

# **WELCOME!**

We are happy to welcome you as part of the Woodbury Preschool at The Grove family. We are here to assist you in providing meaningful early learning experiences for your child. We will work as a team with you in meeting this goal. We feel you, as parents/guardians, are experts on your child's development, and we welcome you to share your insights. You are invited to visit our classrooms any time. We look forward to a stimulating, fun-filled year as your child continues to develop positive self-esteem and independence.

Thank you for sharing your children with us.

Woodbury Preschool at The Grove Staff

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## **MISSION**

Our mission is to provide an exceptional early childhood education experience that meets the needs of the child and family in a safe, nurturing and engaging Christian environment. With small class sizes, our programs build character, confidence, respect, and a life-long love of learning.

## **PHILOSOPHY**

The staff provides positive opportunities that encourage children's physical, emotional, intellectual, social, and spiritual growth. As the children participate, their self-confidence grows. Woodbury Preschool at The Grove (WPG) does not discriminate by race, color, national origin, age, disability, sex, or political belief.

## **PROGRAM**

### **Licensing and Background**

Woodbury Preschool at The Grove is a private preschool. We are a non-profit 501 c 3 organization licensed through the MN Department of Human Services. We are nationally accredited with The National Association for the Education of Young Children (NAEYC) and have the highest rating of 4 stars from MN Parent Aware. Our license number is 802732.

The licensed capacity of the center is 103 children per day, which includes the following: up to 7 infants, and 70 preschool students not to exceed 26 toddlers.

### **Curriculum**

Woodbury Preschool at The Grove uses a teacher-created and child-centered curriculum based on the Early Childhood Indicators of Progress Minnesota's Early Learning Standards (ECIPs) and Creative Curriculum. Our curriculum strives to meet children's needs in emotional, social, intellectual, physical and spiritual development. It nurtures positive self-esteem, eagerness to learn, cooperation and respect for others. The curriculum considers the needs of the whole child based on both what he or she should learn and how best to learn while building on current knowledge and abilities.

Children receive the opportunity to learn and develop through exploration and play. With our small class sizes, the teachers are able to work with both small groups and individuals on specific skills.

Materials and resources encourage children to explore, experiment, and learn. Activities help children improve reasoning, problem solving skills, ability to get along with others, language, and life skills such as independence.

Daily activities are age appropriate.

The schedule for a typical day includes gathering time, art (painting, drawing, modeling clay, collage), music (songs, finger plays, rhythm, music appreciation), science (experiments, observations), language arts (stories, dramatizations, flannel board, poetry), reading and math readiness (letter & sound recognition, seriation, counting), large muscle development (indoor and outdoor play), rest/naps (for ages birth to Toddler 2). Time for special visitors and field trips (for 4's and 5's) are part of the program. We strongly encourage parents, friends, and relatives to share talents and interests.

We welcome and encourage communication with parents. Please feel free to call the school or your child's teacher any time you have a concern about your child. Each month, your child will bring home a newsletter to inform you about school functions and the curriculum being studied.

### **Classes**

Children are divided into five different class categories according to their age as of September 1. Our 5's program is the only one that children need to be 5 by November 1<sup>st</sup>, not September 1<sup>st</sup>. WPG's adult-child ratio is exceptional: infants 1:3; Toddlers 1:5; preschool 1:10. Adult staff supervise the children by sight and hearing at all times. Parents will find a schedule posted outside of each classroom.

\*Schedule is posted inside classroom 109 (Nursery). \*

## Conferences and Assessments

Assessments are done formally and informally through daily observations related to the main domains of early childhood development by the classroom teachers and supporting staff. Assessments provide “snapshots” of growth and learning over time. They also help identify children’s strengths and needs. Teachers use the assessments to plan an appropriate curriculum focusing on these findings. Shared communication with families is an essential component of the process and will be completed in a manner sensitive to your family’s values, culture, identity, and home language.

We hold parent-teacher conferences twice a year in the fall and in the spring to share assessments. Daily written reports will be given to the parents involved in our Crib room, Toddler I and Toddler II classrooms.

Parents may email the child’s teacher or the director to request a conference anytime they feel there is a need beyond the two conferences.

Parents may share special concerns with a staff person at arrival times, dismissal times or through telephone/email contact. Parents/guardians or staff may initiate contact at any time. We encourage the input from families to help make sure our program is as beneficial as possible to all involved.

Staff are trained in the assessment process through classes and workshops provided each school year. Assessments are used not only to aid in the student’s growth but also to help in the planning for overall program improvements.

## Days and Hours in Session

Woodbury Preschool at The Grove is in session from September through May. Preschool Office hours are 8:30am – 4:00pm.

