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# PARENT HANDBOOK

## 2022-2023

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[www.opendoorpreschoolnorthfield.org](http://www.opendoorpreschoolnorthfield.org)

500 West Third Street • Northfield, MN 55057

507-645-8532

- A Four Star Parent Aware Program •

## **PHILOSOPHY**

Open Door focuses on the social, emotional, physical and educational needs of each child. We aim to provide a loving, nurturing environment where children feel comfortable and safe enough to take appropriate risks, helping them build self-confidence and a positive self-image. We recognize the importance of play-based learning experiences and the value of outdoor, inquiry based learning. These themes are at the core of our teaching and learning.

## **DAILY PROCEDURES**

Routine is important etc, . . . .

9:00- 9:40	Arrival, outdoor play and learning
9:40- 10:00	Group time (conversation, music, games, concept development)
10:00-10:15	Wash-up, snack of nutritious food and beverage
10:15-11:00	Free choice of activities
11:00-11:20	Story, Group time (music, announcements)
11:20-11:30	Get ready to go home

### **Beginning of the Day**

We start our day outside, weather permitting. We have found that it is helpful to say a brief “good-bye” and then leave. While separation from parents may be difficult for some at certain times, rest assured that it is not uncommon. Please know that if we need you we will be certain to call you.

### **Messages**

Teachers must be notified of any changes of daily routine (i.e. different driver, planned absence). If you need to speak with any of us, please feel free to call. Extended conversation can best be accommodated before or after school. We do not have time to check emails when school is in session. Please call us at school if you need to speak with us/leave a message. The number is: **507-645-8532**

## **OUTDOOR PLAY & LEARNING**

### **Outdoor Learning**

Research shows that children benefit tremendously from outdoor learning. While Open Door does not offer a Forest School setting, outdoor and environmental education has long been important to us and is an area of teaching and learning that we hope to continue to grow. From September-November we plan to hold our entire class session outside. Children will still come in to use the bathroom and to wash hands before snack, but most of our time together will be outside. Having proper clothing for the weather

conditions helps children enjoy their time outside (see CLOTHING below). If acquiring certain clothing needs prove challenging to get, please contact the director.

### **Playground Policy**

Out of concern for the safety and well being of all children, usage of the playground during preschool playground time is **limited to class members only**. We regret that we are unable to accommodate siblings or friends.

### **Inclement Weather**

Because we are aware of the benefits to children when they are able to play outside for even a brief amount of time during each preschool day, we start our daily class activities outside. We will go outside everyday unless it is raining or the temperature does not allow it. You may wish to apply sunscreen on your child prior to playground time. Staff are not able to apply sunscreen. In addition, you may wish to send a sunhat for your child. **If the actual temperature is zero degrees Fahrenheit or colder, OR if the wind chill is below ten degrees Fahrenheit, we will start our day inside.** If the weather does not allow us to be outside, we will still come outside to pick up each child. There are times where it may no longer be raining, but the ground and equipment are still terribly wet. In those circumstances we WILL NOT start outside. **In these situations please park and bring your child inside.** Teachers will always use discretion when determining the amount of time spent outside and when evaluating unusual circumstances which could alter our basic policy, such as icy conditions on the playground.

### **CANCELLATION OF CLASSES**

In the event of inclement weather or other emergency situations, please listen to KYMN radio (1080 am), watch metro TV channels or if you have a child enrolled in Nfld schools, you will receive phone notification. The superintendent of the Northfield public schools makes school closing decisions. They are announced on KYMN 1080am and metro TV channels as soon as possible. ODP relies on and complies with the announced decisions. When the public schools close for the day, we close for the day. If the public schools “start late”, we will close our morning classes. If offered, our afternoon session would begin at 1:00pm. In the event of an early closing, please listen or watch for announcements. In an unusual situation regarding closing time, or if you have a question, please call. Should your child be at school as inclement weather approaches, feel free to pick up your child early.

## **COVID-19: CLOSURES DUE TO COVID-19**

It is possible that Open Door Preschool may need to close because of ill staff or if recommended by the state or Northfield School district. ODP will not issue tuition refunds for any pandemic-related closure of less than two full weeks regardless of the number of short term closures. If a child must miss preschool for quarantine or illness, ODP will not issue refunds. In the event of closures of more than two full weeks, ODP will offer prorated tuition credit to be used in subsequent months. This credit will be for closure days beyond the two week closure. (i.e.: if the state goes on lockdown Oct5-Nov 1, the two week closure Of Oct 5-16 is not eligible for a credit Credit would be issued for the two weeks of Oct 19-30.)

