

2023-2024

Discovery Time

Parent Policies



“PARENT INFORMATION HANDBOOK”

Community Education

709 N Kniss

Luverne, MN 56156

Phone (507) 283-4724



GENERAL INFORMATION FOR PARENTS

1. The Discovery Time program is able to serve up to 20 children, per section, who have reached their 3rd or 4th birthday before September 1 of the current school year.
2. Hours of operation:
Morning Classes 8:30 – 11:15 am
Afternoon classes 12:30 -3:15 pm
Classes are 2 days, 3 days, or 5 days per week.
 - A. Students will be met outside on the sidewalk by staff when they arrive each morning. Parents will stay in car and line up along the curb, allowing children to exit when the teachers come to the car. At dismissal time, parents will wait on the front sidewalk of Com Ed. Teachers will bring students out to the sidewalk to meet parents.
3. Description of the program's educational methods:
The main objective is to help each child feel comfortable and happy in the preschool setting and to help him/her feel that he/she is an important and worthwhile individual. Staff endeavor to consider each child as an individual and attempt to meet each child's personal needs. Staff encourage the children to express and accept their own emotions and feelings as well as the emotions and feelings of others. Staff want to foster within each child a happy feeling about school and to help each child grow toward a love for learning.

The Discovery Time curriculum is developed with consideration of the characteristics and needs of three-year-old and four-and-five-year-old children to provide a simple wholesome environment which fosters the best learning for each child. In school your child will learn:

- A. To cooperate with other children
- B. To think of others as well as oneself
- C. To share belongings with others
- D. To explore the environment
- E. To plan the day's activities
- F. To express oneself with various media such as clay, paint, etc.
- G. To listen to stories, music, and directions
- H. To express oneself with words and to use new words
- I. To take care of oneself and one's belongings
- J. To show good sportsmanship
- K. To practice good manners
- L. To care for the environment
- M. To gain experience with numbers and letters
- N. To notice differences in colors, pictures, sizes, shapes, and sounds
- O. To develop skill in auditory and visual discrimination
- P. To have experience with language — oral and written

The parents of enrolled students may review the center's Child Care Program Plan by scheduled meetings.

CONFERENCES

4. Parents attend class with their child on the first day of the school year. At this time, curriculum and program plan are shared with parents. During the school-year, scheduled parent conferences will be made available mid-year for all parents. However, parents are welcome to conference any time when requested. An evaluation of the child's social, emotional, physical, and intellectual development will be available at the conference. The evaluation will be kept in the child's personal file for review upon parent request. An additional conference may be scheduled in May for those parents with concerns.
DT Classes are not held during Parent Conference week.

INSURANCE

5. Liability insurance coverage: Under Independent School District 2184

IMMUNIZATIONS

6. Before a child is admitted into the Discovery Time program, a current immunization record of the child, provided by the child's source of medical care, **must be on file** with Discovery Time.

ILLNESS/ACCIDENT

7. Care of children who become sick at Discovery Time:
If a child becomes ill while at Discovery Time, the teacher aide will remove the child from the group. The child will remain in the classroom or the nurse's office while the parent or other party named on the child's health form is contacted by phone.

If there is an onset of or exposure to a contagious illness or condition, a special notice will be sent home with the students or emailed to parents.

If an emergency injury requiring medical attention arises, the following procedure will be followed:

- A. Administer basic first aid
 - B. Make child as comfortable as possible
 - C. Contact the School Nurse for further medical attention as needed.
 - D. Call parent or other name listed on child's health form
 - E. Make a call to 911 for further instructions if necessary
8. Medication will be administered by the school nurse in accordance with the following procedures:
All medications must have instructions from a licensed physician and written authorization from a parent attached to them. (Such a form can be obtained from the Discovery Time Teacher or at the Community Education Office.)

All medicine must be kept in its original container and have a legible label containing the child's name. The medicine must be given only to the child whose name is on the label.

The medicine will not be given after the expiration date on the label. Unused medicine will be given to the child's parent or destroyed. The school nurse must keep records stating the name of the child, date, time, dosage, and the name of the person who dispensed the medicine. The records shall be available to the parents.

Parents should give the first dose of any medication to their child in case the child has a reaction to the medication.

All medicine will be stored in a place inaccessible to the children.

All poisonous materials are kept out of reach of children. Should an accidental poisoning occur, instructions from the Poison Control Center will be followed. Minnesota Regional Poison Center 1-800-222-1222.

Parental consent is required for use of insect repellents and sunscreens. These will not be administered in spray form.

9. Please call the office at 283-4724 if your child is sick and will not attend school. If your child is feverish (100.4 or above), has vomiting or diarrhea, remember they must be symptom free without medication for 24 hours before returning to school.
10. The Discovery Time program requires a parent to inform either the director or the teacher within 24 hours, exclusive of weekends and holidays, when a child is diagnosed by a child's source of medical or dental care as having a contagious reportable disease such as covid, measles, chickenpox, strep throat, head lice, impetigo, scabies, and ringworm. On the day Discovery Time staff receives such information, Discovery Time staff will post and/or give a notice to parents of exposed children.
11. If a child has head lice, fleas, or scabies in school, the child will be sent home. It is the expectation of the school that you seek the appropriate medical attention immediately. Appropriate steps need to be performed in your home IN ADDITION to those being done for your child. The student may return to school after appropriate treatments have been done.

