

*Dear Families,*

*Welcome to CrossRoads Pre-K. We are so glad you are attending our school. This year we are celebrating over 50 years of loving and serving children at CrossRoads Pre-K. It has been our pleasure to serve generations of young children in our community through an enriching Christian preschool experience. We are NAEYC accredited and maintain a Four Star rating with Parent Aware.*

*Please take time to read your family handbook for important information about the upcoming school year. We have also put our handbook online, for your reference. You can access CrossRoads Pre-K at [newhopechurchmn.org](http://newhopechurchmn.org). We are also on Facebook: [facebook.com/NHCCrossRoadsPreK](https://facebook.com/NHCCrossRoadsPreK).*

*If you have questions or concerns, please know you are always welcome to talk to your teachers or to me directly. We want all of our children and families to feel loved and valued while they are at CrossRoads Pre-K.*

*God bless you all!  
Sarah Johnson  
Director*



## **MISSION & VISION OF CROSSROADS PRE-K**



CrossRoads Pre-K is an outreach ministry of New Hope Church. The school is under the supervision of the Children's Ministries Department.

The purpose of CrossRoads Pre-K is to provide an enriching experience in a Christian environment to aid the child in physical, mental, emotional, spiritual, and social growth.

The objectives of the school are:

1. To develop an awareness of God's wondrous love and care.
2. To increase independence in meeting and solving problems.
3. To recognize reasonable limits and to influence growth toward self-discipline.
4. To encourage self-liking, self-confidence, and self-understanding.
5. To foster security with adults.
6. Promote language skills.
7. To develop creativity and free self-expression in art, music and rhythm.
8. To broaden intellectual horizons.

## **STATEMENT OF LICENSING**

CrossRoads Pre-K is licensed by the State of Minnesota Department of Human Services, Division of Licensing.

The program is licensed for children 33 months of age through 5 years of age. The three year old sessions are open to those children who will be 33 months of age by September 1. The child must be four by September 1 to be eligible for the four year old sessions. Each class is licensed for 20 children and has a head teacher and teacher assistant. Children stay with the same class for the school year.

CrossRoads has a health consultant who reviews our policies and procedures yearly.

Parents who have concerns about their child's care may call our licensing agency at 651-431-6500.

Child Care Identification Tax Number is: 41-0844575

## Schedule of Classes



<u>3 Year Old Classes - Children must be 33 months of age by</u>		
<u>September 1 (and toilet trained)</u>		
Monday AM only	9:15-11:30	
Tuesday/Thursday AM	9:15-11:30	
Wednesday/Friday AM	9:15-11:30	
<u>4 and 5 Year Old Classes</u>		
Tuesday/Thursday AM	9:15-11:45	
Tuesday/Thursday All Day	9:00-3:00	
Monday/Wednesday/Friday AM	9:15-11:45	
Monday/Wednesday/Friday Extended Day	9:00-1:00	

## School Calendar 2016-2017 School

### **September**

- 12 Meet your teacher Event (parent and child) for the following classes: W/F 3's, M/W/F am, M/W/F 9-1 classes; ***NOTE: This event will be held in the morning.***  
Meet your teacher Event (parent and child) for M 3's class will be held late afternoon
- 13 Meet your teacher Event (parent and child) for the following classes: T/Th 3's, T/Th am, T/Th all day; ***NOTE: This event will be held in the morning.***
- 14, 15 Classes begin for children in 2 and 3 day classes
- 19 Classes begin for Monday 3's Only Class

### **October**

- 20, 21 NO SCHOOL for students (Fall Conferences)

### **November**

- 17, 18 Thanksgiving Parties for 2 and 3 day classes
- 21 M 3's Class - Thanksgiving Party
- 24, 25 NO SCHOOL (Thanksgiving Holiday)

### **December**

- 16 W/F 3s Class Christmas Cookie Party for parents
- 19 Jesus Birthday Celebration M 3's Class
- 19, 20 Christmas Cookie Party for parents - Tues/Thurs classes and MWF 3 day classes
- 21, 22 Jesus Birthday Celebration for children in 2 and 3 day classes
- 23 through January 6 - **CHRISTMAS BREAK, Classes not in session**

### **January**

- 9 Classes Resume, Registration for 2017-2018 opens for current CrossRoads families
- 16 NO SCHOOL (Martin Luther King Holiday)
- 23 Picture Day (Monday 3's & M/W/F 4's)
- 24 Picture Day (All T/Th classes)
- 27 Picture Day (W/F am 3's & M/W/F 9-1 classes)

### **February**

- 2, 3 NO SCHOOL for students (Teacher Convention)
- 6 Family Art Show (W/F 3's, M/W/F am, M/W/F 9-1 classes)
- 7 Family Art Show (All T/Th am classes and M 3's)
- 10 Valentine Parties (W/F 3's)
- 13 Valentine Parties (M 3's, M/W/F am, M/W/F 9-1 classes)
- 14 Valentine Parties (All T/Th Classes)
- 20 NO SCHOOL (President's Day Holiday)

