

2018-2019 PARENT HANDBOOK



**615 Jefferson Street
DeForest, WI 53532
(608) 846-9400
agrowingplacepreschool@gmail.com
www.agrowingplacepreschool.org**

This is your Parent Handbook. Please read it through carefully and refer to its pages whenever you need information or answers to your questions. It will explain our philosophy, history, program, and policies and should help you in all aspects of your participation in the preschool.

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GOALS OF A GROWING PLACE

For the Child

- To work and play with a small group of children in a sharing and cooperative manner.
- To meet new friends his/her own age.
- To understand and respect differences in others.
- To grow in independence and self-image through the interaction with adults and children.
- To understand his/her feelings and how to deal with them.
- To expand his/her capacity for intellectual growth and learning.
- To find new ways of satisfying his/her natural curiosity.
- To discover the fun associated with learning.
- To develop increased physical skill, both fine and large motor, using a wide variety of toys and equipment.
- To relate to adults in a school setting.
- To expand his/her experience and knowledge of the community and environment beyond his/her home and school.

For the Parent

- To explore and discover new ways for you and your young children to live together.
- To observe and discuss the ways your child is learning, growing and adapting.
- To discuss and exchange ideas with other parents about family-child relationships and behavior.
- To explore and discover your own creative potential in working with individuals, groups, and materials.
- To make new friends in the community.
- To learn to live and engage more effectively in the community.

OUR SCHOOL HISTORY

A Growing Place Preschool, Inc. was organized, incorporated, and licensed during the spring and summer of 1979 by a group of parents in the DeForest and Windsor area who felt a need for a preschool in our community. A great deal of hard work and dedication by parents has made our school a reality and a tremendous success.

At A Growing Place Preschool, the parents' involvement in the preschool becomes an educational opportunity. The preschool can be a place where new ideas are advanced, retained, or discarded. You are given a chance to observe your child's interaction with other children of similar developmental levels. Creative materials and equipment at the preschool can be observed with the possibility of bringing new ideas into the child's home. And finally, the parents' understanding, respect, and appreciation of children can be enhanced.

The first five years of a child's life are his/her most formative. Optimizing these years and helping our children develop to their full potential is of paramount importance.

A GROWING PLACE MISSION STATEMENT

The mission of A Growing Place Preschool is to provide a non-profit, parent- directed co-op devoted to early childhood learning while improving the DeForest community with high quality educational programs appropriate for children ages 3-5. Our well qualified staff will strive to provide an enriching environment for children that will embrace a sense of community, nurture a desire to play, stimulate creativity, and foster a curiosity and educational foundation to inspire of lifetime of learning.

A GROWING PLACE PHILOSOPHY

This parent-involvement preschool is an educational organization devoted to preschool children and their families.

We believe that children learn best through play. Our purpose for the children is to provide a warm, inviting, and well-equipped setting where they are free and safe to play and learn. The equipment and the program are both selected and planned to stimulate social, emotional, intellectual, and physical growth.

It is our hope that the children's experiences at AGPP will lead them to feel good about themselves, promote satisfying friendships, and help prepare them for dealing with their expanding worlds.

BOARD of DIRECTORS

The preschool is governed by a Board of Directors made up of the Director of Teachers, aka Director, and six elected parents. The Board establishes policies and procedures, maintains preschool facilities and oversees administrative functions of the preschool.

The Board meets monthly. The agenda and minutes are posted on the Parent's Bulletin Board. All parents are welcome to attend.

All board members of A Growing Place Preschool, Inc. are expected maintain confidentiality and to exercise proper ethical conduct regarding matters that are related to the preschool, its staff, and its students.

- President:** Presides over Board Meetings. Coordinates staff, board members, and facilities. Oversees operations of the preschool.
- Vice-President:** Assists the President as needed. Coordinates parent education, including Fall & Spring parent meetings and Week of the Young Child.
- Secretary:** Records, files, and distributes minutes of Board Meetings. Performs clerical tasks required by the Board.
- Treasurer:** Prepares and reviews budget. Authorizes all payments and tuition of AGPP. Audits all financial records.
- Special Events Coordinator:** Organizes all family activities and fundraising projects for preschool.
- Volunteer Coordinator:** Organizes sign-up and scheduling of volunteer duties for each family. Coordinates clean-up and repair of facility and equipment.
- Non-Voting Board Member-Director of Teachers:** Liaison between Staff and Board. Coordinates the day-to-day operations of the preschool. Handles membership application and withdrawals. Maintains all records. Receives tuition, makes receipts, and deposits all income. Pays bills and salaries. Purchases and delivers supplies. Prepares publicity and the newsletter. Maintains preschool website.

