

Dear Parents / Guardians,

Thank you for choosing Congdon Creek Preschool for your child's education. We are looking forward to an exciting year of learning, creativity, and growth. CCP is designed to provide a safe and developmentally appropriate environment for our preschoolers. We believe in creating opportunities for children to learn while instilling a sense of pride and accomplishment in their achievements. Our goal is to support and encourage children's desires to be compassionate, creative people and life-long learners.

Our curriculum allows each child to learn through play. The early years are critical in developing a child's mind and body. We focus on social/emotional growth along with age-appropriate developmental progress and incorporate the Early Childhood Indicators of Progress (ECIP) into our curriculum.

Our daily schedule is thoughtfully designed to promote learning through a variety of activities to keep your child engaged, excited, creative, and ready to learn.

To enhance your child's appreciation of their world we celebrate differences, recognize a variety of holidays, and invite many multicultural, environmental and educational experiences. We embrace all children, parents, and families, celebrating diversity in gender, race, color, national origin, religion, sexual orientation, age, and disability.

Our highly qualified and caring staff provide an environment where children feel safe and accepted while learning to trust and care about themselves and others. Your child's preschool experience will be filled with exploration, encouragement, patience, and support.

Thoughtfully yours,

Mrs. Patti Cane

Owner, Congdon Creek Preschool

Congdon Creek Preschool Policies

Licensed Capacity

The preschool is licensed for 35 preschool children ages 33 months through school age at one time.

Days and Hours

Our hours of operation are 7:00AM to 5:00PM. The preschool operates from September through May. We begin the Wednesday after Labor Day and finish in May on the Thursday before Memorial Day. The school offers a half day and full day program. There are also summer camps available in June, July, and August.

Half Day: 7:00AM - 1:00PM Full Day: 7:00AM - 5:00PM

We ask that your child arrive by 8:30 AM as our scheduled activities begin at that time every day. There is opportunity for free time exploration at the beginning and end of each day.

Days the School is CLOSED

- Thanksgiving Day and the following Friday
- Christmas Eve Day through New Year's Day
- President's Day and/or Martin Luther King Day

There may be staff planning days scheduled

Tuition

Tuition payments are DUE by the 7th day of each month. Tuition is the same amount every month whether or not your child misses days (you are paying for your their spot) * **A \$25 charge will be added to your bill if payment is not received by the 15th of the month.**

Monthly Rates:

Full Days (7:00 AM - 5:00 PM)	M/T/W/Th/F \$850/mo.	M/W/F \$570/mo.	T/Th \$420/mo.
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Half Days (7:00 PM - 1:00 PM)	M/T/W/Th/F \$630/mo.	M/W/F \$420/mo.	
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There is a one-time **\$50 registration fee**. Once your child has been accepted there will also be a **\$50 activity fee** to cover part of the cost of field trips, snacks, etc.

Emergency Procedures

1. In the event of an accident or injury, your child will be brought to St. Luke's Hospital, unless you have provided an alternate care facility. Parents will be notified immediately.
2. All teachers are certified in CPR, AED, and First Aid Training.
3. Staff and children perform monthly fire drills. (Meeting place: the playground)
4. Staff will conduct tornado drills in the spring months. Children are directed to the hallway during tornado drills and warnings.

When your child is sick:

If your child has vomited, has a fever, diarrhea, or contagious rash they **MUST** stay home for at least **24 hours AFTER** the symptoms fully resolve. Notify the preschool if your child will not be attending their scheduled days.

If your child has a contagious illness such as strep throat, chicken pox, pink eye, etc. your child must be treated and on antibiotics for AT LEAST 24 HOURS BEFORE returning to school. Notify the preschool IMMEDIATELY so we can appropriately notify other parents of possible exposure.

If your child becomes sick while at school, your child will be separated from the group. You will be notified immediately and asked to pick up your child.

Parent Conferences

Parent conferences are conducted twice during the year. The first conference will occur in the fall and will consist of a checklist of age-appropriate skills that your child's teacher is observing. This will consist of a conference sheet being sent home with your child. If you would prefer a sit down meeting with your child's teacher in the fall, that can be arranged as well. The second conference will be a sit-down meeting with your child's teacher in March. There will be a signup posted for meeting times. If you have questions, comments or concerns, please talk to your child's teacher or the Director.

Field Trips

We do take field trips throughout the year. In order to do so, we need a written parental consent form. We will either take a city bus or walk. Brightly colored CCP shirts are provided for all children to wear

during our excursion. There is a \$50 activity fee to cover some costs for travel and experiences. All other costs are covered by the preschool.

Volunteers

Parents, guardians, friends, and family are wonderful additions to our classroom and are welcomed at any time. We encourage you to visit and participate in your child's learning. If you have all day or 5 minutes at drop off, we would love to have you. If you have a special talent, an exciting job, a secret family recipe, a favorite book or song you'd like to share, we would LOVE for you to come in and share it with us.

Weather

When the Duluth Public Schools have a weather-related closing, we will also be closed. If a 2 hour late start is implemented by the school district, we will start at 10am. Listen to KDAL (630AM) or WDIO (TV Channel 10) for school closings.

