

GetUp&Go

BROOKLYN PARK RECREATION & PARKS

763-493-8333



ABC PRESCHOOL HANDBOOK

Daytime Classes

2013-2014



Brooklyn Park Recreation & Parks Department
5600 85th Avenue N
Brooklyn Park, MN 55443
763-493-8333

Affirmative Action Statement

The City of Brooklyn Park, Recreation and Parks Department, ABC Preschool Program is open to residents in all communities regardless of race, color, national origin, sex, or physical disability.

Philosophy

Our philosophy is based on providing a safe, nurturing, quality environment in which we can foster the social, emotional, physical, cognitive, artistic, literary and musical development of each child in our preschool program. Every child entrusted into our care is encouraged to explore, investigate, and learn about their own individuality. Emphasis is put on every child's self-worth, and we encourage self-discipline and self-motivation. If a child is stimulated and enthusiastic about a new learning experience, that child will gain much knowledge and maturity and enjoy the learning experience.

Goals

The goals of our program are to increase self-esteem, independence and socialization, and to develop motor skills, promote imaginative and creative play, and to provide each child with the experiences that will prepare him/her for an easy transition into the elementary school system.

Child Abuse Statement

As professionals, the preschool staff is required by law to report possible neglect or abuse of a child. The Minnesota State Statute states: "A professional or his delegate who is engaged in the practice of . . . child care or education . . . shall immediately report this information" to the proper authorities. *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.*

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.

Grievance Procedure

All grievances must be filled in writing within 7 days after the occurrence of the event giving rise to the grievance. Grievances should be submitted in the following sequence:

- to your child's teacher
- to the coordinator: Abbey Davison (763)493-8167
- to Jan Ficken, Assistant Director of Recreation & Parks
- to Jon Oyanagi, Director of Recreation & Parks

Any grievance filled will be responded to with 48 hours at each level.

Licensing

The City of Brooklyn Park ABC Preschool Program is licensed by the Minnesota State Department of Human Services. The phone number for the Department is (651)431-6500.

Celebrations

For your child's birthday we will sing "Happy Birthday" to them and they will receive a small gift from their teachers. Some parents choose to sign-up to bring snacks on or near the day of their child's birthday.

Birthday parties are truly special at this age! We ask that invitations to classmates be mailed or arranged over the phone so that children not invited won't feel left out.

Weather

In the event of bad weather, listen for school closings on WCCO radio. If Osseo District #279 is closed, there will be no school. You may also refer to the Park and Recreation recorded number, (763)493-8181. Due to scheduling conflicts, these cancelled classes cannot be rescheduled.

Location/Classes

Brooklyn Park Community Activity Center (BPCAC)
5600 – 85th Ave N
(763)493-8333

MWF Morning 9:30-11:30 AM
T/TH Morning 9:30-11:30 AM
T/TH Afternoon 12:30-2:30 PM

Class Pictures

Class and individual pictures are taken during the school year, typically during spring session.

Pets

We do not have any live animals in the preschool classrooms. If your child would like to bring a pet in for show-and-tell, the pet must have required vaccinations and let your teachers know ahead of time. If your child is allergic to or uncomfortable with any particular animals, please inform your teachers.

Publicity/Research

Occasionally, a city employee may take photos for brochure purposes or a student intern has requested to observe a class. This statement is included on the blue permission form.

Snacks

We ask parents to sign-up to bring a nutritious snack once or twice during the 10-week session of preschool. The sign-up sheet is posted on the Parent News Bulletin Board. Juice is provided by the preschool. Snacks must be store bought – homemade snacks are not allowed by state law.

Suggestions for “nutritious” snacks:

- Pretzels
- Pudding
- Popcorn
- Vegetables & dip
- Fruits
- Applesauce
- Yogurt
- Trail mix
- Granola Bars
- Animal Crackers
- Any variety of cheese & crackers (whole wheat, saltine, club, graham)

****Please avoid snacks containing peanuts due to many children with peanut allergies.***

Insurance

Recreation and Parks, as a municipal department of the City of Brooklyn Park, is included within the City’s self-insurance program under the League of Minnesota Cities Insurance Trust. Our liability insurance exceeds \$100,000.

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)431-6600.
- 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 at (612)348-3552 or local law enforcement at (763)493-8222.
- If you 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)431-6500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, sections 626.556) and should be attached to this policy.
- 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, exclusively 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.

