

PHILOSOPHY

We shall strive to produce worthwhile experiences which will enable the child to develop his/her thinking and initiative, developing social graces, make social contacts and help discover himself/herself as an individual.

This does not constitute a formal education.

No child shall be excluded because of race, color, creed, country of origin or physical or mental capabilities. Children with special needs will be considered on an individual basis.

OBJECTIVES

1. Develop the qualities mentioned in our Philosophy.
2. Give the child self-assurance.
3. Develop attitudes and behavior patterns desirable in good citizens.
4. Assist the child and parent in the child's total development.
5. Help the child understand the world around him/her.

PRE-ENTRANCE POLICIES

1. A child shall be three or four years of age on or before September 1st of the entering year.
2. Each child entering Hansel and Gretel Preschool must be independently toilet trained.
3. Each child shall be free from using baby bottles and pacifiers during school hours.
4. For early entrance requirements, see Hansel and Gretel Early Entrance Policy available from the Registrar.

READINESS POLICY

It is the policy of the Hansel and Gretel Board of Directors that if, at the end of six weeks in school, it appears that a child is not socially or emotionally ready, a conference shall be held including the classroom teacher and aide, the Board of Directors, and parents to review the progress of the child involved. Further assessment can be requested by parents or the school where a learning problem is suspected. A decision will be made by the school whether the child should continue in the classroom.

LICENSING

Hansel and Gretel Preschool is licensed by the State of Minnesota as a Preschool. Our license capacity is for 18 students per session. The telephone number for the State of Minnesota - Division of Licensing is: 612 / 296-3971.

As part of our licensing, we are required to inform you about the reporting policy for programs providing services to children. All reports concerning suspected abuse or neglect of children should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123. 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 social services agency at 507-835-0560 or local law enforcement at 507-835-0510. 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 651-296-3971.

CLOTHING/Toys

Please mark any removable clothing. Boots must be loose enough so that the child can put them on and remove them himself/herself. Comfortable play clothes should be worn each day. **We also ask that you do not permit your child to bring any toys to school, unless they are brought in the "Share Bag".**

HEALTH REGULATIONS FOR HANSEL AND GRETEL PRESCHOOL

All children are required by state law to have a physical examination before entering preschool. This health form is to be completed and returned to Hansel and Gretel by August 1st. Hansel and Gretel is required by law to have completed immunization forms as appropriate to the child's age before each child can enter school. **Failure to comply makes a child ineligible to attend classes until such forms are received.**

In order to protect the entire group of children as well as your own child, parents should keep their child at home and notify the school whenever the child has:

1. A temperature over 100 degrees by mouth.
2. An upset stomach or has had one within the last 24 hours.
3. Any intestinal disturbance with diarrhea.
4. Any undiagnosed rash.
5. Sore or discharging eyes or ears, or profuse nasal discharge.
6. If the child has any contagious disease, such as whooping cough, measles, mumps, chicken pox, diphtheria, or scarlet fever it should be reported to us immediately.
7. A fresh cold or excessive coughing.

Children are to be kept out of school for the first two days of a cold and for at least 24 hours after a fever with a cold.

If a child has a stomach upset such as vomiting or has diarrhea or has an elevated temperature, he/she must be kept home 24 hours after disappearance of these symptoms or the child should have a note from a physician indicating that the child is able to attend school.

If there is any specific health problem, it should be discussed with the teacher.

Regarding food: Please adhere to the state regulations and bring food commercially prepared only (packaged or bakery). Candy used for birthday treats must be individually wrapped.

No medication will be administered by Hansel and Gretel Staff.

If a child becomes ill, the parent will be notified immediately. If the parent is not available, the other emergency numbers will be called. The child's physician will be called when necessary. He/she will be removed from the group to a cot. The school's aide will remain with the child until a parent or responsible party arrives. Upon verification of a communicable disease in a group, a notice is posted to notify parents of this.

The procedure for handling accidents is: one teacher will administer first aid to the child, while another will call 911 or the physician listed on the child's medical form and his orders will be carried out. The parents will then be called (or the other listed emergency number if the parents cannot be reached) to inform them of the accident. Any medical procedures prescribed by the physician will be followed. In the event of a life threatening emergency, 911 will be called. They will transport to the closest source of emergency medical care. Parents and the physician will be called after notifying 911.

If there is any question about returning your child to school, telephone us before sending him/her back.

Any absence should be reported to the school on that day.

DAILY ACTIVITIES

Activities vary from day to day but do follow a general pattern. First thing in the morning, the children will have a free playtime. This is followed by a learning period which is based on the child's age and ability. There will be a snack time and a quiet time. Your child will have music and art activities, science projects, story time, large and small muscle activities, sharing time, etc. The children may experience field trips and you will be informed of these in advance. We feel our equipment provides the very best possible learning experiences for your child.

Children will be supervised at all times by a licensed teacher, teacher assistant, or teacher aid.

CHILDREN'S PROGRAM

SCHEDULE

GOALS

Arrival

Social growth

Greeted by teacher

Self-esteem
Personal relationships

Health check

Health awareness

Exploration of/play with
interesting learning centers

Make choices
Level of Development
Develop skill
Further knowledge
Solve problems
Express feelings
Develop personal relationships

Clean-up

Responsibility for appearance of environment
Care of materials
Ability to work with others
Pride

Juice and snack

Develop responsibility for one's own needs
Provide change of pace
Provide healthful nutrition
Develop awareness of needs of others

Group Activities

Science
Art
Literature
Music
Small muscle activity
Large muscle activity
Show and Tell

Group identification
Recognition of feelings, moods
Self-expression
Self-awareness
Activity skills
Body movement
Auditory skills
Language development
Nonverbal communication skills
Reading Readiness skills

SCHOOL HOURS

School starts at **8:15 a.m.** and **12:15 p.m.** You may bring your child as early as 8:00 a.m. and 12:00 p.m. Please see that your child is picked up **promptly** at **10:45a.m.** and **2:45 p.m.** A fine of \$ 5.00 will be incurred for every 15 minutes after 10:45 a.m. and 2:45 p.m. You will be sent a bill for this fine. Non-payment of this fine will be handled the same as non-payment of tuition.

