



# Parent Handbook

## 2021 - 2022

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## Mission, Vision, Values, Goals, Curriculum and Program Options

**The mission of Whittier Wildflowers Preschool is to provide children and families from all backgrounds an innovative, affordable early childhood education in a fun, faith-based community where love and learning grow!**

### Our Vision

- **Social** - To nurture empathetic relationships of mutual respect by growing positive self-identity, social skills, and love for others.
- **Academic** - To promote intentional play and culturally relevant learning, preparing children for success and building a love of learning.
- **Culture & Community** - To foster a richly diverse learning environment rooted in the Whittier neighborhood and the Calvary community that is accessible to every family.
- **Faith & Values** - To welcome children from all backgrounds into a community anchored in faith and led by Christian professionals committed to the WWP values.
- **Family Connection** - To support and empower families by offering opportunities for meaningful connection and shared learning.

### Our Values: Love, Joy, Respect, Creativity, Community, Fun!

Whittier Wildflowers preschool is a play-based thematic/academically enriched program that thoughtfully and purposefully teaches skills through hands-on activities in a Christian environment. During our entire school day teaching is occurring in a creative, fun and innovative manner.

Our Curriculum is a theme based, holistic approach to learning that follows the Minnesota Early Learning Standards developed by the Minnesota Department of Education and the Minnesota Department of Human Services. We also reference other nationally accredited curriculums such as Creative Curriculum and Ages and Stages.

We believe children develop on a continuum therefore the goals for specific ages may vary child to child and modifications and adaptations may occur depending on the needs of each individual child, and being sensitive to each child's cultural background. Our rigorous curriculum advances with each age group, as we focus on the following developmental skills throughout any given day.

- **Social/Emotional Development (self and emotional awareness, self management & social understanding)**
- **Approaches to Learning (engagement, persistence, inventiveness, organizing information)**
- **Language/Literacy Development (listening, speaking, emergent reading and writing)**
- **The Arts (exploring the arts, expressing ideas & emotions with art, self expression)**

- **Social Systems (community, people, relationships, change, environment, economics, technology)**
- **Physical Development**
  - **Large Motor**
  - **Small Motor**
  - **Physical health/self care**
  - **Nutrition**
- **Mathematics (numbers, measurement, patterns, geometry, data analysis)**
- **Science and Inquiry (discover, act, integrate)**

**Parent Involvement** - Parents are welcome to visit our program at any time as well as have access to their children. We encourage and welcome parents to volunteer in the classrooms, on field trips and in other various roles, such as special events. Please see your classroom teacher to find out how you can get involved. We host **Family Fun Nights** throughout the year to foster community and equip parents as the children's first and primary teachers in life. We learn so much from one another!

## Program and Program Options

Children are placed in age appropriate classrooms at the beginning of the year and remain there until May. Whittier Wildflowers children do not experience changes with teachers during the school year. The following fall, they will transition into another classroom. We assist with transition by providing an open house (Meet & Greet) before school begins each fall. For those children heading to Kindergarten, we provide information about area public and private schools. Teachers also provide letters of recommendation for families pursuing private school options.

The program will be a combination of free choice as well as teacher-directed activities. Your child will experience group play and individual learning in a loving environment. Your child will learn new skills in language development, listening and readiness, social/emotional development, art activities, music and rhythm, as well as small and large muscle development. Incorporated into each child's daily schedule is at least 30 minutes of gross motor activity. Children will play outdoors, weather permitting, or in the indoor large muscle room where supervision remains a priority.

We are pleased to offer the following program options:

### Toddler – 2 Year Olds:

Our youngest children are two years old by September 1<sup>st</sup>. They are experiencing an important stage of development; they are beginning to become more independent and inquisitive. Our teacher/student ratio of 1:7 or less provides individual attention and guidance during discovery times, projects and free play. During this year, your child will grow in his/her language, listening, sharing and independence skills.

### Preschool 3 Year Olds:

Our three year old students are bursting with excitement and curiosity. The children spend time discovering and creating in independent play, working in small groups as well as with the large group. Our maximum child/ adult ratio is 1:10, but usually is closer to 1:7. The children's awareness of letters

and numbers is expanding, as well as their ability to communicate thoughts and feelings, and being good friends.