### Infants to Toddler 2

Infants (T/Th)	9:00am-2:00pm
Infants (M/W/F)	8:45am-2:00pm
Toddler 1 and 2 (T/Th)	8:50am-1:50pm
Toddler 1 and 2 (M/W/F)	8:45am-2:00pm

### Three to Five

3’s and 4’s (T/Th)	9:00am-2:00pm
3’s, 4’s and 5’s (M/W/F)	8:45am-2:00pm
3’s, 4’s and 5’s (M-F)	9:00am-2:00pm

### After School Care for 3, 4 & 5 year olds

Monday - Friday 2:00pm-3:00pm and 2:00pm-4:00pm  
(no care during preschools days off)

**\*\*All 4 and 5-year-olds MUST be toilet trained by the first day of school\*\***

We ask that you do not bring your child before the starting times as that is the teachers’ preparation time. Please bring your child on time so that your child is most able to benefit from the activities that begin right away.

Parents must pick up their children promptly at the end of their class time. Parents who pick up their children late will be assessed a late fee of \$1/minute/child. If an emergency arises, please contact the preschool office at 651-738-9670 or the church office at 651-738-0305 so that we can explain the situation to your child. Children who are picked up late are often upset. If a child is not picked up on time, the staff will try to contact parents/guardians. If the parents/guardians cannot be reached, the staff member will call the people listed on the emergency contact sheet. This will be done until he/she finds someone who is able to pick up your child. If this fails and after 1 hour of the preschool closing your child has still not been picked up, the staff person will call the local police department. A staff person will stay with the child until the police arrive.

With a few exceptions, we follow South Washington County School District 833's school calendar. A calendar for the school year will be given to parents in the information sent home before the first day of school.

For safety reasons parents or drivers of the carpools are asked to pick children up at the classroom door upon dismissal. They will also be asked to sign the child in and out each day.

All doors to the building are locked during the day except doors #1 and #2 which enter the commons area. We have a greeter located in the commons area during the school day who asks for identification and if needed, calls for assistance. There are two sets of double doors leading into the Plaza area that remain closed during school hours. All staff wear walkies from 8:00am-4:00pm and can be used to call for assistance if needed.

### **Gathering Time, an Interdenominational Experience**

We hold a twenty-minute *Gathering Time* for children ages 3, 4 & 5 years old, every other week. The *Gathering Time* is an interdenominational sharing experience led by the Early Childhood Ministry Coordinator. Short object lessons, stories, and related songs are presented. Topics include cooperation, being a good friend, feeling good about yourself, caring, sharing, love, joy, responsibility, listening, the environment, other cultures, and holidays. Concluding each session is a prayer to God for guidance in our daily life at home and at school. We value this time as a positive, community experience for the children and adults as well. We welcome suggestions for additional topics that would benefit the children. Although no specific time during class teaches religious lessons, Christian values are an integral part of our day's experience. We do have the children pray before snack and lunch.

### **Registration**

All children must pre-register before attending Woodbury Preschool at The Grove. Early in January, families with currently enrolled students will be given the first opportunity to register for the next year. New students will begin registering the day after Martin Luther King Day.

Registration is complete after the program receives the following forms:

Registration form, enrollment information, emergency and health care information, and social/physical development information

Confidential Data Acknowledgment

Food Allergy Disclosure

Immunization Record

Health Care Summary (filled out and signed by a health care provider)

Authorization signature page

Registration fee - \$85 (non-refundable) Maximum \$170/family.

\*\* (2024-25 school year)\*\*

First tuition payment – due July 1 and is non-refundable.

### **Tuition**

Tuition is based on the actual cost of operating the school and the total number of school days in the school year. The tuition is divided into 9 payments. The first payment is due July 1. The fee for the current school year, based on a non-profit budget is:

#### Infants to Toddler 2

\$331 a month for two days/week

\$496 a month for three days/week

#### Three's to Five's

\$315 a month for two days/week

\$446 a month for three days/week

\$766 a month for five days/week

If the first tuition payment is not received by July 5, a \$15 late fee will be charged, and your child's place cannot be assured.

If you are paying tuition by check or cash, your child will bring home a tuition envelope on the last school day of the month. Put your child's tuition payment in the envelope and return it the next school day in your child's Take-Home folder. Checks should be made payable to Woodbury Preschool at The Grove (WPG). **No monthly envelope will be sent home** if your family selected ACH, has paid in full, or is using a Credit Card as your form of paying tuition. Please ask the director or Assistant Director for an ACH form.

If tuition is not paid by the 15th of each month a \$15 late fee will be assessed. No credit on tuition is given for absences, regularly scheduled school holidays, vacation periods or school closure because of inclement weather. If a child is absent for an extended period of time, the tuition payments must be kept current if the child is to remain enrolled in the program.

After School Care cost is \$10/hour/child. Families will receive and invoice the end of each month.