Violence Statement

The preschool program is committed to providing a safe, non-violent atmosphere for each child entrusted in our care. We can accomplish this goal by discouraging any language in the classroom that promotes or encourages aggressive behavior and by forbidding any negative play. We will not permit any toy guns or weapons brought to school. We strongly recommend that parents use discretion in selecting appropriate Halloween costumes. Our philosophy is built on respect for all individuals and we will continue to strive to promote the self-worth of all persons.

Program Description

Each week activities are planned around a central theme. These plans will be posted for you to read on the Parent News Bulletin Board. You will also find monthly newsletters, special notes, and snack sign-up sheets on this bulletin board.

The daily schedule is organized to allow for exploration into large and small muscle movement, and skills in cognition, social, language, math, science, and art. These activities provide experiences that develop self-esteem and imaginative/creative play. A copy of the Child Care Program Plan is available for you to review upon your request.

The daily schedule is as follows:

Large Muscle

Large Group

- attendance
- good morning/afternoon song
- calendar/pledge
- unit discussion
- records, songs, finger plays

Snack

Free Choice/Art

Clean up

Group Activity

Story and Good-bye song

Each child develops at their own rate and ability. The many experiences we provide will enhance your child's development in all areas.

Code of Conduct

All ABC Preschool participants will be asked to follow our code of conduct. Parents or guardians will be asked to review it and then sign a statement agreeing to abide by it. Our code of conduct states:

All participants in our program will display (or be making reasonable progress toward displaying) positive behaviors in being nice to our: classmates, toys and equipment, and our teachers. Unacceptable behaviors include, but are not limited to: violent actions, violent gestures, violent or threatening words, running away, spitting on others, consistent lack of trying to improve said behaviors, not being toilet trained, etc. If such behaviors occur, the staff will record the incidences in a 'Behavior Action Plan,' list accommodations they will implement to improve behavior, and meet with families involved. A target date will be set to assess whether or not the goals are being met. If, upon reviewing the Behavior Action Plan, progress toward the goals is not being made, a student may be asked to return to a future session of preschool after a period of student growth has occurred. A copy of this with a place for a signature will be included with your paperwork.

Transportation

Transportation arrangements to and from school are the responsibility of the parent. Transportation arrangements in connection with field trips will be made by the preschool.

Dress Code/Personal Belongings

Many of the activities we do at preschool are "messy". Please encourage your child to wear clothes that are OK to get paint, glue, dirt or other materials on. While we have smocks for the children to wear over their clothes, and extra clothing, accidents happen. For safety, we also highly encourage children to wear rubber soled shoes to preschool.

Because many coats, boots, mittens, and hats look alike, please label your child's belongings.

Field Trips

There will be 2 field trips/special events per year. Trips take the place of regular preschool class and may occur at a different time than the regular class. Children are not obligated to attend these trips. Separate permission slips will be sent home for parental signature prior to each field trip/special event. We generally ask for two parents from each class to volunteer to help out with the field trips.

Emergency or Accident Procedures

First Aid: All staff members have First Aid and CPR training.

Fire and Tornado Drills: All children will take part in fire and tornado drills according to the school policy. Once sirens go off, we will not dismiss children!

Injury

In the event that an injury should occur while your child is in our care, first aid will be given by a trained staff person. If necessary we will contact you right away or if it is a minor injury (bump, scrape...) we will inform you of the incident when you pick up your child.

If there is a major accident, 9-1-1 will be contacted and your child will be transported to North Memorial Medical Center (unless you have indicated differently on your child's yellow emergency card). Cost of transportation and medical care is incurred by parents.

Behavior Guidance

Preschool is a time to explore and learn how to interact in a group. Part of this learning involves practicing appropriate behaviors. Limits are set to ensure safety for both the children and staff. The teachers work with children by modeling and recognizing appropriate behaviors, offering choices, redirecting potentially harmful behavior, and using logical or natural consequences. We encourage children to use words (such as "STOP" or "I don't like that") to resolve conflicts with other children. We also work to teach acceptable alternatives to problem behaviors. These discipline techniques have been found to help children shape behavior while protecting their self-esteem.

At no time will children be subject to physical punishment or emotional abuse. Our focus is on helping children learn positive behavior through our guidance.

If there is a concern about your child's behavior, we will talk with you about it and together we can work out a plan.

2013-2014 Session Dates and Registration Policies

Fee Schedule for each 10-week session

2 classes per week / 10 weeks	\$315*
3 classes per week / 10 weeks	\$435*

*Non-residents add \$20

Registration Fee

A one-time per school year, per family registration non-refundable fee of \$35 will be charged.