#### Pre-Kindergarten - 4 Year Olds:

Our Pre-Kindergarten students continue to build their knowledge and experiences by exploring, questioning, and creating along with their classmates and teachers individually, and in small and large groups. The maximum child/adult ratio is 1:10, but is usually about 1:7. Our teachers assist the children in developing the skills needed to transition seamlessly into Kindergarten.

#### Lunch Bunch:

This optional program is offered daily from 11:45/12:00 pm to 1:00 pm and is an opportunity for all ages of children to bring their own lunches and dine with their friends. It is a social time where table manners are taught in a loving way. There will be **no Lunch Bunch on the 2nd Monday of each month** when the teachers have a staff meeting.

#### Afternoon Adventures

Afternoon Adventures is an optional extended day program for the 3 and 4 year old classes offered Monday - Thursday until 2:45 pm. During this time we'll have a little quiet time with books and soft music, an extended large muscle time in the gym or on the playground and more creative adventures!

## License

Whittier Wildflowers is licensed by the Minnesota Department of Human Services – Division of Licensing, St. Paul, MN (651-431-6500). Parents are assured that high standards have been met regarding program, equipment, space and staff. We are licensed for 12 Toddlers (2 year olds) and 30 Preschoolers (3-5 years old).

## Hours of Operation and Tuition

Whittier Wildflowers is open Monday-Friday of each week, unless closed for a holiday (see School Calendar). The school year begins Sept. 8<sup>th</sup>, 2021 and ends May 27<sup>th</sup>, 2022.

#### Hours of Operation:

Toddlers (2 yr olds)	9:00 a.m. to 11:45 a.m.
Preschool (3-5 yr olds)	9:00 a.m. to 12:00 p.m.
Lunch Bunch - all ages	11:45/12:00 p.m. to 1:00 p.m.
Afternoon Adventures (Preschool)	1:00 - 2:45 Monday - Thursday

## Insurance

Whittier Wildflowers Preschool carries Commercial General Liability Insurance.

# WHITTIER WILDFLOWERS PRESCHOOL

## Basic COVID-19 Preparedness Information for Families

WWP values the safety and well being of our students, staff and families. This plan was developed following the guidance from the Minnesota Department of Health (MDH) and the Centers for Disease Control and Prevention (CDC) to mitigate the spread of COVID-19. Updated guidance and helpful tools can be found on [mn.gov/childcare](https://mn.gov/childcare).

WWP's full plan is available upon request and will be revised as new information becomes available.

### 1. Frequent Handwashing

- We will increase opportunities for soap and water hand washing, teaching children the proper technique and to wash for at least 20 seconds, assisting as needed, especially with the toddlers.
- If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- We will supervise children when they use hand sanitizer to prevent ingestion.

### 2. Cleaning and disinfecting

- The staff will follow our stringent policies for cleaning, disinfecting tables, toys and equipment. The custodial staff will follow the cleaning guidelines recommended by the CDC.

### 3. Arrival and Departure

Drop off/pick up will be done outside as long as the weather permits. Both Staff and parents are expected to wear masks during this time.

- We will maintain social distance, at least 6 feet apart
- The child & adult will use hand sanitizer upon arrival.
- The child's temperature will be taken using a touch free thermometer.
- We will ask the parent/guardian to confirm that the child does not have any of the following symptoms: cough, shortness of breath, fever of 100<sup>0</sup> or above, or any two of the following: chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea. Parents should be on the alert for signs of illness in their children and to keep them home when they are sick.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>
- We will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- A staff person or volunteer will escort the child inside, where s/he will wash hands.

- We are limiting the amount of items brought from home to the following:
  - Jacket/ snow clothes
  - Backpack with extra clothes
  - Lunch box
  - Small blanket for afternoon quiet time, which will be stored in the child’s cubby and taken home weekly to be washed.
  - Diapers/wipes, as needed
  - No “Show & Tell” items.
- Departure: a staff person or volunteer will escort the children outside to their families for pick up.

