



**St. Dominic Preschool
216 North Spring Street
Northfield, MN 55057
507-645-8136
507-650-0680 (fax)**

**Interim Principal
Jacquelyn Chatelaine**

**Preschool Teacher
Jamie Larson
E-mail: preschool@schoolofstdominic.org**

Preschool Class Times:

5 day Monday-Friday	8:15-2:25 for 3-5 year olds
3 day M/W/F	8:15-2:25 for 3-5 year olds
2 day T/Th	8:15-2:25 for 3-5 year olds

Pre-Kindergarten Teachers

**Deb Loe
E-mail: prekindergarten@schoolofstdominic.org**

Class Times:

5 day Monday through Friday	8:15 – 2: 25 for 4-5 year olds
Entering Kindergarten the following year	

ST. DOMINIC PRESCHOOL MISSION STATEMENT

St. Dominic School, in its long-standing Catholic tradition, educates the whole child in mind, body and spirit. Through academic rigor and Christian character formation, St. Dominic encourages each child to broaden their perspective, reach their intellectual potential, and to prepare for a life of service.

ST. DOMINIC SCHOOL PHILOSOPHY

We believe education fosters growth in all dimensions: spiritual, intellectual, social, physical, and emotional. We believe in the importance of: learning the values of the Gospel and encouraging students to use their gifts in service to the church, the community and the world; respecting the dignity and differences of each person; and lifelong spiritual development and learning.

THE PRESCHOOL PROGRAM

St. Dominic Preschool is a program in which children, ages three to five, have their spiritual, intellectual, social and emotional needs developed and strengthened in a wholesome Catholic Christian environment. The program will help children learn to work, respect and play with others in a positive environment. The objectives are:

- To help the children become more aware of God's presence through prayer, songs, lessons and stories.
- To engage preschoolers in learning with dramatic play, large and fine motor activities, structured lessons, and socialization.
- To make the preschool experience a pleasant one of growth, education, and excitement for each child.
- To cultivate positive self-esteem and celebrate diversity.
- To increase independence and self-expression through age appropriate materials and hands on experiences.
- To integrate technology and science into our weekly lessons.
- To foster growth for appreciation of literature.

CURRICULUM

Our primary curriculum is *The Creative Curriculum*. This guides our lessons to make an impact on their academic success along with STEM activities, centers, small group, and experiments.

Each day at school, we also focus on God's love and the love of our family, friends and neighbors. We will integrate the love that God has for us in all parts of our curriculum. Children will also:

- Pray together, learn Bible stories and songs.
- Discover the joys of learning to work, play and share with others.
- Develop good listening skills and increase their vocabulary and attention spans.
- Develop reading readiness skills and interests in books and reading.
- Recognize their name in print and identify letters in their name.
- Develop age-appropriate math skills, such as counting, number recognition, following patterns, sorting, shapes, size and sequencing.

- We welcome visitors into our room and Prek also takes field trips to further learning.
- Learn to follow simple directions and take turns, resolve conflicts, work independently and follow school rules and routine.
- Sing songs and experience rhythm and rhyme.
- Learn to express themselves through art media, music and dramatic play.
- Participate in programs that promote good health habits.
- Exercise to develop balance, coordination and agility.
- Participate in group activities and practice emotional control, respect and cooperation.
- HAVE FUN!

PRESCHOOL LOCATION

St. Dominic Preschool is located at 216 North Spring Street in the St. Dominic School building. When dropping off and picking up students, please use the roadway on the north side of school. For the safety of all children, the school playground must remain free of traffic. **PLEASE NO NOT DRIVE ON THE PLAYGROUND AREA!**

HOURS AND CALENDAR

Preschool classes will follow the schedule for Northfield Public Schools, beginning after Labor Day in September. Full-day classes meet from 8:15 – 2:25 on Monday through Friday. Class begins at 8:15 each day and drop off time begins at 8:00.

TEACHING STAFF

The head teacher is required to be a college graduate with an area of concentration in Early Childhood. Assistant teachers and educational assistants have had previous experience working with children ages three to six years and meet the requirements of the Department of Human Services. As required by the Department of Human Services, all staff members receive in-service training throughout the preschool year.

ELIGIBILITY TO ENROLL

Children ages three to five are welcome to enroll in the preschool program and children who are eligible for kindergarten the following year are welcome to enroll in the pre-kindergarten program. Children must be toilet-trained. To enroll into the preschool program, children must be three by September 1st. If they are not three by September 1st, there is a one month trial period for the student under the discretion of the teacher and principal. All classes are limited to a teacher/student ratio of 1:10. Each class will have a certified teacher and an assistant teacher or educational assistant if needed to establish this ratio. The program does not discriminate in admissions on the basis of race, sex, religion, creed, color or national origin.