Families will be notified via email and/or text for weather related closures.

Speaking of Weather...

We go outside in all kinds of weather so be sure to supply your child with proper outdoor clothing depending on the season. In the fall they will need a light jacket, rain boots, and raincoat. In the winter they will need waterproof mittens, snow pants, a hat, a warm coat, and warm snow boots. We also recommend a face covering for those cold duluth winter days. In the spring make sure your child has a raincoat, rainboots and a change of clothing.

Arrivals/Departures

You must drop off and pick up your child during the scheduled times for which they were enrolled in order to keep routine and staff ratio. For late pickups, there will be a fee of \$5 for every 5 minutes past pick-up time.

Meals and Snacks

We serve both a morning and afternoon snack to the children. We stock a variety of snack options and each snack includes a fruit or vegetable with a whole grain. We do accept snack donations.

Lunchtime lasts from 11:30 AM to 12:15 PM. Children must bring their own lunches to school everyday. Lunches must follow health guidelines which include a protein, fruit, vegetable, and whole grain. **Please keep lunch portion sizes in mind. (Example: a half sandwich, piece of fruit, a vegetable, and a bit of whole grain crackers or nuts is plenty)** Healthy meals support brain development, support muscles, support healthy growth, boost immunity, help the digestive system function, strengthen bones, and keep skin, teeth, eyes and nails healthy.

We do have a microwave to **reheat pre-cooked food** if needed but do not have the availability to cook food via the microwave. **We will also provide milk, almond or oat milk, and water each day for snack and lunch times.**

Rest Time

After lunch there is a half hour quiet time. Each child is provided their own cot labeled with their name and a couple of books to look through. **Children may bring one “snuggly” item** for rest time. **“Snugglies” must fit in your child’s backpack and the bin above their locker.** It will remain at school throughout the week. They are to be brought home and washed at the end of your child’s school week.

Health Information

Current Immunization records and Health Care Summary signed by the child’s physician MUST be on file BEFORE your child may begin preschool. Let the Director know if there are any changes in information throughout the school year. We do post allergies to make all aware of children’s dietary needs.

Food Allergies/Sensitivities

If your child has a food allergy, you will need to complete a **Food Allergy Action Plan.** Staff will follow that action plan if the child is ever exposed to their allergen. **It is suggested that if your child has an allergy or sensitivity, you provide a safe list of snacks for your child or provide your child’s snack. This is especially helpful for special occasions such as birthdays, school hosted events, etc. if your child needs an alternative treat.**

Medication Administration

All medications (which are to be administered during school hours) must be in the original labeled container with directions clearly indicated and **MUST** be prescribed by a doctor. In any event of medication, a MEDICATION ADMINISTRATION FORM must be completed by a parent or guardian in advance.

WE CANNOT GIVE OVER THE COUNTER MEDICATION.

Please note: We do NOT allow children to have the following in their backpacks: chapstick, hand sanitizer, or sunscreen. This does not apply to camp. If needed, please arrange with your child’s teacher.

Positive Behavior Guidance

Congdon Creek Preschool uses positive behavior guidance to help children build confidence in themselves. This method encourages children (with teacher facilitation) to talk through issues with peers.

Teachers will direct children away from problems and toward constructive activity in order to reduce conflict. Children will be taught acceptable alternatives to challenging behaviors in order to reduce conflict.

Teachers provide logical consequences for unacceptable behavior. The consequences will be related to the problem, respectful of the child, and reasonable for the age and development level. We approach these moments as a learning opportunity and not as a punishment.

The safety and wellbeing of children and teachers at Congdon Creek Preschool is our top priority. Parents will be notified if children need more direction. If the behavior persists, the teacher and parents will meet to discuss a personalized behavior plan for their child.

Child Care Plan

A child care plan is available to view upon request.

Substitute Teachers

Qualified teachers are called to substitute in case of a teacher absence, emergency leave, or personal time.

Pet Policy

We currently do not have a school pet, but we do have occasional animal visits (Zoo- Mobile, Great Lakes Aquarium, family pets, etc.). If you have any concerns about this please inform the Director. If you would like to share your family pet, please arrange it with the Director in advance. All pets must be up to date on all shots and vaccinations.

Smoking policy

Smoking or tobacco use is NOT permitted in the building, near a doorway, or on the playground.

Children's Files

The children's files will consist of the Admission form, Health Care Summary and Immunization Records, progress reports, conference sheets and observation notes. These files are safely secured in a locked cabinet.

Insurance Policy

Congdon Creek Preschool is covered by general insurance. Our agent is Susie Hutton through Deluxe Insurance Group and Tucker Hanlon through Hartford Insurance.

Complaints

Parents or guardians who have a concern, complaint, or question about Congdon Creek Preschool, its staff, students, or parents, should contact the Director to address concerns. If further action is needed, contact the Minnesota Department of Children, Youth, and Families - Division of Licensing at (651) 431-6500.

Reporting Child Abuse and /or Neglect

Anyone working with children is a mandatory reporter of suspected abuse and/or neglect. Reports regarding incidents with children will be made to St.Louis County Social Services (218) 726-2012. We will call the police (911) or (218) 726-2340 if a child is in immediate danger.