books and the stories they tell, as they learn visual discrimination, and a sense of left to right direction in printed materials.
- ◇ To stir curiosity for the written word and letters of the **alphabet** by using children's natural interest in stories, games and finger plays. Eagerness to learn about written language is encouraged in developmentally appropriate ways, as each child's readiness varies. **Mastery of the alphabet is not required**, but children who are interested and self-motivated will find opportunities to grow in pre-reading and writing skills.
- ◇ To encourage **printing**. We show children how to hold a pencil and work on forming the letters in their names. They will have many opportunities to practice name writing and to progress at their own individual paces. Again, perfection is not required, but progress is celebrated.
- ◇ To teach about numbers and **math** readiness. Counting will be encouraged at calendar time and in connection with fun learning activities. Opportunities for writing numbers will arise but will not be required or stressed.
- ◇ To give children opportunities to grow in **confidence in front of the group** through group time participation, show and tell times, classroom helper jobs, and drama role playing.

At Sunshine Preschool, activities are “**hands on**” and **experiential**, with learning achieved through free exploration. Learning centers and activities are open-ended, process rather than product oriented. Our classroom environment provides opportunities to explore, in endless ways, a wide variety of materials to help children...

Pretend: dolls, food and dishes, dress up clothes and other props for endless dramatic play scenarios

Experience with their senses: sand, water, play dough, and other sensory media to dig into

Experiment: nature and science materials to observe, sort, and classify

Build: blocks, wood and sculpture media

Stimulate thinking: objects to count, sort, measure, weigh and balance

Problem solve: puzzles and manipulative materials to take apart and put together in countless ways

Imagine: books, dollhouse, vehicles, animals, puppets and other characters

Build creativity and dexterity: paint, markers, crayons, scissors, tape, art materials of every kind

Form friendships and practice social skills: cooperative games, cozy areas to sit and talk with others, activities to enjoy with one friend or with a group

Appreciate music: listening center, instruments, quality background music, songs to sing along

Gain physical strength and coordination: bikes, balls, beanbags, climber, playground

equipment and active toys

13. DAILY SCHEDULE

Times are approximate.

VISITING TIME 9:00 – 9:15: “sit down on a square time” includes weather, calendar, classroom job assignments, explanation of daily activities and birthdays.

CHOICE TIME 9:15 – 10:40: children freely explore learning centers and play areas mentioned above as well as take turns for teacher directed projects, activities and games, all centered on the current study theme.

SNACK: Snack is served by a teacher during choice time. Children wash hands and come, about four at a time, to the snack table. A picture menu shows the day’s food choice. Food allergies are carefully monitored (families are asked to send safe foods that we can keep on hand). Following snack, children put their trash in the basket and clean their spots, preparing the table for the next child. *See additional information about snack in section 16.*

CLEAN UP TIME 10:40-10:45: Everyone helps put away materials and clean up the room. Special helpers have jobs such as sweeping, putting away books, and cleaning the snack table.

GROUP TIME 10:45 – 11:00: back to the rectangles for stories, songs, poems, finger games, puppets, rhythm instruments, listening and participating, learning and sharing.

LARGE MUSCLE 11:00 – 11:30: may include outside hikes and playground time, indoor gym time with bikes, climbers, balls, other gym equipment, movement activities or other large and small group games. (Large muscle or movement time is sometimes done in small groups during Choice Time.)

DISMISSAL 11:30: We gather as a group and sing our “Sunshine School is Over” song to transition children from school to home. Children will be led into the hallway where they will be released to drivers.

14. CLOTHING AND SCHOOL BAGS

Comfortable and washable play clothes give children freedom to explore and experience our often messy school environment. **Sneakers** are needed for gym and playground time. Sandals are not the best shoes for running in the gym and sand.

In fall and spring, please have children wear jackets or sweatshirts appropriate for the playground on cooler days. In the winter our newsletter will designate one week per month as “Outdoor Week” when snow pants, boots, etc. will be needed. On other weeks, we use the gym.

Each child needs a **school bag or backpack** every day to bring home art projects and important papers. Please use a permanent marker to **mark name or initials** on backpacks, jackets, mittens, caps and boots, etc., to avoid mix-up.

15. BIRTHDAYS

Each child is honored with a **birthday or half birthday** at Sunshine. The newsletter and

a special note will include the birthday schedule for each month. Please send two or three show and tell baby items: cute clothes or pictures, a favorite toy or book, to help us celebrate how the birthday child is loved and has grown. Families, if you are able, please bring cameras and stay for this fun time (the first 15 minutes of class).

