



Room to Bloom Preschool

2020-2021 Preschool Handbook

**Peace Lutheran Church
Sunday School Building
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MISSION STATEMENT

Our mission at Room to Bloom is to provide students with a safe and developmentally appropriate environment for preschool aged children. Our focus is to provide a stimulating and educational experience which promotes each child’s social, emotional, physical, and cognitive development. It is our goal to support a child’s desire to become a lifelong learner.

Support from school, home, and community allows for children to reach their full potential. Room to Bloom understands that each child is unique. A center based preschool allows for each

child to explore and learn using their own unique learning style. Qualified teachers provide guidance to all students during center based play. It is this active play, based on numerous studies that children learn best.

AGES

Room to Bloom accepts completely potty trained children ages 3-5. Once a child reaches the age of 6, he or she must be discharged due to preschool licensing limitations as designated by the state.

ARRIVAL AND PICK UP

Please do not drop your student off more than 10 minutes before class. Doors will not open until 10 minutes prior to class. This will assist our teachers to be fully prepared for your student when you arrive.

Room to Bloom keeps a file of names, addresses, and phone numbers of all persons allowed to pick up a child in case of an emergency. This policy is meant to ensure the safety of your child. All information in the child's file is considered confidential and used only regarding the care of the child. To change these names, written notification must be submitted by the primary caregiver. No one under sixteen years of age is permitted to pick up a child. ID will be requested from anyone we do not know. Our staff is authorized and instructed to call the police if an unauthorized person attempts to take a child.

Morning classes begin at 8:30 a.m. and end at 11:00 am. Afternoon classes begin at 12:15 p.m. and end at 2:45 p.m. Please be punctual when picking up your child. **A \$10.00 late pick-up fee will be charged to your account at the beginning of EACH 5-minute increment the child remains at the school; the charge will begin 15 minutes after class is released.**

AQUATIC ACTIVITIES

Per the new ND Dept. of Human Services Policies, an aquatic policy is now required in all preschool handbooks. Room to Bloom will not participate in aquatic activities such as wading pools, rivers, lakes, streams, swimming pools, or water slides.

Water tables, sprinklers, slip-n-slides, and splash pads are currently not included on this policy, however, Room to Bloom will still require written parental permission to participate in these activities.

BOOK ORDERS

Scholastic book orders are sent home on a monthly basis. These discounted books are offered as an optional courtesy to our students and their families. Checks can be made payable to “Scholastic” and placed in an envelope.

CALENDAR

Each class has their own color assigned calendar (see page 7). Room to Bloom will post notifications on the information bulletin board located near the front door as well as our Facebook and Class Dojo pages.

CANCELLATIONS

Occasionally, events do come up when our teachers are unable to conduct class (emergencies, weather, etc.). We will make every effort to find a replacement, however, keep in mind that it is difficult to find one due to the limited qualified teachers in our area. In such a case, we will notify families no later than 7:15 a.m. so you are able to make alternative arrangements.

CHANGE OF CLOTHING

Although children are potty trained, accidents may still occur at school. We would like to lessen the impact of these accidents and quickly return your child to class. Please provide one extra set of clothes for your child, to be kept in the classroom or in his/her backpack. Please bring the following items: Shirt, Underwear, Pants, and Socks, in a plastic bag labeled with your child’s first and last name.

COMMUNICATION

In the event that your child will be absent from school please call or text your teacher:

- Mrs. Jami Swensrud (701) 260-3760
- Mrs. Nikki Kordonowy (701) 690-6965
- Mrs. Alecia Pretzer (701) 681-1310

You may also contact the school directly at: (701) 483-0840.

To keep you well informed, teachers will send monthly calendars and notes home with your child, answer questions by phone and email or speak personally with you as you drop off your children. If we are not immediately available, your call will be returned promptly.

DISCIPLINE

Preschool is an important time for children to learn appropriate behavior in a social or group setting. Basic principles such as sharing, personal space, following directions, and respect for others are gained in these formative years. Our discipline policy uses the Conscious Discipline model. “The School Family is built on a healthy family model—the goal of which is the optimal development of all members.”