#### **4. Plans for sick children, staff, and volunteers**

- We will follow exclusion guidance and ensure children, staff, and volunteers stay home when sick <http://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf> (attached)
- If a child, staff member, or volunteer is diagnosed with COVID-19 we will contact the MN Department of Health at [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us) and follow their direction.
- Our tuition policy states: “Daily expenses remain constant throughout the school year. There will be no reduction in tuition for holidays, illness, vacation or other absences.” However, if your child’s class is required to close for a period of time due to COVID-19, you will not be charged tuition. See Ann if you have any questions.

If a child becomes sick while at school:

- The sick child will be isolated, while supervision is maintained, such as on a cot in a corner of the classroom, or in the office until the child is able to be picked up.
- We will follow CDC guidance on how to [disinfect your building or facility](#) if someone is sick.

Communication plan about sick children/staff:

- The Director, Ann Hotz, will be the communication coordinator.
- We will communicate with families, staff, volunteers and Calvary staff by email, text or phone call (their preferred method of communication) if someone in that group or someone in their household has been exposed to, is experiencing symptoms or has tested positive to COVID-19, following the recommendations of the MN Dept. of Health.
- We will ask parents to communicate with WWP by email, text or phone call if the child or someone in his/her household has been exposed to, is experiencing symptoms or has tested positive to COVID-19.

#### **5. Social distancing throughout the day**

- Each class group will be its own “bubble” with up to 10 children and 1-2 adults. They will not intermingle with other groups throughout the day or week.
- Staff responsible for different bubbles will maintain social distance and wear masks during any necessary time together.



- We will have visual cues for social distancing for circle time and lining up.
- Chairs will be spread out around the tables for snack time and play.
- Cots will be placed at least 6 ft. apart.

## 6. Cloth face coverings

Face covering guidance is available here:

<https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html>

To provide for an effective developmental and educational environment, and to ensure safety for workers, and children, child care settings must comply with the specific requirements outlined below as directed under Executive Order 20-81 (see [Executive Orders from Governor Walz](#)) on the use of face coverings and face shields. Although face coverings are recommended indoors, child care settings have unique needs that do not always permit universal face coverings when indoors. Child care settings also require additional flexibility surrounding the use of face shields, which increase visibility of facial expressions and lip movements, which is critical to early childhood development and learning.

Face masks or clear face shield will be wore by adults:

- During drop off/ pick up time
- When in common areas / hallways
- As much as possible in the classroom

Children, ages 2-5, are not required to wear masks and will only wear them if they can show that they are able to reliably wear, remove, and handle them throughout the day. **Please have a mask for your child.** We will have the children practice wearing face coverings to learn how to wear them properly (covering the nose and mouth at all times, not touching/adjusting the mask).

## 7. Field trips and events

- We will not have our typical field trips this year. Instead the individual preschool groups will take more walks in the neighborhood, avoiding busy areas.
- IF we choose to have an in-house field trip, the presenter will be screened and will present to the groups separately.
- We will not have in-person Family Fun Nights, Parent Connects, or other large group gatherings

## General School Policies

### Arrival & Departures

Special COVID-19 Policy: Families are asked to arrive between 8:50 - 9:20. See page 6 for details.

Transportation to and from school is the responsibility of the child's parents. Each child must be picked up by an authorized adult. We must be notified in writing, who is authorized to pick up your child. Thank you for picking up your child promptly at 12:00 or 1:00 after Lunch Bunch or 2:45 after Afternoon Adventures. Thank you for respecting the teacher's time because they have other responsibilities in the afternoon. Check your child's backpack for communication from the teacher.

### Snack Time and Lunch Bunch

Good nutrition is important in the healthy development of young children. At WWP, snack time and Lunch Bunch are not only social opportunities with interesting conversation, but also a time to learn about good manners, healthy eating habits and food as a part of our diverse cultures.

Please inform us of any food allergies or restrictions that your child may have.

#### SNACK

Whittier Wildflowers is committed to providing a healthy snack each day. According to our licensing guidelines we provide a snack with a minimum of two food groups represented and expiration dates of foods served are checked regularly. We do not offer foods that are choking hazards such as hot dogs, popcorn, raw peas, or hard pretzels. If teachers are serving foods that need cutting, they cut into pieces no larger than 1/2 inch squares.