2018-2019
AGPP BOARD OF DIRECTORS:

President	Audra McMahan	(608) 217-1196
Vice President	Tasha Crawford	(608) 235-2664
Secretary	Renee Hoehne	(919) 522-4468
Treasurer	Jessica Swenson	(608) 669-0047
Special Events Coordinator	Stacey Kuiper Jamie Anderson	(608) 209-3933 (608) 217-0962
Director of Teachers	Stephanie Pertzborn	(608) 846-9400

Board and Staff Mailboxes are located on the Parent Bookshelf next to the office at the St. Olaf's location.

WHO TO CONTACT

If you have a question or need information about:

You should call:

Function of the preschool, matters of policy, general questions, suggestions, or complaints

President/Director

Curriculum, classroom questions, daily schedule

Teachers/Director

Fees or tuition

Director

Application for membership, withdrawals, health standards

Director

If your child contracts a communicable or contagious disease, or has an accident or an injury

Teachers/Director

Obtaining a substitute list for participation as a helping parent

Teachers

Report a clean-up or repair

Director

Adding something to the agenda of a Board Meeting

President

Submitting information to be included in the newsletter

Teacher

Donating items to the preschool

Director/Teacher

Suggestions or concerns regarding policies or staff

Director/President

Suggestions or questions regarding fundraising

Special Events Coordinator

THE STAFF

Teachers Preschool teachers must hold a minimum of one or two year early childhood certificate from an institute of higher learning.

Parent Helpers All Parent Helpers shall be instructed in classroom procedures and responsibilities at parent orientation and educational training at biannual parent meetings.

The Director of Teachers will maintain a list of Board-approved substitutes.

The Director of Teachers will meet with the Board of Directors at the monthly Board Meetings. The purpose of these meetings will be to evaluate the general progress of the preschool.

The teachers will be evaluated periodically during the year. Two-way suggestions and communications are encouraged. Complaints or suggestions about the staff should be offered in person or in writing to the President of the Board or the Director of Teachers.

GENERAL MEMBERSHIP COMMITMENTS

AGPP is a parent co-op preschool. We rely on your volunteer support for both classroom and specific fundraising/social events. Each family is responsible for the following:

1. Classroom Helping Parent Days:

Green Class Parents - 3 days per year

Orange Class Parents -2 days per year

This commitment is set up through your preschool teachers. Helping parent days will begin in early October and the sign up will be completed online. More information regarding the sign-up process will be provided by your child's teacher. Each family is obligated to complete the above listed number of days. Additional days might be possible based on need and teachers will also make these opportunities available via online scheduling. Parent volunteers aid in the classroom and are expected to be in the classroom from 8:45-11:00 am. Due to state licensing guidelines, no siblings are able to accompany parents for this commitment.

2. Fundraising/Social Events Volunteer:

All Classes - 2 hours per semester

Each semester AGPP offers fundraisers and social events. As a family, you are expected to volunteer 2 hours at one of these events each semester. Sign-up sheets will be available at the parent meetings and parents will sign up for their semester commitment at this meeting. Sign-up may also be available online, and if this is the case, instructions will be provided at the parent meetings.

First semester opportunities:

- Tailgate
- Wreath order sorting
- Wreath order pickup assistant
- Classroom cleaning
- Teacher Assistant, open for those unavailable for above options

Second semester opportunities:

- Family Fun Night
- Flower sale sorting
- Flower sale pick-up assistant
- Open House
- Classroom cleaning
- Teacher Assistant, open for those unavailable for above options

3. Item donation for events:

To keep our operational costs low and maximize our fundraising potential, we may at times ask for donations for our social events. These donations are not required as part of your parent co-op commitment, but they do help make our school and events a success and are greatly appreciated.

GROWING PLACE PRESCHOOL PROGRAM

Physical Location:	615 Jefferson Street Deforest, WI 53532
Mailing Address:	A Growing Place Preschool P.O. Box 415 Deforest, WI 53532
Phone:	(608) 846-9400
Email:	agrowingplacepreschool@gmail.com
Website:	www.agrowingplacepreschool.org

Developmentally Appropriate Curriculum A Growing Place Preschool, Inc. is state-licensed. The curriculum is planned by the staff to be developmentally appropriate. The curriculum provides experiences in cognitive development, intellectual development, and social/emotional development.