16. SNACK

A **snack and drink** are served each class session. Families are asked to bring snack and drink for the class several times during the year. Suggestions for appropriate snacks will be provided. Please bring healthier rather than sugary snacks. A snack schedule will be sent home by the teachers each month. Your donated snacks are very much appreciated.

For safety **we cannot serve nuts, hot dogs, whole grapes, popcorn, raw peas, raw carrots and hard pretzels. Meats must be cut into very small pieces.**

In the case of food allergies, parents will be asked to provide some snacks we can keep on hand to give a safe choice. Because of nut allergies, Sunshine has become a **nut free school**. Please read labels carefully and try to send snacks that are nut and nut residue free.

17. FIELD TRIPS

Field trips and occasional walks will be scheduled. There will be a charge for field trip fees and buses. Families may ask for scholarship support if needed (please consult director or board chair).

Parents will be notified in advance of planned field trips. Teachers will send home **permission slips**, which must be completed, signed and returned so children can participate. Extra adults are appreciated on these special days. If you are interested in helping out with field trips, please contact the teachers. (A few field trip destinations limit the number of adult participants. In this case parents will usually come along on a first come basis.)

18. CALENDARS AND COMMUNICATION

A yearly **calendar** will be given in the fall, listing holidays, vacations, special events and conference schedules. Any changes or additions will be given with plenty of notice.

A **monthly newsletter** and **snack calendar** will inform you of classroom activities and information. Notes or flyers may be sent home to supplement monthly newsletters as needed. **Drivers must check the “going home folders” in the hallway at the end of each class session.**

Sunshine Preschool values communication with families. We will therefore seek to touch base frequently. Teachers will greet and talk with parents at drop-off and pickup time, as well as communicating by phone and email. We want and need to hear from you weekly, about how and what children are doing at home and any feedback about school. This helps in planning our program and in understanding and encouraging our children to grow and learn.

Regular and ongoing parent input and feedback about school is expected and

valued. Parents will be asked to help our preschool improve by completing an annual evaluation. In addition, general or specific feedback should be shared with teachers or board whenever needs arise.

19. PARENT INVOLVEMENT AND CONFERENCES

Sunshine teachers want to **cooperate and collaborate with parents**, to be partners with you in your child's preschool education. We welcome regular opportunities to communicate about your child's progress and, accomplishments as well as any difficulties in the classroom and at home. We want your help and ideas to plan events and learning activities that will be interesting and stimulating to your child.

Your frequent input and feedback are desired, valued and necessary to give your child the best experience possible. Please let teachers know how things are going at home, any needs your child may have, what skills and interests are emerging for your child, and your ideas for how we can build on these interests.

Parents are welcome to **visit** anytime during school hours and are encouraged to **volunteer** in the classroom. Though we appreciate knowing of visits ahead of time when possible, you are always welcome even without prior notice. We are sorry we are not able to care for siblings when parents visit.

A **volunteer form** will be sent home at the beginning of the school year so parents can let teachers know how they would like to help. Examples include volunteering on party days or regular classroom days; bringing in an activity such as a musical instrument; a learning program to share with the children on your computer or ipad; a cooking project or a pet visit; helping plan and organize special events such as our Trikeathon annual charity fundraiser and ice cream social; or even serving on our preschool board.

Parent Teacher Conferences are offered twice a year and documented in your child's confidential record. Prior to conference week, a progress report including your child's assessment and work samples will be sent home. Conferences include discussions of his or her intellectual, social, emotional and physical progress as well as plans to encourage growth and development. When you have suggestions, questions or concerns, please contact your child's teachers anytime.

If English is not your first language, please let teachers know if you need translation of your child's progress report and assessment materials, and if you would like to have an interpreter present during conferences.

Parents are encouraged to get to know each other and be part of Sunshine's **supportive community**. We hope you will enjoy socializing and working on our programs and activities, playing, growing and learning together. A family contact information list will be shared to help families communicate and arrange play dates (parents will be given opportunity to opt out if you choose to keep your information confidential).

20. SEVERE WEATHER

Sunshine will close if Roseville Schools # 623 are closed. Please listen to **WCCO AM 830** for the Roseville announcement. If Sunshine chooses to close when Roseville

Schools remain open (i.e. our parking lot is unplowed), you will receive a phone call. In all cases, use your best judgment regarding travel in stormy weather.

