



# Room to Bloom Preschool

## 2021-2022 Preschool Handbook

Peace Lutheran Church  
Sunday School Building  
1560 21<sup>st</sup> Street West  
Dickinson, ND 58601

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[www.roomtobloom.biz](http://www.roomtobloom.biz)  
[www.facebook.com/preschoolroomtobloom](https://www.facebook.com/preschoolroomtobloom)

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## Part One: About Room to Bloom

### 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.

### COMMUNICATION

If 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

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

- To keep you well informed, teachers will send newsletters monthly home with your child. They may also answer questions by phone, email or speak personally with you as you drop off your children. Check your Class Dojo App frequently for updates. If staff is not immediately available, your call will be returned promptly.
- 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.
- 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.
- Each class has their own color assigned color: MWF AM: Red, MWF PM: Yellow, T/TH AM: Blue, T/TH PM: Green. Room to Bloom will post notifications on the information bulletin board located near the front door in addition to our Facebook and Class Dojo pages. Yearly calendars are located on our website. Any class specific information will be coordinated to the color specified to the color assigned above.

### GRIEVANCE POLICY

If you have any concerns or complaints about the program, please address them Jami Swensrud as soon as

possible. If you have a serious complaint that you feel is not being addressed, you may contact the licensing specialist, Emily Dolinar, at Stark County Social Services by calling (701) 690-1495.

## HIRING POLICY

All staff must have a:

- Minimum of a CDA or higher
- Continuing education requirements
- All staff must have CPR and First Aid
- All staff are background checked and fingerprinted
- Over the age of 18

## HOURS/DAYS OF OPERATION

Room to Bloom operates Monday through Friday, 8:20 a.m.-11:10 a.m. and 12:05 p.m.-2:55 p.m. Holidays and days off are noted on our yearly calendar located at <http://www.roomtobloom.biz/parents.html>.

## 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.

## MEDIA RELEASE

A written permission form will be on file for all children to have their picture taken. Pictures of the children are taken quite often for room display, bulletin boards or sometimes social media. Children cannot be photographed without a permission form from their parent/guardians.

All records and information with respect to children, families and staff are kept confidential.

## Part Two: Enrollment

### ELIGIBILITY

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. We do not deny enrollment based on race, creed, color, national origin, gender, age, or disability.

### ENROLLMENT REQUIREMENTS

Listed below are the required forms that need to be completed prior to attendance. Also note that these forms will be updated annually. (All records are kept confidential.)

- Immunization records
- Child Information Sheet
- Birth Certificate/Passport (must verify identification of children in care)
- Parent Statement of Health
- Room to Bloom Contract
- Parent Consent Forms (Media Release, Handbook Agreement, Medication, etc.)

### FEES

Payment must be received on or before the 1<sup>st</sup> day of the 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. If payment has not been received one week after the 1<sup>st</sup> month, preschool services for your child will be discontinued.

- 2 day tuition: \$135/month for September through May
- 3 day tuition: \$175/month for September through May
- Additional fees:
  - \$25 late payment fee after midnight on the 2<sup>nd</sup> of the month
  - \$10 per 5 min if the child is dropped off earlier or picked up later than the time stipulated without prior arrangement. Due at the end of that day of care.
  - \$8 Food fee for forgotten snack on assigned day
  - Tuition due March-May if client discontinues services March 1<sup>st</sup> or after
- Registration fees to hold a space. Tuition plus supply fees.
  - 2 day: \$135 tuition + \$85 fees = \$220
  - 3 day: \$175 tuition + \$125 fees = \$300

#### Payment Policy

- Payment of tuition can be made in two ways: cash, or credit card. Credit card can be completed via our website: [www.roomtobloom.biz/pay.html](http://www.roomtobloom.biz/pay.html). There is no fee associated with this credit card system. Transactions are completed by 6 p.m. MST each business day. Should you make a tuition payment after this time, it will be considered processed the next business day.
  - 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 for tax purposes.

#### Waiting List

- Our waiting list is available to anyone on our website: <http://www.roomtobloom.biz/contact-us-1.html> . This is available for free.
  - Priority is given to current and formerly enrolled families for the waiting list. Then the wait list is opened to open enrollment.