## **Woodbury Preschool at The Grove Policies**

### **Absences**

If a child will be absent from school on any day for any reason (illness or vacation, for example), parents are asked to notify the school in advance of the absence by emailing their child's teacher or calling the preschool office at 651-738-9670. The staff also appreciate knowing if your child will be arriving late or leaving early.

**Abuse of Children** (Maltreatment of Minors Mandated Reporting Policy) Policy for DHS Licensed programs

### **Who should report child abuse and neglect**

If you work in a licensed facility, you are a "mandated reporter" and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. In addition, people who are not mandated reporters may voluntarily report maltreatment.

### **Where to report**

If you know or suspect that a child is in immediate danger, call 911. Reports concerning suspected maltreatment of children, or other violations Minnesota Statutes or Rule, in facilities licensed by the MN Department of Human Services, should be made to the Licensing Division's Central Intake link at 651-341-6600.

Incidents of suspected maltreatment of children occurring within a family, in the community, at a family childcare program, or in a child foster care home, should be reported to the local county social services agency at 651-430-6457 or at local law enforcement.

If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota Statutes or Rules that govern the facility, call the Department of Human Services, Licensing Division at 651-431-6500.

### **What to report**

Maltreatment includes egregious harm, neglect, physical abuse, substantial child endangerment, threatened injury, and mental injury. For definitions, refer to Minnesota Statutes, section 260E.03. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last 3 years. 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 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 serious or reoccurring maltreatment, may be disqualified from a position allowing direct contact with, or access to, persons receiving services from the programs, organizations and/or agencies that are required to have individuals complete a background study by DHS as listed in MN Statutes, section 245C.03.

## **Retaliation Prohibited**

An Employer of any mandated reporter is prohibited from retaliating against (getting back at): an employee for making a report in good faith; or a child who is the subject of the report.

## **Internal Review**

When the program has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the program 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: Related policies and procedures were followed; the policies and procedures were adequate; there is a need for additional staff training; the reported event is similar to past events with the children, or the services involved; and 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 Review is Completed**

The internal review will be completed by the Program Director. If this individual is involved in the alleged or suspected maltreatment, the Lead Pastor of The Grove United Methodist Church 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 review 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 the 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.

Extra copies available upon request.

MN Department of Human Services Division of Licensing

## Behavior Guidance

All children need the assurance that they are loved and cared for in any situation. Our classrooms are designed to be developmentally appropriate with sufficient toys and activities to stimulate children of all age groups we serve. The teachers are responsible for providing a positive model of acceptable behavior and appropriate expression of feelings. To the best of the facilities ability, behavior guidance is tailored to meet the developmental levels of the different ages. Positive guidance is given to the children through firm and consistent expectations. Teachers redirect children and groups away from problems and toward constructive activities to reduce conflict. A child is given praise for acceptable and positive behavior. Reasons why certain behavior is unacceptable are explained to the child as situations arise. Guidance toward acceptable behavior is then given. If a child's behavior is unacceptable, teachers provide immediate and directly related consequences for the behavior. In all situations, teachers must protect the safety of all children and staff.

There are certain types of childhood behaviors that are termed unacceptable within the program guidelines. These behaviors include biting, pinching, cursing, kicking, hitting, choking, throwing furniture, tipping tables or other actions that may pose harm to another child or adult. These behaviors are considered serious and will be appropriately handled as they occur. If the teacher and/or director feel the child's behavior is putting other children or staff in harm's way, the child's parent/caregiver will be called, and the child will need to be picked-up.

The State Department of Human Services Rule 3 requires that specific procedures be followed if a child must be separated from the group or exhibits "persistent unacceptable behavior". Any behavior, which requires an increased amount of staff guidance and time, shall be handled in the following manner:

The staff will observe and record the behavior of the child and the staff's response to the behavior for two weeks.

If praising for positive behavior, redirecting away from problems toward constructive activities, teaching the child acceptable alternatives and the unacceptable behavior continues, then the teacher will set up a consultation with the child's parents and the director. The teacher and parents will implement a behavior management plan.

If "unacceptable behavior" continues after two weeks of implementing the plan, another conference will be held. At that time, the school has the right to require a referral be made to obtain an observation/assessment. The school will use Help Me Grow or South Washington School District #833. Parents and staff will review the professional recommendations together. The staff will cooperate with professional recommendations to the best of the facilities abilities.

If no behavior change occurs within two weeks of implementing the plan, the school reserves the right to terminate enrollment.

In all circumstances the Woodbury Preschool at The Grove behavior guidance policy prohibits any of the following actions by or at the direction of staff person:

Subjection of a child to corporal punishment. Corporal punishment includes but is not limited to: rough handling, shoving, hair pulling, slapping, ear pulling, shaking, kicking, biting, pinching, hitting, and spanking. The use of prone restraints and any contraindicated restraints are prohibited. The program will not use any type of restraint that is contraindicated for a person's known medical or psychological conditions. All staff are trained on Behavior Guidance policies and procedures.

