

Dear Parents,

Thank you for your interest in Open Door Preschool. We are very proud of our program and hope you will be as pleased. The following policies include some basic information, which you may find useful. Should you have any questions about this information or any other concern and/or comment, I encourage you to contact me at school 645-8532 or home 645-5786.

Sincerely,  
Barbara Dopkins Howe  
Director

Open Door Nursery School has been in operation since 1966, with the name change to Open Door Preschool occurring in 2014. The school is licensed to serve children ages 3-5. Up to twenty children are enrolled in each session with one certified teacher and one assistant teacher, thereby making the ratio 1:10. There are four sessions offered, two-day or three-day a.m. sessions (9-11:30) and two-day or three-day p.m. sessions (1-3:30). Open Door is pleased to offer classes which meet on consecutive days. This limits transition time, and helps to provide a consistent routine for the children. Three-day sessions meet Monday, Tuesday, and Wednesday, and two-day sessions meet Thursday and Friday. Sessions can be combined, and extended day options are available. Contact Open Door for further information regarding combination/extended day options.

**GOALS:** Open Door focuses on the social, emotional, physical and educational needs of each child. We recognize every child as an individual and attempt to foster unique and creative attributes through a variety of learning experiences ~ thereby helping to build a positive self-image. To best achieve these goals Open Door has prepared a child care program plan which is on file and available for parents to review at any time.

**ENVIRONMENTAL PROGRAM:** Open Door Preschool works in partnership with the Biology Department at St Olaf College. Children from Open Door visit the St Olaf Prairie/wetlands three times a year to observe the seasonal changes under the guidance of selected students from the Biology Department. In addition to the prairie/wetland experience, the St Olaf students bring environmental activities and visual aids to the preschool classroom on a monthly basis. This is an innovative, exciting program which helps develop and promote environmental awareness.

**ARTS PROGRAM:** Beginning in 2013 Open Door has been partnering with Center for Community and Civic Engagement at Carleton College. We visit the Carleton Weitz Center for Arts annually where the children are exposed to art, movement and dance opportunities.

**CONFERENCES:** Open Door offers two parent-teacher conferences per year. One goal planning conference is offered in the fall and one progress report is held in the spring. At both conferences the child's intellectual, physical, social and emotional development will be discussed as well as the individual observation assessment.

**BEHAVIOR GUIDANCE PLAN:** The staff at Open Door is aware of the various levels of development of children in the classroom. We are careful to have expectations for the children that are appropriate to their abilities. We believe that encouragement and a positive approach are

effective methods to obtain desired behavior. The staff attempts to be consistent and understanding, and finds that many inappropriate behaviors can be avoided by redirecting or intervention. When necessary, a child is asked to leave the group and is free to return when he or she is ready. Open Door has a detailed behavior guidance plan on file that is available for parents to review at any time.

**SCHOLARSHIPS:** Open Door is able to offer two types of scholarships. One, through our upcoming Parent Aware certification allows for up to \$4000 to eligible families. The other, offered through Open Door, allows for up to ¼ scholarship based on need for those who do not meet the Parent Aware eligibility. Scholarship forms are available on our website: [opendoorpreschoolnorthfield.org](http://opendoorpreschoolnorthfield.org)

**VISITING:** Parents may visit Open Door any time it is operating. Observing provides opportunities to see your child in action as well as to see typical days at preschool. We are fortunate to have an observation window that allows people to view from a one-way window without being seen by the children. This is an especially beneficial way to observe because it is known that children's behaviors often change when they know they are being watched. Parents may observe from within the classroom if they choose not to use the observation window.

**SNACKS:** Snacks must be commercially prepared. This policy will also hold true for birthday celebrations. Fruits, vegetables, cheese must be purchased pre-cut.

**HEALTH CARE FORMS:** Prior to admittance Open Door requires that the health care summary and immunization records be completed. Your child will not be admitted until we have received these forms (or suitable arrangements have been made with the registrar).

**IN CASE OF ILLNESS/EXPOSURE/EMERGENCY:** If a child becomes ill at school, the child will be isolated from the other children with an adult in attendance until the parents or designated substitute arrives. Parents will receive written or verbal notification if their child is exposed to a contagious disease. In case of emergency the staff will arrange for transportation to the doctor's office or hospital. If the situation warrants it, the rescue squad will be called. All staff members are certified in both first aid and CPR.

#### **CHILD'S SAFETY:**

Except in an extreme emergency or very minor injury (scratches), first aid will be kept to a minimum.

The staff will NOT administer ANY medicine. This includes suntan lotion and/or mosquito repellent.

Local doctors and the Northfield City Hospital are our emergency medical sources.

To insure your child's safety, no unauthorized, incapacitated or person suspected of child abuse will be allowed to remove your child from Open Door.

In the case of divorce, state law requires Open Door to have a copy of the custodial record on file.

**INSURANCE:** Open Door Preschool has liability insurance of \$1,000,000 per occurrence and aggregate limit. In addition, we carry worker's compensation and employer's liability insurance.

**LICENSING:** Open Door has been licensed by the Minnesota Department of Human Services since its beginning in 1966.