

# Children's Garden Preschool 2026-2027

## Policies and Procedures

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**Hello! Welcome to Children's Garden Preschool! Thank you for taking time to read this book. By reading the policy book, you will learn more about our procedures and have many of your questions answered. We have listed frequently asked questions and provided answers to those questions. Please read all the information carefully and sign the agreement form stating that you commit to following the policies we have set in this book. Again, we appreciate your willingness to read through this information!**

#### **FQAs:**

##### **What constitutes a preschool program?**

The state of North Dakota requires licensed preschool programs to have the children no more than 3 hours per day. All lessons and activities are developmentally and age appropriate for preschool age children. Sara has a bachelor's degree in early childhood education. The goal of licensed preschool in North Dakota is to provide part-time educational and socialization experiences for children aged 2 years old to kindergarten. Our program serves children 3-6 years old. Enrollment is limited by an adult/child ratio that is based on a points system. Depending on the ages of the children in each class, Kindergarten Readiness classes typically have 14-15 students and Jr. Preschool classes typically have 11-12 students.

##### **What type of curriculum do you use?**

Our curriculum uses a multiple intelligences approach to teaching and provides a balance of teacher-directed and child-led activities. Our unique curriculum has been self-created to pull in the best parts from different preschool styles including Montessori (free play exploration, structure & order, natural elements), Waldorf (arts, hands-on science, music), High Scope (large and small group time, transitions, active participation), etc. Social-emotional learning, influenced by the life of Fred Rogers, is also an important part of our curriculum. We try to present our material in as many ways as possible to reach every child and appeal to the individual learning style for each child. We continuously self-evaluate our curriculum and update it as necessary. We also communicate with kindergarten teachers about how to best prepare our students for elementary school. Please refer to our website and/or our monthly calendar and newsletter for specific classroom activities.

##### **How will I know what is happening in the classroom?**

Using the Remind App/school message system is the best way to stay up to date on classroom happenings. Additionally, you will receive a calendar and newsletter each month that outlines the classroom activities. You will receive a hard copy sent home as well as a digital copy on the Remind App. We also post the year calendar and monthly newsletter and calendar on our website. **Please check your child's backpack daily** as we will send home notes and papers throughout the month. We will also post pictures and videos on our social media accounts.

##### **What does my child need for school?**

Children need a full-size backpack or large tote bag. Also, **please keep an extra set of clothes in your child's backpack at all times** for spills, accidents, etc. Children should come in play clothes as we will be doing several hands-on activities.

##### **What do you do for holidays and birthdays?**

We will observe holidays and birthdays. Each child will get to celebrate his/her birthday at school. If your child's birthday is during the summer, we will celebrate his/her half birthday. We will send home a note regarding your child's scheduled day. You are welcome to send treats or a snack on your child's birthday or half birthday. Birthday party invitations may not be handed out at school unless the entire class is invited. We do not have set party times for holidays, instead we incorporate holiday/seasonal theme activities into our daily routine. More details will be sent home in monthly newsletters.

**Who is allowed to pick up my child from preschool?**

Your child will only be released to the individuals listed on your Child Information Sheet and only to those who show a photo ID. You can add people to your list at any time. We are not allowed to release your child to someone who is not listed. Until we get to know you and your family, you will need to show your photo ID when picking up your child. We have many families to get to know and it takes us a few days to remember everyone. Please have your photo ID out and ready for the first few days. Thank you!

**Do I need to send a snack for my child or the whole class?**

No, snacks are included in your tuition. Sharing a snack together with classmates is an important part of our day. Our snacks often reinforce our classroom lessons and, on many days, are part of our day's curriculum. We want all children to feel included during snack time! We make the snacks work for your child's individual needs. We have experience working with children who are on special diets including gluten free, vegetarian, dairy free, vegan, etc. We also have experience working with children with diabetes and those with severe food allergies.

Our rotating snacks include veggies and dip, pretzels, fruit, nut-free trail mix, crackers, cereals, tortillas, dried fruit mix, etc. Water is available throughout the day at our child-height water fountain. Our Kindergarten Readiness classes cook their own snack a few times a month. Examples of snacks we cook in the classroom include homemade jelly, guacamole, udon noodles, hummus, ice cream, meatballs, quesadillas, rice balls, tacos, zucchini chips, and much more!