No child may be separated from the group unless the teacher has tried less intrusive methods of guiding the child's behavior, which have been ineffective, and the child's behavior threatens the wellbeing of the child or other children in the center. A child who requires separation from the group must remain within a part of the classroom that is not enclosed, and where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation. As soon as the behavior that precipitated the separation abates or stops, the child must be returned to the group.

All separation from the group must be noted on a daily log. The center must ensure that notation in the log includes the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the



child's behavior and how the child's behavior continued to threaten the well-being of the child or other children in care. If a child is separated from the group two or more times in one day, the child's parents shall be notified, and notation of the parent notification shall be indicated on the daily log. Parents may be asked to come pick up their child for the remainder of that day. If a parent is called to pick up their children for behavioral reasons, the child must be picked up within one hour of the call being made.

If a child is separated 3 times or more in one week or 5 times or more in two weeks, a meeting with parents, director, teacher, and other professionals when appropriate, will be scheduled and a plan to address the behavior will be created. It is at the discretion of the Director and Preschool Ministry Team members as to the feasibility of continued enrollment of the child at the preschool.

The preschool reserves the right to bypass the behavior steps outlined above and terminate the enrollment of a child from our care or program activities for reasons of safety.

## **Cancellation of School**

A calendar for the school year will be given to the parents on the first day of school. This schedule will list the school holidays for the current school year.

School closure information can be found on KSTP-TV, WCCO-TV, and Fox 9 TV. If South Washington County School District 833 does not have school, our program will also be canceled. In the event of an announced late start for District 833 due to weather, our classes would begin at approximately 10:30AM. If an announcement is made for early dismissal due to weather, we would appreciate having your child picked up as soon as possible. An email will be sent to all families as soon as possible about closures/late starts or early dismissal for any reason.

## **Clothing**

It is important that the children dress according to the varied types of activities which they will be participating in while at school. For your child's comfort, provide simple clothing that is free of complicated fastenings. Washable clothing alleviates concerns of staining from art materials and other activities. Non-skid shoes help to keep children safe (avoid sandals, clogs, jellies, or "dress" shoes). We ask that you to send a complete extra set of clothing in your child's backpack each day as accidents can and do happen for several reasons. Appropriate clothing is needed for the varied temperatures of outdoor play.

## **Confidential Data Information**

In compliance with the Minnesota Government Data Practices Act, The Grove United Methodist Church and Woodbury Preschool at The Grove have developed a policy stating that all data recorded in each child's personal records will not be disclosed to any person or agency unless prior written consent has been obtained from the parents. WPG will not disclose a child's record to any person other than the child, the child's parents or guardians, the child's legal representatives, employees of the school and the commissioner of the Department of Human Services unless prior written consent has been obtained from the parents or legal guardians.

## **Early Childhood Screening**

Children aged 3, 4 and 5 must have their Early Childhood Screening completed within 90 days of enrollment in the program. Woodbury Preschool at The Grove requires staff to follow through with any recommendations made by the Early Childhood Screening Team and/or other professionals. Such as, submitting a referral for further screening, requesting an assessment/observation be completed, etc.

## **Emergency and Accident**

The Grove United Methodist Church and Woodbury Preschool at The Grove have taken the necessary precautions to ensure the safety of your child while he/she is attending the school. In the event of an emergency requiring medical

treatment, staff will call 911 (Woodbury Ambulance) for assistance in treating the emergency and possible transportation. Parents will be notified

immediately of the emergency medical treatment. If the emergency is less serious, a staff person will administer first aid and contact the parent, or the designated person listed on the registration form.

All necessary precautions are taken to ensure that potential poisons are out of reach of the children at the center. If an accidental ingestion should occur, our staff will consult with the Poison Control Center (800-222-1222).

All staff of Woodbury Preschool at The Grove are certified in the administration of First Aid and CPR.

While at the center, the children are covered under the general liability insurance policy of The Grove United Methodist Church.

Fire drills will be conducted monthly (September – May) and tornado drills will be conducted in April, May and September. Throughout the year, lock down drills will also be conducted. During these drills, there will be emphasis placed on the safety of the children and on the importance of safety procedures.

In case of an emergency that requires the evacuation of the church building, students may evacuate the school via walking or by bus to Royal Oaks Elementary School or a location deemed safe by the Director and/or law enforcement officials. Parents will be notified with further instructions on where to pick up their children as soon as possible, should such an evacuation occur.

A Child Care Emergency Plan for Woodbury Preschool at the Grove is available upon request.

### **Field Trips**

Field trips are a great learning experience for four and five-year-olds at Woodbury Preschool. They are included in our program to highlight a unit of study. A parental permission slip must be signed for each field trip.