TUITION

At the time of registration, a non-refundable deposit of \$100 is required to guarantee your child's enrollment. This fee does not apply toward tuition. Tuition for the 2021-2022 school year:

- 2 Days per week: \$2,300
- 3 Days per week: \$3,175
- 5 Days per week Preschool: \$4,875
- 5 Day per week Pre-Kindergarten: \$4,900

TRANSPORTATION

Transportation to and from preschool is the responsibility of the parent or guardian of the child. If your child is in a carpool, please let the teacher know the details in writing. Parents should meet the class by the office to pick up children at the end of each school day. If an alternate person is picking up your child, please notify the teacher in advance. Anyone unknown to the teacher will be asked for identification before the child is allowed to leave. It is important to be on time to pick up your child.

PARENT PARTICIPATION

Children benefit most from a school experience when home and school share common goals. Parents are encouraged to offer their services and talents for school projects and activities, and are welcome to visit the classroom any time. (Please sign in at the office first.) Volunteers are required to complete a background check and attend a Virtus safety training session as mandated by the Archdiocese of St. Paul-Minneapolis before working in the classroom with children. Communication will be maintained between the teacher and parents via a newsletter/calendar, e-mails, as well as conversations during drop off and pick up.

CONFERENCES

Parent/teacher conferences will be scheduled in the fall and spring of each year, and parents are encouraged to schedule additional conferences should they feel the need. The fall conference is designed so the teacher can share their observations with the parent and obtain information about the child from the parent. The spring conference is a time for the teacher to share the child's progress with the parent. Parents are encouraged to contact the teacher at any time with questions or concerns about their child.

ENROLLMENT DOCUMENTS

The Preschool maintains a record for each student. Parents are required to provide specific information for these records by completing necessary forms.

- Health Care Summary
- Immunization History
- Child's Name Release Permission
- Doctor/Dental Info
- Child's Personal History
- Permission for Neighborhood Trips

The majority of this information will be provided by parents in our online Student Information System: TADS.

SNACKS

A healthy snack will be served each day. Parents will be asked to pay a small fee at the beginning of the year for the teachers to purchase snacks.

BIRTHDAY TREATS

Birthdays are special and should be a fun time for the children. We will set aside a day to celebrate your child's birthday. If you would like to bring a treat to share with the whole class, it must be store-bought (not prepared at home), due to Department of Health regulations.

SUPPLIES AND ATTIRE

Since fun does not always go hand in hand with neatness in preschool, you are asked to dress your child in clothes that are acceptable for play, both indoors and out. With the exception of rain and the wind chill below zero, your child will go out to play daily. All outdoor clothing must be labeled with the child's name. Try to provide clothing that is easily managed by the child, as the children will be encouraged to gain independence. A backpack is needed for the child to bring home creative art projects and communications from the teacher. Children should not bring toys to school unless specified for Show and Tell.

FIELD TRIPS AND COMMUNITY RESOURCES

St. Dominic Prekindergarten will be taking several field trips during the school year. We will also seek individuals from the community as resources to come to the preschool and pre-k rooms to share their knowledge. Parents will be informed of the field trip in advance and must return a signed permission form prior to the child's participation along with any fees, if necessary. Siblings may not attend field trips with parents who volunteer as chaperones.

ILLNESS

If a child becomes ill while at school, the teacher, school nurse, or Administrative Assistant will contact the parent. The child will wait under the supervision of the nurse or Administrative Assistant until the parent arrives. In the event the parent cannot be reached, TADS system will be checked and their Emergency Contact listed will be contacted. If time is an important factor in obtaining medical care, emergency procedures (911) will be activated by the staff.

Please notify the school when your child is ill. This is especially important in the case of communicable disease, such as strep infection, pink eye, or chicken pox. It is our policy to inform other parents so that they can be alert for symptoms in case the illness has spread.

For the protection of all children and staff, and in accordance with state law, parents must keep children home, or a child will be sent home, if any of the following exist:

- contagious illness or condition
- chicken pox until the child is no longer contagious
- vomited during the day
- three or more abnormally loose stools during the day
- contagious conjunctivitis (pink eye)
- bacterial infection such as strep or impetigo (until on antibiotics for 24 hours)

- unexplained lethargy
- lice, ringworm or scabies that is untreated and contagious to others
- 100 degree or higher temperature
- must be free of fever for 24 hours (without fever-reducing medication) before returning to school
- suffering from significant respiratory distress
- requires more care than the program staff can provide without changing the nature of the program or compromising the health and safety of the other children

In case of an accidental poisoning, staff will immediately contact Poison Control for instructions.

FIRST AID AND CPR

All teachers are required to be first aid and CPR certified. If first aid is required, it will be administered by the school nurse or a certified adult. Written records will be kept regarding accidents, injuries and emergencies, and the parent will be informed. A first aid kit and a copy of classroom emergency cards are kept in the nurse's office. In the event of an emergency, these procedures will be followed:

1. 911
2. If necessary, EMS will transport the child to the Northfield Hospital.
3. A parent or alternate listed will be contacted as soon as possible and directed to meet the child at the hospital.

MEDICATION

If medicine is required to be given during the school day, a signed permission form must be on file in the school office and the medicine provided in the original bottle.

Non-prescription drugs (cough medicine, antihistamines, decongestants, etc.) can only be given if there are written instructions from an MD/NP, and manufacturer's instructions are followed.