### **March**

- 23, 24 NO SCHOOL for students (Spring Conferences)
- 25- 31 **SPRING BREAK, Classes not in session**

### **April**

- 3 Classes resume
- 14-17 **EASTER BREAK - NO SCHOOL**
- 18 Classes resume

### **May**

- 22, 23, 24 Last day of school & Spring program for families and friends

## 2016-2017 TUITION RATES

	<b>April Down Payment</b>	<b>Sept. 1 Fall Quarter</b>	<b>Dec. 1 Winter Quarter</b>	<b>March 1 Spring Quarter</b>
<b>3 Year Olds</b>				
One Session Per Week				
Monday A.M. Class	\$120*	\$140	\$140	\$140
Two Sessions Per Week				
Non-church	\$185*	\$319	\$319	\$319
NHC Regular Attenders	\$185*	\$308	\$308	\$308
<b>4 and 5 Year Olds</b>				
Two Sessions Per Week				
Non-church	\$190*	\$349	\$349	\$349
NHC Regular Attenders	\$190*	\$324	\$324	\$324
Three Sessions Per Week				
Non-church	\$215*	\$431	\$431	\$431
NHC Regular Attenders	\$215*	\$413	\$413	\$413
Two Sessions Per Week (T/Th All Day) or Three Sessions Per Week (M/W/F 9:00-1:00)				
Non-church	\$275*	\$691	\$691	\$691
NHC Regular Attenders	\$275*	\$642	\$642	\$642

- **The \$65.00 registration fee has been included in the down payment listed above. The \$65.00 registration fee is non-refundable.**
- **Down Payment refunds (minus the registration fee of \$65) will only be made UNTIL July 31st. After that date, the tuition deposit is non-refundable.**
- Tuition is paid in four installments: April down payment (confirms your child's registration), followed by three quarter payments due September 1, December 1, and March 1.
- Checks are to be made payable to CrossRoads Pre-K.
- Credit Card payments are also available.
- Payments can be dropped off during school hours or mailed to:  
*CrossRoads Pre-K  
 4225 Gettysburg Avenue North  
 New Hope, MN 55428*

*If you wish to withdraw your child from school during the school year, notice must be given 15 days prior to a tuition payment date. Notice must be in writing and given to the classroom teacher or CrossRoads administration.*

## **CURRICULUM, PROGRAM GOALS AND ROUTINE**

CrossRoads Pre-K incorporates the *Cognitive Orientated Curriculum* developed at the *High/Scope Foundation (Ypsilanti, Michigan)* into its program. The daily schedule has been constructed to accomplish three major goals:

- Provide children with a plan-do-reflection process to help them explore, design, and carry out play activities and make decisions.
- Provide for many types of interactions - small and large group, adult to child, child to child, and adult teamwork - and for times when activities are child initiated or adult initiated.
- Provide children with enough time to work in a variety of environments - inside and outside, in-house field trips, in various work areas.

The components of the daily routine are:

- Planning Time: Children decide for themselves what they're going to do during work time. They indicate their plans to the adults, who help them think through and elaborate their ideas.
- Work Time: Children carry out the projects and activities they've planned. Adults move among them assisting, supporting them and helping them extend their ideas. The children are able to select activities from the several learning centers: creative play, art area, housekeeping area, block area (small unit, large hollow), science area, large muscle apparatus, and sensory area, which includes water-table and playdoh. The language arts area includes puppets, books and a listening center. The game area contains games and manipulatives that strengthen cognitive development, fine motor skills and hand-eye coordination.
- Clean -up Time: Children put away materials they've used during work time.
- Transition Time: During transition time the children in the 4 year-old classes are in a large group and the objective is to introduce letters and numbers utilizing a calendar. The calendar also meets the objective of the Key Experiences Time - (1) observing that calendars are used to mark the passage of time, (2) anticipating future events, (3) describing and representing past events, and (4) noticing, describing and representing the order of events.
- Snack and Reflection Time: During the snack time children have the opportunity to participate in practical life skills such as pouring, spreading, and serving the food. The reflection time occurs during the snack or lunch time. Reflection is the third element of the plan-do-review cycle and the process involves the children verbalizing their plan and activities in which they participated during work time.

- Small Group Time: Small groups of ten children meet together with the teacher to participate in an activity that is designed to strengthen a skill (such as fine motor skill of cutting), or development of some of the "key developmental indicators."  
Small group activities have the following components:
  - small groups of children are actively involved in a planned activity
  - each child works with his or her set of materials
  - each child makes discoveries on his or her own
  - adults move from one child to another to see what each child is doing and to talk with him or her about it
  - adults ask open-ended questions to help children see new possibilities
  - adults structure the activity so the child can have success and help the child find alternatives when his or her ideas don't work.
  
- Large Muscle Activity: Children use equipment that is designed for development of large motor skills, such as running, jumping, hopping, tossing, and crawling. Organized games are also a part of this activity. Children utilize the playground, as well as the gymnasium and play circle games in the classroom.
  
- Outdoor Play: Weather permitting children will go outside to the playground for games, seasonal activities, and utilizing the playground equipment. Please dress your child for the weather.
  
