

CUB KIDS PARENT HANDBOOK

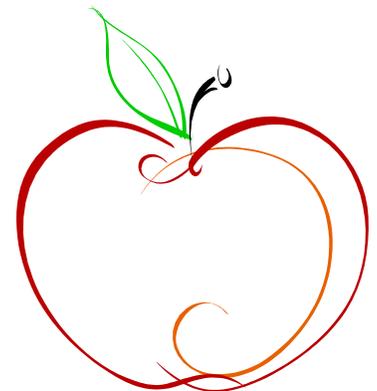


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WHAT IS CUB KIDS?

Cub Kids is a fee-based preschool located at Prairie Meadows Learning Center in Spicer. We are open from 7:15 AM – 5:30 PM on school days. This program follows the New London-Spicer school calendar. Cub Kids serves children ages 3 – 5 years old and aims to prepare them for Kindergarten. Children enrolled in Cub Kids will have opportunities to collaborate with other Early Childhood programs in the NL-S district, as well as Kindergarten teachers, ECSE staff and other specialists if necessary.

The mission of the Cub Kids program is to ensure that every child is ready to enter Kindergarten as a kind, confident and capable student. Our goals are to teach children in a play-based learning environment that encourages growth for children academically, emotionally, physically and socially. We believe that all children deserve a safe place to grow to his/her fullest potential. Our staff members strive to provide activities that are based on the children's individual interests and needs.

CURRICULUM

Creative Curriculum: Cub Kids uses the “The Creative Curriculum.” “Creative Curriculum” is designed especially for Early Childhood programs to meet the unique needs of young children. Objectives and goals of the curriculum align directly with the MN Department of Early Learning Standards as well as with the goals of the NL-S School District.

Examples of skills we work on as part of the curriculum include:

- * Rules and Routines
- * Self Help Skills
- * Taking Turns
- * Sharing
- * Problem solving
- *Character Building
- * Writing Name
- * Color and Shape Recognition
- * Cutting Skills
- * Rhyming
- * Letter Sound and Recognition
- * Counting and Number Recognition

ASSESSMENTS AND CONFERENCES

We will be using observation notes and child work samples to assess individual needs. Daily activities will be planned based on those individual needs. We will hold conferences for families three times each year. Teachers are also available to meet with parents any other time that parents or staff feel it would be beneficial to the child.

FAMILY EVENTS AND VOLUNTEER OPPORTUNITIES

Cub Kids staff will be collaborating with other Early Childhood programs in the New London-Spicer district to plan several family events and field trips throughout the year. Families will be notified when and where events will be held.

Volunteers are welcome anytime during the year. We believe in the importance of partnering with families to create the best possible learning environment. Volunteer opportunities could include:

- Chaperones for field trips
- Helping plan family events
- Helping in the classroom
- Speaking to the children about a special skill or profession
- Coming in to read to the class
- Attending/helping with special events in the classroom
- Serving on our Parent Advisory Board

Anyone wishing to volunteer can call (320) 354-2252, option 9; or contact your child's teacher to arrange a volunteer schedule.

MEALS AND SNACKS

BREAKFAST:

- Served from 9:00 a.m. – 9:30 a.m. each morning
- Cold breakfast menu supplied through Prairie Woods Elementary
- Included in tuition fees

LUNCH:

- Served at approximately 11:45 p.m.
- Prairie Woods Elementary main entrée school lunch.
- Parents may choose to send a cold lunch if preferred.
- Paid through a family school meal account at NL-S
- Applications for free/reduced meals are available

SNACK:

- Served at approximately 3:30 p.m.
- Milk is provided with every snack
- Included in tuition fees

HOURS/LATE PICK-UPS

We are open from 7:15 AM – 5:30 PM on the days school is in session. Please do not bring your child before 7:15 AM – we will not have staff available before that time. Please be on time when picking your child up. Our staff is scheduled until 5:30 PM. If you are late picking up your child, you will be billed an additional \$5.00 for every 15 minutes past 5:30 PM (see financial contract in the registration packet).

WEATHER

If the New London-Spicer school district adjusts their start/close times due to weather, Cub Kids will also adjust our start/close times.

- **2 hour late starts:** If NL-S schools start 2 hours late, we will also open 2 hours late (open at 9:15 AM instead of 7:15 AM).
- **Early Dismissal:** If NL-S schools close early, we will *close when the High School lets out* (i.e. high school dismisses at 12:30, Cub Kids closes at 12:30).
- **Schools Closed:** If NL-S schools are closed, Cub Kids will also be closed. Please make other arrangements on those days.