WEATHER CANCELLATIONS

St. Dominic Preschool and Prekindergarten will be closed if Northfield School District 659 and/or St. Dominic School closes. Early dismissal for inclement weather will follow the Northfield School District schedule. Please listen to KYMN radio or check the local TV stations for school closings during inclement winter weather. Parents will also receive an email from the school office should there be a closure due to weather.

BEHAVIOR PLAN AND DISCIPLINE

St. Dominic Preschool and Prekindergarten believes each student is responsible for his/her own behavior and for maintaining a Catholic Christian atmosphere within the school. The goal of our behavior code is to promote self-discipline. Parental support is an important part of the school's discipline policy. No child shall be disciplined by shaming or physical punishment.

A complete set of behavior guidance policies and procedures are as follows:

1. Prevent problems by providing varied activities, explaining changes, anticipating problems and providing a positive model of acceptable behavior.
2. Set age-appropriate rules ahead of time and explain expectations according to Christian principles. For example, The Golden Rule, "Do unto others as you would have them do unto you" will be emphasized.
3. Discipline methods used will be tailored to the individual child and will include redirection, ignoring misbehavior when possible, teaching acceptable alternatives to problem behavior, using problem-solving techniques and setting contracts for appropriate behavior with older children.
4. When unacceptable behavior persists, developmentally appropriate discipline may be used and will be noted on a daily log.
5. In accordance with Rule 3 of the Minnesota Interpretive Guidelines for Child Care Centers, St. Dominic Preschool and Prekindergarten will not tolerate "persistent unacceptable behavior" by a child attending school.

Persistent unacceptable behavior is defined as, but not limited to, actions knowingly committed by a child that cause physical and/or mental harm to another child or teacher. After observing and recording said behavior(s), St. Dominic Preschool and Prekindergarten may initiate the following procedure, or an appropriate procedure, in response to the persistent unacceptable behavior(s).

Consequence #1:

Staff members monitor and record prohibited behavior(s).

After three or more recorded occurrences within one school day, the child will be sent home for the remainder of the day.

Consequence #2:

After it has been necessary to send home a child three times within a period of one month for reasons stated in the behavior plan, the child will be suspended for three full scheduled days.

Consequence #3:

If a child is sent home six or more times during the period of six months for reasons stated in the behavior plan, the child will be asked to leave permanently.

BITING POLICY

A complete set of behavior guidance policies and procedures for biting are as follows:

1. The teacher will treat the injured child and redirect the biter. The injured child will be provided with TLC and the area that was bit is washed and ice applied if necessary. The biter is told that we do not bite our friends and a more appropriate activity is provided for the child. If deemed necessary by a teacher, a short time out will be given to the child. This separation will be noted in the separation log required by DHS licensing.
2. The teachers will use positive reinforcement, redirection, repetition, and shadowing to attempt to minimize the continued behavior of biting.
3. An incident report is filled out for the child who was bitten and the child who bit. Both parents are informed of the incident. The teacher is NEVER allowed to

discuss confidential information with any family member other than the child's family being discussed.

The policy is listed below:

1. The first time a child bites another child or teacher, the parent will be notified of the incident.
2. The second time the child bites, the parent will be required to have a meeting with the principal of the school.
3. The third time the child bites, the parent will be called to pick up the child for the remainder of the day.
4. The fourth time a child bites, the parent will be required to keep the child home from school for a week.
5. The fifth time a child bites, the child will be terminated from care with St. Dominic Preschool and Pre-Kindergarten.

Please understand that although biting is a typical developmental response, it can be harmful to the other children in care. If you have any questions regarding the biting policy, please contact the school office.

GRIEVANCE PROCEDURES

Effective communication between staff and parents is an important element in striving to meet the needs of all children attending preschool and prekindergarten. We realize that children between the ages of three to five years are continuing to develop their understanding of the world. Occasionally misunderstandings may occur. If you are wondering about something your child has told you about school, please contact your child's teacher so that together we can seek to clarify any concerns.

If, for any reason, you feel you have a serious concern or grievance to express, the following grievance procedure has been established:

1. If the parent/guardian has a concern about what is happening in the classroom please make an appointment with the teacher.
2. If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal, and parent/guardian may be called.
3. If you are still not satisfied with the results of the meeting with the principal, then make an appointment with the canonical administrator (pastor).
4. If still not satisfied, a written grievance statement may be filed with the St. Dominic School Education Committee, which will decide whether to pursue the concern.

SUSPECTED MALTREATMENT

Reporting Policy for Programs Providing Services to Children

Who should report child abuse and neglect:

Any person may voluntarily report abuse or neglect.

If you work with children in an educational 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 a child is in immediate danger, call 911.

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) 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) 645-4475.

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.

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 of reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment to 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 child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

The Church of St. Dominic and St. Dominic Preschool bans firearms from the premises.

Please sign and return this page to St. Dominic School.

I acknowledge receipt of this handbook and agree with its content.

Parent Signature and Date