****The Early Bird Program:** We understand that many people need to be at work by 8:00 a.m. Anyone may bring their child at 7:50 a.m. at an extra cost of \$1 per time. Any child brought before 8:00 a.m. will be charged a \$1 and billed at the end of the month. You do not need to sign up ahead of time. Due to licensing regulations, we cannot go earlier than 7:50 a.m. The teachers will have the classroom ready for your child, but they will still be getting ready for day as well.

If someone other than the parent is to pick up your child on a given day, a note to the teacher is required. Cars can park in the circle driveway and at the bottom of the hill. **You must pick up your child at the classroom door, as it is dangerous to have small children darting through the parking lot.** Please use the main entrance door (not deck door).

GRIEVANCE POLICY

In the event that a parent has a situation involving a complaint or problem against Hansel and Gretel Preschool, a staff member, or any other person involved with this program, they may file a grievance.

1. Complaints, problems, and misunderstandings should be brought first to the attention of the individual staff member directly involved in the situation.
2. If satisfaction is not achieved informally, the complaint must be written and brought to the attention of the Director within 5 business days of the verbal complaint. The Director must respond in writing within 10 business days.
3. If the complaint is not satisfied, a formal meeting between the parties (Parents, Staff, Director) will be set up within the next 5 business days. A representative from the Board of Directors will act in a reconciling role between the parties. Within 10 days of this reconciliation meeting, a formal letter will be sent to the parents as to the decision that is made. This decision is then final and binding on all parties involved.
4. Failure to respond to the grievance within the specified time line indicates a forfeiture of the complaint.
5. Decisions can be delayed up to an additional 30 days with written notification to the complainant which includes a reason for extension.
6. Records of formal proceedings are to be kept and made available to all parties involved for a period of 1 year.

TRANSPORTATION

No transportation is provided by the school.

Due to liability and regulations for transporting children, we will not take field trips that require driving somewhere. However, if scheduling works out, Clemons Bus Service will come to school to talk about bus safety and give us a ride around town. Otherwise our field trips will be "walking" trips.

Parental permission is required before all field trips. These permission slips are needed by the staff before your child will be allowed to participate.

PUBLICITY

Parental permission is necessary for the use of your child's picture for any publicity. If necessary, a permission slip will be sent home with your child before pictures are taken and used.

SPECIAL OCCASIONS

Those parents wishing to bring birthday treats must remember that all food must be purchased from a licensed retailer.

A \$25.00 fee is being charged for the 4 holiday parties held during the year. Parents will not be required to help or furnish anything for a party, but are welcome to help if they wish to do so. Please see your child's teacher if interested in helping with a party.

CONFERENCES

Conferences will be scheduled twice yearly to inform you of your child's progress. The first conference will be held in the fall. A more detailed conference will be held in the spring. However, please feel free to contact your child's teacher at any time if you should have any questions or problems.

Parents are welcome to visit Hansel and Gretel Preschool at any time during the hours of operation.

EVALUATIONS

During the month of April, evaluation forms will be sent home to all of the parents. We ask that you review the Hansel and Gretel program and make any comments you feel will help us provide a good program for your children. All comments are confidential information of Hansel and Gretel Preschool. Teachers are also evaluated twice a year on their performance by a board member.

TUITION

A registration fee of \$25.00 is required to enroll your child in Hansel and Gretel Preschool. This is not refundable.

Tuition is \$85.00 a month for the Tuesday/Thursday class, and \$105.00 a month for the Monday/Wednesday/Friday class and \$190.00 for the Monday/Tuesday/Wednesday/Thursday/Friday class. It is due in advance and must be paid by the first of the month (i.e. September tuition is due on August 1st). This enables us to pay our bills, which are due in advance, such as insurance. Any payments not received by the 10th are subject to a \$5.00 late fee. Checks returned for insufficient funds are subject to a \$20.00 reprocessing fee.

PAYMENTS

Checks should be made payable to Hansel and Gretel, Inc. and should be mailed to 801 4th Ave. NE, Waseca MN 56093. A payment box is also located in the Hansel and Gretel north classroom. You will be given a book of payment coupons at our opening orientations. Please be careful if you send a payment in your child's folder. We suggest taping it to the inside of the folder so it doesn't fall out.

If payment is not received by the 10th of the month, a \$5.00 late charge will be assessed. If the tuition and late charges are not received by the end of the month, your child will not be allowed to return to school until the agreed upon payment has been received. This policy does not nullify the existing signed contract.

INSURANCE

The \$50.00 insurance fee that you pay for your child is for accidental insurance covering accidents that occur at Hansel and Gretel. There is no deductible. The policy is for \$5000.00 in accidental death or dismemberment and \$25,000.00 in overall medical expenses.

PET POLICY

A pet may be brought into the classroom for observation at the teacher's discretion.

MORE INFORMATION

Any additional information may be obtained from a board member.

School Director:	Pam Schweer, Director	380-3798
Board Members:	Patty Fliflet, Secretary	461-4262
	Michelle McMurphy, Registrar	461-3350
	Tiffany Lynch, Treasurer	581-1205
Staff:	Peggy Bartelt, Teacher	317-1585
	Pam Schweer, Teacher's Assistant	380-3798
	Lana Whitney, Aide	676-0341
School Email		hgpreschool@gmail.com
School Phone Number:		833-2063
Church Phone Number:		835-3167