- Circle Time: Children participate in activities including singing, rhythms, rhythm band, and creative movement, helping children to explore music for fun, learning to appreciate music and moving creatively to music.
  
- Story Time: The children have an opportunity to "read books." In addition all children participate in language activities including finger-plays, puppets, flannel-board stories, Bible stories, creation and dictation of their own stories, and teacher read-alouds.

# **CrossRoads Pre-K Assessment Plan**

## **Child Observation and Assessment**

At CrossRoads Pre-K we use a variety of assessment tools including observations and developmental checklists in order to continuously monitor and support your child's development. Constant interactions with the children allows teachers to appropriately assess their skills and developmental levels as well as their interests and needs. Our curriculum and activities are then modified based on these assessment results to meet the needs of individual children. Our assessment results also indicate areas where CrossRoads Pre-K will plan program improvement.

Developmental checklists help teachers observe, record, and evaluate children's skills and knowledge. The checklists reflect common behaviors and expectations in our classroom. These checklists are closely linked to the developmentally appropriate activities that our program offers.

Each of these assessment tools will be administered in your child's classroom with their primary teacher. It is important that children are able to participate in assessment in an environment that is familiar to them. If the results of these assessments indicate a concern, CrossRoads Pre-K will work along with the family to arrange for a developmental screening or referral for diagnostic assessment for a child. Results of all assessments will be kept confidential and will remain stored in the center's locked office.

Twice a year we will sit down with you and talk about your child's achievements and accomplishments during our parent/teacher conferences. During these conferences, teaching staff will share with you developmental checklists, observation notes and some samples of your child(ren)'s work. At this time, we would also like for you to bring observations about your child's development at home as well as any questions or other relevant information you would like to discuss. We strive to provide communication to all families in a manner that is sensitive to family values, culture, identity and home language. This is a time to talk both about what your child has learned in our program as well as what they have to look forward to!

## **Process:**

Our curriculum is divided into Theme based units. Units will be listed in the newsletter. The curriculum will be adjusted to what is developmentally appropriate for that specific group.

At all times, the children will be observed and anecdotal notes and observations will be made by their teaching staff. In the spring, a more formal, written evaluation will be completed and a summary of these observations and assessments will be sent home to the child's parents or legal guardian. The teaching staff will continually communicate with the parents/legal guardians via the end of the day recap, email, or phone calls. A parent/guardian-teacher conference will be held twice a year at a minimum. Meetings with teaching staff or Center management are encouraged at any time.

Prior to the fall conference, parent/legal guardians will be asked to complete a "pre-conference" questionnaire. This is to assist our teaching staff and management in meeting your child's individual needs. We also take into consideration the Home Cultural information we gathered upon intake.

Our program uses a variety of assessment methods that are sensitive to family culture, experiences, children's abilities and disabilities, home language and are meaningful and accurate and are used in settings that are familiar to the children.

The assessments obtain information on all areas of children's development and learning, including cognitive skills, language, social-emotional development, approaches to learning, health and physical development (including self-help skills). Norm-referenced and standardized tests are used primarily when seeking information on eligibility for special services. We use a Gesell screening tool and if indicated a Washburn Child Guidance screening tool. The formal assessments are used in combination with informal methods such as observation, checklists, rating scales and work sampling.

We use a combination of published instruments and our own. All children's records are kept in a locked file in the office. We will not share any information without the consent of the parent or legal guardian.

Our teaching staff is trained annually on assessment methods. They use assessment methods and information to design goals for individual children as well as to guide curriculum planning and monitor progress. The teaching staff will work collaboratively with parents/legal guardian to reach a consensus on what type of assessment is appropriate for their child. Our High Scope COR assessment is included in our classroom assessment for staff.

The program staff will provide families with information about the choice, use, scoring and interpretation of screening assessment methods that includes a) the purpose and use for which an assessment is designed and its programmatic purpose and use, b) the interpretations of the results, c) the way the teaching staff have been trained to use assessment procedures and interpret results as well as the conditions under which the child will be assessed and d) access to or information about specific instruments used.

### **Purpose:**

The purpose of the assessment process:

- arrange for developmental screening and referral for diagnostic assessment when indicated,
- to support the children's learning,
- identifying the children's interests and needs,
- describing the developmental progress and learning of children
- improving curriculum and adapting teaching practices and the environment
- planning program improvement
- communicate with families

### **Developmental Goals**

Using classroom observation, portfolio materials, and age appropriate developmental checklists, each child's progress is monitored in the following areas quarterly.

Activities designed to develop each area are incorporated into theme based lesson plans and are posted in each room. Monthly classroom newsletters with classroom updates, upcoming themes, and celebrations are also distributed.

### **Preschool/Pre-K:**

- Personal and social
- Language and literacy
- Mathematical thinking
- Scientific thinking
- Social Studies
- The arts
- Physical development and Health



## **Assessment Tools:**

Gesell:

Evaluating the behavior of the preschool child include cubes, copying forms, draw the man, norms for language, emotional/social development, motor development, adaptive development.

