

Kaleidoscope Preschool - Parent Information and Program Policies
www.hopkinsschools.org/preschool 952-988-5000

Locations

Harley Hopkins Family Center
125 Monroe Avenue South
Hopkins, MN 55343

Meadowbrook Elementary
5430 Glenwood Avenue
Golden Valley, MN 55422

Glen Lake Elementary
4801 Woodridge Road
Minnetonka, MN 55345

Philosophy

Kaleidoscope's goals for children are:

- to encourage social, emotional, intellectual, physical and ethical development,
- to promote and stimulate individuality, creativity, language development, self-help skills and a sense of community
- to provide children with a variety of experiences in an inclusive environment.

Education in the early childhood years provides a foundation for the teaching of skills and facts focused on in the elementary school and beyond. Our staff will provide children with opportunities to learn in both small and large groups. The play-based experiences allow children to engage with many different materials using themes, which emerge while following children's conversations, play and choices. The introduction and practice of basic concepts occurs creatively within all of the classroom experiences.

Kaleidoscope Preschool classes begin in September and end in May. Our class days often follow the Hopkins Public Schools school year calendar.

A summer option, Summer Adventures, offers an additional classroom experience at our Harley Hopkins site.

Class content varies according to age, ability, group needs and interests. Children must be three years of age prior to their first day of class.

Supporting the classroom

TOYS FROM HOME - We cannot be responsible for personal possessions brought to school. Limit these to items requested by the teacher as part of the curriculum and mark them clearly with your child's name.

SNACKS – To support sensible eating habits, when snacks or birthday treats are provided from home, we ask that families send a **nutritious, commercially prepared snack from an unopened container** off of a program approved list of options for the entire class. We will not be able to serve cake, cupcakes, cookies or chips, even as a special treat. Milk is available through the National School Milk Program. Be sure to inform the staff of any food allergies.

OUTDOOR PLAY - All children will go outside to play as often as the weather permits. In the winter, each classroom will designate outdoor days. If the temperature is below 15 degrees, we will remain inside.

CLOTHING – Children's activities are often messy. Dress your child in comfortable clothing and shoes that offer protection.

PARENT INVOLVEMENT - Research shows that children whose parents come to visit school and become involved with school are more successful in the school environment. Regular parent-child events are scheduled in your child's classroom during class time. We hope you will find a way to participate.

ASSESSMENT - Students growth and development is followed using developmental guidelines developed by the Work Sampling System. Staff will observe and document these observations during typical play situations, conversations, group work and explorations. The following areas will be followed and reported to parents with a copy sent to your child's assigned Hopkins Public School elementary: Personal and Social Development, Language and Literacy, Mathematical Thinking, and Physical Development.

We encourage your involvement in your child's growth in these areas at home and are happy to provide you with ideas for this practice in an easy and fun way. The most important suggestion we can give is to converse with your child often, observe closely and wonder about the things around you, and read, read, read together!

Policies and Procedures

CONFERENCES - All classes will hold two scheduled conferences each year. An orientation conference will be offered before your child begins, to allow staff to get to know you and your child as well as to acquaint you with the classroom routine and answer any questions you may have. Another conference is offered in late winter/early spring to discuss your child's adjustment, growth and development. If you have any questions or concerns at any time during the school year, please feel free to set up an additional conference to discuss it with us.

CLASSROOM MANAGEMENT GOALS – Our staff is dedicated to establishing a safe and comfortable environment for your child. Classroom expectations will be clear, reminders will be given as necessary, and staff will assist children in problem-solving situations or redirect children. If issues continue, staff will follow through with fair and logical consequences. We will ask for your input and assistance when a problem becomes consistent or important. We may call you to join us, or to pick up your child when behaviors become too difficult to manage or unsafe while caring for the whole group of children. A meeting to determine outside resources or referrals may need to be arranged.

TOILETING – We do not expect your child to be completely toilet trained, but we do ask you to work towards independence with toileting skills, particularly when it comes to wiping. If needed, staff can offer resources for extra assistance in toilet learning. It is often helpful to make a stop in the bathroom before class begins. Extra clothes or pull-ups may be sent with your child.