A permission slip for neighborhood walks and use of the Royal Oaks playground is included in the registration papers and should be signed by parents.

### **Health and Safety**

The health of our students is a matter of major importance to all of us. Current health care and immunization forms must be on file before a child is permitted to attend the school. All immunizations must be up-to-date and current according to Minnesota statutes.

Children should be kept at home if they have any of the following symptoms or illnesses: MN Ruel 3 9503.0080.

Exclusion of sick children guidelines are as follows:

Any child with a reportable illness or condition as specified by the health department that is contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.

Chicken pox until the child is no longer infectious or until the lesions are crusted over.

Vomiting – 1 time since the start of class that day.

Diarrhea – 2 or more abnormally loose stools before or after arriving to school or loose stools that cannot be contained within a diaper/pullup/underwear.

Contagious conjunctivitis or pus draining from the eye and has not completed 24 hours of prescribed medication.

Bacterial infections such as strep throat or impetigo and has not completed 24 hours of prescribed medication.

Unexplained lethargy.

Lice, ringworm or scabies that is untreated and contagious to others.

Fever 100-degree Fahrenheit axillary or tympanic or higher temperature of undiagnosed origin before fever reducing medication is given.

Undiagnosed rash or a rash associated with an illness.

Significant respiratory distress; fast, difficult, or different breathing, uncontrolled coughing. And/or wheezing.  
Not able to fully participate in program activities including large muscle room and/or outside time.  
Requires more care than the program staff can provide without compromising the health and safety of other children in care.

If a case of measles, mumps, rubella, pertussis, polio, or diphtheria occurs in our school, children who are inadequately or incompletely immunized will be excluded through the incubation period of the last reported case of the disease, as determined by the local health department. This exclusion is necessary because these children may become infected and contribute to further disease spread. This exclusion also applies to children who have not been immunized for conscientiously held beliefs or medical contradictions. This would also be true for any reportable illness or condition that the Commissioner of Health determines to be contagious, and a physician determines not to have had sufficient treatment to reduce the health risk to others.

If a child becomes ill while at school, every effort will be made to notify the parent/guardian by telephone. If the center cannot reach a parent/guardian, we will call the emergency contacts listed on the registration form. If they cannot be reached, the child will be isolated in the preschool office or at the Greeter's Desk Staff will supervise the child at all times. Children must be picked up within 1 hour of receiving the telephone call from the preschool.

If a child is obviously sick, he/she will not be accepted for the day's program. Parents are advised to inform the child's teacher if the child has been ill in the few days just prior to his/her date of attendance at the center. If a child has recently been ill, the staff of the center requests that parents leave a note telling where they can be reached that day.

Parents will be notified if there is an outbreak of an infectious or communicable disease at school. Parents are required to inform the center within twenty-four (24) hours if their child is diagnosed as having a contagious disease or infection such as chicken pox, impetigo, lice, strep infection, pink eye, etc. Parents are also required to inform the school when their child is diagnosed as having a more serious disease or infection.

No prescription or non-prescription medicines will be administered at the preschool unless specifically authorized in writing by the child's physician. All forms needed are available from the preschool office. With proper paperwork in place, medication will be stored out of reach of children, in a labeled container with the child's name, in their classroom. All medications must be in their original container and be properly and legibly labeled with the child's full name and current prescription information. Staff will follow safe medication guidelines and the "SIX RIGHTS" to medication administration.

If a child were discovered missing, Woodbury Police would be contacted immediately. On the registration form, parents are asked to provide a list of authorized persons who can take the child home. Parents must make prior arrangements and inform the school in writing of any additional changes. We never release a child to an unauthorized person. We will call Woodbury Police immediately if any problem develops. If an incapacitated person (parent or otherwise) tries to pick up a child, the Woodbury Police would be called.

The preschool's health consultant is Minnesota Child Care Health Consultants, 2475 Keller Road, Long Lake, MN, 55356; 612-500-1880.

## **Nutrition**

Each school day, we serve a snack which will consist of milk, crackers, cheese, fruit, etc. Due to state health regulations, all snacks must be store bought.

Lunches are to be fixed by the parents for their own children and are to be ready-to-eat. These lunches will be kept in the child's cubby/classroom. Refrigeration is not available except for the crib room. Lunches may be brought in a lunch box or bag (with an icepack) and must be marked with the child's first and last name. Children are not permitted to share their food with others. The preschool provides milk for snack and lunch. Whole milk will be given to children under the age of 2 years and 1% for all children older than 2 years.

