



FAMILY HANDBOOK

1661 Park Ridge Drive
Chaska, MN

Phone: 952-448-2009

For Children ages 3-5

Welcome to Treks and Trails

Mission:

To establish a place within our community to embrace the whole child and introduce them to social, emotional, physical and cognitive growth.

Intro:

Come and explore with us at Treks and Trails. We bring fun and learning together. The Treks and Trails program follows an innovative hands-on curriculum with materials, experiences and teaching methods that will embrace the development of the whole child. Each class will have the opportunity for story time, arts, dramatic play, science, sports, and much more. Field trips, gym time and playroom time at the CCC are also specials that the children will participate in.

Tuition:

A non-refundable registration fee of \$50 enrolls your child for the year. This fee does not go towards your tuition.

Estimating our yearly expenses per child and dividing by nine months determines tuition. Thus the fee is the same each month regardless of holiday schedules.

Tuition is due on the first school day of each month. Checks should be made payable to the Chaska Community Center (CCC)

Please see registration form for current rates.

If payment is not received by the 5th day of the month, you will be charged a \$10 late fee the first day, and \$5 every following day.

Fees are not refundable if the child attends only part of the month due to illness, family vacations, etc.

Schedule:

- 3 year olds can choose Tuesdays & Thursdays from either 9:00-11:30 am or 12:30-3:00 pm
- 4 and 5 year olds can choose Mondays, Wednesdays & Fridays from either 9:00-11:30 am or 12:30-3:00 pm

Class is determined by the age of the child on September 1st
A maximum of 20 students per class with a staff ratio of 1:10

Children are supervised at all times.

Treks and Trails runs from the Thursday following Labor Day thru the Friday before Memorial Day.

The school year calendar will approximate that of Chaska School District 112 vacation schedule.

Treks and Trails will observe certain holidays each year and will be closed on those dates. You will receive a detailed calendar for the appropriate year.

Arrival/Dismissal

Parents need to accompany their child to and from school. Parents must sign him or her in and out each day. Teachers will monitor the main door, and children are not allowed to enter the parking lot without an adult.

Please make sure to drop off & pick up your child at the specified times. If you know you will be late or absent, a phone call is appreciated.

Late pick ups are not tolerated. You will be given one free. All other late pick ups will be fined \$5 for the first 5 minutes, and \$1 for every minute after. The staff will keep track of this & will be added to your monthly bill.

Health Care Policy

We must have current a health care summary and immunization form on file for each child. A health report is to be completed and signed by your child's doctor and returned within 30 days of starting school. The immunization form must be returned before the child can attend class. State regulations require that we suspend children from attendance whose health forms are not in our files by the time specified.

Sick Policy

If a child becomes sick at the program he/she will be kept isolated from the other children, supervised by staff at all times, and a parent/guardian will be notified immediately to come pick up their child, if a parent is unreachable by telephone the staff will contact the alternate people listed by the parents/guardians to care for their child.

As stated in the MN State licensing requirements a child must stay home from preschool if any of the following pertain (no refund is given for sick days):

- Vomiting or Diarrhea
- Undiagnosed rash
- Chicken pox, until the child is no longer infectious
- Drainage from eyes or ears
- Has lice, ringworm, or scabies that is untreated and contagious to others
- Has a 100 degree Fahrenheit temperature (auxiliary) or higher
- Unexplained lethargy
- Has significant respiratory distress
- Bacterial infection such as strep or impetigo and has not completed 24 hours of antibiotic therapy
- Any child who is unable to participate in child care program activities with reasonable comfort or who requires more care than the staff can provide without compromising the health and safety of the other children.

The parents are asked to notify the center within 24 hours if the child contracts a communicable illness. Communicable illness will be reported to all parents the day the information is received. The staff will either post a notice or send a notice home stating the illness, incubation period, early signs to watch for, and recommendations.

Medications

Prescribed medications will be given with written permission. Medication must be brought in the original bottle and a completed medication form must be on file.

Behavior guidance and policies and procedures

Treks and Trails will:

- Ensure that each child is provided with a positive model of acceptable behavior
- Be tailored to the developmental level of children ages 3-5
- Redirect children and groups away from problems toward constructive activity in order to reduce conflict
- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict
- Protect the safety of children and staff persons
- Provide immediate and directly related consequences for a child's unacceptable behavior
- Inform parents of all unacceptable behavior

In the case of persistent unacceptable behavior that requires an increased amount of staff guidance and time the following procedures will be followed for children who are separated from the group five or more times in one week or eight times in two weeks. All separation from group will be noted on a daily log containing child's name, staff involved, time, date and less intrusive guidance methods first used, and how the child's behavior threatened the well being of the child or the group. All children who are separated from the group remain in an unenclosed part of the classroom within continuous sight and hearing of the teachers.