Washburn Child Guidance (as needed):

Includes: behavior, visual-motor development, gross motor development, language development (expressive, descriptive, receptive), visual skills, listening skills, general understanding and problem solving.

High Scope COR:

Includes developmental summaries, supporting anecdotes, and parent observation in areas such as, approaches to learning, language, literacy, and communication, social and emotional development, physical development, health, and well being, arts and science.

## **REST TIME POLICY**

In the Tuesday/Thursday all-day class (9 am to 3 pm) there is a mandatory 30-minute rest time for the children. All children in the class will participate in the 30 minutes rest time. This will occur after lunch time is completed. Rest mats are set out in our classroom. Each child will have their own mat labeled with their name. The child may bring an item from home, such as a special blanket, stuffed animal, or a book to have during rest time. Two staff members will supervise this time, a head teacher qualified staff and an aide. Quiet music will be played to assist the child in this calm down time of the day. When not in use, mats are stored outside the classroom on top of a cupboard.



## **CLASSROOM TIME SCHEDULE**

### **3 Year-olds**

9:15 - 9:20	Greeting/Planning time
9:20 - 10:20	Work time
10:20 - 10:25	Clean-up time
10:25 - 10:30	Quiet Reading
10:30 - 10:40	Circle Time
10:40 - 10:50	Wash Hands/Bathroom/Transition
10:50 - 11:00	Snack/Reflection
11:00 - 11:05	Small Group
11:05 - 11:20	Large Muscle (Outside or Gym)
11:20 - 11:30	Story Time

*Our schedule is flexible and based on the needs of the children. The schedule allows for time and support for transitions.*



## **CLASSROOM TIME SCHEDULE**

### **4 and 5 Year-olds**

9:15 - 9:30	Circle Time
9:30 - 9:45	Planning Time
9:45 - 10:45	Work time/Clean-up
10:45 - 10:50	Quiet Reading/Transition
10:50 - 11:00	Circle Time
11:00 - 11:05	Wash Hands/Bathroom/Transition
11:05 - 11:15	Snack/Reflection
11:15 - 11:30	Small Group
11:30 - 11:40	Large Muscle (Outside or Gym)
11:40 - 11:45	Story Time

*Our schedule is flexible and based on the needs of the children. The schedule allows for time and support for transitions.*



## **CLASSROOM TIME SCHEDULE**

**Monday/Wednesday/ Friday**

**9:00 a.m. - 1:00 p.m. Class**

9:00 - 9:30	Greeting/Story/Circle Time
9:30 - 9:40	Wash Hands/Bathroom/Transition
9:40 - 9:55	Snack
9:55 - 10:10	Small Group/Planning
10:10 - 11:10	Work Time
11:10 - 11:20	Clean-up Time/Transition
11:20 - 11:40	Music
11:40 - 12:10	Large Muscle (Outside or Gym)
12:10 - 12:20	Bathroom/Wash Hands/Transition
12:20 - 12:40	Lunch/Reflection Time
12:40 - 12:55	Quiet Reading
12:55 - 1:00	Bible Story/Review

*Our schedule is flexible and based on the needs of the children. The schedule allows for time and support for transitions.*



# **CLASSROOM TIME SCHEDULE**

**Tuesday/Thursday**

**All Day Class**

9:00 - 9:30	Opening/Story Time
9:30 - 9:35	Wash Hands/Bathroom
9:35 - 9:50	Snack
9:50 - 10:00	Small Group
10:00 - 10:10	Calendar/Planning
10:10 - 11:10	Work/Playtime
11:10 - 11:20	Clean-up Time/Transition
11:20 - 11:35	Circle Time/ Music
11:35 - 11:55	Large Muscle (Outside or Gym)
11:55 - 12:05	Bathroom/ Wash Hands
12:05 - 12:30	Lunch/Quiet Reading/Reflection Time
12:30 - 1:00	Rest Time
1:00 - 1:10	Puppets (Tues.)/Science (Thurs.)
1:10 - 1:40	Work/Playtime
1:40 - 1:50	Clean-up Time/Transition
1:50 - 2:00	Story Time
2:00 - 2:10	Bathroom/Wash Hands/Transition
2:10 - 2:25	Snack/Reflection Time
2:25 - 2:35	Small Group
2:35 - 2:55	Large Muscle (Outside or Gym)
2:55 - 3:00	Bible Story/Review

*Our schedule is flexible and based on the needs of the children. The schedule allows for time and support for transitions.*



## **PARENT COMMUNICATION**

Enrolled families will receive a letter in the end of August with information about Meet the Teacher Events. The first session of preschool will be an opportunity for your child to meet the teacher and will include a parent orientation meeting which will inform parents of school policies. In addition, each parent will have a brief meeting with the teacher to discuss the individual needs of their child.