Curriculum activities include: large/small group times, group/individual play, art, music, science, creative dramatics, books, large/small block play, small manipulatives, house play, and large/small motor skills.

Center Schedule A typical day at A Growing Place Preschool includes:

- 8:45 Arrival/Group
- 9:15 Free Play
- 10:05 Large Motor Play
- 10:25 Bathroom
- 10:30 Fingerplays/Treasure Box
- 10:40 Free Play
- 10:55 Clean-up
- 11:00 Dismissal

Classes

Green	3 day	Monday/Wednesday/Friday	8:45 am - 11 am
Orange	2 day	Tuesday/Thursday	8:45 am - 11 am

School Calendar Classes will begin in September and end in May. The first week of school will include short session for adjustment purposes. Mandatory parent meetings will be held in September and January.

Class Size	There will be a maximum of 18 students in each preschool class. Each class will have 2 teachers and one helping parent (when one is scheduled).
Criminal History Check	Criminal History checks will be conducted for all employees (teachers, aides, and substitutes) prior to employment and every year thereafter.
Non-Discrimination Clause	Like many co-ops, AGPP is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, sexual preference, or national origin.
Special Needs Policy	In cooperation with the Deforest School System, special needs children may be in attendance at A Growing Place Preschool.
Age Requirement	A child must be three years old on or before the first day of class in order to be eligible for enrollment in the preschool program
Toilet Training Requirement	Children enrolled in the preschool program <u>must</u> be potty trained and are expected to handle their own toileting procedures. No diapers or pull-ups are allowed. If there are persistent difficulties within the first eight weeks, we reserve the right to ask that the child to be removed from the program.
Admissions	When a child is accepted into the preschool program, the following will be required: <ol style="list-style-type: none"> 1. Pay registration fee to hold child's spot 2. Complete Online Registration 3. Submit WI Child Health Report Form signed by a physician 4. Submit Immunization Records 5. Attend Mandatory Parent Meeting in Fall
Adjustment Period	The first six weeks of 3/4 year old preschool will be considered an adjustment period to ensure the program is a good fit for the student and family and the student has adapted to preschool. If during this period, the child is not adjusting to preschool, or the teachers/Director do not feel the preschool can address the needs of the child, the parents will be notified and a conference will be scheduled to address the teachers' concerns. If issues continue after the conference, the matter will go before the Board of Directors. The child may be asked to withdraw if it is felt to be in the best interest of the child, the preschool, or other children in the classroom.
Prepare Your Child for Preschool	It requires thoughtful preparation to make your child's new experience with preschool a welcome and happy one. It will help if you talk about preschool in advance. Be relaxed in your conversation with your child about preschool. Tell him/her what to expect, such as other children to

play with, toys and other equipment, activities like story time, music, painting and playtime.

Some children make a very easy and rapid adjustment to preschool while others do not. Every child reacts differently to a given situation. Some children will act as though they have been in preschool all their lives, some will cling, some will cry, others will try to do everything at once, and still others will just stand and watch.

If your child does experience a difficult adjustment to preschool, please talk with your child's teacher. Together you can come up with a plan to help ease the adjustment. It is important that the plan be acceptable to both you as the parent and the teacher. Once the plan is established, it is necessary that you both be consistent with its execution. Most children do adjust within the first few weeks of school. In most situations, saying goodbye at the door is the best approach for both you and your child. It shortens the acclimation time, and although it might be harder for you, it's better and easier for your child to adjust to their surroundings and interact with their fellow students and teachers.

Clothing

Please dress your child in comfortable, washable play clothing. All coats, jackets, snow-pants, sweaters, caps, boots, mittens, etc. should be marked with your child's name in a visible spot. Help your child learn to dress him/herself as much as possible and help your child to recognize his/her own things. Smocks are provided at the preschool for messy activities.

Birthday Celebrations

Birthday celebrations will be held at preschool. The teachers will automatically sign parents up for one of your helping parent days on or close to your child's birthday.

Your child will receive a birthday crown, birthday card, and stickers from the teachers to help celebrate his/her birthday. Your child may also bring something special to pass out to the children in their class.

If you do not wish for your child to celebrate his/her birthday at preschool, please inform the teacher at the start of the school year.

Class Celebrations

We have many class parties throughout the year to celebrate the holidays. Parents are welcome to join the celebration. Due to licensing limitations and restrictions, however, we may not have siblings in the classrooms.

