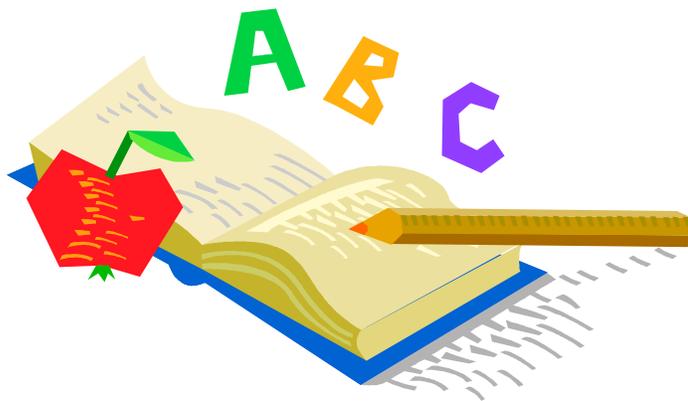


Mountain Lake Discovery Preschool



Parent/Student Handbook 2019-2020

**Mountain Lake Discovery Preschool
PO Box 400
450 – 12th Street
Mountain Lake, MN 56159**

507-427-2325 ext. #147



Discovery Preschool

Purpose and Philosophy

Discovery Preschool provides a nurturing environment of play and creative activity for preschool aged children. We strive to be a well-rounded program that encourages interest in the community, academics, art, music, literature, socialization, and “self-help” skills.

Standards/Licensing

Discovery Preschool operates under the supervision of the Elementary Principal and Community Education. The preschool complies with the standards of the Minnesota Department of Education. Our preschool teacher is required to maintain a teaching degree by taking continuing education classes and also to have CPR and First Aid training.

Discovery Preschool is a Highest Possible Rating, four-star Parent Aware program. Parent Aware is a State sponsored rating program for childcare and early childhood learning programs. For more information on Parent Aware ratings, visit their website at www.parentaware.org (click on the “Learn” tab at the top right, scroll down to “Counting the Stars”, and click on the blue “Stars Defined”).

Eligibility

Children who are 3, 4, or 5 years of age before September 1 of the school year, and who are toilet trained, are eligible to enroll for that school year regardless of race, color, sex or religion.

Registration and Enrollment

Because of limited class size, eligible children must be pre-registered for enrollment, including those already attending, if they are to be enrolled again for the next year.

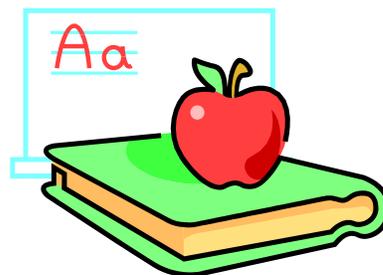
A non-refundable \$10 registration fee is due at the time of registration, which ensures the child’s placement on the class list for the coming year. Registration forms and fees can be submitted any time after April 15th for the coming school year. Class placements are made on a first-come, first-served basis.

If a child registers after the enrollment limit is filled he/she will be placed on a waiting list and will be given the opportunity to enroll when an opening occurs in a class.

Preschool Location

Mountain Lake Public Elementary School
Room 409
450 12th Street
Mountain Lake, MN 56159

(507) 427-2325 ext. #147



Please use the 4th Avenue, Elementary Office entrance.

Mailing address:

PO Box 400, 450-12th Street, Mountain Lake, MN 56159

Hours of Operation

Preschool sessions

- 4/5 year olds
Morning session: Tuesday, Thursday, Friday 8:00–11:00 a.m.
Afternoon session: Tuesday, Thursday, Friday 12:00-3:00 p.m.
- 3/4 year olds
Morning session: Monday and Wednesday, 8:30-11:00 a.m.

You will be informed in August as to which class session your child is assigned. We schedule sessions to coincide with ECSE and Mountain Lake Public School and will observe the same vacation and school closing days. If your child also attends Head Start, where will be times when the Head Start schedule will differ from the Discovery Preschool schedule. On those days, Head Start parents will need to arrange for their child to be picked up from Discovery Preschool.

Arrival and Departure

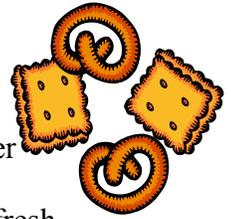
Children are expected to arrive **NO EARLIER** than the starting time of each session and should be picked up **PROMPTLY** at the closing time of the sessions.