PERMISSION FORMS

12. On the Registration/Release Form parents will be asked to sign a general field trip statement granting permission for their child to participate in local field trips. Also, prior to each planned field trip, an information sheet will be sent home indicating where the child will be going, the departure time, mode of travel, estimated time of return, and a request for a parent or guardian's signature. This form must be returned to Discovery Time before the trip is made. Please return these forms promptly to the teacher.

13. Before each occasion of research and experimental procedure activity involving your child, parents will be notified by a newsletter with an attached parental permission form.

SNACKS

14. The program will provide a nutritious snack each day.

BEHAVIOR POLICIES AND PROCEDURES

15. Behavior guidance policies and procedures:

POLICIES:

- A. Each child will be provided with a positive model of acceptable behavior.
- B. All policies will be tailored to the developmental level of the children the center is licensed to serve.
- C. Children and groups will be redirected away from problems toward constructive activity in order to reduce conflict.
- D. In order to reduce conflict, children will be taught how to use acceptable alternatives to problem behavior.
- E. Children's and staff persons' safety will be protected at all times.
- F. Immediate and directly related consequences for a child's unacceptable behavior will be provided.

PROCEDURES FOR:

- A. Helping the aggressive child:
 1. Follow a routine for arrivals and departures.
 2. Before a transition, give several reminders that the activity will be changing.
 3. Encourage the child to express his feelings in words, not actions. Pick out an activity or area where child can work out anger.
 4. Remind the child if he or she is losing control, and prompt appropriate behaviors.
 5. During group activities (conversation, story, etc.), give the child enough personal space; seat the child between non-aggressive children or near an adult.
 6. Control the child's level of stimulation by removing unused materials, slowing down activity, or introducing quiet activity.
- B. Helping the anxious child:
 1. Prepare the child for new activities by exploring the activity or area beforehand.
 2. In group activities, seat the child between non-aggressive children; encourage but don't force participation.
 3. Help the child understand that it is more important to try an activity than to do it perfectly.
 4. Allow the child to work at his/her own pace.
 5. Help the child recognize when he or she is becoming anxious and to seek help from adults.
- C. Helping the hyperactive child:
 1. Give short, clear, and calm directions about transitions and thought-out activities; provide adult supervision.
 2. Control level of excitement; remind the child when he/she gets too excited and ask the child to rest if he/she is losing control.
 3. During group activities, call on the child frequently to keep his/her attention.
 4. Use demonstrations to keep child's attention.
 5. Don't expect prolonged sitting--break tasks into small segments done in a short time.

6. Gradually increase the amount of time you expect the child to attend to and perform tasks.
- D. Helping the withdrawn child:
 1. Encourage and support participation, but allow the child to watch and listen.
 2. Respond positively to the child's attempts to communicate in order to build self-confidence.
 3. Provide the child with individual attention and instruction.
 4. Gradually involve the child in a few simple activities; introduce other children into these activities gradually.

If procedures A, B, C, and D fail and persistent unacceptable behavior occurs, the staff will observe and record the behavior of the child and the staff response to the behavior. A conference with the child's parent and staff persons (other professionals when appropriate) will then be arranged.

16. The following actions by or at the direction of a staff person are prohibited:
 - A. Subjection of a child to corporal punishment. Corporal punishment includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
 - B. Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
 - C. Separation of a child from the group unless the teacher has tried less intrusive methods of guiding the child's behavior which have been ineffective, and the child's behavior threatens the well being of the child or other children in the center.
 - D. Punishment for lapses in toilet habits.
 - E. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
 - F. The use of mechanical restraints, such as tying.
17. Separation from the group - No child may be separated from the group unless the teacher has tried less intrusive methods of guiding the child's behavior which have been ineffective, and the child's behavior threatens the well being of the child or other children in the center. A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.
18. Separation report - All separations from the group must be noted on a daily log. The center must ensure that notation in the log includes the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or

other children in care. If a child is separated from the group three times or more in one day, the child's parent shall be notified, and notation of the parent notification shall be indicated on the daily log. If a child is separated five times or more in one week or eight times or more in two weeks, a conference with the child's parent and staff persons (other professionals when appropriate) will then be arranged.

PETS

19. Presence of pets - Parents or other adults must remain with the animal and the pet is confined to a cage and remains on the tiled area of the room or outside, and never on the carpeted area.

VISITATION

20. Parents of enrolled children are asked to arrange visits ahead of time by calling the office at 283-4724 to set up your visit.

LICENSOR

21. Although Discovery Time is no longer required to be licensed by the Department of Human Services, Division of Licensing, we still follow DHS guidelines for licensed programs, so that parents can be assured of high-quality programming. Parent Aware 4-star rating.