Children are welcome to bring a snack to share for their birthday or half birthday. A note will be sent home letting you know when we will be celebrating your child's birthday.

**What are the hours of operation?**

The morning session runs from 8:50- 11:30 a.m. and the afternoon session runs from 12:00 p.m.-2:40 p.m. We prepare the room and materials before, between and after class. We will not be able to supervise children before 8:50 a.m. and 12:00 p.m. It is important for children to have a sense that "things and places" are ready and teachers are prepared to give them their full attention. The doors will remain closed until 8:50 or 12:00. If you arrive early, please wait until the doors have been opened by the teachers. We will not be able to accept early arrivals. Thank you in advance for following this procedure as it will help our day run smoothly.

**Drop Off Time:**

Drop off time can be an important time to exchange brief bits of information that will enhance the child's day if needed. Big discussions and comments on behavior are best done in a scheduled time with the teacher or over Remind messaging or email. Morning class drop off time is 8:50-9:00 a.m. Afternoon class drop off time is 12:00- 12:10 p.m. During the 10 minute drop off window, children will engage in fine motor activities at the tables while waiting for classmates to arrive. Late arrivals are always accepted.

**Pick Up Time:**

Children are to be picked up at the designated times – **11:30 a.m. and 2:40 p.m.** If you arrive late, you may be asked to pay an overtime fee of \$5 per 5 minutes, which will go directly into the Children's Garden scholarship fund. Please inform the teacher of any change in the person picking up your child. Children become concerned if they are left at the end of the school day, so please return on time. For apprehensive new children, it is comforting for you to be among the first to arrive. **It is helpful to set alarms or reminders on your phone regarding school pick-up.** Also, any person picking up your child needs to have a photo ID available in case we need to see it.

**What if there is a weather-related closure?**

We follow Minot Public Schools decisions on weather-related school closures. If Minot Public is closed or has a late start or early release due to weather, we will also be closed for the day. These days will not be made up. Weather announcements will be posted on Facebook and KXMC and sent out on the Remind App.

**Do you ever leave the school?**

We may take planned or spontaneous walks around the neighborhood. We will always stay within a few blocks of the school and will always have a phone with us. Other field trips will be planned in advance, and you will be given specific information prior.

**Is your school licensed?**

Yes, we are licensed by the North Dakota Department of Human Services. We have our license on display so that you can see we have met the licensing requirements for the state of North Dakota. Each year we are required to attend a specified number of training hours to maintain our license. We are also members of the National Association for the Education of Young Children (NAEYC).

**Grievance Procedure;** If you have any concerns or complaints about our program, please discuss them with us as soon as possible. If you have a serious complaint that you feel we are not addressing, you may contact our licenser, Kara Currie at 701-389-7103.

**What are the fees?**

One tuition payment must be paid upon registration to hold your child's spot. This payment will cover snacks, supplies, field trips, etc and is non-refundable. The remaining nine payments will be made during the school year or paid in full in September.

Tuition Rates are:

2 days/week – 10 payments of \$250

3 days/week – 10 payments of \$300

Please refer to your copy of our contract and your tuition agreement form for specific payment information. Late payments or accounts with non-sufficient funds are subject to a fee due to fees incurred by the school. This fee will go into the Children's Garden scholarship fund.

**What is the daily routine and what are your activities?**

Please visit our website to learn more about our curriculum and activities. Lesson plan examples are provided online and a monthly activity calendar will also be provided.

Arrival and Fine Motor Activities (legos, puzzles, drawing, etc)

Circle Time/Opening (calendar, weather, Hello song, yoga, helper, etc)

Large Group Learning (alphabet, writing, science, etc)

Playtime/Free Choice in classroom centers and Art/Crafts time

Clean Up/Game or Math Graph/ Hand washing

Snack/Pack Mail

Quiet Book Time/Story

Music/Movement/Outdoor Play

Our centers include Home Living/Dramatic Play, Science and Math, Library/Reading, Sensory Play, Blocks/Building, Art/Writing and More! Children receive 45-60 minutes of free play time in centers each day. Children will be taught to write using the Zaner-Bloser style of handwriting, which is used in our local public school system.