Allergy Policy

AGPP follows the DeForest Area School District policy in allowing only peanut/tree nut free snacks for holiday and birthday celebrations. Please bring only peanut/tree nut free treats for these occasions that are clearly labeled with ingredients.

AGPP CENTER POLICIES

Center Policies

Center Policies, which must be adhered to by all families enrolled in the preschool, will be printed in the Parent Handbook and the Board and Staff Handbooks. The Parent Handbook is on our AGPP website or can be emailed to those families that would like a copy. Those families requiring a paper copy may contact the Director.

The Parent Handbook does not include a complete set of AGPP policies, but rather, only policies pertaining to members. Parents are welcome to review all AGPP Center Policies on the AGPP website.

Child Guidance

A Growing Place Preschool's Philosophy sets the tone for child management. This parent-involvement preschool will be an educational organization devoted to preschool children and their parents. Our purpose for the children is to provide a warm, inviting, and well-equipped setting where they are free and safe to play and learn. The equipment and the program are both selected and planned to stimulate intellectual, emotional, physical, and social growth. It is our hope that the children's experiences at the preschool will lead them to feel good about themselves, promote satisfying friendships, and help prepare them for dealing with their expanding worlds.

To ensure consistency in our purpose as defined in our philosophy, and since many discipline problems can be avoided by being prepared, the teachers themselves are involved in continual planning and organization of their classrooms. In the daily running of the classroom, the discipline philosophy is set by the good guidance of the teacher's understanding of the young child's developmental behavior and knowing the individual child. The children have freedom within limits. The limitations are consistent and few in number for this age level.

It is preschool policy that physical punishment is not permitted. This includes the following: all punishment which is humiliating or frightening to a child; spanking, hitting, pinching, shaking, or inflicting any other form of corporal punishment; verbal abuse, threats or derogatory remarks about self or family; binding, tying, restricting movement or enclosing in a confined space such as a closet, locked room, box, or a similar cubicle; withholding or forcing snacks, and punishing for lapses in toilet training.

Child Guidance Techniques

A teacher will use the redirection technique when it is necessary to direct a child's attention from one activity to another. This technique provides a positive guidance approach which reflects the discipline philosophy at AGPP. The discipline philosophy and redirection technique help a child develop self-control, self-esteem and respect for the rights of others.

When it is necessary to use the redirection technique frequently with the same child, the teacher will contact the parents about the behavior. A plan that is agreeable to both the parents and the teachers will be implemented. Parents will be informed about their child's progress.

The time-out technique means removing a child from a situation in a non-humiliating manner and placing the child in a designated location in order to interrupt the child's unacceptable behavior.

The time-out technique will be used only after the redirection technique has not solved the behavior problem. The timeout period will not exceed 5 minutes. The parents will be notified if a timeout has been used.

When a child is crying, fussing, or distraught to the point a teacher cannot console the child by guidance or redirection techniques, the teacher may call the Director or another teacher for assistance. If the child is inconsolable, the teachers may call the parents or emergency contacts to pick up the child from preschool.

Confidentiality

Confidentiality is very important at AGPP. Remember, discussions about children and families are to remain confidential and should not be shared with friends and neighbors.

Parent Participation

AGPP is a parent-involvement preschool in which parents play an active role. The parents of the children attending our preschool will aid in the functioning of the preschool through their participation in the daily program, working on volunteer committees, and by attending training and discussion meetings. The administration of our preschool is run by parent volunteers. You, as a participating parent, play an important part in developing our program. Parent participation is essential to maintaining the high quality of our preschool.

Parent Responsibilities

Parent Meetings will be held the first class of each semester. These meetings will be held during regular preschool hours and parents are required to attend per our state license. These meetings meet the State's guidelines for parent training. If an emergency situation arises and you cannot make the parent mandatory meeting, you must contact the board president and schedule a time to make up a 2 hour parent training within 30 days of the missed meeting.

Volunteer Commitments

Volunteer commitments for the school year should total at least four hours per family. Volunteer sign-up will take place the parent meetings or online. When commitments are completed the retainer fee will be deducted from last tuition payment or reimbursed by check. Failure to

complete commitments will forfeit retainer fee paid at registration.

Additional information about Volunteer Commitments can be found on page 9 of this handbook.

Orientation

During orientation, parents will learn where preschool items are kept, the daily schedule, the routines, duties and roles of the helping parent, so that as a helping parent, you can comfortably participate in the classroom.

