

# Hand-in-Hand Preschool Parent Handbook 2024-2025



## School Readiness Program Caledonia Area Community Education

Caledonia Area Elementary  
511 West Main Street  
Caledonia, MN 55921  
**(507) 725-5205**

### **Preschool Teachers:**

3K: Rachel Whitmore, [rachel\\_whitmore@cps.k12.mn.us](mailto:rachel_whitmore@cps.k12.mn.us)  
4K Full Day: Tayler Schwartzhoff, [tayler\\_schwartzhoff@cps.k12.mn.us](mailto:tayler_schwartzhoff@cps.k12.mn.us)  
4K Half Day: Brett Gulbranson, [brett\\_gulbranson@cps.k12.mn.us](mailto:brett_gulbranson@cps.k12.mn.us)

### **Community Education Director/Early Childhood Coordinator:**

Gretchen Juan, 507-725-5139 or 507-725-5205, ext. 1195  
[gretchen\\_juan@cps.k12.mn.us](mailto:gretchen_juan@cps.k12.mn.us)

# Hand in Hand Preschool Handbook

## 2024-2025

### Philosophy and Goals of Hand in Hand Preschool:

- Foster creativity and socialization skills
- Develop a positive self-image.
- Develop foundations for later reading and writing
- Stimulate mental growth
- Develop the whole child; taking them from where they are to as far as their ability and interests will carry them.

**Curriculum Areas:** Creative Curriculum, the curriculum we use in our classroom is organized into nine areas of development and learning:

- |                   |                         |
|-------------------|-------------------------|
| -Social-Emotional | -Mathematics            |
| -Physical         | -Science and Technology |
| -Language         | -Social Studies         |
| -Cognitive        | -The Arts               |
| -Literacy         |                         |

### Skills:

- |                      |                   |                 |
|----------------------|-------------------|-----------------|
| Name recognition     | Cutting           | Rhyming         |
| Writing/Pencil Grasp | Coloring          | Sharing         |
| Patterning           | Sorting           | Problem Solving |
| Number recognition   | Shape Recognition | Communication   |
| Letter Recognition   | Matching          | Self-help       |
| Taking turns         | Pretend Play      | Gross Motor     |

### What the Children Do At Preschool:

Our daily schedule is flexible and subject to change. The following is a list of activities in which all children will participate in daily:

- Center time: investigative play, socializing, small groups, manipulative toys, and games
- Art activities: small muscle activities
- Large muscle activities: climbing apparatus, throwing games
- Visual perceptual activities: puzzles, manipulatives
- Sharing time
- Snack time
- Circle time: singing, stories, calendar, weather, special topics
- Lunch, recess, and rest time
- The teachers will be sending daily class schedules home in the Communication folder

### Enrollment:

Students are eligible to register for Hand in Hand Preschool at the age of 33 months. Applicants will be served on a first come first served basis regardless of race, color, creed, gender, or national origin.

- Prior to the child's enrollment the following forms must be completed and returned:
  1. Enrollment
  2. Emergency Health Information
  3. Immunization
  4. Health Care Summary (To be completed within 30 days of enrollment)
  5. A non-refundable enrollment fee of \$35.00
- Children **must** be potty trained to attend preschool.
- **All previous balances must be paid before new registration will be accepted.**

Program	Ages	Hours	Tuition
3K- Full Day	Must be 3 by September 1st, 2024  *Must be potty trained	PreK Class Time: 8:00am-3:00pm	PreK Class Only: \$150/week
4K- Full Day	Must be 4 by September 1st, 2024  *Must be potty trained	PreK Class Time: 8:00am-3:00pm	PreK Class Only: \$150/week
3/4K- Half Day  *Must be picked up at 12pm. No option for care after 12pm	Must be 3 by September 1st, 2024  *Must be potty trained	PreK Class Time: 8:00am-12:00pm	PreK Class Only: \$85/week

**Tuition:** Tuition is due the first day of each week.

\*You are welcome to pay more than one week at a time.

**No Tuition Due the Following Weeks:**

- First Week of School (Aug 21)
- Thanksgiving Week (Nov 25)
- First Week of New Year (Jan 1-3)
- Last Week of School (May 19)

**Tuition Late Fees:**

Tuition is due the first day of each week. You are welcome to pay more than one week at a time.