If your child is not going to be present at the preschool on a regularly scheduled day, please call the preschool teacher at 427-2325 ext. #147 so that your child will not be expected.

Children are not allowed to leave Discovery Preschool with anyone other than their parents, care giver, or a designated sibling older than 12 years of age. **When there is a change in the pick-up routine, to insure the safety of the child, written parental permission and picture identification (if requested) will be required** to identify the individual who is picking up the child. This vital information must be included on the registration forms.

Snacks

Each child will be asked to provide snacks for their preschool class. A note will be sent home when the class supply runs low, about 2 times each quarter. Milk and water will be provided for the beverage. Some approved snacks are commercially wrapped graham crackers, goldfish, granola bars, popcorn, animal crackers, saltines, pretzels, fresh fruit, or commercially prepared fruit cups. Please have other commercial snacks approved by the preschool teacher.



Birthdays

A child's birthday is a very special day. We try to honor every child on his/her birthday or half-birthday (or as close as possible) with a special "Birthday Crown," song, and a book. Special birthday treats, commercially made and wrapped, are welcomed. **State Law requires no homemade treats.**

Field Trips

The older Preschool classes take field trips to various places in the community throughout the year. Parents must sign a permission form before the child may participate.

Clothing

Discovery Preschool is a place where children learn through a variety of play activities, so **play clothes and tennis shoes are best!** Please send your child in **clothing that they can easily manage.**

Preschool children go outdoors year around, weather permitting. Your child should have appropriate outerwear that can be put on without difficulty (boots, caps, mittens, snow pants, and coats). It helps them begin to learn self-help skills. Please **LABEL all of your child's items with the child's first or last name** to avoid any mix-ups (especially snow pants).

Each child should have an extra set of clothing in their locker or in the classroom to keep at school (shirt, pants, underwear and socks). Please put these items in a zip-lock bag and label it with your child's name.

Each child should have a **LARGE backpack** to fit art projects, winter snow items, and any school work that we do. We recommend that the backpack **be at least 9" X 11"**.

Goals for the school year

- Develop use of words to express emotions, needs, and wants.
- Develop social interaction skills and problem solving skills.
- Be persistent and keep working on a task, even if it is difficult.
- Show eagerness and a sense of wonder as learners.
- Listen with understanding to directions and stories.
- Show interest in reading-related activities.
- Copy or write own name.
- Identify capital and lower case letters of the alphabet.
- Increase awareness of art and participate in creative expression.
- Show interest in numbers, counting, patterns, spatial relationships, and sequencing.
- Observe, question, and investigate to explore objects and events.
- Participate in class activities.
- Develop physical skills and control, and increase physical fitness.
- Pay attention to tasks, directions, and activities.
- Learn to do a good job.
- Use good manners.
- Help take care of the classroom and classroom materials
- Develop self-control when talking, sitting, using hands, and/or waiting.
- Develop control of scissors, art tools, crayons, and pencils.
- Develop self-help skills like zipping and dressing.

These will help to build a strong foundation for success in school and for a lifetime.

Activities

The Discovery Preschool program includes supervised indoor and outdoor activities designed to promote physical, mental, social, and emotional development. Such activities include self-expression with painting, drawing, play dough, dramatic play, picture and music appreciation, as well as free play. Simple learning and observations are also emphasized. There is an emphasis on the establishment of good healthy eating, play, cooperation, manners, toileting habits, self-help skills, and participation.

Preschool has weekly and monthly themes as well as focus on a letter of the alphabet per week. We practice writing, cutting, gluing, raising hands, following directions, lining up, walking in the halls, and listening. We have many activity areas that are supervised, but not directed. These areas are opportunities for the children to engage in learning and practice, and see what they can do on their own. We have math, handwriting/learning, and social skills curriculum that are followed throughout the year and are teacher directed. Older classes also participate in a “cooking” activity about once a month, as well as making Alphabet and Nature Books.

Opening Day & Open-House

We want to make the first sessions of the Discovery Preschool experience as positive and relaxed for each child as possible. If any child is anxious about being left at preschool, they will be given extra support to help them feel comfortable. All children will want to make sure this is a happy, fun, and safe learning environment to remain in when their parent/guardian leaves them here.

