



*Room to Bloom*  
Preschool

2025-2026  
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  
[www.facebook.com/preschoolroomtobloom](https://www.facebook.com/preschoolroomtobloom)  
<https://schools.mybrightwheel.com/>

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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 children to reach their full potential. Room to Bloom understands that each child is unique. A center-based preschool allows 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 is absent from school, please call or text your teacher:

**Mrs. Jami Swensrud**  
701-260-3760

**Mrs. Nikki Kordonowy**  
701-690-6965

**Ms. Avery Showalter**  
701-590-5640

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

- To keep you well informed, teachers will send newsletters via our Brightwheel app. Teachers may also answer questions by phone, email or speak personally with you as you drop off your children. Check your Brightwheel App frequently for updates. If staff is not immediately available (during business hours), your call will be returned promptly.
- Please respect the teachers' private hours of 5 p.m. to 7:30 a.m. on weekdays. Weekend messages can be left on Brightwheel. Teachers will answer them during business hours.
- Room to Bloom utilizes Brightwheel 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 online or on social media.
- Room to Bloom utilizes Facebook for advertising and informational purposes. Room to Bloom will not use a picture of your child's face on this page without prior authorization. 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: M-F AM: Purple, M-F PM: Orange, MWF AM: Red, MWF PM: Yellow, T/TH AM: Blue, T/TH PM: Green. Room to Bloom will post notifications on Brightwheel pages. Yearly calendars are located on our website and Brightwheel. Any class specific information will be coordinated to the color specified to the color assigned above.
- Assistance for Brightwheel can be found on the app using the Help Center by touching the three bars in the upper left corner. You may search articles, access the Chat as well as email Brightwheel assistance.

## GRIEVANCE POLICY

If you have any concerns or complaints about the program, please address them to 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 ND Health & Human 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 are made to a **statewide toll-free Child Abuse & Neglect Reporting Line 1-833-958-3500**, between 8 a.m.-5 p.m. CST Monday-Friday.

## MEDIA RELEASE

A written permission form will be on file for all children to have their picture taken. Pictures of children are taken for room display, bulletin boards or sometimes social media. Children cannot be photographed without permission 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 fully 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 or as required. (All records are kept confidential.)

- Immunization records (must be up to date)
- 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, in full, must be received on or before the 1<sup>st</sup> day of the month unless otherwise indicated in 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 is not received one week after the 1<sup>st</sup> month, preschool services for your child will be discontinued.

- 2 day tuition: \$165/month for September through May
- 3 day tuition: \$210/month for September through May
- 5 day tuition: \$350/month for September through May
- Additional fees:
  - \$25 late payment fee after midnight on the 2<sup>nd</sup> of the month
    - This late payment fee is remitted to any account after 12 a.m. on the 3<sup>rd</sup> of the month for failure to payment of tuition within any month for September to May.
  - \$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.
  - \$10 Food Fee
  - Tuition due March-April 15 (for May) if client discontinues services March 1<sup>st</sup> or after
  - Extra Clothes: \$10
  - Share Bag: \$30
- Registration fees to hold a space. Tuition plus supply fees.
  - 2 day: \$165 tuition + \$110 fees = \$275
  - 3 day: \$210 tuition + \$150 fees = \$360
  - 5 Day: \$350 tuition + \$225 fees = \$575
- In the event of a pandemic, we require 75% tuition be paid while a shutdown occurs. You will still receive at home preschool services during this time.

## Payment Policy

- Payment of tuition can be made in multiple ways: cash, credit, check or ACH. Credit card or ACH can be completed via our Brightwheel App. There are no fees associated with this system. Each month, you will receive a receipt for payment of your child's tuition. Brightwheel allows you to print a year-end tax statement on the Payments Page. Room to Bloom's EIN number is on the receipt for tax purposes.
- Recurring payments can be setup via our Brightwheel App at any time.

## 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. The wait list is then available for open enrollment.

## Late Pick-up / Arriving Early

- Drop off time is 10 minutes prior to class time. Class times are as such: AM: 8:30-11:00 or PM: 12:15-2:45.
- Pick up time is 5 minutes after class time. Please be timely in picking up your child as teachers have engagements between or after class times. Students are instructed to leave with grown-ups when they arrive.
- **Early or late drop off will incur a \$10 fee for EACH 5-minute increment the child is early/late without prior authorization. If you need an early or late drop off, arrangements must be made 24 hours prior.**
- 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 with 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 to 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, missed days, or short months.
- Deposits are nonrefundable.
- No deposits/fees are transferrable to other families or friends.

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

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

- Parents/Guardians must notify program of any changes in schedule.
- Enter the parking lot on the East Entrance and exit on the West Entrance. Enter and exit the parking lot with extreme caution. Use speeds of 10 mph or slower.
- During arrival/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.

- Keep the sidewalk and lawn area free from vehicles (roped off area). Parking in these areas is prohibited.
- 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 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) if you are not utilizing our Brightwheel App to check in/out.
- 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.
- A copy of a court order must be provided to the program must be provided if it limits the rights of one of the child's biological parents from drop-off/pick-up (such as a divorce settlement or restraining order).

#### Parent/Guardian and Staff Communication

- Room to Bloom will post notifications to our Brightwheel pages. Each class is color coded for class specific information: M-F AM: Purple, M-F PM: Orange, MWF AM: Red, MWF PM: Yellow, T/TH AM: Blue, and T/TH PM: Green.
- All parent/guardians will 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. 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). Bring the following items: Shirt, Underwear, Pants, and Socks, in a plastic bag labeled with your child's first and last name. Failure to have spare clothing may result in Room to Bloom using spare clothing and assessing a Clothing Fee (for clothing not returned) of \$10.  
*\*\*\*Please note we are not equipped to potty train your child; thus he/she must be fully potty trained to attend Room to Bloom. Pull Ups imply your child is not potty trained.*

#### 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 Brightwheel for updates as they become available. Room to

Bloom does follow the 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 your child(ren) will not be attending for the day 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.

#### **CURRICULUM OVERVIEW**

- Room to Bloom uses Conscious Discipline, Get Set for School & Learning Beyond Paper 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.

#### **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 should stay at home. The exception to this rule is a comfort item brought specifically for show and tell 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 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.).
- No pets allowed (must be a nonliving thing).

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!

If your child is absent on his/her assigned Share Bag Day, it is your responsibility to contact another family to trade days with, if you wish to do so. Missed days will not be made up. We have several opportunities for Share Bag Days and limited time during our preschool day to extra Share Bag time. A Share Bag that is not returned will incur a \$30 fee.

## TRANSPORTATION

- Transportation is not provided by Room to Bloom at any time. We are not responsible for finding alternative transportation (carpooling, etc.) for your child. 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 and/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 made 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 Brightwheel.

- 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
  - 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 are 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 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 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 the 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. Staff 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

- Peanut/tree nut free snacks and 100% fruit juice or filtered water are provided by Room to Bloom.
- You may monitor what your child eats daily via the Brightwheel app.
- 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.
- Birthday treats are not required; however, if you prefer to bring a treat, we require nonfood items due to the high amount of food allergies.
- Do not allow children to bring breakfast, sippy cups, candy, gum or other treats to preschool.