There will be two parent-teacher conferences during the school year. There will be a conference in the fall to inform you of your child's adjustment and set goals for your child. Teachers conduct individual assessments as an integral part of our program, beginning in October. Assessments will include observations, checklists, rating scales and individually administered screenings. An evaluation conference will be held in the spring. The conference will evaluate the child's social, emotional, physical, (including fine and gross motor development) and intellectual development (including sensory, language and cognitive development.) At the time of conferences, there will be a sign-up sheet on the parent bulletin board for you to select a time. Parents are encouraged to share their observations of assessment of their children during conference time or at another time as needed. All conferences and assessment are confidential and shared only with the legally responsible parent/guardian. Your child's file is kept in a secure file cabinet and is confidential. It is available to the administrator, child's teacher, parent/legal guardian and regulatory authorities (DHS) on request.

A newsletter will be sent home once a month to keep you informed of school activities. The newsletter will include our key developmental indicators for the units and important dates for the month.

Parental opinions are important to us. It is the desire of the staff at CrossRoads to meet the needs of children and their families. We value your insight as it strengthens the program. We would appreciate parents discussing concerns with the classroom teacher or the director of the school. This line of communication is much more effective than going to other parents.

If you have a grievance to discuss, please follow this procedure:

1. Discuss the issue with the head teacher.
2. If further discussion is needed, the director must be included as liaison along with the head teacher.
3. The director is available for discussion of concerns with parents. She will include the NHC Children's and Family Ministries Director (Senior Staff) when necessary.
4. This grievance procedure should be completed within thirty days.

## **CLASSROOM VISITS AND PUBLIC RELATIONS**

Public Relations: Written permission will be obtained from the parents before public relations activity, experimental procedure or research activity is conducted involving a child. The written permission form will be a part of the student's file.

Parent Volunteers are welcome in the following ways:

- Special party days and special projects require extra hands. This opportunity of direct involvement in class activity provides you with first hand observations as to how your child functions in a group and is a very special time for your child.
- Parents may visit classrooms any day they wish. We request that you make arrangements for care for your other children. CrossRoads Pre-K does not have provisions for children visitors. The focus of your visit should be your interaction with the child enrolled in school.
- We encourage parents with a special talent to visit our classroom and share with the children.

## **SHOW AND TELL**

The goals of show-and-tell or sharing are to develop language skills and self-esteem.

Children are encouraged to bring items to share on birthdays and other special designated days.

- On your child's birthday he/she may share favorite toys, pictures, baby clothes, or other items.
- In addition to birthdays special days are set aside for sharing. You will receive a notice in your child's bucket regarding these special days. These special sharing days are related to the theme or unit.

*We discourage children bringing toys to avoid loss or damage to those toys.*

If you are bringing a pet to share with the classroom, please discuss it with the head teacher prior to sharing your pet. The head teacher will evaluate this experience with the needs of her classroom.

## **BIRTHDAYS**



Children may bring birthday treats to school. We will send a suggested snack list home prior to the celebration day. Any treat sent to school must be commercially packaged and are nut free. We request that candy items, especially suckers, not be sent as a treat. At the beginning of the month a letter will be sent home informing you of the date we will be celebrating your child's birthday. We encourage a special adult from the child's life to spend all or a part of the day at school to share in the celebration.

The birthday child may also bring a baby picture or other “baby items” for the birthday table. This special sharing of themselves is valuable in strengthening the child's self esteem.

## **SNACKS**

We have an ongoing need for the following food items:

Since we are sensitive to common food allergies, the following are acceptable items for donation:

Packaged treats:

Graham crackers, Goldfish, Ritz, Wheat Thins, Saltines, Pretzels, Vanilla Wafers, Granola bars, Individual serving size cups of applesauce, Fruit cups, etc.

Packaged cereal such as Fruit Loops, Cheerios, etc., raisins, chocolate chips

Class size is 20 children. *No peanut or peanut products please.*

The children will be served a snack each day. We encourage each child to “taste” the snack to broaden his or her attitudes about food. Milk is served as a beverage. If your child is on a special diet or is to be excused from the planned snack, please inform us of any special requirements.

CrossRoads Pre-K participates in the Special Milk Program sponsored by the State of Minnesota, Department of Education. Under this program, milk is available at no additional charge to all children in attendance without regard to race, color, or national origin.

## **BEHAVIOR GUIDANCE**

Sharing, taking turns, and delaying ones need for immediate response are important learning experiences in which children can demonstrate respect for himself, other individuals, and the equipment jointly owned by all.

The objective of the classroom management policy is to provide for the encouragement and development of a positive self-concept even though behavioral actions are inappropriate. The focus of disapproval is on the actions of the child, never the child himself. Structuring the classroom environment to reduce problems, redirecting in appropriate activity, encouraging positive behavior using logical consequences, and offering choices will be some of the techniques teachers will use in guiding children's behavior.

If a child demonstrates persistent unacceptable behavior that endangers his or her personal welfare, the well being of other people in the classroom, or is continually disruptive to the classroom environment, parents will be asked to conference with the teacher to develop an individual behavioral management plan.

Setting limits for children and being consistent in keeping the limits will make every child feel secure. When a child knows what appropriate behavior is for the classroom, he or she is then able to make decisions about their behavior. It is every teacher's and assistant's responsibility to lovingly encourage the child to choose to follow the classroom rules.