**What should I do if my child needs medication while at school?**

Ask your child's teacher for a medication form and fill out all the necessary information including the name of the medication, dosage and time to be administered. Sign the form and turn it in with the medication. We will keep the medicine in a locked cabinet and will record the time it was given to your child. If possible, please try to give medications before or after school.

**My child has an illness; can he/she still attend school?**

**\*We request that children who are not feeling well be kept home from school. If you suspect your child may be sick and you have scheduled a doctor appointment, please keep your child out of school until you have had the appointment.**

\*We will follow guidelines set by the ND Department of Health listed in the "North Dakota Childcare/School Infection Control Manual." This manual can be found online.

\* Children who have multiple symptoms should be kept at home (for example, cough and runny nose),

\*The following illnesses require children to be kept home from school or sent home if symptoms develop at school: pink eye, scabies, lice, nits, chicken pox, impetigo, fever of 100+ degrees F, rash with fever or behavior change, ring worm, vomiting, diarrhea, etc. Other illnesses and diseases not listed here may also require children to be kept home.

\*If your child or family member has COVID, please follow the exclusion time provided to you by your doctor or contact the Department of Health for a return to school date.

\*Communicable diseases such as measles, rubella, hepatitis A, pertussis, mumps, tuberculosis, hib, meningitis, etc require a consultation with a physician before attending preschool.

\*If your child is not feeling well, we will contact you to come and pick up your child. If you cannot be reached, we will contact others listed on your Child Information Sheet.

**What if there is an emergency with my child? Including burns, serious injury, ingestion of poison, etc.**

We will always call 9-1-1 and/or poison control and will try to contact you or one of your emergency contacts. If we are unable to contact anyone, it will be necessary for us to obtain emergency medical care at your expense.

We are certified in Infant/Child CPR and First-Aid. In case of an emergency, we will take the necessary steps to give your child care to the best of our abilities.

Parents will be informed in writing of any first aid administered to their child within twenty-four hours of the incident, and will be immediately notified of any injury that requires emergency care beyond first aid. A copy of the report will be added to the child's record. The following must be reported within 24 hours to my licensor/ND DHHS – Early Childhood Division: Poisonings or errors in the administration of medication; a death, serious accident, illness, or injury requiring medical treatment or hospitalization while in the care of the facility or attributable to the care received in the facility.

If a child were ever to get burned at preschool, the staff will flush the burn with large amounts of cool running water then cover the burn loosely with a clean, cool, wet cloth. If after flushing the burn, the area is still red, there is swelling or blistering parents will be immediately informed. If it is suspected or known that a child has ingested or been exposed to a poison staff will first call Poison Control at 1-800-222-1222 or 9-1-1 and follow their instructions.

**Do you provide transportation to and from school?**

No, parents are responsible for arranging transportation to and from preschool.

If your child will be arriving unaccompanied (for example, walking) please discuss this with us. If your child does not arrive as expected, I will attempt to call you. If no answer, I will attempt to contact your emergency contacts. If no answer, I will contact the police department. (We are required to have this in our policy book)

**How is discipline handled?**

Discipline will be handled as individual situations arise. We try to stop problems before they happen by using redirection, class discussions, books, relaxation and other techniques. We also follow the same routine and procedure every day. This helps eliminate a lot of discipline issues because children know what is expected during each part of the day and what will be happening next. Children this age thrive on a predictable routine. Additionally, we work on helping children learn to make good choices. We show them that good choices lead to positive outcomes and we try to help them learn compassion by talking about how their choices have an effect on others.