There are three essential ingredients to school success:

1. Willingness to Learn
2. Impulse Control
3. Attention

The School Family builds connections between: families and schools, teachers and teachers, teachers and students, and students and students. This ensures the optimal development of all. The School Family is created through routines, rituals, and structures. What does this mean? We give children the motivation, helpfulness, problem solving and connection tools to regulate the classroom and themselves.

EMERGENCY PLAN

Preschool may be cancelled in the event of an emergency. Notification, when not weather related, will be via phone or text message. Check your Class Dojo for updates as they become available. If your child is in our care during an emergency, all efforts to maintain safety will be made.

EMERGENCY PROCEDURES

Preschool will be dismissed should an emergency occur. Examples of an emergency include, but are not limited to: severe weather, building emergency, public health emergency, crisis of another origin.

Family notification will be done by phone calls and text messages. Parents, or a designated contact (as listed on the child’s paperwork), must come to the school pick up their child upon notification.

Floor plans of the buildings are hung near each exit. Students will gather at Peace Lutheran Church during an emergency exit under teacher’s supervision.

TORNADO: When an immediate threat of a tornado occurs, the local sirens will give a continued warning. Use the following procedures:

- Open the windows and doors in the classroom to relieve pressure.
- Get inside the building.

- Kneel in the circle time room facing the wall and cover your head.
- Remain in your protective position until the all-clear signal is given.

FIRE AND TORNADO DRILLS: Fire drills will be carried out on a monthly basis. The children will practice this with their teacher before they have an actual fire drill. Tornado drills will be carried out several times a year. The children will practice this with their teachers before they have an actual tornado drill.

CPR/FIRST AID: In the event of an accident on preschool premises, during preschool hours, the adult in charge will render CPR/First Aid. If the injury is thought to be serious in nature, parents will be notified immediately. The child will be taken to the nearest medical clinic or hospital for immediate treatment. An accident report will be completed by the adult in charge and housed in Room to Bloom's files.

ENROLLMENT FORMS

All enrollment forms will be given to you prior to the first day of preschool. A copy of your child's immunizations, from your physician, must be turned in during this time. A list of individuals, who are allowed to pick up your child, is also due prior to preschool starting. For your child's safety, these are the only individuals your child may be released to.

FACEBOOK

Room to Bloom utilizes Facebook for advertising and informational purposes. At no time will Room to Bloom use a picture of your child's face on this page. If you would like to tag or post a picture of **ONLY** your child on our page, you may do so. Please remember posting other children on your Facebook page is against policy and may violate other's privacy preferences.

GRIEVANCE POLICY

If, at any time, you feel we are not able to assist your needs or feel there is more you are not comfortable sharing with us, you may contact Emily Dolinar at Start County Social Services at (701) 690-1495.

ILLNESS

Contagious diseases, colds and the flu can be problems for preschool children. For the health of your child and other students, keep your child home if he or she has had a fever within the last 24 hours, if your child has: diarrhea, vomiting, pink eye, or a productive cough (your child is coughing up a substance). If a child becomes ill at school, parents will be notified immediately to pick-up their child. Should your child be absent due to an illness, Room to Bloom **requires**

notification via phone call, text, or email.

INFORMATION BULLETIN BOARD

All notifications, updates, calendar dates, etc. will be posted on our information bulletin board. This bulletin board is located near the front door of the preschool. Each class is assigned a color to help identify information for each specific class. Red is MWF AM, Yellow is MWF PM, Blue is T/Th AM, and Green is T/Th PM. If your child brings home any information on colored paper, please note that this is class specific information. Please pay close attention to the information posted there as well as check your child's backpack daily.

MANDATED REPORTER

In North Dakota, anyone **may** report suspected child abuse or neglect to Child Protection Services (CPS). However, educators must, **by law**, report suspected child abuse or neglect—in other words, they are **mandated reporters**. It is a Class B misdemeanor when a mandated reporter chooses **not** to report suspected abuse. To fulfill the mandate, reports **must** be made directly to a County Social Service Agency.

