



ST. CHARLES PRESCHOOL

Parent Handbook

2022-2023

Dear Parents,

Thank you for your interest in the St. Charles Preschool Program. Below are the Parent Policies that are agreed upon. Please take the time to review these policies and then let the office know if you have any questions or comments.

Thank you for your continued support.

Absence

If your child will miss a day of class, please call the Elementary Office at 932-4910.

Behavior Guidance

In the School Readiness program, we use the Conscious Discipline curriculum. Our goal in using Conscious Discipline is to create a safe learning environment for all students and staff. After exhausting all Conscious Discipline strategies, if a student's behavior escalates to an unsafe level for themselves, peers or staff, that student will be removed from the classroom and parents will be notified. If unsafe behavior persists, parents will be asked to pick up their student. A meeting will then be set up between administrators, parents, and staff, where a behavior plan will be put in place. For the safety of students and staff, if unsafe behaviors are not resolved or escalate, a student could be asked to leave the program. Please refer to the district student policies, number 501-552 for more information on specific issues.

Birthday Invitations

Children are not allowed to bring party invitations to class unless there is an invitation for everyone in the class.

Class Size

To make a section of preschool there is a minimum of ten students per class.

Comments and Complaints Procedure

We understand that from time to time families will have a concern or feedback about our services. We ask that all comments and feedback be brought first to the classroom teacher. If an informal verbal method does not resolve the matter, please contact the coordinator. Further issues should then be brought to the elementary principal.

Conferences

Parents will be given the opportunity to attend two conferences a school year. At these conferences: intellectual, motor, language, conceptual and social/emotional development will be reported to parents twice a year. Parents will be notified of those dates by the teachers. A parent may request a conference at any time.

Curriculum - Academic

Our Program uses the Creative Curriculum. We will concentrate on one study or theme each month. The goal of each study is to produce inspiration, lifelong learning, and specific skills in all areas of development. Your monthly newsletter will contain more detail about each individual study. Along with a scope and sequence at the Parent Orientation.

Curriculum – Social and Emotional

The School Readiness Program uses Conscious Discipline as our social-emotional curriculum. Conscious Discipline is built on three main premises:

1. Controlling and changing ourselves is possible and has a profound impact on others.
2. Connectedness governs behavior.
3. Conflict is an opportunity to teach.

Emergencies

Fire- Children will be removed from the building to posted fire routes.

Tornado- Children will be taken to the “safe zone” posted in the classroom.

For more information, please see School policies on the district website.

Field Trips

Occasionally, a class with supervision leaves the school grounds for a supplemental study to their regular classwork. The registration form includes the parent permission slip for these walking field trips. If we are to take a bus anywhere then you will be notified and another permission slip will be sent home.

Inclement Weather

Preschool will follow the school districts policies on school closings. If school has a two-hour delay, morning Preschool will be canceled. If school has an early release, afternoon Preschool will be canceled. Please watch the school website and KTTC for the most up to date information.

Mandated Reporters

The State of Minnesota requires that all members of a school district be on alert too, and report to the state, any and all cases of suspected abuse of a child. Preschool staff are obligated to report any suspected cases of child abuse and/or neglect.

Medical and Illness

Each child is required by state regulations to have on file a health summary and immunizations record. If a child's Health Care Summary (included in the registration packet) is not complete on the first day of school, the parents will be asked to withdraw their child from the program until such time as the required documentation is complete.

Preschool must have on file for each child a signed permission for Health Care authorizing emergency care. Emergency numbers for reaching the parent or guardian and another authorized person must also be on file. If your child has a health condition (s), this should be documented.

Families participating in Preschool should follow guidelines from the Minnesota Department of Health (MDH). Students cannot attend if they have one of the following conditions listed on the link below.

<https://www.health.state.mn.us/diseases/coronavirus/materials/symptoms.pdf>

If a child becomes ill during the day, the parent will be contacted to take the child home immediately. If the parent cannot pick up the child or the parent cannot be reached, the emergency personnel will be contacted. While waiting to be picked up, the child will be brought to the Health Office.

For minor mishaps (scrapes and bruises) staff will provide appropriate first aid and the injury will be documented and reported to the parent at the time of pick up. For any head injury or other significant injury, staff will notify the parent immediately. In a medical emergency, an ambulance will be called and you will be notified as soon as possible.

For more information on immunization requirements or Health Care Summary questions, please contact the school nurse at 507-932-4910.

Non-Discrimination Statement

St. Charles Public Schools Nondiscrimination Statement: The St. Charles Public Schools does not discriminate on the basis of sex, gender, sexual orientation, race, color, creed, national origin, religion, sex, disability, receipt of public assistance, or marital status and age in its programs and activities.

Philosophy and Goals

Preschool operates under the philosophy of providing a developmentally appropriate School Readiness experience. The program is based on the idea that all children can learn the skills to be successful in school, that each child learns at his or her own rate, and that success in learning will develop the child's self-image.

Program Offerings (are subject to change based on student numbers)

Two Days a week AM: Ages: 3-4 years

Two Day all day Classes: Ages 4-5 years

Three Day all day Classes: Ages 4-5 years

Four Day all day Classes: Ages 4-5 years

School Calendar

Preschool will start one week after elementary school starts and let out one week before the elementary students are released for the end of the school year. A calendar of days will be sent home to parents. Please see the school calendar on the school website for more information. When there is an early dismissal date (1:30 release), there will be NO afternoon preschool.

Snacks

Due to the Minnesota Health Department directives, homemade treats may not be brought to school. Please notify the school nurse if your child has any food allergies or other dietary restrictions.

Supplies

Each day your child comes to school, he or she should be prepared with a backpack large enough to carry home. Children must also be dressed appropriately for the weather outdoors.

At registration, a supply list will be sent home, for any classroom supplies that are needed. It will also be available on the school website.

Tuition

Tuition payments are due by the **1st** of each month. Payments can be made electronically through the online payment system (REVTRAK) on the school website. Payments can be made by check. Payable to St. Charles Elementary School, (your child's name and the month you are paying for in the notes).

If payments are not made for any two months throughout the school year a child may be asked to leave the program. Every effort will be made to help with tuition, if you need more information on tuition assistance please contact the school office. If payments have not been received and no notification has been returned it will be the administration discretion to ask you to leave the program.

*Tuition assistance available to families who qualify. St. Charles Preschool is a 4-Star Parent Aware rated program and accepts Early Learning Scholarships. Contact communityed@schs.k12.mn.us for more details.

Transportation

The school readiness program has transportation available. This service is at an added cost to the families. The school will arrange pick up and drop off schedules. Please refer to the School Transportation form for more information. If you would like extra notification on these services please contact the coordinator at 507-932-4910.

For more information or questions, please contact the Elementary School
(507) 932-4910 or communityed@schs.k12.mn.us