RESEARCH AND PUBLIC RELATIONS

22. Before any experimental research is conducted at the center, a letter of explanation will be sent to the parent(s), along with a written permission form granting permission for your child to participate in such an activity.

FEES

23. A \$50.00 nonrefundable registration fee which covers some materials and snack is required for each child at the time of registration.
24. The participation fee, also known as the tuition fee, is \$118.00 per month for the 2-day programs and \$135.00 per month for the 3-day programs for each child. The 5-day program is \$253.00 per month. Tuition is due one month in advance due on the 1st day of each month beginning August 1 and continuing through March 1 (8 payments). The tuition fee is an average monthly cost. NOTE: If tuition payments are overdue, children will not be allowed to continue attending until the account is up-to-date.
25. Payments may be mailed to or paid in person at the Community Education Office which is located at 709 North Kniss. There is also a drop box to the left of the entrance door of the Community Education Building. Please leave only checks (no cash), if using the drop box.

POSTPONEMENTS/CANCELLATIONS

26. When Luverne Public School is not held due to inclement weather, the Discovery Time program will not be in session. When Luverne Public Schools announce no school due to weather, but are having an E-learning day, Discovery Time teachers will provide circle time and story options via Seesaw. Days that Luverne Public School is not in session due

to inclement weather, and are not considered an E-learning day (traditional snow day), activities will not be provided by Discovery Time teachers via Seesaw.

27. In the event Luverne Public School has a **late start** the AM section will meet 10:00 – 12:00 and the PM section will meet 1:15 – 3:15. If school is **dismissed early** due to inclement weather, then the Discovery Time program will dismiss early or will not start.

28. Cancellations or postponements will be broadcast over KQAD AM 800 radio and posted on the DT and Com Ed Facebook pages. However, if you do not have the opportunity to listen to the radio, please feel free to contact the Community Education Office at (507) 283-4724.

29. The general rule is when K-12 school is not in session, Discovery Time will not be in session.

PROGRAM DATES

30. Calendars of class dates for each section of Discovery Time are provided. Please save these for future reference.

EMERGENCY DRILLS

31. Discovery Time will practice fire drills, tornado drills, intruder drills (ALICE) and evacuation drills along with Luverne Elementary School. In the case of a real evacuation, Discovery Time students would walk to Grace Lutheran Church with escort to cross Highway 75. Parents would need to pick up their child, and only their child, at the church. During an evacuation practice drill, we will simply walk back to school.

PROGRAM LOCATION

32. Discovery Time will be held in the Community Education Building between the High School and Elementary School which is located at 709 N. Kniss. (The program is in room CE 800 & 801.)

CHILD PICKUP

33. At the end of class, children must be picked up by an adult or older sibling **ONLY at the Discovery Time Classroom**, unless prior arrangements have been made for the child to ride on Community Transit or on a school bus (with a sibling). All adults who pickup must have prior approval by the parents and DT Staff.

PROGRAM INFORMATION

34. For more information on Discovery Time contact the Community Education Office. The office is located at 709 North Kniss. The office phone number is 507-283-4724.

SCHOOL BOARD

Board Member:

Tim Jarchow

Eric Hartman

Phone:

507-220-1310

507-935-5386

David Wrigg	507 920-7446
Michael DeBates	507-920-6171
Ryan DeBates	507-290-0612
Zach Nolz	605-770-3445
Randy Saker	605-261-4050

DISCOVERY TIME STAFF

Superintendent: Craig Oftedahl - Office 283-8088
Community Education Director: Lisa J. Nath - Office 283-4724, ext. 4010
Community Education Secretary: Dana Hoogendoorn - Office 283-4724, ext. 4000
Discovery Time Teacher: Angie Janiszeski 283-4724 ext. 4060
Discovery Time Teacher: Amy Chapa -507-283-4724 ext. 4080
Discovery Time Aide: Stacey Rolling, Jen Bose

LUVERNE COMMUNITY EDUCATION ADVISORY COUNCIL

Kelsey Maeschen	Diane Kennedy
Zoe DeBates	Heidi Sehr
David Wrigg	Calla Jarvie
Jacqueline Johnson	Kyle Oldre
Dan Nath	Mary Brown
Molly Carbonneau	Jose Gil
Angie Ahrendt	Codie Zeutenhorst
Stacy DeBates	Zach Overgaard
Keaton Ahrendt	

Lisa J. Nath - Community Education Director
Jon Schomacker - Summer Recreation Director
Dana Hoogendoorn – Administrative Assistant

GRIEVANCE POLICY

Parents with concerns about the Discovery Time Program are asked to follow this procedure:

- 1. Discuss concerns with the Discovery Time Teacher.**

If not resolved:

- 2. Meet with Community Education Director and discuss concerns.**

If not resolved:

- 3. Meet with Superintendent and discuss concerns.**

If not resolved:

- 4. Meet with a School Board Member to develop a plan of action.**