



## Martin County West Preschool Handbook

### **Tuition**

- Cost is \$90.00 per month for students attending 3 days per week, payable the first week of the month. Students attending 2 days a week will be charged \$70.00 per month. Refunds will not be made due to absences because of illness or vacation.

### **Admission**

- Parents or guardians must fill out an enrollment form and permission slips for field trips and emergency situations. Immunizations must be up to date to be enrolled. The health care summary must be turned in within 1 month after enrollment.

### **Arrival and Pick up**

- All classes begin and end on time. It is important that you pick up your child on time because children worry and the teaching staff need time to clean up and prepare for the next class.
- Please wait to send your child inside until you see the teacher waiting by the door.

### **Attendance**

- Please email the teacher or Nickole Bowie, CER Director at [nickolebowie@mcwmavericks.org](mailto:nickolebowie@mcwmavericks.org) or call the CER office at 507-764-2336 and leave a message to let us know when your child will not be attending class due to an illness or other family matters.
- If someone other than the parents will be picking up the child, staff must be notified by written note or phone call. If possible, a picture of the adult picking up the child is helpful to ensure child safety.

### **Visitors**

- Parents are welcome. If you have something to share with our class such as a talent, hobby, or unusual pet, please talk with the teacher to make arrangements.
- If the teacher is not free to talk with you, make yourself comfortable and they will be with you shortly.

### **Newsletter**

- A newsletter will be sent home monthly to inform the parents of events and activities at school.

## **Behavior Expectations**

- The Martin County West Schools Early Childhood Programs will use teaching strategies and positive behavior management strategies to help children learn appropriate behaviors for interacting with other children, for being in a school environment, and for being a member of a group of learners.
- All staff is dedicated to establishing a safe and comfortable environment for your child.
- Rules for personal safety and effective group management will be consistent and fair.
- These rules are explained to the children and reminders of these rules and their rationale will be given accordingly.
- When problems arise, children will be assisted in problem solving skills. Attention may be redirected toward a constructive activity.
- If your child needs additional support to learn appropriate behavior, our staff will seek and encourage your input to develop and implement a guidance plan to ensure a safe and secure classroom for all children and staff.
- Failure to cooperate with the recommendations may result in your child being dropped from the program

## **Demission**

- We maintain the right to dismiss children if we feel we cannot adequately meet their needs, or if the family is more than 2 months behind on their tuition.

## **Withdrawal**

- If a family needs to withdraw from preschool, 2 weeks notice is required.

## **Birthdays**

- If you would like to bring in a treat on your child's birthday, please contact your teacher ahead of time so she may plan accordingly.
- The State Department of Health specifies commercially packaged foods only!
- Inedible treats such as stickers or small favors are also a good idea.

## **Pets**

- We may from time to time have pets or other animals visit our classroom. If your child has any allergies or unusual fear, please inform the staff.

## **Clothing**

- Children and families should dress for creative, messy and active play.
- Clean socks and shoes will be needed to allow for safe play.
- Clothing that is loose and comfortable, which the child can manage in the bathroom is the best to help with independence.
- Please label backpacks, jackets, hats, boots, etc.
- Please have a complete change of clothes (labeled) available.
- Classes will go outside if the temperature/wind chill is above 15F so please send jacket, snow pants, boots, hat, mittens.

## **Conferences**

- You will have the opportunity to sign up for a short, preliminary conference before school starts to become acquainted with your child's teacher and visit the classroom.
- Your child's progress will also be shared with you at two additional conferences. Conferences will be in late fall and early spring.
- Conferences are also held for children going into kindergarten and all who have concerns about going into kindergarten.

## **Toileting**

- We expect that your child is toilet trained before attending preschool.

## **Emergency Contacts**

- Please keep your child's Emergency contacts updated throughout the year. If there are changes to either the phone number or address please call 507-764-2336.

## **End of Year Celebrations**

- Your classroom teacher will be giving you information about end of the year celebrations.
- These events are age appropriate and are an opportunity to celebrate the progress your child has made during the school year.

## **Health Services**

- In order to ensure the health of others, children should not be brought to preschool if they are ill. We follow the school district health guidelines. A child should not come to school if he/she has any of the following symptoms in the past 24 hours and should stay home until they are symptom free for 24 hours:

1. A fever of 100 degrees or more
2. Vomiting or diarrhea
3. A significant cold with green or yellow drainage, severe coughing, or mucous in eyes
4. An undiagnosed rash
5. A strep throat culture with results pending from your doctor's office.

## **Immunization Form**

- All children participating in school district early childhood programs are required by the state of MN to provide proof of immunizations or record of legal exemption.
- Please bring your completed and signed immunization form to the office by the first day of class.
- A physical exam is also required and must be completed within 30 days after enrollment.

## **Mandated Reporting**

- It is the policy of the State of Minnesota and Martin County West Schools to require the reporting of neglect, and physical or sexual abuse of children in the home, school or community setting.
- Any employee who knows or has reason to believe a child is being neglected or physically or sexually abused within the last three years shall immediately report the information to the local county social services agency or local law enforcement.