REFUND OF FEES

Tuition is due by the 1st of the month. If preschool services are discontinued part way through the month, tuition will not be refunded. No refund will be given for yearly fees. Refunds are not reimbursed for vacation, sick days, or short months. Deposits are nonrefundable.

SHARE BAG

Your child will receive the Share Bag prior to his/her snack day. Your child may bring ONE show and tell item to school. We ask that you ensure the item fits completely inside the Share Bag and that you make sure it's developmentally appropriate for preschool children. Every child will have multiple opportunities to bring this bag home so please make sure your child keeps his/her remaining toys at home.

CLASS DOJO

Room to Bloom utilizes Class Dojo to privately share information throughout the school year amongst the class your child is enrolled in. This app allows your teacher to enter any important class updates, as well as photos throughout the year. We can message each other, both as a class and privately. You may download pictures from this site freely. **Please remember the privacy of others when sharing these photos, especially on social media.**

SNACKS

Snack break is conducted daily. A monthly snack assignment list is sent home monthly, indicating when it is your child's snack day. Growing preschoolers require healthy snack options, so we appreciate your cooperation in following our nut free snack list included at the beginning of the school year. If your child has special dietary requirements, please alert the staff. Do not allow children to bring breakfast, sippy cups, candy, gum or other treats to preschool.

Serving healthy snacks is beneficial for your child's development and supporting lifelong healthy eating habits. Nutritious snacks such as fruit (fresh or dried), 100% fruit snacks, vegetables, crackers, cheese, pretzels, popcorn, rice cakes, bread sticks, graham crackers, animal crackers, pudding, yogurt, granola bars (not dipped), trail or cereal mix, quick bread (such as banana, zucchini, or blueberry), meat and cracker tray, etc. are preferred. Please refrain from sending cupcakes or cookies. Room to Bloom will provide 100% fruit juice or water during snack time.

**Should you forget snack on your child's assigned day, it is your responsibility to replace snack or be prepared to pay a fee of \$8 for each forgotten snack.

TRANSPORTATION

Transportation is not provided by Room to Bloom at any time. Please ensure you have a backup for transportation in the event you are unable to pick up your child.

TUITION

Two day tuition for Room to Bloom is \$130/month. Three day tuition is \$170/month for the months of September through December. **Payment must be received on or before the 1st day of every month, unless otherwise indicated on our calendar.** To ensure payment has been made, please hand your payment to your child's teacher. Do not make your child responsible for payment delivery. **A \$20 late fee will be added to your bill if your payment is one or more days late.** If payment has not been received one week after the 1st of the month, preschool services for your child will be discontinued until full payment is received.

Each month, you will receive a receipt for payment of your child's tuition. Around mid-December, you will receive a yearly statement. Room to Bloom's EIN number is on both receipts.

Please note we have difficulty filling student spots toward the end of the school year. Should you decide to discontinue preschool after March 1st, you are still liable pay the remainder of the

year's tuition. Your commitment to preschool is very important to the success of our program. Failure to pay tuition will result in the turnover to collections. We reserve the right to change tuition amount at any time.

Payment of tuition can be made in three ways: cash, check (made to Room to Bloom), or Direct Payment. Direct Payment must be completed by form within 15 days prior to the month it is intended to pay. **A \$30 NSF Fee will be inquired for all checks or Direct Payments that are returned.**

WEATHER

Preschool students should wear clothing that is appropriate for the season as we will be exploring the outdoors each day. Please ensure that your child brings a warm coat or jacket to school in colder seasons. This includes mittens, hats, snow pants, and boots, when necessary. Keep in mind, we use dressing for the outdoors as part of our preschool curriculum. Having appropriate outdoor wear is essential at Room to Bloom.

Room to Bloom follows the Dickinson Public School District inclement weather closures. In the event of a severe storm, notification of closures in the Dickinson Public School District may be broadcast on local news channels. Teachers will also make an attempt to send out texts and emails.