21. INSURANCE COVERAGE

Sunshine Preschool is insured with a **liability policy** that covers up to a maximum of \$300,000 for each occurrence.

22. TRANSPORTATION

Sunshine cannot provide **transportation to and from school**. Parents must provide transportation for their children. Carpools with other parents can be used. There will be opportunities to arrange car pools during the first weeks of class. Tell teachers if you need help with this. All designated drivers must be noted on your child's registration form.

23. CONFIDENTIALITY

Children's files, including registration forms, assessment materials, and health forms, are kept in a **locked file cabinet**. It is the policy of Sunshine Preschool that no information of a confidential nature will be released without **written parental consent**. This includes information to medical facilities, consulting specialists, other providers, agencies and schools.

Written permission will be obtained from a parent before a child is involved in any experimental research or public relations activity while at Sunshine Preschool.

24. POLITICAL AND RELIGIOUS PHILOSOPHY

Sunshine Preschool is an **outreach ministry** of Arlington Hills United Methodist Church, but families of all cultural, political, and faith orientations are welcome. While **Christian values** of peace, love, and acceptance are our program's foundation, we strive to live and model our faith without promoting specific religious doctrine. As such, we do not preach Christian theology, but do include occasional Bible themes such as Baby Jesus or Noah and the ark.

Sunshine Preschool admits students of any national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs and other school-administrated programs.

25. BEHAVIOR PHILOSOPHY and GUIDANCE POLICY

Sunshine Preschool lovingly encourages **self direction and self discipline**. When children are self-controlled, they are secure and free to learn and play appropriately, with respect for teachers, friends and the classroom environment. Self-control is promoted by structuring our classroom and routine with children's developmental needs in mind, thus minimizing behavior and discipline problems. Limits may be adapted to meet the needs of individual children or special situations.

Classroom rules and expectations are clearly explained with much positive reinforcement for appropriate behavior. With consistent, loving reminders and feedback, we find most children quickly learn and remember the guidelines.

When problematic behavior occurs, teachers' first responses will be redirection. Every attempt will be made to listen and help children express feelings and channel energies in productive ways, such as verbal or appropriate physical expression, i.e. working with play dough or water.

If behavior continues, verbal reminders and warnings will be used. When these are ineffective, a child will sometimes be removed from an activity or from the group for a

brief **timeout or break**. The break area will always be in direct sight and supervision of teachers. Teachers will firmly but lovingly communicate to be sure the child clearly understands the reason for intervention. They will encourage the child to repair any damages in order to learn from natural consequences.

A kind and calm environment will always be maintained, with correction given individually, quietly and consistently. No discipline will be given to the whole group because of the behavior of only one child. No physical discipline, verbal abuse, or denial of snacks is permitted. Children will never be shamed, labeled or belittled in front of the group.

Sometimes children face greater challenges in controlling their behavior. If inappropriate behavior continues persistently, teachers will observe and record the child's behaviors and teachers' responses. Parents will be consulted, and a cooperative plan for loving behavior guidance will be implemented.

26. SPECIAL NEEDS of CHILDREN or FAMILIES

Sunshine Preschool wants to help all children fully participate in our program. When teachers find a child needs help with **special needs** such as developmental delay, disabilities, emotional health, behavior, speech and language or physical limitations, teachers will explain and document their concerns, communicate confidentially with parents, and work with families toward next steps.

Teachers support and encourage families in making decisions about services their children need. We have worked with specialized consultants and will help explore options for assessment and for contacting resources from the community, including school district early childhood specialists, speech and language, physical, occupational, and behavioral therapists.

Information about a child will not be shared with other relevant providers, agencies or other programs without written consent from the family.

If your family speaks a **language other than English** as the primary home language, please request that communications be translated for you as needed.

27. PARENTS' RIGHTS

Parents have the rights to:

- Fair and respectful treatment for their child.
- Open communication with the school.
- Know what is happening at school and to have access to the classroom during school hours.
- Knowledge of policies, curriculum, events, and any concerns teachers have about their child.
- Opportunities to share concerns with teachers, director, board, and church staff as needed and to share input and suggestions.
- Follow parent grievance procedures as needed.