#### LUNCH BUNCH

Please keep the following things in mind while packing your child's lunch for school:

- Please LABEL your child's lunch box with his/her name.
- Nutritious food is important for children's healthy development. Please pack foods from all of the food groups: meat/protein, fruit, vegetables, grain (bread, cereal, rice, etc), and dairy (if you wish). We will serve skim cow's milk. We will supplement if a lunch does not meet the USDA requirements
- Please do not pack foods that are high in sugar such as sweetened drinks, cookies, cake, candy, etc. We talk about these as a "sometimes treat" not for every day.
- Please be sure that all of the foods are soft enough and cut in appropriate small sizes for young children. Foods such as hard carrots, pretzels, whole grapes, etc. are considered choking hazards and cannot be served unless cut into small pieces. Grapes, olives, carrots, etc. must be cut in halves or quarters in order to be served at school.
- Please don't send food items to school that are in the squeeze type pouches. These squeeze pouches while convenient, have been shown to contribute to children developing speech issues, oral aversions, and digestive issues. If sent to school, we are required to cut them open and have the children eat them with a spoon.

- Please include an ice pack in the lunchbox to keep foods cold, or use a thermos with hot foods.
- **We are a NUT SENSITIVE school. Do not send any food with nuts or processed in a facility with nuts.**

If you are sending sunbutter, please note that so the teachers know.

Please know that teachers will be doing their best to comply with state licensing guidelines while offering grace to you! Should there be something in your child's lunch that we are hesitant to serve, a note will be placed in your child's lunch box. Thank you for doing your best to provide delicious, healthy meals for your children and understanding our need to comply with state guidelines. If you need any suggestions of foods to pack for lunch, talk with your child's teacher.

**Early end to Lunch Bunch on the 2nd Friday of each month because of staff meetings.**

BIRTHDAY TREATS: WWP will provide a special treat, such as Rice Krispie bars to celebrate birthdays. If you wish to bring something special, please consider your child's favorite fruit or vegetable, or something other than food.

### Personal Items

Please dress your child comfortably for play. Children enjoy themselves more if they do not have to worry about keeping their clothing clean. We suggest that each child have a **change of clothing** in his/her backpack, just in case! The children will be exposed to many kinds of art media (i.e., finger-painting). Protective shirts/smocks are provided.

During the school day the children will be going outdoors so please dress your child accordingly. During the winter months, children continue to go outdoors, unless conditions are extreme. The preschoolers go outside unless the temperature is below 10 degrees (including wind-chill) by 8:00 a.m.

Please mark all clothing (including hats, mittens, and boots) with your child's name.

Children who stay for Afternoon Adventures are welcome to bring a blanket for quiet time. We will send it home each weekend to be washed.

### Behavior Guidance (Full policy available upon request)

Learning social skills is a huge part of what we do in preschool! We strive to nurture empathetic relationships of mutual respect by growing positive self identity, social skills, and a love for others.

Each child will be provided with a positive model of acceptable behavior. Our behavior policies are designed to meet the developmental level of children attending Whittier Wildflowers.

Children will be taught to use acceptable alternatives to problem behavior in order to reduce conflict. It is our policy to protect the safety of the children and staff while on the premises.

Classroom expectations: We encourage everyone to be a good friend with each other!

Be a good friend!

Good friends...

- Are loving and kind
- Share and take turns
- Use their words and listen
- Take care of each other and our school
- Play safely
- What other ways can we be good friends?

Please join us by encouraging these expectations at home too!

When there is unacceptable behavior, immediate and directly related consequences shall be used. Some examples of unacceptable behavior include: hitting, biting, and using unkind words. The staff will intervene and also:

1. Observe and record the behavior of the child and staff response to the behavior.
2. Notify parents in the event of continuous unacceptable behavior, and work with parents to take action to improve the child's behavior. We are in this together!

## Health and Safety

### HEALTH RECORDS

The State Department of Human Services requires each student to have immunization records up-to-date and on file, prior to the child's first day of school and a Health Care Summary within the first 30 days of enrollment. Health records must maintain up to date information in order to stay enrolled. Please inform us of any updates regarding your child's emergency contact information and health records as changes occur. The health records are kept in a confidential file that can only be accessed by Whittier Wildflowers staff, child's parents or legal guardians and legal authorities upon request. Updates to children's health and immunization records will be requested from parents mid-year.