Before school begins, there will be a **Preschool Open House** at the same time as the Elementary Open House. Children may visit the room with parents, look around, meet the teacher, and drop off school supplies.

Parent Orientation

A Parent Orientation Night will be scheduled **before school begins** for all Preschool parents. During this time we will discuss the purpose and goals of the Discovery program, review curriculum, explain classroom activities and expectations, and answer questions. This also gives the teacher an opportunity to meet all parents and “put them together” with their child before the busy-ness of school begins.

Conferences

There will be a conference for **all** children in the **Fall** at the same time as the Elementary Conferences. This time will be a chance to see how children are adjusting to Preschool and answer any questions.

There will also be a **Spring** Conference for the **4&5- year old** classes before Kindergarten Round-up. This will be a time to evaluate what children have learned and their readiness for Kindergarten. Kindergarten readiness is determined by the child’s social and emotional growth as well as by their academic skills.

Conferences may also be set up with the teacher at any time during the school year.

Discipline

At Discovery Preschool, we encourage acceptable behavior by use of communication, verbalization of positive reinforcement, and empathy for others. If a child persists in unacceptable behavior, the child may be completely removed from the group. The parents will be consulted as to what may be helpful in motivating their child to behave in an acceptable manner.

Tuition

Discovery Preschool requires that tuition be **paid on the 1st of the month** prior to sessions that the tuition covers, for example: the first tuition payment is due on the 1st of September and covers all the sessions in September.

You will be responsible for tuition payments to be paid monthly and made in nine (9) equal payments. You are welcome to pay in advance if you so wish. Tuition for 4 & 5-year-old class is **\$95.00 per month**. Tuition for the 3-year-old class is **\$55.00 per month**.

*****Tuition checks should be made payable to: MLPS.**
In the 'memo' line write: Discovery Preschool.

Payments may be either:

- 1) Mailed to **Discovery Preschool, P.O. Box 400, 450 – 12th Street, Mountain Lake, MN 56159**; or
- 2) Given to Joann Karschnik at the Town and Country Daycare.

Please do not send the tuition payments with your child, or ask the preschool teacher to take your tuition payments.

Tuition is to be paid for each month your child is enrolled. There will be **no refunds in the event of illness, weather, or other absences**.

Scholarships are available on a **first come, first served basis**. Applications can be requested from the preschool teacher or Joann Karschnik (at Town N Country Daycare), and will be available in August.

Delinquent Payments

If payment is 10 days late, you will be contacted.

If for any reason you have difficulty making payments at the time that they are due, please contact Joann Karschnik and every effort will be made to work out a mutually agreeable arrangement.

Late Child Pick-Up Fee

Children are to be picked up promptly when class has been dismissed at **11:00 am, or 3:00 p.m.** A late pick-up fee of **\$2.50** will be added to the monthly tuition payment for each fifteen (15) minute unit that a child is left waiting. After 11:15 the child will receive a school lunch and be charged an additional fee of \$2.50 (or the current lunch cost), to be added onto the monthly tuition payment.



Transportation

It is the responsibility of the parents to provide transportation to and from the preschool. The safety of the children is a great concern of us all. If you must leave your car for a moment, turn the motor off and take the keys with you. The driver is the only one who should open and close the car doors.

Each year, **Discovery has available parking permits for parents to use in the designated parking areas outside the school.** Two areas are designated for parent parking: two spots on 4th Avenue and 2 spots behind the school in the elementary library parking lot.

If there is an older sibling who rides the bus to or from school, the preschool child may ride also if the bus is already stopping at your house. If there is NOT an older sibling, the preschooler will NOT be able to ride the bus.

Weather Emergencies

Cancellation or early dismissal of Discovery Preschool sessions due to severe weather conditions will be the same as closing decisions of the Mountain Lake Public School (MLPS). The school's Weather Alert Program will automatically call your phone with school emergency closings or changes.

You may also listen to KDOM (1580 AM) or WCCO (830 AM) radio or KARE 11 TV for closings. You will be expected to pick up your child at the announced closing time.



If the public school is running **two hours late due to weather**, there will be **no morning session** that day. Weather related announcements are also obtained by calling the school at 507-427-3151 and choosing Option 7.