28. PARENT GRIEVANCE PROCEDURE

Parents are greatly encouraged to communicate feedback and concerns immediately to the staff members involved. Every effort will be made by staff to resolve the issues. If

not satisfactorily resolved, parents should then contact the board chairperson or church education director for help. If necessary, a meeting will be scheduled at the parents' convenience to discuss issues. A written report of decision or action will be presented to parents and all involved within one week of meeting.

SUNSHINE PRESCHOOL HEALTH POLICIES

29. HEALTHCARE SUMMARY, SICK CARE and MEDICATION POLICIES

- a. All children must have a complete **health form**, including record of immunizations, on file **within thirty days of the school start date**.
 - b. Children showing any signs of **infectious illness** must be kept at home.
 - c. If the staff feels that a child should not be in school because of a **health concern** that day, he/she will not be admitted. We are required by law to exclude any child:
 - ◇ with a reportable illness specified by the Health Department.
 - ◇ with a vaccine preventable disease to which children are susceptible.
 - ◇ with chicken pox until lesions are crusted over and not contagious.
 - ◇ who has vomited two or more times in 24 hours.
 - ◇ who has contagious conjunctivitis or pus draining from the eye.
 - ◇ who has a bacterial infection such as strep throat or impetigo and has not been on antibiotics for at least 24 hours.
 - ◇ who has unexplained lethargy.
 - ◇ who has lice, ringworm, or scabies that is untreated and contagious.
 - ◇ who has a 100 degree or higher temperature of undiagnosed origin.
 - ◇ who has an undiagnosed rash or a rash attributable to a contagious condition.
 - ◇ who has significant respiratory distress.
 - ◇ who is unable to participate in preschool activities with reasonable comfort.
 - ◇ who requires more care than the staff can provide without compromising the health and safety of the other children.
 - d. If a child has a **respiratory allergy**, please notify teachers or have your doctor note this information on the health form. **Food allergies** will be posted in the snack area and carefully monitored by staff.
 - e. **Children who become ill** at school will be made as comfortable as possible and isolated from the other children, within sight of staff, and parents will be called. If parents cannot be reached, emergency contacts on the child's registration form will be called.
 - f. Since our sessions are only 2.5 hours in length, we generally do not administer **medication**. Exceptions may be made under special circumstance. The following procedures are mandated by licensing regulations:
 - ◇ **Nonprescription medication** can be given with written parental permission.
 - ◇ **Prescription medicine** can be given only with a doctor's instructions and parents' permission: child's name and current prescription information must be on label. Staff administer both prescription and over-the counter medications to a child only if the child's record documents that the parent or legal guardian has given the program written permission. Over the counter medications may be given with parental written consent. The child's record must include instructions from the licensed health provider who has prescribed or recommended medication for that child; or, alternatively, the licensed health provider's office may give instructions by telephone to the program staff and documented in writing in the child's folder.
- Any staff person who administers medication has (a) specific training and (b) a written performance evaluation updated annually by a health professional on the practice of the

five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. The person giving the medication signs documentation of items (1) through (5) above. Teaching staff who are required to administer special medical procedures have demonstrated to a health professional that they are competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care provider.

Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it. All medications are kept in a locked container.

If a physician's orders require a medication to be readily available for use with a child at all times (for example, an EpiPen for use in the case of a severe allergic reaction), it will be carried in a fanny pack that is carried by an adult at all times.

◇ Administration of medicine will be recorded on a **medication form** which will be kept in a log in school files.

g. Parents must notify Sunshine Preschool if their child has a **contagious disease**.

Parents of that class will be informed. The director will decide on the best method to use to notify parents.

h. **When public health authorities recommend use of insect repellents** due to a high risk of insect-borne disease, only repellents containing DEET are used, and these are applied only on children over 2 months of age. Staff apply insect repellent no more than once a day and only with written parental permission.

i. Sunshine Preschool will review these health regulations annually.

30. SANITARY POLICIES

a. Potty Training: Sunshine Preschool children should be **potty trained** for entrance into our program. Children who are nearly 100% potty trained and need occasional help must wear only commercially available disposable diapers or pull-ups.

Potty accidents: Clothing that is soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering. For children who wear occasional pull-ups, staff check children for signs that pull-ups are wet or contain feces at least every two hours.