Disciplining in love (as God does with each of His children) is never a process of tearing down a person's sense of being loved or their self-worth. We guide children to help them realize that "I am able" to choose to obey with Jesus' help because I want to do right. In all situations, staff wish to convey to the child that although they may not like a behavior, they always love them as a child of God.

## **CHILD PICKUP PROCEDURES**

CrossRoads Pre-K does not provide transportation for its students.

Parents or drivers must help children out of the car and accompany them inside the building and to the classroom. The parent or driver must wait with the children until the teacher opens the door to the classroom area.

Morning classes will be dismissed at 11:30 am for the 3 year old class, and 11:45 am for the 4 year old classes. The extended day class will dismiss at 1:00 pm. The afternoon class dismisses at 3:00 pm for the 4's and 5's. Parents or car pool drivers must pick children up in the classroom.

It is important to be prompt in picking up your children. If a child is not picked up within 15 minutes after dismissal time, the parent will be billed a \$5.00 late fee. This fee is payable to the teacher and is due before the next class session. A \$1.00 fee per minute will be charged each minute after the first 15 minutes.

If, on a particular day a child is to go home in a different car pool or with some person other than the person authorized, the child must bring a written note to advise the teacher of the change.

## **ABSENCE POLICY**

CrossRoads Pre-K requests that parents notify the school about a child's absence. Illness or other absences can be called into the school office at 763-536-3239 prior to the start of the school day. Please leave a message on the voice mail. The director will inform the child's teacher. Other absences such as vacations can be communicated to the classroom teacher via a note or written in the class notebook.

## **FIELD TRIP POLICY**

CrossRoads desires to provide children with several kinds of learning experiences. In-house field trips extend the learning environment.

Parents will be notified of any field trips. The cost of the field trip is paid to the classroom teacher the day before the field trip is scheduled. The cost of any field trip is not included in your tuition fee.



## **SAFETY POLICY**

CrossRoads Pre-K is concerned for the safety of all children and have the following staff policies in place.

- The staff at CrossRoads Pre-K is trained in First Aid, CPR, Blood Borne Pathogens, Child Development and Risk Management.
- Children in classrooms are never unattended or unobserved by our staff.
- Cameras are present in the hallways for safety.
- State of Minnesota Mandated Reporting Policy (information at end of handbook)

The following are expectations of parents:

- Parents must accompany children to their classrooms and wait with them until the teacher opens the door.
- Before and after school, parents must supervise their children in the bathrooms, hallways, and parking lot.
- Do not leave children unattended in vehicles in the parking lot.
- When delivering and picking up children, you must park in the parking lot, not by the curb. (Fire Marshal mandate)
- Drive slowly in the parking lot.
- We are not able to apply bug spray or sunscreen prior to outside play. Please apply to your child if needed.

If, at any time, the above safety measure are not being following, you will be talked to by administration. Thank you for your cooperation!

## **INSURANCE INFORMATION**

CrossRoads Pre-K carries adequate liability insurance protection for all children enrolled in the school against claims resulting from in school and field trip activities.

## **HEALTH CONSULTANT SERVICES**

CrossRoads Pre-K health policies are reviewed annually by a health consultant. If you wish to know more about this you may talk to the director.

## **HEALTH POLICIES**

1. Immunization records are due before the child attends class. State law requires all children entering preschool in Minnesota show proof of being immunized. These records must be kept current and are updated as needed.
2. A health care summary must be completed by a health source and be on file before the child can attend class. Children enrolled during the school year have 30 days to complete the health form.

3. The program shall identify all children with special needs through the parent interview of Health Care Summary. Children with special needs can be enrolled only after CrossRoads receives written permission from the licensing examiner.
4. CrossRoads Pre-K has taken every precaution to ensure that potential poisons are out of the reach of the children in our care. In the event that an accidental ingestion should occur, our staff will call Poison Control Center at 1-800-222-1222 and inform the parent.
5. All childcare staff are required by MN law to report any suspected incidents of child abuse or neglect to appropriate authorities.



## **ILLNESS POLICIES**

1. Children should be kept home if there are signs of illness. A child who is not feeling well does not benefit from being at school, and they pass on the illness to other children. If a child becomes ill at school, a staff person will provide space away from other children for the sick child (a chair near the toilet or a rest mat/cot.). A staff person will supervise and comfort a child who is ill or injured until the parent arrives. We are concerned about both the individual child's welfare and that of the group. If treatment of a more serious nature is required, your child will be taken to the facility named on the emergency card.
2. Exposure to and contraction of communicable diseases should be promptly reported to the school within 24 hours, so the parents of the other children can be notified. The program director must notify the Department of Health within 24 hours of any case which is a reportable case.
3. When a child is to be given oral or topical medication, written instructions by a physician or dentist must be provided, and written authorization to administer medication must be given by the parent. Medication must be labeled by a pharmacist with the child's name, the doctor or dentist's name, the prescription number, name of the medication, date and directions for its use.

## **POLICY FOR THE EXCLUSION OF ILL CHILDREN**

The Department of Human services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk of others.