**Helping Parents/
No Sibling Policy**

Since this is a parent-involvement program, we would like to make use of all your talents. So, on the day you help, if you would like to teach the children a song, read a favorite story, or provide the craft for the day, check with the teacher so she can include you in her schedule. If you play a musical instrument or have any other interest that you would like to share with the children, the teachers would be delighted to accommodate you.

No children besides those enrolled in the preschool program are allowed in the classroom during class time. On days you are a helping parent in your child's classroom, you are NOT allowed to bring any siblings or other children not enrolled in the class with you. Please make alternate arrangements for any necessary childcare on that day.

**Absence
Notification**

If your child will not be at school, please call the preschool at (608) 846-9400 to inform the teachers of the absence. If your child has not arrived at school and no absence notification has been given, you will receive a call from the office inquiring as to the whereabouts of your child within 30 minutes of the start of class time.

**Parent Daily
Expectations**

Preschool class is 8:45 am -11 am. Promptness is expected.

Please upon arrival, take your child to the bathroom. Hang up coats/bags.

An authorized adult must accompany your child to the classroom and pick up your child up from the classroom, unless prior notification is given to the teacher, either by phone message, email, or by a written note authorizing another adult to pick up your child. No child will be allowed to leave the preschool with anyone other than the parents or other authorized persons. All authorized persons must be listed on your child's enrollment information via online registration.

When you are planning to have an unfamiliar, authorized person pick up your child, please provide staff with a verbal description of the authorized person prior to pick up. When that person arrives, teachers will ask for identification, such as driver's license. Teachers will explain to your child

why this person is picking them up to make sure your child is comfortable with the situation.

Car Pool We encourage the use of car pools. Carpool drivers are responsible for bringing each child to their classroom and picking them up from their classroom. They must be listed on the authorized persons form.

Auto Safety No child may be left unattended in a vehicle. Vehicles must be turned off when unattended. No child will be allowed to leave the preschool unaccompanied by an adult.

Door Locking Doors will remain locked throughout the school day at AGPP/ St. Olaf's Parish. Doors are unlocked 10 minutes prior to the start of class time and 10 minutes prior to dismissal to allow parents time to line up outside the classroom. If you need to enter the preschool outside of these time, please ring the doorbell outside or call the preschool office at (608) 846-9400.

COMMUNICATION POLICIES

Communication Communication with parents includes daily verbal communication, written notes, emails, phone calls, classroom newsletters, and conferences held each semester.

Newsletter Every week a newsletter will be distributed via email. It contains information about what is happening in the classroom, as well as upcoming events for the month. Please review this and try to keep up with what is happening in your child's class.

Parent Bulletin Board A bulletin board for parent information will be placed in the entrance of the preschool. Please develop a habit of reading it for notices pertaining to you and your child. Also, look for informational posts outside your child's classroom door.

Parent Bookshelf A parent bookshelf will be located next to the employee mailboxes in the hallway next to the preschool office. These resources are available for our families and free to check out.

Parent/Teacher Conference Each preschool family will be offered the opportunity for two conferences per year. One will be held in the fall and another more comprehensive conference will be held in the spring. Formal conferences are meant to allow parents and teachers to get to know each other and to review classroom goals and expectations. "I Can" statements and student progress will also be discussed.

Solicitation Class lists are to be used as a means of communication regarding preschool class information. Email addresses and parent contacts are to be used ONLY as a means of communication for information and programs beneficial to your child and the preschool program. Materials distributed are subject to the approval of the Board.

FEE PAYMENT AND REFUND POLICIES

School Financing The majority of the preschool's funds are raised from tuition with a lesser amount coming from registration fees and fundraising projects.

Fundraising In order to keep our tuition fees low, we must incorporate a \$4000.00 minimum budget for fundraising. We encourage everyone's participation. If you are not interested in participating in the fundraising events, you are welcome to make a tax-deductible donation to AGPP.

Tuition AGPP is a **NONPROFIT** organization with a tight budget. We require that September tuition be paid in August, so we are able to determine an accurate enrollment count. The September tuition is non-refundable, unless the child is removed from the class roster prior to September 1 of the year they are attending, and the opening can be filled from the "waiting list." Tuition must be paid on time to assure your child's continued enrollment.