### IMMUNIZATION POLICY

In order for children to attend WWP, we must have documentation that they have received the CDC recommended immunizations for their age, that they are on a catch-up or delayed immunization schedule moving towards full immunization, or provide written documentation from their health provider authorizing a medical exemption. This requirement is for the health and safety of our entire community and was created under the advice of our public health consultant.

### SICK CHILD POLICY

See specific COVID-19 information on pages 6-8

If your child is not feeling well, please keep him/her home to rest. Your child will be excluded from the Whittier Wildflowers if he/she has the following conditions:

- Diarrhea
- Fever (100 degrees or higher, taken under the arm)
- Sore Throat
- Excessive cold symptoms
- Contagious Diseases (i.e. chicken pox, etc.)

Your child may return to school 24 hours after symptoms have subsided. (COVID-19 specific information page 6-7)

Please report any contagious disease your child has developed to the school. Whittier Wildflowers will notify all families whose children have been exposed. It is our desire to maintain a happy, healthy and safe environment while your child is at school.

If a child becomes ill while at school, your child's teacher will notify the parents. In the event that a parent cannot be reached, the emergency number on the Emergency Form will be called. The child will be removed from the class and will remain with an adult until picked up.

#### ACCIDENT/INJURY

All staff members are certified in pediatric **First Aid/CPR**, and maintain this certification by renewing every 2 years as suggested by the American Red Cross.

If a child receives a bump on the body while at school, a cold pack is placed on the bump. If a scrape or cut occurs and is not an emergency situation, the wound may be washed with soap and water and a bandage or Band-Aid placed on the wound.

In the event of an accident requiring emergency (urgent) attention, the child will be transported to the health care facility designated on the child's Emergency Form. If not specified, Children's Hospital - Minneapolis will be used. In the case of an injury not requiring emergency medical care, the Director will contact the parents first and the child's physician, if needed.

#### MEDICATIONS/ALLERGIES/SPECIAL HEALTH NEEDS

No medication will be dispensed at Whittier Wildflowers with the exception of medication needed in the case of an allergic reaction (ex. Epi-Pen) or a medical condition that is evaluated case by case (i.e., seizures, diabetes). Whittier Wildflowers will apply diaper cream, sunscreen, lotion, and/or insect repellent (provided by the family) at the parent's request, with written permission from the parent.

Please inform the school if your child has a special medical condition, needs, or allergies. We will have you fill out a form (Individual Child Care Program Plan) along with your healthcare provider. The staff will be trained on the implementation of this plan.

#### HANDWASHING

Handwashing is the best defense against spreading germs. The children will be taught how and when to wash hands. Please have your child wash hands as you arrive at preschool. There may be an occasion that we need to use hand sanitizer. The use will be closely supervised and we will request parent's written permission.

#### DIAPERING/EXTRA CLOTHES

Parents are responsible for providing adequate disposable diapers and wipes for their child, as needed. Diapers or pull-ups, must be commercially available and disposable. Staff will check children frequently throughout the morning and change them as soon as a wet or soiled diaper is detected. Clothing that becomes wet or soiled will immediately be changed, placed in a plastic bag and sent home that day for laundering. We recommend that all children have a change of clothing in their backpack.

#### OUTSIDE PLAY

Children will experience outside play while attending Whittier Wildflowers, therefore we want to remind you to provide appropriate clothing for the weather. If a child is not prepared for the weather we will have outerwear for him/her to borrow. Whittier Wildflowers will ensure there is an opportunity to play in the shade on hot, sunny days.

Outdoor play will be suspended when weather is unsuitable to the safety of the children. This includes air pollution, high heat and humidity, extreme cold temperatures and wind chill. Typically, we will play indoors if the temperature, including windchill, is less than 10 degrees.

#### WEATHER RELATED CLOSINGS

Whittier Wildflowers follows Minneapolis Public Schools for weather/emergency closings. We will notify you by Brightwheel message, email and/ or text if school is closed. There are three days allocated and built into our calendar as possible release days. These days will be used prior to reimbursement or adding days to our school year.

#### EMERGENCY PLAN

WWP has a plan in place for Emergency Evacuations (such as fire) and Shelter-in-Place/Lockdown in case of a tornado or intruder. We will only practice fire and tornado drills with the children. In the case of evacuation, children will be evacuated and gathered in the parking areas. If weather is a concern, students will be escorted to Common Bond, at 2609 Blaisdell Ave. Parents will be notified by Brightwheel message, text or email of an emergency. Our full Emergency Plan is available upon request.