TRANSFER OF RESPONSIBILITY – An adult must accompany the child into the classroom, connect with a staff person and sign in the child. At pick-up, the same process must be followed. If someone other than you or an authorized person is picking up your child, we will need written notice or a phone call.

LATE PICK-UPS - It is important for your child's sense of security to leave on time. If an emergency arises, it is your responsibility to find an alternative ride for your child and notify us of the authorized pick -up. **If you are 15 minutes late, we will levy a \$15 late pick-up fee payable to us before your child's next day of class.** Chronic late pick-ups (10 minutes or more late on more than one occasion) will also be charged a late fee if prior arrangements have not been made with the classroom teacher. **Pick-ups later than 30 minutes will be levied a \$30 pick-up fee.** Please note, our program is not staffed after 4 pm Mondays through Thursdays and after 1 pm on Fridays. If your child has not been picked up by an hour after class or by our closing time and we have not been able to reach you or an authorized pick up person, we must notify local police.

AUTHORIZED PICK-UPS - In order to release your child to someone other than the parent, a list of people authorized to pick up your child is needed. We can accept a written note or phone call in the event that someone other than those listed is taking your child home or on a one-time play date. The adult picking up your child may be asked for a photo ID if we are not familiar with them. If the person picking up your child is not authorized, or you have not contacted us, we will not release the child. If we are unable to connect with parents or authorized individuals, we will contact the police.

HEALTH – Remember that children play in close contact with each other and colds and flu are easily passed between them. If your child is displaying any of the following symptoms, they need to stay home:

- undiagnosed rash
- severe cold or sore throat
- unexplained lethargy
- inflamed or mattering eyes
- vomiting/diarrhea (Your child can come back to school 24 hours after the last episode)
- fever of 100 degrees or above (Your child needs to be completely fever-free for 24 hours, without medication, before they can come back to school)

It is helpful for your child to wash his hands entering the classroom. This small step helps to keep all children healthier. Please give your child any medication necessary before or after class time.

SUSPECTED CHILD ABUSE – Employees having reasonable cause to suspect abuse or neglect legally must report this information to Hennepin County Child Protection.

ABSENCES - Please notify us if your child will be absent by calling the teacher directly, or leave us a message at 952.988.5019. Children benefit from a regular and predictable schedule. Late arrivals, a string of non-illness related missed days or random attendance, impact your child's ability to benefit from the school experience.

FEES – Fees are due by the 1st day of the month. Please mark the due dates on your home calendar, as a bill is not sent out each month unless you have provided us an email address. Checks should be made payable to ISD 270. You may pay your bill online with Visa, Mastercard, or Discover or set up an auto-charge plan. A \$15 late fee will be assessed if tuition is received after the 10th.

TUITION ASSISTANCE - Kaleidoscope is funded through parent fees. A limited tuition assistance fund is available for qualifying families. Information is available in the office.

NON-PAYMENT – Your Kaleidoscope slot will be released if payment has not been received by the end of the month. If your family is having difficulty paying tuition, consider applying for our assistance program.

WITHDRAWAL FROM THE PROGRAM – Once registered, a written notice of withdrawal must be received in the Kaleidoscope office either by June 1 for the new school year or once school has begun, 30 days in advance. If less than the 30 day notice is given, the family is responsible for one month's tuition.

NON-SCHOOL DAYS – We publish a calendar of non-school days and remind you of those days through our classroom and program newsletters. Various days throughout the school year we will be closed to observe holidays, provide conference or staff development opportunities as well as at times to coincide with many of the elementary no school days.

SCHOOL CLOSING - Kaleidoscope Preschool will be closed when Hopkins School District 270 is closed because of the weather or other emergency situations. This will be announced on local TV/radio stations and posted on the district website. If schools have been announced to begin two hours late, our morning class will be cancelled. When Hopkins schools are cancelled after the children have already arrived, we will call parents for early pick-up. An automated phone/email system should alert families of any changes in programming, although we encourage families to seek out additional sources of information if conditions seem to warrant a possible closure. Our office voicemail at 952.988.5000 should have an update as will the district website at www.hopkinsschools.org.

IMMUNIZATIONS – Your child must be up-to-date with recommended immunizations. Immunization proof and a recent health record must be provided to begin class. Fax to 952.988.5349.