Parents will be notified if your child has been separated from the group three or more times in one day.

Consequences for continued inappropriate behavior will include but are not limited to:

- Meeting/conference with child, staff and parent
- Phone call to parent
- Monetary restitution if property/materials are damaged
- A Behavior plan will be developed and assessed with cooperation of both teachers and parents
- Suspension from Preschool

When a child has demonstrated inappropriate conduct in one of the following areas, dismissal from Treks and Trails for the remainder of the day and/or the next one or more days may be necessary:

- Injuring oneself or others
- Violating community center regulations or civil laws
- Consistent disruption of the normal care of other children
- Damaging personal or public property

As a last resort after behavior plans/conferences and meetings set forth by teachers and staff are still not creating success for the child, Treks and Trails reserves the right to terminate preschool services.

Emergency/Accident Policy and procedures

- The preschool staff will document all accidents, incidents, injuries and emergencies.
- If your child has a minor injury, you will be notified when you pick your child up.
- In the case of accidents or emergencies the Treks and Trails and certified city staff will administer first aid as needed.

- If the severity of the accident/emergency is beyond first aid care the staff will call you immediately so you can take your child to a doctor or a dentist. In an emergency situation, the staff will call 911 and then contact you. After 911 has been called, it is up to the 911 team to decide what actions will be taken. You will be responsible for any expenses incurred in emergency situations. The local Emergency Care Provider is Ridgeview Medical Center.

All teachers are first aid and CPR certified.

The Department of Human Services must be informed within 24 hours of an accident or injury requiring a doctor's visit, within 24 hours for death of a child, and 48 hours for fire.

Field Trips

A signed permission slip is required for all field trips. Some field trips may have an extra fee.

Parent Visitation/Conferences

Parents are free to visit whenever they would like. Teachers are available for quick questions/comments/concerns before and after class. If you would like to set up a time to meet with one of the teachers or director please call ahead for an appointment. We will have parent conferences twice a year. The conference is a time for parents and teachers to review a child's progress and set goals.

Snack

Each family is assigned days to provide snack for the entire class. When snack is provided it must be store bought for safety. If you have specific allergies please indicate so on your registration form.

Treats are allowed for birthdays but must be store bought.

Treks and Trails follows the healthy snack guidelines in concordance with the MN state licensing Department.

Special Needs

If your child has any special needs you must inform us and we will work together to develop a care plan.

Pets/Animals

Occasionally we may have an organization bring in pets or animals. Notice will be given in advance. Please make sure to list any allergies on your registration form. Animals from students' homes are not allowed.

Other

In the case of any research, experimental procedure, or public relations activity all parents will be notified in writing and will have the choice to allow their child to participate.

Child Care Program Plan

The Treks and Trails Program Plan meets the developmental needs of each child. The Program Plan has been developed by and is evaluated in writing annually by the lead teacher. The Treks and Trails Program plan is available for review by parents at any time by request.

Policies and Procedures for reporting suspected child maltreatment

A staff suspecting any form of maltreatment (abuse or neglect) must report it. Carver County Protection: 952-361-1500, Department of Human Service, Division of Licensing Maltreatment Intake Line: 651-297-4123.

For more information, please see handout on "Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs."

Policy for complaints of the operation of Treks and Trails Pre-school

If you have a concern or complaint about the operation of the program please contact the Lead Teacher/Coordinator (952-448-2009) immediately. If the issue is not resolved within 2 business days contact the Treks and Trails Supervisor (952-227-7742). If the issue is still not resolved within another 2 business days you can contact The City of Chaska's Park and Recreation Director (952-227-7745). You may also contact the Department of Human Services, Licensing Department (651-296-3971)

Drug/Alcohol Policy

All employees, subcontractors, and volunteers when directly responsible for person served by the program, are prohibited to be under the influence of any drugs, alcohol or prescription medication that impairs the individual's ability to provide services and care.

Health Consultant

"Health Consultants for Child Care" Services our program

**Department of Human Services,
Licensing Department Phone number: 651-296-3971**

Treks and Trails is sponsored by the City of Chaska