#### Late Pick-up / Arriving Early

- Doors will open 10 minutes prior to class. Class times are as such: AM: 8:30-11:00 and PM: 12:15-2:45. We allow the 10 minutes prior to class time for drop off and 10 minutes after class time for pick up. **Early or late drop off will incur a \$10 fee for EACH 5-minute increment the child is early/late without prior authorization.**
- This fee is due at the end of the day of care. Program reserves the right to termination.

#### Termination Policy

- Client
  - Client has the right to terminate but must give a two-week notice. Payment is due for the notice period whether the child(ren) attends or not.
- Program
  - Program may terminate the contract at will.
  - Program reserves the right to terminate immediately if the client does not meet contract and policy obligations.

- Please note we have difficulty filling student spots toward the end of the school year. Should you decide to discontinue preschool after March 1<sup>st</sup>, you are still liable pay the remainder of the year's tuition. Should you decide to end services prior to March 1<sup>st</sup>, Room to Bloom requires a minimum of a 2 week notice.
- 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.

#### Refund of Fees

- 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.

#### RESPONSIBILITIES OF PARENT(S)/GUARDIAN(S)

##### Children's Arrival and Parent/Guardian Departure

- Parents/Guardians need to notify program of any changes in schedule
- Enter the parking lot on the East Entrance and exit on the West Entrance. Enter and exit parking lot with extreme caution.
- During arrival and departing preschool, walk your child hand in hand to and from your car. The parking lot is extremely full of cars during this time.
- Parents may enter with children in the building to assist with drop off or children may enter on their own up the sidewalk and through the gate. Gauge your child's comfort and offer independence as much as you can.
- You may park in front of the building but keep the sidewalk area open as well as the lawn area (directly in front of the building). Enter and exit parking lot with caution.
- Upon departure parent/guardian should place their own child in their car seat and secure the car seat safety straps.
- If the program suspects the person picking up the child is under the influence, program will call one of the alternative people listed to transport the child.

##### Authorization to Pick Up Child(ren)

- Only authorized the people listed on your Child Information Sheet may pick up the child(ren) from the program. Please notify us of any contact information changes. a photo ID will be asked for anyone not known before releasing the child(ren).
- No one under sixteen years of age is permitted to pick up a child.
- Staff is authorized and instructed to call the police if an unauthorized person attempts to take a child.
- If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents to drop-off/pick-up child(ren), you must provide the program with a copy of that court order.

##### Parent/Guardian and Staff Communication

- Room to Bloom will post notifications on the information bulletin board located near the front door in addition to our Facebook and Class Dojo pages. Each class is color coded for class specific information: MWF AM: Red, MWF PM: Yellow, T/TH AM: Blue, and T/TH PM: Green.
- All parent/guardians should be asked to refrain from using their cell phones during arrival and departure time.

#### Required Supplies

- Accidents may still occur at school, even if your child is potty trained. 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.

#### SCHEDULES

- Attendance
  - Client will be billed for days the child(ren) are scheduled due to vacation/ illness.
- Changing Class
  - Changing classes is extremely hard to do once we are near full. Once your child is enrolled, there are no guarantees you will be able to switch classes. Be sure you have the class you want your child in.

#### STORM DAYS

- 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. Room to Bloom does follow cancellation of school with Dickinson Public School (DPS). If your child is in our care during an emergency, all efforts to maintain safety will be made.

### Part Three: Program Policies and Procedures

#### ACCOUNTABILITY POLICY

If the child(ren) will not be attending or is going to be more than 10 minutes late, you must notify the program. Staff will call the parent/guardian or emergency designee if the parent/guardian cannot be reached.

#### BOOK ORDERS

Scholastic book orders are sent home monthly. 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. Online orders are often cheaper and receive a bonus.

#### CURRICULUM OVERVIEW

- Room to Bloom uses Conscious Discipline and Get Set for School Curriculums in our classroom.

#### DAILY SCHEDULE

- Our daily routine includes:
  - Wash Hands
  - Free Play

- Clean Up
- Snack
- Circle Time
- Group Work
- Play Outside
- Daily schedule is posted in each classroom
- The daily routine fosters development of good health habits, self-discipline, adequate indoor/outdoor play, and mealtimes with opportunity for various experiences.
- The environment protects children from physical harm without restricting physical, intellectual, emotional, and social development. Environment and interactions requirements are complied with and reviewed.