Refund Policy The tuition fee is based upon the total number of days in attendance for the school year. This total is divided into nine equal payments thus establishing the monthly tuition fee. It is our policy that, because of limited class enrollment and anticipated expenses, no refunds will be granted for snow days, illness or vacation. If a parent withdraws a child from preschool, the tuition for the remainder of that month will be forfeited. When a parent enrolls his/her child in the preschool, it should be with the intention of having the child participate for the full year.

Payment Procedure Parents have the option of paying tuition monthly by automatic withdrawal, by semester, or paid in full for the year. All monthly payments will be collected via electronic funds transfer from a checking or savings account on the 20th of each month. Semester payments will be collected in August and December. Any fees incurred from insufficient funds or returned payments will be passed on to the party issuing the payment.

Late Tuition Payment Tuition payments are due on or before the 20th of each month. If a tuition payment is not received by the first of the month for which it is being paid, the child may not be allowed to return to the preschool. If a check is returned for insufficient funds more than once, AGPP reserves the

right to insist that future payments be made by money order. AGPP also reserves the right to ask a family to leave our program for being late, two or more times, in their tuition payments.

**Late Pick-up
Fee**

Preschool children are to be picked up at the scheduled class release time. Parents and/or caretakers arriving over 5 minutes late for child pick up will be charged \$1 per minute that they are late. This fee must be paid by the 20th of the following month, same due date as tuition. If the late pick-up fee has not been paid by due date, the late tuition payment policy will be applied.

**Withdrawal
Policy**

Withdrawal from the preschool shall be only on two weeks written and mailed notice and only for the following reasons:

1. Serious and prolonged illness.
2. Moving from the community.
3. Unsatisfactory member participation.
4. Failure to pay tuition. Tuition must be paid through the end of the month of withdrawal and parent participation obligations must be met through the date of withdrawal.

Written notice of withdrawal must be sent to the Director. The parent should also notify the child's teacher of his/her withdrawal. Until such letter is received, the family will be considered as registered with the preschool and all obligations, such as tuition, fundraising, and volunteer duties, must be fulfilled.

**Dismissal
Policy**

Children enrolled at A Growing Place Preschool may have various levels of social development. Some children may have difficulty with sharing, taking turns, and interacting with other children. They may, at times, react in an inappropriate manner which could endanger themselves or others.

In the event of an inappropriate behavior, such as hitting, etc., it will be at the discretion of the teachers to alert the parents regarding the situation. If, however, the behavior becomes more serious, or the preschool cannot meet the needs of the child, and/or the child is over-utilizing the teachers at the expense of the other children in the classroom, the following steps will be taken:

1. The parent(s) will be notified and a plan will be developed to address the situation after the first incident.
2. If the situation continues, the parent or the emergency contact person will be called to pick up the child for the remainder of the class session after the second incident. At that time, the parents will be given a verbal warning that this situation cannot happen again and the student will be placed on a probationary status until it is determined the behavior has been remedied.

3. If there is a third occurrence, the child will then be dismissed from AGPP. In the event of dismissal, tuition will be refunded for the unused portion of what has been paid to the preschool.

HEALTH CARE POLICIES

Health Forms	Every child shall have a physical examination not more than one year prior to and no later than 3 months after being admitted to the preschool and shall submit a Child Health Report Form, completed by a licensed physician, prior to the first day of school.
Immunizations	Children must meet state immunization requirements or sign a State of Wisconsin waiver.
Emergency Authorization	All parents must sign an Emergency Authorization Form at the beginning of the year or upon enrollment. Parents are asked to list hospital preference, medical requirements, allergies or beliefs staff should be aware of. If a minor medical emergency arises, the teacher in charge will first attempt to contact the child's parents, or contact the emergency contact person listed on their form. In the case of a serious medical emergency, 911 will be contacted first and the parents or emergency contacts will be notified after 911 is called. Please notify teachers of any special instructions concerning your child's medical issues/care.
Change of Emergency Information	Parents are required to contact the Director immediately if there are any changes in their contact information, i.e. address, phone numbers and email. If your child is left in the care of another person for any length of time while attending the preschool, the address and phone number of that person must be given to the preschool. Any changes in medical information, i.e. doctor, hospital, insurance, and health of the child, must also be immediately reported to the Director.
Illness	Parents are asked to refrain from sending their child to school when the child is ill, shows symptoms of coming down with a disease that may be communicable, or causes the child undue discomfort, such as coughing, sneezing, etc. Parents are asked to notify the preschool when their child will be staying home. Call (608) 846-9400, email the preschool or send a message with the carpool driver. Helping parents with a communicable disease or symptoms should also not attend school.

