



# **Policies**

Updated 9/28/09

## Goals and Program Options

The primary goal of The Berry Patch is to provide a loving and educational environment where each child will be nurtured and stimulated to reach his/her full potential in a Christian atmosphere. 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, art activities, small and large muscle development, music and rhythm, listening and readiness activities as well as social development skills. Through positive reinforcement, it is our desire to build each child's self esteem.

The Berry Patch looks to enrich the whole child — mind, body & spirit. Our hands-on, play-based morning program allows for much creativity as well as enrichment. The Berry Patch has developed, Children Serving Others (CSO), which allows children to learn the importance of reaching out to others in our community and around the world through monthly service projects. Our objective with CSO is to help each child learn to become other-focused, rather than self-focused.

It is our desire that each child enrolled at The Berry Patch learn about the heart of God. Values like loving others, serving others and respecting one another are important to us at The Berry Patch. These values are at the core of our curriculum. The Berry Patch is not formally affiliated with any particular branch of the Christian faith and our curriculum does not include specific religious content. We are pleased to welcome children of all faiths to our school.

We are pleased to offer the following program options:

### Huckleberries:

Our youngest berries are the two year olds. 24-35 months of age is an important stage of development where children begin to become more independent and inquisitive. Our teacher/student ratio of 1:7 provides individual attention and guidance during discovery times, projects and free play. During this year, your child will grow in his/her listening, sharing and independence skills.

### Blueberries:

Our three year old students are bursting with excitement and curiosity. The classroom and schedule are structured to meet the needs of our 3 year olds with a teacher/student ratio of 1:10. This year is a big year for your children as they expand their knowledge of the alphabet and numbers, communicate their thoughts and feelings through writing projects and Show and Tell, as well as expand their friendships.

### Strawberries:

When a child enters the four year old classrooms he/she becomes a much anticipated Strawberry! We offer a 3 day and 4-day (Pre-K) program for this age group. Now children are showing more independence and their intelligence is expanding as they learn to successfully communicate and work well independently and in groups. The Strawberries' portfolios become more comprehensive during this final year of preschool, as our teachers assist the children in developing the skills needed to seamlessly transition into kindergarten.

#### Lunch Bunch:

This optional program is offered daily, from 12:00 pm to 1:00 pm and is an opportunity for any of the children to bring their own lunch and dine with their friends. It is a social time where table manners are taught in a loving way. **Please note that Lunch bunch will not be offered the 2<sup>nd</sup> Monday of each month for our staff meeting.**

#### P.M. Playmates:

This optional program is offered to children ages 3-5, allowing children an extended time to play with their school friends. A quiet story time gives them some rest and relaxation. Project time encourages creativity while free choice offers the opportunity to develop friendships.

#### Afternoon Adventures:

Afternoon Adventures is offered the third Wednesday and Thursday each month from 1-3 pm. The afternoon will offer unique adventures in learning and playing. Some of the experiences children have enjoyed include: an afternoon with reptiles, special art projects with featured professionals from Abrakadoodle Art and Kid Create Studios, balloon animal art, face painting and magic shows. This is a fun way for kids to spend the afternoon with friends.

#### Music:

We have our own music teacher who holds weekly music classes. Your child will experience classical, folk and international music with an introduction to instruments and movement. Your child will have the opportunity to participate in our annual Christmas & Spring Concerts.

#### Spanish:

We offer monthly Spanish classes for all our students. We are a global society, thus we feel it is important to offer this opportunity to the children. Your child will learn the beginning concepts of the Spanish language in a fun, creative way. We know, at the Berry Patch, early introduction to a foreign language makes a smooth transition into elementary school where your child will continue to study a foreign language.

## Summer Camp:

Attending Camp Sizzle Berry is an exciting way for current students, incoming students and children who live in the area to enjoy a dynamic summer experience. This camp is staffed by our exceptional teachers who love and nurture children throughout the school year and look forward to creating new, fun programs for the summer. Camp Sizzle Berry is designed to engage children in a variety of fun, creative activities based on themes, including Island Adventures, Imagination Creations, Book Worms and Camping. The camps are 2 weeks in length T/W/TH from 9-12 and are offered at both locations. We welcome all children ages 2-5 (must be potty-trained).