### **DISCIPLINE POLICY**

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.

### **PERSONAL POSSESSIONS**

- Room to Bloom has limited space and storage. Your child may bring one quart size baggie change of clothing, labeled, to keep at school. No other personal belongings are allowed.
- Toys, sippy cups, water bottles, chapstick, and food (aside from snack day) should stay at home. The exception to this rule is comfort item brought specifically for show and share or for separation anxiety.

### **SHARE BAG**

Your child will be responsible for show and tell one day per month (on average). The Calendar indicates when your child is assigned to bring snacks and one item in the Share Bag. Prior to that assigned day, your child will bring home the Share Bag. Please help your child select something that relates to the theme in the binder of the Share Bag. This could include a toy, book, picture, etc. if it follows these rules:

- Only ONE object is allowed in the Share Bag.
- Object must be small enough to fully fit inside the Share Bag.
- Object must not be fragile or valuable.
- Object must not suggest violence (i.e. toy weapons, violent action figures etc.).

Please complete ONE Clue Card together with your child (found inside the binder). Place this along with your child’s Share Item in the bag. Items must stay in the Share Bag until show and tell time. During show and tell



time, your child will call on two students to either ask a question or make a comment/compliment after the clues are read. We have placed a detailed letter in the Share Bag Binder for the year. Themes will change as every child gets the opportunity to share, so check the theme each time your child gets the Share Bag!

## **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.

## **Part Four: Health and Safety**

### **AQUATIC POLICY**

- Room to Bloom does not participate in aquatic activities such as wading pools, rivers, lakes, streams, swimming pools, or water slides.
- Sensory table with water, squirt bottles, and other water play included in a sensory table are not included on this policy, however, Room to Bloom will still require written parental permission to participate in these activities.
- Children are supervised closely during all sensory table play.

### **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 licensing restrictions set forth by the State. In such a case, we will notify families no later than 7:15 a.m. so you are able to make alternative arrangements.

### **CHILDREN WITH SPECIAL NEEDS**

- All children with diagnosed special health needs are required by licensing to have a current written health care plan signed by a parent/guardian or physician and should be updated yearly.

### **EMERGENCY POLICY**

- Children must keep shoes on in case of emergency.
- 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 or designated relocation site will pick up their child upon notification.
  - Floor plans of the buildings are hung near each exit. Students will gather at Peace Lutheran Church or the Public Safety Center during an emergency exit under staff'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 monthly. The children will practice this with staff before they have an actual fire drill. Tornado drills will be carried out several times a year. The children will practice this with staff 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.
- PUBLIC HEALTH EMERGENCY: In the event of a public health emergency, the North Dakota Department of Health may initiate guidelines to follow. It may include closures or modified practices. You will be notified of all practices via phone or text as soon as possible. Should a closure occur for more than 15 days, tuition is still required at 75%, however, distance learning will occur via Class Dojo.
- Emergency medication and/or equipment included in a child's care plan should be provided by the parent, so it is available when the child is in care. If not provided, program will need to call 911 or have an emergency plan in place.

## EXCLUSION GUIDELINES

- 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:
  - Fever above 100.4 within the last 24 hours
  - Symptoms and signs of possible severe illness such as lethargy, uncontrolled coughing, irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child
  - Diarrhea
  - Blood in stools, not explained by dietary change, medication, or hard stools
  - Vomiting within the last 24 hours & abdominal pain
  - Pink eye
  - 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.
  - Rash with fever or behavior change
  - Ringworm
  - Head Lice
  - Scabies
  - Active Tuberculosis
  - Impetigo
  - Strep throat
  - Chickenpox
  - Pertussis (whooping cough)
  - Mumps
  - Hepatitis A virus
  - Mumps

- Rubella
- MRSA
- Influenza
- COVID-19
- Any illness determined by the local health department to be contributing to the transmission of illness during an outbreak
- Should your child be absent due to an illness, Room to Bloom **requires** notification via phone call, text, or email.
- Room to Bloom may override a health care provider's order at our discretion

## IMMUNIZATION POLICY

- Licensing requires that children be up to date with immunizations or have a valid exemption.
- If a vaccine preventable disease to which children are susceptible occurs at the program, it is recommended for unimmunized children to be excluded for the duration of the possible exposure.