You may choose to receive email or phone notification in the event of a weather-related schedule adjustment – see your registration packet to choose your preferences. Weather announcements can also be found on local radio/TV stations, the NL-S school website, or the NL-S weather hotline at (320) 354-2252 option #8.

PICK-UP AND DROP-OFF POLICIES

1. Your child must be walked into the classroom each morning. For their safety, **DO NOT** drop your child off at the door and ask him/her to walk in alone.
2. Children will only be released to parents/guardians or people listed on the pick-up list. **If someone other than a parent/guardian will be picking your child up, please send a note or call to notify the staff** – even if that person is on the pick-up list. Staff may ask for identification if we are unfamiliar with the person picking your child up. Please do not be offended if this happens. It is for the safety of your child.
3. **Children must be picked up on time.** Late fees will be assessed if you are late picking up your child. If no one arrives to pick your child up by 5:45 PM, we will attempt to contact parents and then emergency contacts. If we are unsuccessful reaching parents or emergency contacts by 6:00 PM, staff will need to contact law enforcement for further assistance.
4. All Cub Kids staff members are mandated reporters. Therefore, if a staff person feels that a person picking up a child is incapable of caring responsibly for the child (i.e. intoxicated, etc.), we will try to delay that person while another staff person tries to contact another parent or emergency contact. If staff members are unable to prevent the child from leaving with the person, we will immediately call law enforcement personnel for assistance.

FEES AND PAYMENT SCHEDULES

The fees and payment schedules for the program are laid out in your financial contract (see your registration packet). You will be billed whether your child is in attendance or not. Non-school days are prorated out ahead of time so the monthly rates are the same each month throughout the year. We accept Visa, MasterCard or EFT payments only.

SCHOLARSHIPS

Scholarships towards the monthly fees may be available to families demonstrating financial need or other special circumstances (family illness, child with special needs, etc.). Scholarships amounts are based on the amount of available funds each year, the number of qualified applicants, and financial need. For a scholarship application, please contact Jennifer at (320) 354-2252 Ext. 2463.

CHILDREN'S BELONGINGS

1. Please send an extra set of clothing (including underwear) for your child to keep at school. Accidents happen (naptime, spills, etc.) Children will have a locker to put their belongings in. Please be sure to label all clothing.
2. Please dress your child appropriately for the weather. We will be going outside daily as weather permits (even in the winter). If it is easier, you are welcome to keep extra snow pants or other winter gear at school so your child is sure to have all the necessary outdoor attire each day.
3. Your child is welcome to bring a small blanket or soft toy to rest with in the afternoon if he/she wishes. These will need to be sent home at the end of each week for cleaning.
4. Other than small items for rest time, please DO NOT send personal toys from home. Sharing a new, interesting item can become difficult when there are so many children in the room.
5. No violent toys (guns, swords, knives, etc.) will be allowed in school. Children creating violent toys out of blocks or other classroom toys will be redirected to a more appropriate activity.
6. Please do not send gum to school with your child.
7. Please do not send any materials to school containing latex (balloons, etc.) We are a latex-free building.

EMERGENCY PROCEDURES

In the event of an emergency, serious injury, or illness the staff will immediately contact a parent or guardian. If we cannot reach a parent or guardian, staff will call the person(s) listed on the child's emergency contact card. If they are unavailable, staff will call 911 for further assistance. In the event of a life-threatening emergency, we will immediately call 911 for assistance and then proceed to call parents.

DRILLS

We will hold regular fire and tornado drills. We will also conduct lockdown drills. **All drills will be conducted in a calm, non-threatening, and age-appropriate manner.** Emergency drills are conducted to prepare staff and children to stay calm in the event of an emergency. We will follow the New London-Spicer district drill schedule.

BEHAVIOR

All children are expected to behave in a developmentally appropriate manner when attending school. Behaviors that are dangerous or extremely disruptive will not be tolerated. If a child is making inappropriate behavior choices, staff members will follow our behavior guidance policies as follows:

1. Evaluate the classroom to determine if a change in room arrangement or scheduling would help the child.
2. Discuss the behavior and remind the child of classroom rules.
3. Redirect the child and try to interest him/her in a more appropriate activity.
4. If necessary, provide developmentally appropriate consequences that are directly related to the problem behavior. At the same time, staff will try to help the child think of other solutions to the situation.
5. Take-a-break may be used if a child refuses to be redirected. When this happens, the child will be directed to a designated spot in the room with quiet activities (books, puzzles, etc.) until the child is able to make better choices.
6. If unacceptable behavior choices are persistent, staff will contact parents. We will try our best to work together to develop a plan that will help the child make better behavior choices so he/she can reach his/her fullest potential while attending school.
7. If, after every possible option has been tried, a child persists in displaying unacceptable behaviors, Cub Kids reserves the right to ask the family to seek childcare elsewhere. We also reserve the right to immediately disenroll any child who threatens the safety of the other children or staff in the classroom at the discretion of the Early Childhood Coordinator, after consultation with the Community Education director and/or school district Superintendent. We truly believe that every child has potential and never want to see this happen. These extreme measures will only be used as a last resort if the staff determines that we have done everything possible to help the child, and that the child would benefit more in a different setting.

HEALTH POLICIES

1. All staff members will be certified in pediatric CPR and First Aid.
2. A copy of each child's immunization record **MUST** to be on file upon enrollment.
3. We will exclude a child with any of the following symptoms/illnesses:
 - A. Any reportable illness that has not been treated by a physician.
 - B. Vomiting – until 24 hrs have passed since the last incident
 - C. Three or more abnormally loose stools within the past 24 hours.
 - D. Conjunctivitis (pink eye) until on medication for 24 hours.
 - E. Any bacterial infection that has not been treated for at least 24 hours.
 - F. Unexplained lethargy that is extreme.
 - G. Lice, ringworms or scabies that is untreated.
 - H. A temperature of 101 degrees or higher *before* fever-reducing medication has been given. A child must be fever-free *without* fever-reducing medication for at least 24 hours before returning to Cub Kids.
 - I. Any undiagnosed rash or rash attributed to a contagious disease.
 - J. Unable to participate in normal activities with reasonable comfort.
 - K. Any child who requires more care than staff can provide without compromising the health and safety of other children.
4. **Cub Kids respectfully asks that you please keep your child home if he/she is ill. 24 hours symptom free without medication is the general rule of thumb.** We are simply not staffed to give sick children the extra care and attention that they deserve.
5. If your child becomes ill while attending Cub Kids, we will notify you to come and pick up your child. We will also notify all parents if we learn that children have been exposed to a contagious illness.

MEDICATION ADMINISTRATION

We strongly recommend that all medications be given at home whenever possible. Medication (prescription and nonprescription) needing to be administered at school will be administered only when the following procedures are followed:

1. Parents have filled out a permission to administer form
2. Medication is in the original container with the child's name on it
3. There is a doctor's written instruction with the medicine – in case of prescription medications, the label on the original bottle from the pharmacy with dosage instructions will be accepted as written instruction. There must be a new doctor order and instruction written each time any new type of medication or new prescription is administered.
4. All medications will be sent home each day – no medications will be stored overnight.
5. Staff will not be administering Tylenol to control fevers or mild illnesses. If your child is ill enough to need Tylenol, we ask that you please keep him/her home to prevent the spread of illness in the classroom. Thank you!

REST POLICY

Children attending school for a full day will be required to rest quietly on a cot each afternoon. Each child will have his/her own cot to rest on. Children are not required to sleep, but at this young age, many children do still need to sleep after a busy morning at school. Children who do not sleep can just rest quietly on their cots during this time. When rest time is over, children who are not sleeping may get up and do quiet activities (coloring, books, puzzles, etc.) while the other children finish napping. Children may bring a blanket or soft toy to lay with during rest time.

PETS

Pets are a fun way for children to share a hobby with friends and a great learning experience for children. However, we recognize that some children have allergies and are unable to be around animals. If your child has a pet that he/she wishes to share, please make arrangements with your child's teacher ahead of time. Before any pet is brought into the classroom, a note will be sent home notifying all parents of the presence of an animal in the classroom on a particular date and time.

MANDATED REPORTING

Cub Kids staff are legally responsible for reporting any suspected cases of child abuse/neglect to Kandiyohi County Family Services. This includes child endangerment due to driving while under the influence or lack of car seat/seatbelt use.

CHILDREN WITH SPECIAL NEEDS

Cub Kids is open to all children. We will do our best to accommodate any child with special needs wishing to attend our program. We will collaborate with the New London-Spicer school district specialists when necessary to provide for each child's individual needs while they attend our program.

PARENT HANDBOOK ACKNOWLEDGMENT

Please sign the following and return to Cub Kids after reading the Parent Handbook:

I have read and understand the Cub Kids parent handbook. I agree to comply with the program policies as described in the Cub Kids parent handbook.

Child's Name

DOB

Date

Parent/Guardian Signature