Pull-ups are changed when wet or soiled. *Changing should be initiated within 5 minutes of discovery that they are wet or soiled, unless circumstances clearly make it difficult to do so.*

Staff change children's pull-ups or soiled underwear only in the designated changing area, the women's restroom down the hall to the west of our classroom.

b. Hand washing procedures:

*Children are taught hand-washing procedures and are periodically monitored.

*Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others.

*Staff assist children with hand washing as needed to successfully complete the task.

Children wash either independently or with staff assistance.

Children and staff wash their hands:

*on arrival for the day;

- *after using the toilet;
- *after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit);
- *before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- *after playing in water that is shared by two or more people;
- *after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.

Adults also wash their hands:

- *before and after administering medication,
- *after assisting a child with toileting, and
- *after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include:

- *using liquid soap and running water;
- *rubbing hands vigorously for at least 10 seconds including back of hands, wrists, between fingers under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).
- *Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute for, hand washing in any required hand-washing situation listed above.
- *Staff wear gloves when contamination with blood may occur.
- *Staff do not use hand-washing sinks for removing smeared fecal material.

c) Infectious body fluids:

Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.

Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and that reduce the spread of infectious disease. Barriers include gloves. The intent of this indicator is that infectious body fluids do not get into staff member's eyes, nose, or mouth.

When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.

After cleaning, staff sanitize nonporous surfaces by using the procedure for sanitizing designated for changing surfaces described in the Cleaning and Sanitation Frequency Table, which is displayed and on file in the classroom.

(Cleaning is removing dirt and soil with soap (or detergent) and water. Cleaning includes wiping dust or other visible dirt from objects with a clean rag that has been dampened with a mixture of water and soap. Wiping with a second rag dampened only with water may be needed to remove excess soap.

Sanitizing is removing dirt AND certain bacteria so that the number of germs is reduced to such a level that the spread of disease is unlikely. Sanitizing can be achieved by using a spray bottle of bleach solution made fresh daily.

Sanitizing products that have an EPA Reg. # on the manufacturer's label may also be used if they are used as instructed on the label.)

Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.

Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

d) Contaminated toys: A toy that a child has placed in his or her mouth or that is otherwise contaminated by body secretion or excretion is either to be washed by hand using water and detergent, then rinsed, sanitized, and air dried before it can be used by another child.

e) Special environmental health needs: Staff maintain areas used by staff or children who have allergies or any other special environmental health needs according to the recommendations of health professionals.

f) Food Safety: Sunshine Preschool staff take steps to ensure food safety in its provision of snacks. Staff check food supplies each month and discard foods with expired dates.

To prevent choking: Staff do not offer children younger than four years these foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole. Since families furnish the snacks, these restrictions will be communicated to parents and will be included on the snack bag that goes home with parents prior to each school day they are asked to bring snacks.

Special feeding needs: for children with disabilities who have special feeding needs, program staff keep a daily record documenting the type and quantity of food a child consumes and provide families with that information.

Drinking water: drinking water is made available to children throughout the day. Children may help themselves to our safe tap water using paper cups on the counter.

31. SAFETY AND FIRST AID

a. Safety rules are followed to prevent injuries. Children must **walk, not run**, in the building and on sidewalks (we save our “running feet for gym and playground time”). Children are allowed outside only with staff supervision. Stored items, cleaning supplies, and potentially dangerous materials are inspected frequently. Children are not allowed in the kitchen, storage areas, janitorial closets, furnace rooms, etc. All toys and equipment are checked often for needed repairs.

b. All staff have current **First Aid training** and **CPR training**. At least one staff member who has a certificate showing satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for children, is always present with each group of children.

In the case of minor accidents, the staff will administer needed first aid. In the event of a serious accident, staff will call 911 if necessary and the child’s parents or emergency contacts. When 911 is called and paramedics find it necessary to take the child to a hospital emergency room, the 911 medical staff will assess the situation and dispatch him or her to the hospital best able to handle the emergency. A staff person will accompany the child to the hospital if a parent or other authorized person is not present. The child’s file will be taken along.

c. All accidents are recorded in the **Sunshine Preschool Log**. This Log is reviewed by the director at least semi-annually.

d. If suspected accidental **poisoning** occurs while the child is at Sunshine Preschool, the Poison Control Center will be called, 1-800-222-1222. If recommended by Poison Control, Syrup of Ipecac will be administered (if previous written parental permission has been given on registration form).