If a child becomes ill at school, he or she will be isolated under the supervision of a staff member until the parent or other authorized adult is contacted and the child is picked up.

Communicable Diseases

All communicable diseases must be reported to county health officials. Notify the teachers and Director if your child is ill with any communicable disease (chicken pox, strep throat, etc.). All other parents will be notified within 24 hours via email of the presence of such diseases in the school.

Upon arrival at school, please wait with your child or carpool children until they have been welcomed by the teacher. At this time the teacher will check briefly for common signs of communicable diseases or other evidence of ill health.

If your child is returning after being treated for a lice infestation, he/she will need to be rechecked and okayed by a staff member before entering to the classroom.

Medical Log Entries

Teachers are obligated to record in a medical log any accidents at school, no matter how minor, as well as any injuries a child comes to school with. All suspected cases of child abuse and neglect must be reported as required by Wisconsin law.

Medications

Medications will not be administered unless there is a special situation (such as an allergy attack, bee sting reaction, etc.), and then only on written order from the child's physician and with the parent's written permission.

Sick Days

If a child misses a class, it cannot be made up and tuition will not be reimbursed or refunded.

Social Service Policy

If a parent or child needs consultation regarding health or social issues, the Board of Directors, with the help of the teacher, will refer them to appropriate city or county service agencies or groups. The teacher may ask that a child who exhibits difficulties be observed by the Director of Teachers and/or the Board President. Contact will be maintained with the selected agency concerning a specific case. Provisions for dealing with and following up on an issue will be made in the classroom. All information will be kept strictly confidential.

Pet Policy

Our lease does not allow us to have classroom animals/pets on site overnight. On occasion, visiting animals may be present with their trainers for educational purposes. Parents will be notified prior to any animal visits. Release forms for animals visit are required and must be signed by parents and returned to AGPP prior to the first day of school.

TRANSPORTATION POLICIES

Field Trips	Field trips may be taken throughout the school year. Some trips may include walking to the park, fire station, library, nature walk, or other nearby location. Some trips may require the use of a chartered bus.
Field Trip Notification	Parents/guardians will be notified of destination, date, time of departure and time of return to preschool and any fees and/or requirements associated with the field trip. Permission slips must be signed and fees paid for children to participate.
Non-AGPP Children	AGPP is not liable for non-enrolled children, therefore siblings and other non-enrolled children cannot participate in AGPP field trips.
Field Trip Fee	Field Trips taken during the school year may include a transportation and/or entrance fee. Written notification will be given to parents when such fees occur, including how much the fees will be as well as when they will be due.
Chaperones	Volunteer chaperones are appreciated. Some field trips have space limitations and the number of chaperones must be limited. AGPP staff will randomly draw names from all willing chaperones to select those who will be taken on each field trip.
Tracking Children	When taking children on a field trip (walking and/or chartered bus), the children will be placed into small groups with chaperones (staff and/or volunteer). Each chaperone will be responsible for keeping track of his/her group of designated child(ren). The teachers will have a list of those group assignments and check in on them throughout the field trip. If a chaperone is having difficulty with a child in his/her group, that child will be placed with an AGPP staff member for the duration of the field trip.
Head Count	Attendance will be taken periodically throughout the field trip: before leaving the preschool, after boarding the bus before it leaves
AGPP,	before leaving the field trip site, and in the classroom after returning to the preschool.
Bus Check	The bus will be checked by senior staff members for children upon disembarkation at the arrival site and after returning to the preschool. Children will be dismissed to parents/caregivers from the classroom after the bus has been checked and attendance has been taken.
Bathroom	AGPP staff are required to take AGPP children, non-related to the

Procedures

chaperone/helping parent, to the bathroom facilities.

Alternate Arrival & Release Agreement

Chaperones driving separately and meeting at the destination will be given directions as to where they should meet their group and when to meet. Chaperones driving separately may take their own child(ren) home directly from the field trip, if they have filled out and turned in the Alternate Arrival and Release Agreement form (CFS-104) to their child’s teacher prior to the field trip. No other child(ren) will be released to chaperones driving separately. Caregivers should pick up children back at AGPP.

Chartered Bus Services

AGPP will use reputable bus companies, which follow State guidelines, when contracting transportation services.