- 2 Days Late- Email Reminder
- 3 Days Late- \$10 Late Fee Applied
- 1 Week Late- Phone Call Reminder
- 2 Weeks Late- Amount overdue needs to be paid before child can continue to attend or a payment plan needs to be set up

**Past Due Accounts:** Failure to pay accounts 60 days past due may result in accounts being sent to a collection agency and/or expulsion from the program. Your credit rating may be affected by your account being sent to a collection agency. Your student may return to class once payment is made in full.

**Returned checks:** There will be a \$20 fee for each check that is returned from the bank. If we receive an NSF check from a family, we will ask for future payment in the form of a money order or cash.

**Tuition Assistance:** Tuition assistance is available for qualifying families. Requests for tuition assistance must be submitted by August 30<sup>th</sup>. Please contact Grtechen Juan for information.

**Pre-K Pathways Scholarships:** Parents may apply for Pathways Scholarships awarded through the State of Minnesota. There are specific eligibility requirements. Please contact Gretchen Juan for more information.

**Withdrawal:** If you wish to discontinue preschool, please provide a one-month notice.

**Tuition is tax deductible:** Please call for the tax ID number. Tuition is subject to change each school year.

**Hand in Hand School Year:** Preschool classes run August 23rd, 2023 through May 22nd, 2024 and follow the Caledonia Public Schools calendar. Please note closed days below:

**No Preschool Dates:** Hand-in-Hand Preschool is **CLOSED** on the following days:

- Monday, September 2nd (Labor Day)
- Thursday, October 10th (ISD 299 dismissed @ 12:30)
- Thursday & Friday, October 17th, 18th (Teacher Inservice Day and Education Minnesota)
- Wednesday - Friday, November 27th-29th (Thanksgiving Break)
- Monday, December 23rd - Wednesday, January 1st (Winter Break)
- Thursday, February 6th (ISD 299 dismissed @ 12:30)
- Friday, February 14th and Monday, February 17th (President's Day)
- Friday, March 14th – Friday, March 21st (Spring Break)
- Friday, April 18th and Monday, April 21st (Easter Break)

**School Cancellations/Delays:** If Caledonia Area Public Schools is canceled, preschool is canceled.

**Early dismissal:** If Caledonia Area Public Schools dismiss early all preschools will dismiss early.

**Late Start:** If Caledonia Area Public Schools have a late start, all preschool classes will have a late start.

**If you need care on no school days, late starts, early releases, your child must be enrolled in the SAC program.**

In case of inclement weather listen to your local radio stations or check the website at [www.cps.k12.mn.us](http://www.cps.k12.mn.us). A message will also be sent out on the School Reach system if school is canceled or delayed. Whenever school is canceled all Community Education classes and activities are also automatically canceled.

**Drop Off and Pickup of Children:** Hand in Hand Preschool students should come to **door E** in the morning between 7:45am and 7:55am, and wait with the education assistant. If eating breakfast, students can be dropped off at the front doors at 7:35am. Parents can pick up at **door E** after school. Please be prompt in drop off and pick up of children.

**Absences:** Please call or email your teacher if your child will not be attending preschool that day. **If your child rides the Semcac bus you must also call the Semcac bus driver.** Please send a doctor's note if your child will be absent from school for an extended period of time due to medical reasons.

**Accident Policy:** In the event of an accident, first aid will be administered as necessary by staff. If there is a medical emergency, staff will call 911. Parents will be called immediately. If a parent cannot be reached, the emergency contacts listed on the emergency form will be called. A staff person will remain with the child until the contacted person arrives.

**Apparel:** Play clothes and tennis shoes are more desirable than dress clothes. The children are active throughout the day and may get dirty or paint on them. We encourage independence in dressing and using the bathroom; therefore, it is helpful to provide fasteners that can be easily managed.

The children are taken outside to the playground or for walks daily unless it is below 0 degrees with wind chill. During the changing seasons, especially the winter months, please remember proper outerwear and footwear (boots, mittens, and a hat during the winter months). Please **no flip flops or Cowboy Boots** as they can interfere with the student's safety and participation in activities. **Please keep an extra pair of socks, pants and underwear in your child's backpack.**

**Birthdays:** Birthdays are special for all of us. Children may choose to bring a treat on or near their birthday. All treats must be "store bought". Please save sweet treats such as cupcakes, cookies or other sweet items for birthday/half birthday celebrations. Mini cupcakes are a perfect size for preschoolers

**Classroom Visits:** Visitors, especially parents, are always welcome to visit the classroom at any time. Please call to set up a classroom visit.