Parents may review The Berry Patch Goals & Objectives online at:

[http://www.berrypatchschool.com/typical\\_morning.html](http://www.berrypatchschool.com/typical_morning.html)

## **License**

The Berry Patch is licensed by the Department of Human Services of the State of Minnesota, St. Paul, MN (651-296-3971). Parents are assured that high standards have been met regarding program, equipment, space and staff. The Colonial facility is licensed to accommodate 60 children ages 3-5 and 14 children ages 24-35 months each day. The Calvary location is licensed to accommodate 78 children ages 3-5 and 14 children ages 24-35 months each day.

## **Hours of Operation and Tuition**

THE BERRY PATCH is open Monday-Friday of each week, unless closed for a holiday (see School Calendar). The school year begins Sept. 9, 2009 and ends May 28, 2010.

### Hours of Operation:

|                      |                     |                                     |
|----------------------|---------------------|-------------------------------------|
| Morning Program      | 9:00 am to 12:00 pm | Monday-Friday                       |
| Lunch Bunch          | 12:00 pm to 1:00 pm | Monday-Friday                       |
| PM Playmates         | 1:00 pm to 3:00 pm  | Wednesday/Thursday                  |
| Afternoon Adventures | 1:00 pm to 3:00 pm  | 3 <sup>rd</sup> Wed/Thur each month |

### Tuition:

|                              |                                 |                    |
|------------------------------|---------------------------------|--------------------|
| <u>Preschool (3-5 years)</u> | <u>Junior Program (2 years)</u> | <u>Lunch Bunch</u> |
| 2 days - \$220.00            | 1 day - \$140.00                | \$8.00/day         |
| 3 days - \$300.00            | 2 days - \$275.00               |                    |
| 4 days - \$400.00            | 3 days - \$415.00               |                    |

5 days - \$465.00

**TUITION PAYMENT is to be made by the 20<sup>th</sup> of each month, October-May.** (*September tuition is paid by June 1 of previous school year*). Fees for field trips and Lunch Bunch will be added to your monthly statement. Please make checks payable to *The Berry Patch*. Note your child's name on the memo line of your check. No cash, please. **A \$20 charge will be added to tuition for invoices not paid by the 20<sup>th</sup> of each month.**

Daily expenses remain constant throughout the school year. There will be no reduction in tuition for holidays, illness, vacation or other absences.

A non-refundable registration fee of \$60.00 is required to enroll your child at The Berry Patch.

### **School Calendar – 2009-2010**

|                      |   |
|----------------------|---|
| September 2          | Open House - Calvary                    |
| September 3          | Open House - Colonial                   |
| September 9          | First Day of School                     |
| October 15 & 16      | State Convention - no school            |
| November 4 & 5       | Dads & Donuts - Calvary, 9 am           |
| November 11 & 12     | Dads & Donuts - Colonial, 9 am          |
| November 23 & 24     | Conferences - no school                 |
| November 25 -29      | Thanksgiving Holiday - no school        |
| December 8           | Christmas Concert - Colonial, 6 pm      |
| December 15          | Christmas Concert-Calvary, 6 pm         |
| December 19 - Jan. 3 | Christmas Vacation - no school          |
| January 18           | Martin Luther King, Jr. Day - no school |
| February 15          | President's Day - no school             |
| March 27 - April 4   | Spring Break - no school                |
| April 30             | Conferences - no school                 |
| May 5 & 6            | Mother's Tea - Calvary                  |
| May 12 & 13          | Mother's Tea - Colonial                 |

|        |                           |
|--------|---------------------------|
| May 18 | Spring Concert - Colonial |
| May 20 | Spring Concert - Calvary  |
| May 28 | Last Day of School        |

*During severe weather we follow Edina School District closings.*

## **School Policies**

Classroom Rules: We encourage positive, creative play. Please reinforce the following behaviors at home:

- Be a good friend – share, be kind and respectful to others
- Listen when others are speaking; wait for your turn to talk
- Keep hands and feet to yourself
- Use safety rules – hold onto hand railings, walk, wait your turn

Transportation to and from school is the responsibility of the child's parents. Each child must be brought to the classroom and picked up by an authorized adult. The school must be notified of names of people unauthorized to pick up your child.