## MEDICATION POLICY

- Written parental permission to give prescription, over-the-counter medication, and over-the-counter products is required. Written instructions from a health care provider in addition to the written parental permission to administer prescription and over-the-counter (OTC) medications are required on file.
- Medication must be given to staff and may not be left in backpacks.
- Medication must be in its original container that is labeled with child's name.
- Expired medication will not be given.
- Medication will not be given in any form unless a written medication form is completed. Verbal confirmation will not be accepted.

## OUTDOOR POLICY

- Parents are responsible for providing weather appropriate clothing and shoes (rubber soled, closed toe, back strap, etc.) for active play. This includes winter clothing when necessary (snow boots, snow pants, hats, mittens, etc.). Keep in mind, we use dressing for the outdoors as part of our preschool curriculum.
- Standards for Child Care recommend that children are taken outside when temperatures are above 15 degrees F (wind chill or temperature) and below 90 degrees F (heat index). Staff will use extreme caution when temperature/wind chill is 0-15 degrees F as indicated in the chart below.
- 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 send out texts and emails

## Cold Weather Wind Chill

		WIND SPEED in MPH								
		Calm	5	10	15	20	25	30	35	40
AIR TEMPERATURE (°F)	50	50	48	40	36	32	30	28	27	26
	40	40	37	28	22	18	16	13	11	10
	30	30	27	16	9	4	0	-2	-4	-6
	20	20	16	4	-5	-10	-15	-18	-20	-21
	10	10	6	-9	-13	-25	-29	-33	-35	-37
	0	0	-5	-21	-36	-39	-44	-43	-49	-53
	-10	-10	-15	-33	-45	-53	-59	-63	-67	-60
	-20	-20	-20	-46	-58	-67	-74	-79	-82	-85

- Outdoor play is recommended when temperature/wind chill is 15 degrees F or above.
- Use caution when temperature/wind chill is between 0 to 15 degrees F.
- Outdoor play is not recommended when temperature/wind chill is 0 degrees F. or below

## SNACKS

- Each child is assigned a day to bring a nutritious snack which typically occurs once per month. Plan to send enough *peanut/nut free* snacks for 12 children. Drinks (100% fruit juice or filtered water) are provided by Room to Bloom.
- When possible, snacks should require little or no preparation from the preschool. This includes heating, peeling, slicing, or washing snacks. Room to Bloom has utensils, so there is no need to send them with your child to school.
- Please try to adhere to our snack list to ensure children with food allergies or food restrictions may be included during snack time. Know that food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing or making snacks. You may also refer to <https://snacksafely.com/safe-snack-guide/> for an updated and detailed list of allergy friendly foods.
- This includes labels that read “may contain traces of peanuts/nuts”. Please avoid snacks that contain peanuts, peanut flour, peanut oil, peanut butter or other nuts. This includes snacks with almonds, coconuts, sunflowers, filberts, brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts. (Tree nuts)
- If your child has special dietary requirements, please alert the staff. A written Food Action Plan is required for the child’s file prior to attendance.
- Do not allow children to bring breakfast, sippy cups, candy, gum or other treats (aside from snack) to preschool.
- Serving healthy snacks is beneficial for your child’s development and supporting lifelong healthy eating habits. We suggest these nutritious snacks:
  - fruit (fresh or dried)
  - 100% fruit snacks
  - vegetables,
  - crackers
  - cheese
  - pretzels
  - popcorn

- rice cakes
- graham crackers
- pudding
- yogurt
- granola bars (not dipped)
- trail or cereal mix
- quick bread (such as banana, zucchini, or blueberry)
- meat and cracker tray
- Refrain from sending cupcakes or cookies for snack day.
- Birthday treats are not required; however, we ask that if you prefer to bring a treat, you ask for prior approval or consider sending a goodie bag home.
- If you forget to bring snack on your child's assigned day, please bring a box of individually packaged non-perishable snacks on your child's next school day to replenish our backup supply. Be prepared to pay a fee of \$8 for each snack that IS NOT replaced.