We will follow the exclusion guidelines listed below which are taken from Infectious Diseases in Child Care settings: Information for Directors, care givers, and parents or guardians, prepared by Hennepin County Community Health

Department, Epidemiology Program. We must exclude a child with any of the following conditions:

1. Exposure to and contraction of communicable diseases should be promptly reported to the school within 24 hours, so the parents of the other children can be notified. The Program Director must notify the Department of Health within 24 hours of any case, which is a reportable case.
2. **Fever:**  
Until a medical exam indicates the child may return. Axillary armpit temperature: 100 F. or higher, before fever reducing medication is given, when accompanied by behavior changes or other sign or symptoms of illness.
3. **Behavior:**  
If a child looks or acts differently; awake all night, unusually tired, pale, lack of appetite, irritable, or restless.
4. **Respiratory:**  
Until child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.
5. **Vomiting:**  
Until vomiting stops (vomiting is defined as two or more episodes in the previous 24 hours.) Who is not able to participate in child care program activities with reasonable comfort, including outdoor play; or who requires more care than staff can provide without compromising the health and safety of the other children in care.
6. **Diarrhea (Infectious):**  
Until diarrhea has stopped. For some infections, the person must also be treated with antibiotics before returning to childcare.  
**Diarrhea (Uncontrolled):**  
Until uncontrolled diarrhea stops, or until a medical exam indicates that it is not a communicable disease (uncontrolled diarrhea is an increased number of stools, compared with a person's normal pattern, along with watery stools, and/or decreased stool form that cannot be contained by the diaper or use of the toilet).
7. **Rash With or Without Fever or Behavior Change:**  
  
Until a medical exam indicates these symptoms are not that of a communicable disease (i.e., chicken pox, fifth disease, measles, roseola, rubella, shingles, strep throat.)
8. **Streptococcal Sore Throat**  
Until at least a full 24 hours after treatment begins and child is without fever for 24 hours.
9. Re-admittance to school for the following communicable diseases shall be:
  - a. Chicken pox - Until all the blisters have dried into scabs, usually about six days after rash onset.

- b. Conjunctivitis "pink eye" - Bacterial (with pus): until 24 hours after treatment begins, (pink or red conjunctiva with white or yellow discharge that causes matting of the eyelids; pain or redness of eyelids.)
  - c. Lice- Until after the first treatment and no live lice are seen.
  - d. Pin Worms - no restrictions following the start of treatment.
  - e. Hepatitis - physician's statement required for re-admittance.
  - f. Impetigo- Until child has been treated with antibiotics for at least a full 24 hrs.
  - g. Ringworm (skin & scalp)- Until 24 hours after treatment has been started.
  - h. Scabies- Until 24 hours after treatment has been started.
  - i. Signs/symptoms of possible severe illness- Until a medical exam indicates the child may return (unusually tired, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing).
10. An example of a common communicable disease (strep throat) is found at the end of the handbook. Please keep it for your reference during the school year and refer to it as need be. Explanatory forms will be sent home on other communicable diseases as the need arises. When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. CrossRoads Pre-K will notify the parents of exposed children on the same day or within 24 hours with a written notice that will be sent home for parents to read or a phone call if necessary and possible. Parents are required by State laws and our center policies to inform the center within 24 hours, exclusive of weekends/ holidays, if their child is diagnosed with a communicable disease.

## **INJURY POLICY**

1. If a child is injured or becomes ill in a classroom and first aid treatment is required, it is the responsibility of the head teacher to administer life preserving measures or necessary care until emergency health care sources arrive. If a child is injured or becomes ill at school, the head teacher will assume responsibility of the child, while the childcare aide calls 911 for emergency assistance. The childcare aide will go to the other classroom and seek assistance from another head teacher. The head teacher of the other class will assume responsibility of the children in the first class. If the injury requires medical attention but not of an emergency nature, the head teacher will call the child's parents. The parents are asked to assume responsibility for seeking medical assistance. **If neither parent is available the head teacher will call emergency contacts as indicated on the Emergency Information Card.** The staff at CrossRoads will not transport children to receive medical care. The staff at CrossRoads will only administer band-aids for scrapes and small cuts that are not of a serious nature. Parents are responsible for all medical care.
2. If a child is injured while at school and the head teacher is unaware of the injury, please contact the head teacher or director within 24 hours.



## **INCLEMENT WEATHER AND FIRE POLICIES**

1. In case of severe weather, CrossRoads Pre-K follows the direction of the Robbinsdale Area Schools. If Robbinsdale Schools close, CrossRoads Pre-K is also closed. There may be additional days when we elect to close because of severe weather or mechanical problems. In either case **we will call all parents if school will not be in session.**
2. There may be times when severe weather occurs during the school day. Parents are NOT encouraged to come to school and get the child during a tornado warning. The children will be cared for in a severe weather shelter during the warning period. Children will be released to parents and guardians only after the all-clear signal has been sounded. If the tornado warning siren sounds during the arrival or dismissal process, all persons in the building will be encouraged to seek shelter.
3. In compliance with the fire code regulations of the City of New Hope and the State of Minnesota, fire drills will be held. The children will be carefully prepared for this experience. Every precaution is taken to ensure your child's safety. The classroom environment, fire extinguishers, and fire safety policies are reviewed and inspected annually by the New Hope Fire Marshall. In the event of a major fire, the children will be evacuated to Hope Bridge at 42nd and Boone Avenue North.