Children **are allowed** to have water bottles at preschool. Water bottles will be kept in the child's cubby and not stored in the classroom. Water bottles must be labeled with the child's **FIRST and LAST** name and can only contain water. Water bottles

need to be taken home at the end of each day with the child's parent or legal guardian to be cleaned and sanitized. The preschool will not be filling/refilling, washing and/or sanitizing water bottles. Water is not to replace the milk that is provided with snacks and lunch.

If a family is requesting a substitute for milk, the parents/guardians will need to bring an unopened carton from home. The **FIRST and LAST** name of the child and the date must be written on the carton. The substitute will be kept in the refrigerator at school. The following are the **ONLY** approved milk substitutes:

Unflavored Original Soymilk

Unflavored Ripple, Original Non-Soy Dairy Substitute

(Almond Milk, Cashew Milk are **NOT** allowed at the school)

If the parent's are requesting a milk substitute due to personal preference, a note from the child's health care provider must be obtained stating the need for a "Special Diet" is being requested.

Please let us know if your child is lactose intolerant.

A well-balanced and nutritional lunch is an important part of a child's day. Lunches should contain only the amounts and types of food that your child normally eats for lunch as the children are encouraged to eat the food sent in their lunches. Children are also encouraged to eat their sandwiches, fruits and vegetables before they eat their sweet treats and desserts. According to State of Minnesota guidelines, a child's lunch must contain at least one-third of the child's daily nutritional requirements as set forth by the USDA – Food and Nutrition Service.

If your child wants to bring a special birthday treat, please contact your child's teacher before the date. We all know that birthdays are important to every child and that kids like to celebrate with their classmates. However, sending in a food treat to the classroom to celebrate can exclude those children who have food allergies or other dietary restrictions. We would prefer that if you choose to send something to share with the class for your child's birthday, that it be a non-food item. Some great alternatives ideas are: stickers, pencils, bubbles, play dough, a game or book for the classroom, etc. These are only a few ideas. A treat, of any kind, is not necessary...we will still celebrate your child's birthday at school in other special ways. Please note: Not all age groups celebrate birthdays in the same way at school.

If you are having a party for your child and you would like to include some of his/her friends from school, please send the party invitation in the mail to prevent hurt feelings if not everyone is invited.

Occasionally your child will have the opportunity to cook or otherwise prepare special foods for a snack.

Parents must inform the program and classroom teacher of any food allergies or special dietary needs their child has. Parents of children with food allergies or food preferences are asked to sign off on the daily snack that will be provided by the school. If they cannot approve of the snack, parents will be responsible for providing their child's own snack.

## **Outdoor Play**

Outdoor play is an important part of our curriculum. Parents are informed when students will be going outdoors so that proper clothing can be brought to school. In determining outdoor play conditions, we follow the guidelines of the childcare weather watch and air quality guidance for schools and childcare facilities. When the outdoor temperature is above 10 degrees F or higher with the wind chill factored in, the children will be allowed to play outdoors with adult supervision for an appropriate length of time if adequately dressed in warm clothing, jackets, pants, hats, mittens/gloves, and boots. All children who are well enough to be at the preschool are expected to participate in all activities including outdoor and indoor activities.

## **Parental Grievance**

Open and direct communication between parents and staff is encouraged. In the event of a parental grievance, the following procedure will be followed:

Parents must discuss the situation with the staff person(s) directly involved in the situation within two weeks of the incident.

If an understanding is not reached, the Director of WPG shall be notified of the grievance in question by the parents, either by direct contact or written notification within two weeks of item #1.

If an understanding is not reached between parents and the Director of WPG, a conference involving the parents, staff person(s), Director of WPG and the Pastor of The Grove United Methodist Church will be held within two weeks for the purpose of reaching an understanding of the issue by the parties involved.

If further discussion of this issue is needed, the parent(s) will submit written and signed documentation to the Preschool Ministry Team Chair (which is the governing agent of the WPG) within two weeks of the conference listed in item #3. Upon receiving the written documentation described in item #4, the Preschool Ministry Board will set a hearing date to be held within one month. The following people will be in attendance at this hearing: parent(s), staff person(s), Director of WPG, the Pastor of The Grove United Methodist Church and members of the Preschool Ministry team. The Preschool Ministry team will issue a decision in relation to the settlement of the grievance.

In the event that the parent(s) wish to appeal this decision of the Preschool Ministry Team, they must submit a written and signed request to the Pastor of The Grove United Methodist Church and to the Administrative Council of The Grove United Methodist Church within one month of the hearing date scheduled in item #5. The Pastor and the Administrative Council will review the issues as they are presented in writing to them and will make a decision within one month in regard to the grievance issue as it was submitted to them.

Woodbury Preschool at The Grove requires documentation of all the above-listed procedures.

## **Parental Support**

Parental support and cooperation are very important to the success of our school. Teachers will let parents know of volunteer opportunities as they arise during the year. We welcome parent participation in school activities with their children. Please contact your child's teacher for volunteer opportunities.