#### HEALTH CONSULTATION

Whittier Wildflowers will continue to seek the guidance of community health resource people to maintain current health policies and will have our policies reviewed yearly by a Health Consultant. Whittier Wildflowers will cooperate with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak.

Whittier Wildflowers will report serious injury, fire, death, animal bite or reportable diseases to the Department of Human Services. The Minneapolis Police will be notified in the event of an animal bite.

#### ANIMALS/PETS

Animals visiting school (for a specific reason related to the program, such as the MN Zoo Mobile) must be inoculated. Parents will be notified of any visiting pets.

**Whittier Wildflowers is smoke free;** therefore, please do NOT smoke in or on the grounds of the school.

## Parent/School Communication

#### GETTING TO KNOW YOU

A "Meet & Greet" orientation will be held prior to the first day of school. Parents are asked to complete and return a "Let's Get Acquainted" / pre-conference form which provides teachers with valuable information about the children. This information is used throughout the year as teachers plan activities and prepare for conferences.

## NEWSLETTERS

A monthly newsletter will be written and emailed to inform parents of upcoming classroom activities and events. These include very important information, so thank you for reading them!

## CHILD ASSESSMENTS/ CONFERENCES

Children's development (intellectual, physical, social, and emotional) is assessed both formally and informally throughout the school year. The assessments take place within the classroom in a fun, non-invasive manner, where teachers can evaluate children in their natural environment. Our goal is to create a place that nurtures each individual child's unique and special gifts and talents.

- Formal assessments will be shared with the parents at individual conferences in the fall and spring. At this time your child's teacher will share your child's progress in person and through a written assessment of his/her intellectual, physical, social and emotional development.
- Informal assessments are made daily through conversations with the children and observations in the classroom, large muscle time, etc. Teachers have observation notebooks where information is documented in order to provide a comprehensive assessment of your child's progress and growth areas.
- If a teacher has a concern about a child's development, this information is communicated to the parents in a confidential and supportive manner. Teachers will provide documented accounts for the concern and share next steps for evaluation or additional resources. Teachers work closely with the Director during this time to encourage and assist families in obtaining the needed services.

## REFERRALS

As early childhood educators, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Early childhood educators are considered a primary referral source for early intervention under federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concerns we have before the referral is made. We can assist the parent with the referral or partner with them in the referral process.

[www.HelpMeGrowMN.org](http://www.HelpMeGrowMN.org) or call 1-866-693-GROW(4769)

## COMMUNICATION

Communication is very important. All parents are encouraged to contact the teachers with any concerns that might arise during the school year. Staff will communicate (through Brightwheel messaging, notes, texts, emails, and/or phone calls) daily with the families of toddlers and at least bi-weekly with preschool families. We are committed to collaborating with families to make sure all concerns are addressed.

Teachers are trained to practice confidentiality and thus encourage parents to call to discuss matters in a private manner.

Individual student records and student files are kept secure and confidential in a locked office.

Written parental permission will be obtained before each occasion of research, public relations activity or additional professional observation or request of student information.

## PARENT SUPPORT

We know that being a parent is a gift with many joys and blessings, but it is also a really hard job! Part of our goal of building community with one another as parents and families is to learn from one another and support each other. We host Family Fun Night Potluck dinners every 6 - 8 weeks to get to know one another and support each other. We also have a Parent Connect small group led by WWP parents.

THINK SMALL has a great resource called "Parent Powered Texts". Each week you'll receive 3 text messages with fun facts and easy tips on how to support your child's learning to help get them ready for kindergarten. Text TS to 70138 or visit [www.thinksmall.org/texts](http://www.thinksmall.org/texts) for more information and for Spanish and Somali options.

Here's an example: "As you read bedtime books, pause when a character is feeling sad or scared. Ask How is s/he feeling? How can you tell? Have you ever felt that way?"

Are finances tight? See [www.parentaware.org/learn](http://www.parentaware.org/learn) for information about resources available for food & nutrition programs, low income support, covering health expenses, and housing assistance.

