

# MINI-HOPS PROGRAM: GENERAL INFORMATION FOR PARENTS

## *General program information*

Mini-Hops academic preschool when at full capacity will have a maximum of 12 children in any class. The age of children to be served will be 3 ½ (years by Sept. 1<sup>st</sup>) and up to 5 (who are not yet in kindergarten). The class time will be from 9:30-12:00 on Monday, Wednesday and Friday or Monday and Wednesday. At full capacity 12 children will be in each class. The class will be supervised at all times with a teacher and either an assistant or an aide.

Mini-hops provides developmentally appropriate activities and materials with a theme approach. We provide a balance of active and quiet activities, individual and small and large group activities, child initiated and teacher initiated activities, and large muscle play activities. Classroom is set up to allow children to explore, experiment, discover, create, and ask questions.

## *Daily Programming*

During each class time there will be a variety of activities offered and available for use. The room will be divided into several areas so the child will have access to activities that promote the intellectual, physical, social and emotional development of the children. Within the room there will be a dramatic play area, a quiet book area, an art and craft area, a sensory table, a block area, an area for manipulatives and free choice play, and an easel for more art. The children will be able to choose quiet or active play as well as teacher directed (art) or child directed play during free play time. There will be several teacher directed times during the day as well, group story time and small group learning time (used to work on math, language readiness, science etc). The children will also be exposed to many large motor activities in our preschool and main gymnastics gym.

## *Conferences and Family visits*

Parent Teacher conferences are offered twice a year to school families. The intellectual, physical, social and emotional development of each child will be documented and conveyed to the parents during the conference. Parents are encouraged to communicate to staff at any time should they feel there is a need. Parents are welcome to visit at any time. Parents may review the written Child Care Program Plan at any time by requesting it.

## *Health care summary and immunizations*

All children will have a health care summary and immunization record in their registration packet. These need to be filled out and returned before the first day of preschool.

## *Field Trip*

Should Mini-Hops preschool go on a field trip, each parent will be given a Field Trip Permission form with the exact information of where we are going, when leaving and returning, means of transportation, and any other important information. Every student will be required to have a signed form before going on the field trip.

## *Sick Child Policy, Emergency treatment and Medicine Administration*

Children who are sick (fever, runny nose, cough, diaherra, etc) should not attend school and should not attend school for at least 24 hours after the symptoms are gone. Children who get sick at preschool will have the parents notified to pick their child up. If the parent can not be reached the emergency person will be contacted. The child will always be in the

presence of a staff member. If the child is able to stay in the classroom they will remain with staff and class. If the child has a contagious illness they will be seated at the front desk with staff member. All families in the preschool will be notified by email and written communication of any infectious illnesses.

#### Illness to keep child home

- Fever of 100 or higher
- Severe coughing
- Diarrhea (not in the last 24 hours)
- Unexplained skin rash
- Vomiting (not in the last 24 hours)
- Pink Eye
- Lice
- Too tired or ill to participate in normal activities
- Contagious disease

All families will sign a waiver allowing Mini-Hops to call 9-1-1 and seek medical attention as needed in an emergency. For non-emergency injuries first aid will be given to the child. For any first aid that is given to the child an accident report will be filled out and given to the parent. At which time they will sign stating that they received the information.

#### ***Administration of medication***

1. Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
2. Children taking prescribed medication must be well enough to attend the setting.
3. Children's prescribed drugs are stored in their original containers, are clearly labeled and are inaccessible to the children.
4. Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
5. The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
6. If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

#### ***Snack Policy***

There will be monthly snack calendar, each child will be asked to provide a store bought snack on a given day. Mini-Hops will have an extra supply of snacks in case someone forgets or has an allergy and can't eat the snack provided. Healthy snacks will be encouraged. Water will be provided by Mini-Hops. There will be a certain snack time for the preschool, all staff and students will sit together and have snack. Children will be encouraged to use good manners and sit in their chairs until snack time is over.

## *Pet Policy*

We will not have a pet at any time in our classrooms.

## *Field Trips and Public Relations Permission*

If at any time Mini-Hops Preschool takes a field trip a written permission will be obtained from the parent before each field trip. If at any time Mini-Hops Preschool needs children for research or public relations reasons a written permission will be obtained from the parent stating the purpose of the research or public relations. All signed forms will be kept in the child's file.

## *Department of Licensing*

If at any time you should need to contact DHS- Division of Licensing the number is: 651-296-3971

## *Activities and Daily schedule:*

**9:30: Arrival** – Children arrive at preschool; are greeted by one of the teachers; find their cubby; put their belongings away; move their attendance card; and find an activity to do. We suggest that parents only stay a few minutes to say goodbye.

**9:35: Large Group Opening** – The children gather at the group time area and begin with the hello song, check attendance to see who is missing (helps children identify friends in class), check the calendar and upcoming special events, and check activities for the day.

**9:50: Free Choice** – The children select activities in any of the learning centers in the preschool. The adults facilitate the play activities. The children participate in the planned art activity during this time. The children participate in individual or small group activities relating to skill development.

**10:30: Clean Up** – The children stop playing, clean up and toys and gather at the group time area.

**10:35: Large Group Story** – The children participate in a large group activity, listen to story, discuss learning theme.

**10:50: Snack and Hand Washing** – All children use soap and water to wash hands. The children sit at tables with adults and interact socially while eating a nutritious snack. Self help skills such as pouring, spreading, cutting, and using manners are developed during this time. Children are responsible for cleaning up their own materials.

**11:05: Books** – When children are finished eating, they take care of their snack materials and wash their hands. They go to the library area and find a book to look at until all children are finished with their snacks.

**11:10: Large Motor Activity** – The children improve large muscle development and social skills on gymnastics equipment. Gymnastics lessons will be provided as well as individual open time on the equipment.

**11:35: Individual and Small Group Activities** – Children will develop preschool readiness or Kindergarten readiness skills by participating in individual or small group activities. These may include math readiness, language readiness, science, small motor skills, and others.

**11:50: Large Group Closing** – The children review what happened during the preschool session and preview the next session and upcoming events. Songs will be sung to end the day.

**12:00: Dismissal** – The children will have their materials to take home in their cubby.