e. Staff persons are trained in the proper procedure for exiting the building in the event of a **fire** or fire drill. Monthly fire drills are done with each class and recorded in the Fire Tornado Drill Log. The fire department phone number is posted by the classroom phone. Staff persons are trained in proper fire procedures and the use of fire extinguishers. All fire extinguishers are labeled with directions for correct use. Fire areas are closed off by shutting doors. Emergency exits are located on both the lower and upper levels. The staff is assigned individual, specific routes for evacuation. The number of the local fire department is 911 or 651-429-8568.

f. In the event of a **tornado**, staff persons are instructed to take their class and attendance sheets to the designated shelter area. A tornado drill is held monthly from April to September and recorded in the Fire Tornado Drill Log. The tornado shelters are located in either of the bathrooms in the hallway adjacent to the Sunshine rooms.

g. In the event of a **severe winter storm**, children will be cared for at Sunshine Preschool until parents or authorized persons come to pick them up. We follow District 623 for any school closings due to weather. School will be canceled if the driveway and parking lot are not plowed or in the case of a power failure during cold weather.

h. In the case of a **missing child**, one staff person will stay with the class while other staff search for the child. Church office staff will be notified and asked to help. If a child is not quickly located, parents and police will be contacted.

i. In the event that an **unauthorized person** arrives to pick up a child, the child will be kept by teachers at Sunshine Preschool until a parent or authorized person comes. Staff will telephone parents to inform them. Likewise, if a person who is incapacitated or a person suspected of abuse attempts to pick up a child, the staff will keep the child at Sunshine Preschool and notify the parent. Police will be called for assistance if necessary.

j. If **no one arrives to pick up a child**, a teacher will stay with him or her at Sunshine Preschool until a parent or authorized person comes. If no parent or authorized person can be reached after significant time has passed, as a last resort, police will be called for assistance.

k. Children are carefully supervised to avoid choking on food or foreign objects. Materials (such as plastic bags) which could lead to suffocation are not allowed in the classroom. Children are closely supervised at all times.

l. Any potentially **hazardous areas** are inspected daily by the staff and/or director.

m. Adults who are legally licensed to carry, are asked to please keep guns and weapons away from our school property. We appreciate this consideration.

n. Our building is a **smoke free** area. We ask that the school grounds be respected as a **non smoking area** during school hours.

32. PARENTAL PERMISSION

Our registration form requires parents' signature to confirm:

That they grant preschool staff permission to take emergency action (administer first aid and seek emergency medical help) as needed.

That they grant or deny permission for designated individuals to transport their child to and from preschool.

That they grant general permission for their child to attend field trips (separate permission slips will also be used for each specific field trip).

That they grant or deny permission for their child's photograph to be used for program promotional publicity.

That they grant or deny permission for teachers to administer syrup of ipecac when

recommended by Poison Control in the event of accidental poisoning.

Written permission will be obtained from a parent before a child is involved in any experimental research or public relations activity while at Sunshine Preschool.

33. PET POLICY

Pets are not part of the preschool program and should be kept at home. Occasionally families may be asked to bring pets to visit for special study themes or activities. Parents will be asked in advance to bring pets on designated days.

34. ABUSE REPORTING POLICY

The State of Minnesota requires licensed childcare programs to provide the following information to our parents regarding their obligation as a licensed program to report suspected child abuse and neglect.

IF PRESCHOOL EMPLOYEES SUSPECT CHILD ABUSE AND NEGLECT

- Any person may voluntarily report abuse or neglect.
- Those who work with children in a licensed facility are legally required or mandated to report suspected abuse or neglect.

Where to Report

- If we 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.
- Reports regarding incidents of suspected abuse or neglect of children occurring with a family or in the community should be made to the local county social services agency. (Ramsey County general information 651-266-8500), or local law enforcement (Maplewood Police 651-777-8191).

If a report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, contact the Department of Human Services, Licensing Division at 651-296-3971.

What to Report

- Definitions of maltreatment are on file at our school. The definitions can also be found at the following Minnesota Department of Human Services website link: www.dhs.state.mn.us/main/groups/agencywide/documents/pub/dhs_search_results.hcsp
- 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 a 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 Abuse or Neglect

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.

Sunshine Preschool Board and Staff are thankful for the opportunity to serve your family by providing a loving school experience for your children. During their time with us, we will do our best to encourage them to grow—physically, intellectually, emotionally, and socially—and to nurture in them the joy of learning and a love for school.

Please contact our teachers or board with any suggestions, questions or concerns.