Children are asked not to arrive before 9:00. The teachers use the early morning for their preparation time.

Your child, 3-5 years old, must be potty trained to begin the school year. This does not apply to the Junior program (ages 24-35 months).

## **Health and Safety**

The State Department of Human Services requires each student to have a health summary completed, including all immunizations up-to-date and on file, prior to the child's first day of school.

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

- Diarrhea
- Fever (100+)

- Sore Throat
- Excessive cold symptoms
- Contagious Diseases (i.e. pink eye, chicken pox, etc.)

Your child may return to school 24 hours after symptoms have subsided.

Please report any contagious disease your child has developed to the school. The Berry Patch 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 registration card will be called. The child will be removed from the class and will remain with an adult until picked up.

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 card. If not specified, Fairview Southdale will be used. In the case of an injury not requiring emergency medical care, the Director, or Assistant Director, will contact the parents first and the child's physician, if needed.

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.

No medication will be dispensed at The Berry Patch with the exception of an epi-pen in the case of an allergic reaction or a medical condition that is evaluated case by case (i.e. diabetes).

The Berry Patch 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.

The Berry Patch will report serious injury, fire, death, animal bit or reportable diseases to the Department of Human Services.

Please inform the school if your child has a special medical condition, needs, or allergies.

All parents of children in the junior class are responsible for providing adequate disposable diapers and wipes.

Pets visiting school (for a specific reason related to the program) must be inoculated.

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

## **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 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) 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 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) 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 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 child care 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.**

### **Snack Time**

#### ***NUT FREE FACILITY***

A Snack Time is provided each day. This is a social time where good manners and interesting conversation is encouraged.

If your child has special food requirements or restrictions, please notify a teacher promptly. Due to food allergies, we require that all snacks be store-bought and nut-free. Please carefully read labels to avoid nut products.

It is fun to bring a special treat for your child's birthday. Please consider items other than food.

### **Parent/School Communication**

A monthly newsletter will be written to inform parents of upcoming themes and events.

An Open House orientation will be held prior to the first day of school. Individual conferences will take place in the fall and spring of the year where your child's teacher will go over a written assessment of his/her intellectual, physical, social and emotional development.

Written parental permission will be obtained before each occasion of research, public relations activity involving any children.

Communication is very important. All parents are encouraged to contact the teachers with any concerns that might arise during the school year.

Please visit anytime!

### **Field Trips and Community Resources**

Field trips offer valuable learning experiences for children. Prior to the school year a parent must sign a permission slip for his/her child, covering all field trips. Transportation will be by school bus.

We will visit nursing homes twice during the school year. There are many community resource people available. We will have special visitors throughout our school year.

### **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.

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, therefore dress your child accordingly. During the winter months, children continue to go outdoors, unless conditions are extreme. We go outside unless the temperature is still below 10 degrees by 8:00 am.

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

### **Behavior Guidance**

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 The Berry Patch.

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.

Immediate and directly related consequences shall be used for a child's unacceptable behavior. Some examples of unacceptable behavior include: hitting, biting, and using unkind words. The staff will:

1. Observe and record the behavior of the child and staff response to the behavior.
2. Upon continuous unacceptable behavior, parents will be notified and action taken by both parents and staff to improve the child's behavior.

### **Grievance Procedure**

If a parent has a concern, he or she is to contact the Director, or Assistant 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. All parents are encouraged to openly communicate with the staff. Within 24 hours the parent will be notified of the action plan.

### **Insurance**

The Berry Patch carries Commercial General Liability Insurance.