## HELP ME GROW

As you watch your child grow, you may become concerned about your child's development. While all young children grow and change at their own rate, sometimes you may have concerns that your child is developing differently than other children the same age as your child.

If you have concerns about your child's development, call 1-866-693-GROW (4769) or use the referral form below to refer your child. Once a referral is made through Help Me Grow, the local school district will contact you to arrange for a screening or evaluation to determine if your child is eligible for Infant and Toddler Intervention or Preschool Special Education services in Minnesota.



## Monthly Tuition

Using this guide, each family commits to a monthly tuition based upon their income, as well as their family size and circumstance. This fair share, Biblical approach, is anchored in academic and economic equity, and our love for one another. We believe quality preschool should be available to everyone.

All families are encouraged to make an additional fair share donation to WWP that is voluntary and tax-deductible. Combined with donations raised by Whittier Wildflowers Preschool this approach results in affordable tuition for all, as well as a sustainable program with high quality teachers.

Two year olds (must be 2 as of September 1st) *Options include 1 or 2 mornings per week*

	1 day/week	1 day/week	2 days/week	2 days/week
Household Income	1-2 children in household	3+ children in household	1-2 children in household	3+ children in household
\$80,000+	\$175	\$165	\$330	\$315
\$60-\$80,000	\$150	\$140	\$280	\$265
\$50-\$60,000	\$110	\$105	\$215	\$205
\$40-\$50,000	\$90	\$85	\$165	\$155
\$30-\$40,000	\$50	\$45	\$100	\$90
<\$30,000	\$30	\$25	\$50	\$45

Three and Four year olds (must be 3 or 4 as of September 1st) *Options include 2 - 5 mornings/ week*

	2 days/week	2 days/week	3 days/week	3 days/week	4 days/week	4 days/week	5 days/week	5 days/week
Household Income	1-2 children in household	3+ children in household	1-2 children in household	3+ children in household	1-2 children in household	3+ children in household	1-2 children in household	3+ children in household
\$80,000+	\$275	\$260	\$360	\$345	\$475	\$450	\$575	\$550
\$60-\$80,000	\$235	\$225	\$310	\$295	\$405	\$385	\$490	\$465
\$50-\$60,000	\$180	\$170	\$240	\$230	\$305	\$290	\$375	\$355
\$40-\$50,000	\$135	\$125	\$180	\$170	\$240	\$220	\$250	\$225
\$30-\$40,000	\$80	\$70	\$100	\$90	\$135	\$120	\$165	\$150
<\$30,000	\$40	\$35	\$55	\$50	\$70	\$65	\$85	\$75

LUNCH BUNCH FEE - ALL AGES

Lunch Bunch optional and is offered until 1:00 for an additional monthly fee.

Please note: No Lunch Bunch on the 2nd Monday of each month due to staff meetings.

Household Income	1 day/week	2 days/week	3 days/week	4 days/week	5 days/week
\$60,000 +	\$30	\$60	\$90	\$120	\$150
\$40-\$60,000	\$20	\$40	\$60	\$80	\$100
<\$40,000	\$10	\$20	\$30	\$40	\$50

AFTERNOON ADVENTURES - 3'S & 4'S

Optional extended day on Tuesdays and Thursdays for the preschool classes, 1:00 - 2:45 PM.

	1 day/week	1 days/week	2 days/week	2 days/week
Household Income	1-2 children in household	3+ children in household	1-2 children in household	3+ children in household
\$60,000 +	\$90	\$80	\$175	\$165
\$40-\$59,000	\$60	\$55	\$115	\$105
<\$40,000	\$30	\$25	\$60	\$55

FAIR SHARE GUIDE

All families are encouraged to make an additional FAIR SHARE donation to Whittier Wildflowers. All gifts are voluntary and tax-deductible and can be made monthly or annually. These donations are used to keep tuition affordable for all families and to sustain our fair share tuition model. If a family has more than one child enrolled, only one fair share pledge needs to be considered.