A teacher or paraprofessional will stay with the children until they are picked up. In case the weather is so severe that the parent is prevented from getting their child, the teacher will contact the parent and make every effort to arrange suitable lodging for the child until the weather has subsided.

If the school would schedule a 2-hour late start for teacher preparation, Discovery Preschool will be in session as usual.

Breakfast

Breakfast is available for all preschoolers from 7:45-8:00 a.m. on school days. Preschoolers must be able to sit while eating, serve and clean up after themselves, and eat without assistance. Money needs to be deposited into a family account with the Elementary Secretary before your child may eat, and replenished as needed. This is an optional service to you.

Health Requirements

Forms need to be returned to the teacher before admission to school. Your child ***will not be enrolled and may not attend preschool*** until **all** required forms and registration fee are submitted. **Copies of Birth Certificates** are now also required to be on file.

Illness

Childhood diseases are most easily transmitted in the early stages before the most obvious symptoms appear. **Do not bring your child if they have any symptoms** other than those of mild “common cold”. **Please notify the teacher if your child will not be attending class due to an illness.**

If a child comes sick to Discovery Preschool or becomes ill during a session, a parent will be notified to pick the child up at once. If the child’s parents can not be reached, the responsible adult listed on the child’s registration form will be notified to come for the child.



Medical Emergencies

In case of an emergency or accident, the teacher or school nurse will administer first aid and the parents will be notified. In case of a serious injury that requires the immediate attention of a doctor, an ambulance will be called and the parents will be notified.

All teachers are qualified in first aid treatment and records are kept on all accidents and treatment occurring in the classroom.

Medications

Parents who request that medication (prescription or non-prescription) be administered by school staff during the school hours are required to provide:

1. A statement from a physician
2. A parental release
3. The medication in the original, properly labeled pharmacy container.

Minimum Regulations Concerning Communicable Diseases

Chicken Pox	Remain home 7 days after rash appears. Scabs must be dry
German Measles	Remain at home 4 days after rash appears.
Measles	Remain at home for 5 days after rash appears.
Mumps	Remain at home until swelling subsides.
Scarlet Fever, Scarletina, Epidemic Sore Throat, Strep	Remain at home until the physician advises return to school.
Whooping Cough	Remain at home until the physician advises return to school.
Infectious Hepatitis	Remain at home until the physician advises return to school.
Impetigo	Remain at home until the lesions are healed or by permit of a physician.
Pink Eye	Remain at home until the physician advises return to school.
Ring Worm	Remain at home until the physician advises return to school.
Pediculosis (lice)	Remain at home until treated. Please report cases to school.
Scabies	Remain at home until mites and eggs are destroyed. Entire family should be treated.

Students who have come in contact with patients that have any of the above communicable diseases may continue in school while under observation by parents and school personnel. If your child contracts any of the above, **the school nurse needs to be informed**. She is required to keep track of all instances of these diseases.

Report of Maltreatment

As required by the State of Minnesota's Department of Human Services, we are required by law to report to Cottonwood County Family Service Agency and Minnesota Department of Human Services any suspected neglect or physical and/or sexual abuse.

Grievance Procedures for Parents

The Discovery Preschool staff is available to discuss any grievances and/or concerns. Because of the nature of the business and for confidentiality, meetings need to be scheduled outside of preschool hours.

All grievances, concerns, or conflicts regarding the preschool staff need to be addressed as soon as possible but no later than three (3) business days after the incident took place. All staff directly involved (those who viewed the incident) will be required to attend the scheduled meeting. The parents are invited to bring an authorized representative to each scheduled meeting.

The chain-of-command to follow regarding an incident is as follows: paraprofessional, teacher, Elementary Principal and finally the Community Education Coordinator. The person directly involved should be the first person contacted, either in person or by phone. If that person is not available, the next higher staff person should be informed of the issue and meetings will be scheduled accordingly.

If the issue cannot be successfully resolved through the chain-of-command, please contact the superintendent, Bill Strom.

Withdrawal

If a child needs to be withdrawn from Discovery Preschool, two (2) weeks notice is requested so that another child can fill the vacancy. This also gives the teacher time to gather the child's materials, and the other children a chance to say goodbye to their friend.

Visitors-You Are Welcome!

Visitors are welcome. Please check with the teacher ahead of time, if possible, to find out the best times to come. All visitors are required to sign in at the elementary office.