CONTINGENCY PLANS AND PROCEDURES

Snow Policy

If the Deforest Area School District cancels classes, AGPP cancels classes. Parents always reserve the right to choose not to drive their child to school when inclement weather occurs. Announcements of Deforest Area School closings due to inclement weather are on local TV and radio stations and the DASD website. Snow days will not be made up. School closings will also be at the discretion of the Director and Board President.

Fire Drill

Fire drills shall be practiced monthly. There is an evacuation plan near the door to each room. The senior teacher shall take the attendance sheet, emergency cards, portable phone and lead the children out the nearest exit.

Tornado Drill

Tornado drills will be practiced in the fall and spring. In the event of an actual tornado, staff will direct the children to sit in the bathrooms with heads between knees until further notice. The senior teacher shall take the attendance sheets, emergency cards, and portable phone. The emergency tote will be taken to the Safe Haven* by the co-teacher. The senior teacher shall notify the Director of Teachers of the situation.

General Evacuation Procedures

In the event of an actual emergency, the staff will determine which of the following evacuation procedures to execute. The staff will lead the preschool attendees to a designated Safe Haven until the all clear to return to the preschool is given by local law enforcement authorities. If returning to the preschool is not permitted, the parents will be notified to pick up their child(ren) at the designated Safe Haven location.

Attendance records and emergency cards for preschool attendees and staff shall be taken to Safe Haven by the senior teacher.

Roll call will be taken to assure all preschool attendees and staff are accounted for.

Cell phone shall be taken to Safe Haven by the Director.

The Director or designee shall contact 911 and keep in contact with local law authorities.

The Director shall contact parents/guardians to inform them of the situation and let them know which Safe Haven their child has been taken to.

***Safe Havens - On Site:**

1. Classrooms – Rooms 101 and 102 - Lockdown
2. Fireplace room – Room 104 – Neighborhood disturbance
3. Bathrooms – Tornado emergency

*** Safe Havens - Off Site:**

1. St. Olaf Church
2. Deforest Public Library – Children’s area

**Description of
Emergency
Terms**

Sheltering on-site: Keeping the preschool attendees and staff on-site, but in a secure location within the preschool facility. Examples: tornado emergency, lockdown situation.

Evacuation of facility: Movement of the preschool attendees and staff out of the preschool facility to a Safe Haven close in proximity until all clear is given. Examples: fire emergency

Off-site evacuation: Movement of preschool attendees and staff out of the preschool facility and to a Safe Haven an ample distance away from the preschool facility. Examples: major fire emergency, bomb threats, chemical spill, utility emergency (gas leak).

2018-2019 AGPP Preschool Calendar

Thursday, SEPTEMBER 6 ORANGE class	Teacher Meet & Greet/Parent Meeting
Friday, SEPTEMBER 7 GREEN class	Teacher Meet & Greet/Parent Meeting
8:45-9:45 a.m.)	(Both PARENTS AND KIDS attend
Monday, SEPTEMBER 10	1st full day of GREEN class
Tuesday, SEPTEMBER 11	1st full day of ORANGE class
Monday, OCTOBER 1	No GREEN Class
OCTOBER 25 - 26	NO SCHOOL
Tuesday, OCTOBER 30	ORANGE Class Halloween Party
Wednesday, OCTOBER 31	GREEN Class Halloween Party
OCTOBER dates TBD	Parent/Teacher Conferences - Evening
Monday, NOVEMBER 19 Sack Lunch	GREEN Class Thanksgiving Feast - Bring
Tuesday, NOVEMBER 20 Sack Lunch	ORANGE Class Thanksgiving Feast - Bring
NOVEMBER 21-23	NO SCHOOL - Thanksgiving Break
Wednesday, DECEMBER 19	GREEN Class Holiday Party
Thursday, DECEMBER 20	ORANGE Class Holiday Party
DECEMBER 21 - JANUARY 1	NO SCHOOL - Winter Break
JANUARY	Winter Parent Meeting - Date TBD
Monday, JANUARY 21	NO GREEN Class - Staff Development

Monday, FEBRUARY 4
Wednesday, FEBRUARY 13
Thursday, FEBRUARY 14
FEBRUARY 21-22

No GREEN Class
GREEN Class Valentine Party
ORANGE Class Valentine Party
NO SCHOOL

MARCH 25 - MARCH 29

NO SCHOOL - Spring Break

Friday, APRIL 19
APRIL

No GREEN Class
Parent/Teacher Conferences - dates TBD

Monday, MAY 27
Thursday, MAY 30
Friday, MAY 31

No GREEN Class
Last Day of ORANGE Class
Last Day of GREEN Class