Annual Household Gross Income	Suggested Annual Fair Share Gift
\$200,000+	\$1,500+
\$150-\$199,000	\$1,000+
\$120-\$149,000	\$750+
\$80-\$119,000	\$500+
\$60 - \$79,000	\$150+
< \$59,000	\$25 - \$50

- You will receive an invoice on the 1st of each month. **TUITION PAYMENT is to be made by the 10<sup>th</sup>** of each month, October through May. (*September tuition is paid by August 1*). Please make checks payable to *Whittier Wildflowers Preschool* and note your child's first and last names on the memo line of your check.
- ACH, auto-withdrawal of tuition from your bank account is encouraged. ACH will be withdrawn on the 20th of each month, August 20th for September's tuition.
- A \$30 fee will be charged for bounced checks.
- If your account is three months overdue, your child will not be able to attend the program until the arrangements have been made.
- Daily expenses remain constant throughout the school year. There will be no reduction in tuition for holidays, illness, vacation or other absences. However, if your child's class is required to close for a period of time due to COVID-19, you will not be charged tuition. See Ann if you have any questions.
- A non-refundable registration fee is required annually to enroll your child at Whittier Wildflowers, \$25 for those with a household income of less than \$50,000, \$50 with a household income of higher than \$50,000.

## Reporting Policy for Programs Providing Services to Children

**Minnesota State Law requires that all cases of suspected child abuse and/or neglect must be reported by the school staff.**

### Who Should Report Child Abuse and Neglect?

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

### Where to Report:

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county services agency at 612 348-3552 or local law enforcement at 612 348-2345.

- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at 651 431-6500.

#### What to Report:

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known) and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

#### Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

#### Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by The Department of Human Services and by the Minnesota Department of Health, and Unlicensed Personal Care Provider Organizations.

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the childcare program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your childcare program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

## Grievance Procedure

If a parent has a concern, please contact the Director immediately. Action will be taken promptly to correct the situation. If the grievance is against a teacher, the Director will promptly counsel with the teacher and develop a plan for correcting the situation. If the complaint is against the Director, please contact one of the Board of Directors, Sarah Yamaguchi at [sarah.yamaguchi@gmail.com](mailto:sarah.yamaguchi@gmail.com) or 612-804-9411, or Amy Runion at [amy@calvarychurchmpls.org](mailto:amy@calvarychurchmpls.org) or 612-872-7855. All parents are encouraged to openly communicate with the staff. The parent will be notified of the action plan within 24 hours. Whittier Wildflowers will secure a person to interpret conversation in the parent's home language if deemed necessary. Families and their authorized representatives may bring a grievance to the highest level of authority in the program, the Board of Directors.

## 2021-2021 Whittier Wildflowers Preschool Calendar

### 2021

Thurs. Sept 2	"Meet & Greet"
Wed, Sept. 8	First Day of School
Fri, Sept 10	Staff Meeting - Lunch Bunch ends at 12:45
Fri, Oct. 8	Staff Meeting - Lunch Bunch ends at 12:45
Thurs. & Fri, Oct 21 & 22	Education MN (MEA)/Fall Break – No School
Fri, Nov 12	Staff Meeting - Lunch Bunch ends at 12:45
Mon. & Tues., Nov. 22 & 23	Parent Teacher Conferences – No School
Wed, Thurs. & Fri., Nov. 24, 25 & 26	Thanksgiving Holiday – No School
Fri, Dec. 11	Staff Meeting - Lunch Bunch ends at 12:45
Mon, Dec. 20 – Fri, Dec. 31	Winter Break – No School

### 2022

Mon, Jan 3	School Resumes after Winter Break
Fri, Jan 14	Staff Meeting - Lunch Bunch ends at 12:45
Mon, Jan. 17	Martin Luther King Jr. Day – No School
Fri, Feb 11	Staff Meeting - Lunch Bunch ends at 12:45
Mon, Feb. 21	Presidents' Day – No School
Tues, Feb. 22	Staff Development Day – No School
Mon, March 1	Current family registration for 2021-22 begins
Fri, March 11	Staff Meeting - Lunch Bunch ends at 12:45
Fri, April 1	Staff Meeting - Lunch Bunch ends at 12:45
Mon, April 4 - Fri, Apr 8	Spring Break – No School
Fri, April 15	Good Friday – No School
Thurs, May 5 & Fri, May 6	Parent Teacher Conferences – No School
Fri, May 13	Staff Meeting - Lunch Bunch ends at 12:45
Fri, May 27	Last Day of School