## **Release of Children**

Parents are asked to notify the preschool if someone other than themselves will be picking up their child. A carpool or dismissal authorization form will be provided for this purpose. The preschool will ask for identification when someone other than the child's parent/caregiver is picking up their child.

## **Research/Public Relations Activities**

Parents will be notified in writing in the event that a child or the school is to be involved in any research or public relation activities. This notification will be sent to the parents in advance of the scheduled activity and written parental permission is necessary before a child or the school is involved in any type of activity. A photography and publishing permission form is part of the registration papers.

## **Rest Time**

Rest time is not part of the daily schedule of three to five-year olds, but it is a regular part of the daily schedule of infants through Toddler 2 classes. Cribs are provided for the infants in our program. Cots are provided for Toddler 1 and 2. Toddlers must sleep with footwear on to ensure safe evacuation in case of an emergency. Children 1 year old or older may bring a blanket and/or lovey for rest time. These items are brought on a daily basis. During the rest time classes may have soft music being played or stories read. PLEASE MARK ALL ITEMS WITH YOUR CHILDS **FIRST AND LAST NAME**. Preschool children do not nap at WPG.

\*All staff persons complete training on Sudden Unexpected Infant Death (SUID) per MN Statutes, section 245A.40, sub. 5.\*

## **Risk Reduction Plan**

A risk reduction plan that assesses and identifies risks to the children in our program center has been established. Procedures to minimize identified risks have been established and all staff are trained annually, or more often if updates are made, on the plan and procedures. The program annually reviews the process. A copy of the plan is available upon request.

## **Special Needs**

At the time of registration and/or enrollment, parents must inform the center of any current special needs and/or services their child may have or have had. Parents are also asked to inform the center if their child has or has had an IEP or IFSP or any previous existing conditions that may affect the child's learning such as trauma at birth, premature birth, serious childhood illness or accidents.

The school complies with the Americans with Disabilities Act and Minnesota Human Rights Act. Evaluation and care for any child with a disability will be determined on an individual basis. A team composed of the center's director, the child's teacher, the parents, and any appropriate professional resources (licensed physician, psychiatrist, psychologist, or consulting psychologist) will do the evaluation. Following the evaluation process, the above-named team will formulate an individual childcare program plan (ICCPP) to determine if the preschool can meet the child's needs in an appropriate environment.

Each child/situation will be evaluated for a period of one month at the beginning of the year and will be reviewed periodically throughout the year to make sure the needs and the safety of the child, the other children, and adults are being met in relation to the experiences offered by our center. If the situation is unacceptable in relation to the established guidelines, the child will be released from the program. The ICCPP will be evaluated annually to determine if the child's needs are being met. Unfortunately, the school is unable to assume additional financial expenses required for the care of a special needs child if needed.

## **Supplies**

Each day the children need to bring to school a backpack or bag which is large enough for valuable artwork, notes, and a spare change of clothing. All students need to bring a lunch. In the Birth to Toddler 2 programs, any rest time supplies need to be brought to school daily (see section on rest time).

## **Termination of Care**

The director may require a parent/guardian to take their child out of the program if the parent/guardian refuses to follow the policies as described in this handbook.

If a parent/guardian (or other adult) displays disruptive behavior which effects the integrity of the program, such as verbal abuse/harassment of staff or children or physical abuse of their child, the child's teacher or the director, if available, will ask them to leave the premises.

## **Transportation of Children**

Woodbury Preschool at The Grove does not provide transportation for the children involved in our program. Parents assume the responsibility of transporting their children to and from the center on school days.

## **Withdrawal of Child during the School Year**

Each child is enrolled for the entire school year or the balance of the school year. If a parent chooses to withdraw a child, Woodbury Preschool at The Grove requires a two-week advance notice in writing to the director. If no written notice is given, the preschool may require one month's advance tuition payment upon the child's withdrawal from the program.

## **Infants**

Parents of infants are required to furnish a current written schedule of sleeping and eating times as well as a menu for the day. Parents must furnish all items needed for the care of their child. PLEASE MAKE SURE ALL BELONGINGS OF YOUR CHILD ARE MARKED CLEARLY WITH THE CHILD'S **FIRST AND LAST NAME**.

For Infants: Bottles must be labeled with the child's first and last name. If supplying breast milk, the labeling must include the date that the milk was expressed in addition to the child's first and last name. Bottles are only allowed for children in the Crib Room (Infant Program). **No glass bottles.**

### **Infants and Toddlers**

Daily written reports are sent home with children in the Infant program, Toddler I and Toddler II classes.

In the Infant Room, all children must be put to sleep on their backs unless they have a Directive for Alternative Infant Sleep Position form (DHS-7216) completed by their health care provider.