**Communication:** An open line of communication is encouraged between parents and teachers. Any problems, concerns or questions should be discussed as soon as possible. Please feel free to call or email your child's teacher at any time.

**Communication Folders:** To maintain communication between teachers and parents, the students will be using a communication folder. The folders are taken home daily to be reviewed by parents. Teachers will include information about events and activities as well as personal notes. If you have a question or concern please send a note in the communication folder

**Conferences:** Two parent/teacher conferences will be scheduled during the school year (October and February). Conferences will be more frequent if the parent or teacher feels it is necessary.

**Discipline:** Hand-in-Hand's philosophy of discipline is to provide all children with a safe environment, positive guidance, redirection, and the setting of clear-cut limits. The goal of these procedures is to help your child develop self-control, self-esteem and the respect for the property and rights of others.

Preventative methods used:

1. Modeling expected behavior
2. Redirection
3. Natural and logical consequences
4. Removal from the group.

If negative behaviors continue parents will be notified and a meeting with parents will be scheduled to come up with an action plan.

**Respect, Work and Belong:** The students and staff at Caledonia Area Elementary live out Respect, Work, Belong, on a daily basis. The following are general school wide rules:

- **RESPECT**

- Treat all people the way you want to be treated.
- Treat the property of others the same way you want people to treat your property.
- Walk and talk quietly in shared areas.

- **WORK**

- Do what you are supposed to be doing and bring the materials (tools) that you need to do it.

- **BELONG**

- Be where you are supposed to be and be there on time.
- Support the goals and actions of the group.

## **Health Policies and Procedures**

Parent/guardian will be notified as soon as possible if a child develops symptoms of any illness or has an emergency or injury requiring medical attention. Staff or volunteers will notify the preschool director if any child in care exhibits an illness or has an emergency or injury that requires medical attention.

If the child is ill, the child will be removed from the class and be supervised in case there is an exposure to a contagious illness or condition at preschool. In the case of a medical emergency, the child's parent or legal guardian will be notified immediately following the assessment of the child's medical needs. In the event that an injury, allergic reaction, or other medical condition requires immediate medical attention by a trained medical professional, \*911 will be called to contact the Caledonia EMS. The family will be immediately contacted by another staff member. The preschool director or teacher will accompany the injured or ill child in an ambulance to the family preferred medical facility.

In the case of an offsite emergency, the same procedures will be followed except that a staff member will accompany the child to the nearest and/or family preferred medical facility. The preschool director will be notified immediately and will send additional assistance to the offsite location and medical facility (if needed). The preschool director will also contact the parents immediately.

**FEVER:** 100.4°F and above. We do add a degree because we take the temperature under the arm and it is not accurate. The child should remain home for 24 hours, without medication, after the fever has subsided. If the child is diagnosed with an ear infection, the child may return if a physician states that the child can be at the daycare, as long as they are comfortable.

**CONJUNCTIVITIS (Pink Eye):** Inflammation of the mucous membrane lining of the eyelids and covering the front of the eyeball, commonly called Pink Eye - The child should be seen by a doctor and treated for 24 hours before returning. The child may return to daycare if the physician states that the child does not have conjunctivitis (pink eye).

**STREP:** A streptococcal infection marked by fever, sore throat, headache - If a physician does a throat culture on the child, she/he may not return to preschool until results of the culture are known. If the culture is positive, the child must be on antibiotics for 24 hours before returning to school.

**IMPETIGO:** Contagious multiple skin lesions, usually on face, around lips and nose, fingers, elbows, legs, and knees - The child needs to stay home, usually 3-5 days, until a physician authorizes the child's return.

**CHICKEN POX:** A viral infection of childhood, often with sudden onset, marked by fever and itchy eruptions which become small blisters in a few hours - The incubation period is usually 13-17 days. The child should be at home until the last crop has crusted and is dry.

**HEAD LICE:** Any of various small, wingless parasitic insects that inhabit hair - The child may not return until treated and free of nits (eggs.)