Winter Session

Payment for the winter session is due no later than November 15, 2013

Spring Session

Payment for the spring session is due no later than February 14, 2014

We accept MasterCard, Visa, or Discover cards.
Personal checks should be made out to: City of Brooklyn Park.

This is an on-going yearly program of three 10-week sessions.
The schedule for the 2013-2014 school year will be as follows:

Fall Session: September 16 - November 22, 2013
(No class November 25 - 29)

Winter Session: December 2, 2013 - February 21, 2014
(No class December 23 - January 3 and February 24 - 25)

Spring Session: March 3 - May 16, 2014 (No class March 31 - April 4)

First Day of School

The following forms are required the first day of school:

- Emergency Card
- Registration Form
- Permission Slip
- Immunization Record (**According to Minnesota State law this form(s) must accompany child the 1st day of class and are mandatory for attendance.**)
- The physical form should be completed and signed or stamped by the doctor within the first thirty (30) days of school.
- Code of conduct form

Orientation

A one hour orientation will be held the week prior to the start of the program. We invite you to attend with your child. During this time you and your child can explore the classroom and visit with your teachers. Classroom teachers will present important information regarding your child's preschool experience. During this hour the child will begin to explore on their own, and meet some of their classmates. A letter will be sent with dates and times of orientation.

Dropping Off/Picking Up

When dropping your child off at preschool, please bring him/her all the way into the classroom/gym, making sure that one of your child's teachers has seen you arrive. It is important that if someone other than yourself or another authorized individual is dropping off or picking up your child that your child's teachers be informed by a phone call or note. This is very important for safety of all children! Parents are responsible for children at all times, before and after class, whether inside or outside of building.

Parent/Teacher Communication

Communication between parents and teachers is very important. We will try to inform you of the new and exciting discoveries your child has made, as well as any injuries or behavior changes that may occur. If at any time you have questions or concerns, please feel free to call one of your child's teachers or you may contact:

Abbey Davison-Coordinator 763-493-8167 (office)
763-488-6354 (classroom)

Monthly newsletters, along with a monthly calendar, are sent home with the children informing you of current activities, news or events. Please read these carefully!

At the end of Fall, Winter and Spring sessions, you will be informed of your child's progress in the form of a written evaluation or an individual conference. A conference may also be arranged at any time upon your request.

We ask that any questions or comments be made to a staff member. To prevent miscommunication, we prefer that the staff at the Parks and Recreation Department not address questions.

Program Evaluation

At the end of the school year we ask parents to complete a parent questionnaire that evaluates our program and staff. The information gained allows us to better meet the needs of families. Please feel free to share your comments regarding our program throughout the year as well!

Visiting the Classroom

We invite and encourage you to visit your child's classroom whenever you wish. We want you to be comfortable leaving your child with us and be familiar with what your child is experiencing when at the program.

Staff

Any questions about Preschool during the school year should be directed to a member of the teaching staff.

Abbey Davison 763-493-8167
CAC Classroom 763-488-6354

Health and Safety

Illness

If your child is not feeling well or has any of the following symptoms of illness, please do not bring them to school:

- Fever** – 99 degree or higher temperature before fever reducing medication is given
- Diarrhea** – 2 or more cases in a 1 day period
- Vomiting** – 1 or more cases in a 1 day period
- Rash** – unexplained rash including possible chicken pox, scabies, lice....
- Conjunctivitis** – eye is red or matter forming in eye
- Contagious illnesses** – strep throat, impetigo...

If your child is diagnosed with any contagious illness (such as strep throat, chicken pox, pink eye, impetigo, head lice...) please inform us so that we can inform other parents to watch for signs and symptoms by sending home a notice and/or posting the information on the Parent News Bulletin Board.

If your child becomes ill while at Preschool, we will separate him/her from the other children and contact you or your emergency contact to come and get your child. A teacher will stay with your child and make him/her comfortable until you arrive.

A sick child may return 24 hours after symptoms are no longer present, and/or a physician indicates in writing a child is not contagious.

Medication

In order for our staff to administer any medication you must give written permission. Prescriptions and medications require both written parental permission and instructions from your physician or dentist and need to be in the original pharmacy containers.

Early Childhood Screening

It is recommended that children be screened for kindergarten at the age of three. If your child has not had Early Childhood Screening, contact your school district screening office.

Osseo 279 763-391-8776
Anoka-Hennepin 11 763-433-4602
Robbinsdale 281 763-504-4180