An infant who independently rolls onto their stomach after being placed to sleep on their back may be allowed to remain sleeping on their stomach if the infant is at least six months of age or the licensed preschool has a signed statement from the parent or legal guardian indicating that the infant regularly rolls over at home. Optional Form for Parents Statement: Infants Less Than Six Months of Age Regularly Rolling Over form (DHS-7219)

Woodbury Preschool at The Grove does not allow swaddling or the use of weighted sleepers.

Families may request a Cradleboard to be used. Parent Cradleboard Request form (DHS-8536) must be completed by the child's parent or guardian. A Cradleboard Variance Request Form must be completed by the preschool and approved by DHS.

If a child, under the age of one, wears a helmet while sleeping in a licensed program, a Helmet Approval form (DHS-8531) must be completed by the child's health care provider.

The school will follow diaper changing procedures that have been developed in consultation with the health consultant. Diaper changing procedures are posted in the diaper changing areas of each room.

Disposable diapers **are required** and are furnished by the parents. Cloth diapers are **not allowed** at Woodbury Preschool at The Grove. All diapering ointments and diaper wipes are furnished by the parents. Items need to be labeled with the child's **FIRST and LAST name**. Parental permission is required to administer diapering products. (Cloth diapers are not allowed at WPG)

Diapers will be changed when wet and/or soiled, checked every two hours, and upon waking from a nap.

An extra change of clothing is required for each child. Soiled clothing will be placed in a sealed plastic bag and sent home with the parent/caregiver daily.

## TELEPHONE NUMBERS

The following telephone numbers are provided for your convenience:

Woodbury Preschool at The Grove

651-738-9670

Kate Beck, Director

[preschool@thegrovern.church](mailto:preschool@thegrovern.church)

Jenny Danley, Assistant Director

[preschoolassistant@thegrovern.church](mailto:preschoolassistant@thegrovern.church)

Preschool Office

651-738-9670

651-738-4964 Fax

The Grove United Methodist Church Main Office

651-738-0305

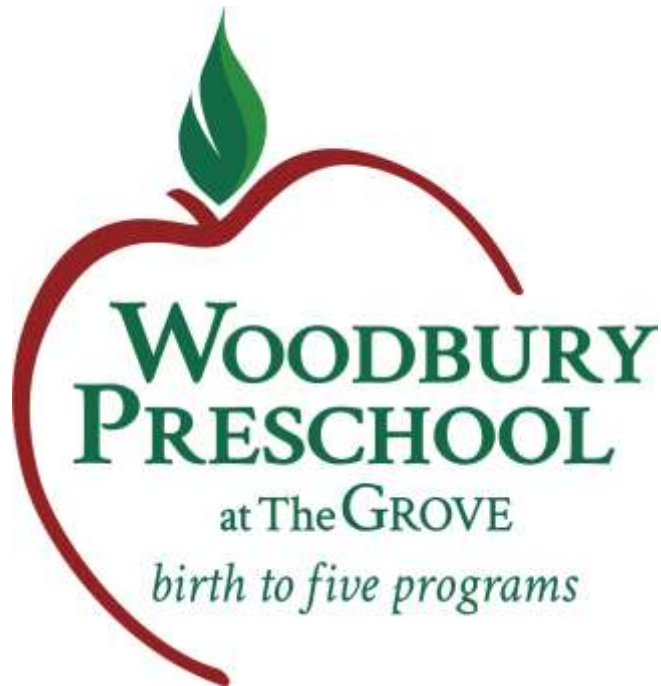
Church Website: [thegrovern.church](http://thegrovern.church)

Minnesota Department of Human Services

651-296-3971

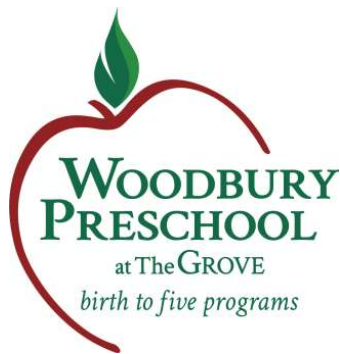
Revised 8/24





# 2024-2025 HANDBOOK

7465 Steepleview Road  
Woodbury, MN 55125  
651-738-9670  
[thegrovemn.church/preschool](http://thegrovemn.church/preschool)



# Family Handbook Agreement

I have read and understand the policies and procedure of Woodbury Preschool at The Grove as stated in the Family handbook. I will cooperate with the program by following the guidelines as they are established.

Child/Children's Printed Name(s)

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Parent(s)/Guardian(s) Printed Name(s)

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Parent(s)/Guardian(s) Signature(s)

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Date \_\_\_\_\_

7465 Steepleview Road, Woodbury, MN 55125  
Preschool Office: 651-738-9670  
Church Office: 651-738-0305  
<https://www.thegrovern.church/preschool>