**VOMITING:** In the morning, a child should not be sent to preschool if he/she has vomited within the past 24 hours. The child may return to preschool when free of vomiting for 24 hours. Parents will be called to come for their child if he/she vomits at school.

**DIARRHEA:** Parents will be called to come for their child if he/she has one diarrhea episode. The child should not return until free from diarrhea for 24 hours. A child should not be sent to preschool if he/she has diarrhea in the morning.

**RASHES:** Children with contagious rashes will not be allowed to attend preschool. Any rash that cannot be explained or is questionable will need to be seen by the child's physician and a note will be required, verifying that the rash is not contagious before the child may return to the center.

**TICKS:** If a preschool staff has found a tick on any child, they will call the director. The Director or Administrator will try to brush off the tick. If it cannot be brushed off, they will cover it with a band aid and call the parent immediately. Preschool staff will not try to pull the tick out in case it is embedded.

**Safety Drills:** Fire, tornado, and lockdown drills will be practiced during the school year

**Snacks:** A healthy snack will be served during each class. Your child is asked to bring a snack when they are the "snack helper". A calendar will be sent home each month indicating who is the "snack helper. All snacks must be purchased at a store or bakery and be ready to eat. There is a full size refrigerator in the classroom if you want to send a snack that requires refrigeration.

**Transportation:** Parents are responsible for transportation of enrolled children. Students may ride a district school bus with a bus buddy or the Semcac bus.

- A. **Bus buddy:** If your child rides an ISD 299 school bus to school in the morning, their "bus buddy" must deliver them to the kindergarten door. Preschoolers may not ride the ISD 299 bus without a "bus buddy".
- B. **Riding ISD 299 bus after school:** If your child rides an ISD 299 school bus after school, the teacher will help match them up with their "bus buddy" by **door E**. Please remind your "bus buddy" to pick up your child.

## **Behaviors**

Hand in Hand Preschool believes that children learn positive behavior through reinforcement and redirection. We encourage verbalization of needs and feelings. We encourage the children to develop self-control to solve minor conflicts in a peaceful way. However, at times, children may behave inappropriately. Some of their behaviors may even be injurious to themselves or others. In order to keep all staff and children safe, these behaviors must be controlled. We will implement the guidance and direction necessary for healthy growth and development. Parents will be notified if negative behavior becomes a concern.

### **Minor Violations:**

- Disrespectful towards staff
- Disrespectful towards other students
- Disruptive behavior
- Repeatedly not following directions
- Repeatedly not following program/game rules
- Excessive horseplay

### **Major Violations**

- Pushing
- Tripping

- Hitting
- Kicking
- Spitting
- Threatening comments or gestures
- Uncontrollable behavior
- Aggressive behavior towards other children or staff
- Inappropriate language
- Teasing or embarrassing others
- Will destruction of SAC or school property

**Critical Violations**

- Fighting
- Leaving assigned area without permission
- Biting
- Aggressive behavior that causes serious harm to another child
- Harassment, Intimidation, Bullying

**Administration of Discipline**

	First Violation	Second Violation	Third Violation	Fourth Violation
Minor Violation	Verbal notice to parent/guardian describing the behavioral concern	Written notice to parent describing the behavioral problem	Written notice to parent describing the behavioral problem and parent conference	Student leaves school for the day, immediately
Major Violation	Written notice to parent/guardian describing the behavioral concern	Written notice to parent describing the behavioral problem and parent conference	Student leaves school for the day, immediately	
Critical Violation	Student leaves school for the day, immediately			



Hand in Hand Preschool  
Parent Permission and Signature Form  
2024-2025

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*(Child's Printed Name Please)*

I, \_\_\_\_\_ have read and understand the parent handbook. I will follow the guidelines listed in the handbook.

\_\_\_ I hereby give permission for my child to go on field trips, tours and excursions of an educational value, under the guidance of a teacher, teachers or administrator.

\_\_\_ I give permission to use pictures of my child for publication as needed through communication tools such as the district website, newsletter, promotional materials, the Hand in Hand Preschool Facebook page, etc.

I understand that this is to be in effect from August 2024 through May 2025.

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_  
*(Parent or Guardian's Signed Name Please)*

Date: \_\_\_\_\_