If there is a consistent discipline problem, parents and teacher will work together to find a suitable solution. Children will never be physically punished. We try to use logical/natural consequences whenever possible, for example, a child who continues to run in the classroom may need to take a break and sit at the table for a brief time to calm down and regroup. Another example would be a child who dumps out a box of toys after clean-up time will need to clean up the mess before joining the class in the next activity. We have worked in multiple opportunities each day for children to be active and get their wiggles out. Our classroom expectations are:

1. Use a quiet voice
2. Use walking feet
3. Have kind hands
4. Have clean-up hands
5. Have listening ears

**What is a mandated reporter?**

By the North Dakota Century Code, all teachers and staff are mandated to report suspected child abuse and/or neglect to the appropriate authorities. To report a suspected case of child abuse or neglect, call 1-833-958-3500.

**What are the policies for children with special needs?**

Prior to the beginning of the school year, we will set up a meeting to create a care plan. The care plan will be followed to the best of our ability. Children who need care beyond our training may be referred to a special services program.

**Where are my child's belongings kept?**

Each child will be assigned his/her own "mailbox" to be used while they are in school. Backpacks will be hung on the hooks under the mailboxes. We request no other items from home be brought to school, except on specified 'show and tell' days. This includes water bottles, toys, food, games, money, etc. We are not responsible for lost or stolen items brought from home.

**What if the teachers need to be out of school?**

This will depend on the circumstances. Typically it works for us to reschedule a class if a day is unexpectedly cancelled. If we need to unexpectedly cancel class more than twice in a school year (for non-weather related reasons), you will receive reimbursement. This would be a rare situation. Weather related closures are not made up.

**Who will be employed by Children's Garden Preschool?**

Sara is the full-time staff; Shaun is a back-up teacher. At this time, we do not plan to use any other back-ups for substitute staff. All of our staff & substitute staff have undergone background checks, fingerprinting and CPR/First Aid training.

We will never employ someone who has been found guilty of homicide, assaults, kidnapping, gross sexual imposition, sexual imposition, corruption or solicitation of minors, sexual abuse, sexual assault, robbery, burglary, sexual performances of children, promoting or facilitating prostitution or a similar offense.

We will conduct detailed interviews, fingerprinting and background checks before hiring any new employees.

We will follow regulation 75-03-11-27 if another teacher or staff member is hired. We conduct annual evaluations for all staff members and check references prior to hiring.

**What if there is a fire, disaster or weather-related emergency?**

For a fire: We will exit the door or window that appears safest and furthest from the fire. Each classroom has two doors, two escape windows and heat sensitive sprinklers. After exiting, we will meet by the west garages and account for all children and adults. We will also call 9-1-1 if they have not yet been notified.

For a tornado: We will move to the center of the building away from windows and doors until it is safe to return to the classrooms.

For all other emergencies: We will make all efforts to keep children and adults safe. We keep battery operated radios and flashlights in our classrooms as well as first aid kits and a disaster supply of water and food. If parents are unable to pick up their child due to an emergency or disaster, children may remain at the facility until it is safe to pick them up. If we need to relocate due to an emergency or disaster, our first relocation area is Washington Elementary School (857-4695). We will call parents as we are able to. We will follow the procedures in our Disaster Plan.

**How can I help/volunteer/be involved?**

Some ways parents can be involved – share your job or hobby with our class (in person or via video), make a special snack for a holiday or party day, sort/organize book orders, etc. Drop us an email if you would like to share something with our class!

**What other information do I need to know?**

- Photographs will be taken of various activities in the classroom. We may display photos of the children in the hallway of the building and inside the classroom. We will never put faces of the children on the internet without obtaining permission from parents.
- We have obtained liability insurance for Children's Garden Preschool, Inc.
- Please use the double doors on the south side of the building when entering and exiting.
- Our school is choosing to not participate in aquatic activities including swimming, playing in wading pools or taking field trips to pools.
- Drop off time for morning classes is 8:50 – 9:00 a.m. Pick up time for morning classes is 11:30 a.m.
- Drop off time for afternoon classes is 12:00 – 12:10 p.m. Pick up time for afternoon classes is 2:40 p.m.
- Please let us know anytime you have questions, concerns, comments, etc.
- Thank you for supporting our school. We are looking forward to a fantastic year!

A handwritten-style cursive script that reads "thank you". The letters are fluid and connected, with a large, sweeping 't' and a long, trailing 'y'.