## **CHILDREN WITH SPECIAL NEEDS**

- A. In order for us to meet your child's needs effectively we request parents to inform us of any special health and or developmental needs of the child. We would also appreciate knowing if you have had or are currently using special services. All information is kept confidential and will be used to help your child be successful in our school.
- B. The staff will cooperate with parents by informing them of any needs we observe. Determination will be made if we can serve the child effectively in our setting.  
Consideration will be given to:
  - Safety of the classroom/other children.
  - Attention needs of other children.
  - Workload on the teachers.
  - Whether the child can be served effectively in our program and environment.
- C. A child is identified as special needs if he or she:
  - has mental delay or related condition and has a service plan specifying childcare to be provided by the preschool.

- has been identified by the local school district as a handicapped child and has an education plan specifying childcare to be provided by the preschool.
  - has been determined by a licensed physician, psychiatrist, psychologist as having a special need relating to physical, social or emotional development.
- D. A plan shall be in place before admission or as soon as possible.
- E. The preschool must inform the parent of any diagnosed or identified special need of a child that was not reported by the parent at the time of admission.
- F. When a preschool admits a child with special needs an individual care plan must be developed to meet the child's individual need. The plan must be in writing and specify methods of implementation. It must be reviewed and followed by all staff that interact with the child.
- G. This plan must be coordinated with the service plan or education plan as stated above.
- H. If a child's special need has been determined in the manner stated above, then the plan must be coordinated with reports from the licensed physician, psychiatrist or psychologist. This plan must be evaluated annually by the professional with the child's parent to determine if the child's needs are being met. Teachers, families, and relevant specialists need to have regular opportunities to participate in two-way communication conferences to discuss each child's progress, accomplishments, difficulties in the classroom and at home as well as plan learning activities.
- I. As a child care provider, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Child care providers are considered a primary referral source for early intervention under federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concerns we have before a referral is made. We can assist the parent with the referral or partner with them in the referral process.

## **NON-DISCRIMINATION POLICY**

At CrossRoads Pre-K, teachers counter bias and discrimination by treating all children with equal respect and consideration. This includes initiating activities and discussions that build positive self-identity, teaching children to value differences, intervening when children tease or reject others, providing models and visual images of adult roles, differing abilities, and ethnic or cultural backgrounds that counter stereotypical limitations, and avoiding stereotypes in language references.



## **PARENT/GUARDIAN:**

**Your child may have been exposed to:**

### **STREP THROAT**

#### **If you think your child has Strep Throat:**

- Tell your childcare provider or call the school.
- **Need to stay home?**

#### **Childcare and School:**

**Yes**, until 24 hours after antibiotic treatment begins and the fever is gone.

Children who test positive for strep but do not show symptoms do not need to be excluded.

They are unlikely to spread the infection to other people.

### **Symptoms**

**Strep throat** - Your child may have a fever that starts suddenly, red sore throat, and swollen glands. Headache may occur. Children may have stomach pain and vomiting.

**Scarlet fever** - Rarely, a very fine raised rash appears at the same time as the throat soreness. The rash feels like sandpaper. The rash is most often on the neck, chest, elbow, and groin and in the inner thigh and folds of the armpit. Later on, the skin on the fingertips and toes may peel. If your child is infected, it may take 2 to 5 days for symptoms to start.

### **Spread**

By coughing or sneezing.

### **Contagious Period**

Until 24 hours after antibiotic treatment begins.

### **Call your Healthcare Provider**

◆ If anyone in your home has symptoms. A doctor may do a lab test and give antibiotics.

### **Prevention**

Strep throat and a strep throat with a rash (scarlet fever) are common bacterial infections in children.

- Cover nose and mouth when coughing or sneezing. Use a tissue or your sleeve. Dispose of used tissues.
- Wash hands after touching anything that could be contaminated with secretions from the nose or mouth. Your child may need help with hand-washing.
- Never share drink containers and cups or silverware. Wash all dishes with hot soapy water between uses.
- Clean and disinfect any objects that come in contact with the nose or mouth (especially mouthed toys). Use a product that kills germs.

For more information, call Hennepin County HSPHD-Epidemiology at 612-543-5230 or call your local health department.



# MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS

## Who Should Report Child Abuse and Neglect

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

## Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- 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 within 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 911.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

## What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 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, exclusive of weekends and holidays.

## 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.

## **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.

## **Internal Review**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

## **Primary and Secondary Person or Position to Ensure Internal Reviews are Completed**

The internal review will be completed by CrossRoads Pre-K Director (name or position). If this individual is involved in the alleged or suspected maltreatment NHC Children's Ministires Pastor (Senior Staff (name or position) will be responsible for completing the internal review.

## **Documentation of the Internal Review**

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

## **Corrective Action Plan**

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

## **Staff Training**

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

**The mandated reporting policy 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.**