## **Parking Lot**

- Please teach your children to hold your hand in the parking lot or horseshoe!
- It is illegal to leave children unattended in a vehicle, even for a couple of minutes.
- Statelaw requires that drivers must stop and yield to pedestrians in crosswalks.
- Please do not talk on the cellphone when driving in the parking lot or horseshoe.

## **Photography/Videotaping**

- Occasionally photographs or videos will be taken of your child while they are at Preschool. If you would rather not have your child in these videos or photographs, please write a letter to the teacher letting him/her know.

## **Program Calendar**

- Preschool follows the district calendar with a little deviation at the end of the school year. It will be closed for the same breaks, holidays, and licensed staff workshop days.
- On late start days, there will be no morning classes and on early release days there will be no afternoon classes.

## **Safety, Security and Emergency Procedures**

- Fire, severe weather and safety drills are conducted in school buildings to ensure the safety of everyone.
- The Early Childhood staff will teach children how to respond and keep children safe during these drills.

## **School Closures**

- You will not be notified if classes/school is canceled. It is your responsibility to check for school closure information.
- We follow the school closing plans for the Martin County West Public Schools.
- Emergency school closings are announced on the Martin County West Public Schools district website ([www.martin.k12.mn.us](http://www.martin.k12.mn.us)), 106.5 KFMC, and KEYC.
- If school starts 2 hours late morning classes are canceled and if there is an early release afternoon classes will be canceled.
- Make-up classes are not possible in these events.

## **Smoking**

- This is a tobacco free building and grounds. This includes the building, parking lot, playground and all other areas.

## **Snacks**

- Snack time is important for children to experience taste, smell, color and texture while practicing self-help skills and socializing with other children.
- Parents should send a personal snack for their child every day.
- Milk is provided.

## **Staff Guidance**

- Our experienced and skilled staff uses positive guidance techniques, including re-direction and positive reinforcement to build children's self-esteem, empathy and competence.

## **Staff Qualifications**

- All of your children's teachers are licensed by the Minnesota Department of Education. Continuing education and staff in-service training are provided throughout the school year for all staff. The school district requires a criminal history background check on all individuals who are offered employment.

## **Structure of Classes**

- 3 year old preschool is 2 days a week for 2 hours a day and 4 year old preschool is 3 days a week for 2.5 hours a day and are usually made up of activities that
  - Promote a healthy and positive relationship between the teacher, children and your child.
  - Enhance social, emotional, intellectual, physical, and language skills for your child's development.
  - Help your child learn cooperation skills while interacting with your teacher and other children
- Children must be 3 by September 1 to attend.

MCW Preschool Payment Book

Child's Name \_\_\_\_\_

Due Date: 9/13

Mail to:

MCW Community Education

105 E 5th St

Sherburn MN 56171

\$90.00 for 4yr old program or \$70.00 for 3yr old program

Amount Enclosed \$\_\_\_\_\_

Child's Name \_\_\_\_\_

Due Date: 10/1

Mail to:

MCW Community Education

105 E 5th St

Sherburn MN 56171

\$90.00 for 4yr old program or \$70.00 for 3yr old program

Amount Enclosed \$\_\_\_\_\_.

Child's Name \_\_\_\_\_

Due Date: 11/1

Mail to:

MCW Community Education

105 E 5th St

Sherburn MN 56171

\$90.00 for 4yr old program or \$70.00 for 3yr old program

Amount Enclosed \$\_\_\_\_\_.

Child's Name \_\_\_\_\_

Due Date: 12/1

Mail to:

MCW Community Education

105 E 5th St

Sherburn MN 56171

\$90.00 for 4yr old program or \$70.00 for 3yr old program

Amount Enclosed \$\_\_\_\_\_.

Child's Name \_\_\_\_\_

Due Date: 1/1

Mail to:

MCW Community Education

105 E 5th St

Sherburn MN 56171

\$90.00 for 4yr old program or \$70.00 for 3yr old program

Amount Enclosed \$\_\_\_\_\_.

Child's Name \_\_\_\_\_

Due Date: 2/1

Mail to:

MCW Community Education

105 E 5th St

Sherburn MN 56171

\$90.00 for 4yr old program or \$70.00 for 3yr old program

Amount Enclosed \$\_\_\_\_\_.

Child's Name \_\_\_\_\_

Due Date: 3/1

Mail to:

MCW Community Education

105 E 5th St

Sherburn MN 56171

\$90.00 for 4yr old program or \$70.00 for 3yr old program

Amount Enclosed \$\_\_\_\_\_.

Child's Name \_\_\_\_\_

Due Date: 4/1

Mail to:

MCW Community Education

105 E 5th St

Sherburn MN 56171

\$90.00 for 4yr old program or \$70.00 for 3yr old program

Amount Enclosed \$\_\_\_\_\_.

Child's Name \_\_\_\_\_

Due Date: 5/1

Mail to:

MCW Community Education

105 E 5th St

Sherburn MN 56171

\$90.00 for 4yr old program or \$70.00 for 3yr old program

Amount Enclosed \$\_\_\_\_\_.