## **CLOTHING**

Please dress your child comfortably for play. Keep in mind that children will do painting and other “messy” activities regularly and that we go outside most days—even in winter. Garments should be of the self-help variety. Layered clothing is recommended so children can easily adjust to their own temperature needs. Open Door is not responsible for lost clothing.

Because we go outside everyday (weather permitting) be sure your child is dressed appropriately upon his/her arrival to school. As the weather gets cold, please remember to send children in warm clothing, including a hat or hood, mittens, and warm shoes or boots. Boots and mittens that are large enough for the child to put on independently are essential. Remember also to include slippers or shoes for your children to wear once they enter the classroom. (Slippers are often easier for your child to put on by him/herself.) For safety reasons children must have footwear. PLEASE label ALL items of outerwear and slippers.

Dressing for the weather dramatically increases children’s enjoyment of their time outside. As the weather gets cold this means warm, water-resistant boots, warm, water-resistant mittens, a warm winter coat, snow pants, and a hat or hood. If you would like recommendations for where to buy these items, or need assistance in acquiring them, please contact the director.

## **INFORMATION FROM SCHOOL**

PLEASE take time to read all emails, calendars, announcements, reminders, and accounts of past events. and future plans are included in our newsletters issued monthly as well as in our weekly recap emails. If you have suggestions or helpful information which might be shared in the newsletter, please contact us. This will allow you an opportunity to further discuss things taking place in the classroom with your child.

## **DROP OFF AND PICK-UP PROCEDURES**

### **Drop-Off Procedure**

At the beginning of the year we ask that the adult dropping your preschooler off bring him/her to the bench near the playground area and check in with a teacher. We will wait on the bench and all go in together. For safety reasons, if you are walking your child to school, please use the sidewalk to the east of the playground.

### **Pick-Up Procedure**

When picking up your child, please go to the Northeast door. Extend the line going south. (Please be sure not to stand in front of any doors.)

At the close of our day the children go from the classroom to the hooks in the hallway to get their outerwear/bags. Then they return to the classroom, put on outerwear and get ready for departure. When all of the children are ready, you will be invited to come into the classroom. As the teacher sees each parent, and/or driver, the children are excused either one at a time, or by carpool. Please be sure that children remain with you when leaving and do not run into the parking lot ahead of you. Pick-up time for classes is 11:30 for the am sessions and 3:30 for the p.m. sessions. Please be prompt.

### **Bulletin Board**

As you enter Open Door Preschool at pick-up time you will see a bulletin board area. There you will find pertinent messages, our calendar for the school year, copies of our newsletters, and a listing of parent resources including information regarding CCAP, scholarships, MFIP, health care and more.

### **Take Home Box**

While you are waiting, please check the Take Home Box. This box contains important communications and art work. Please check the box everyday for EACH child who rides with you. Names are alphabetical by first name. Be sure to look behind the name for items to be taken home. (There may also be smaller items attached by paper clips BEHIND the name.) To avoid possible loss of important artwork and/or messages, we ask that parents only, not children, check the Take Home Box. If someone new is picking up your child, be sure to explain the pick up procedure to him/her.

### **Early Pick-Up**

There may be times when you find it necessary to pick-up your preschool child early. When this happens, please give us a call, text or note telling us when to expect you.

## TRANSPORTATION

When transporting children, children must be in the back with an age-appropriate car seat. Always make sure that your child is wearing a seat belt appropriate for his/her age and properly secured.

## CHANGES

Please inform the teachers of any changes that may affect your child's performance (i.e. change of baby-sitter, parent job change, changes in marital status, moving into a new house, a new baby, poor rest the night before, staying up unusually late, the death of a relative, family friend or loved pet). It is also helpful to know of any behavioral changes you, the parent, may be seeing at home. This enhances the teachers' understanding of each child and better allows special considerations. If there is a change in your phone number, daycare provider, carpool arrangements or whom to contact should your child become ill at school, be sure and let the teachers know. If it is a permanent change, please edit the emergency information card. (Ask your child's teacher for this card.)

For your child's safety, we MUST have written notification (email or text is fine) or a phone call if there is any change in who will be picking up your child. Information concerning a change for the day (going to a friend's house, a visiting Grandma who will be picking up your child...) must be communicated to the teachers.

## ABSENCES

***Please notify teachers of a child's illness and absence for any reason - 507-645-8532 or send a text message to a teacher.*** The teachers do not consider this an imposition and want to be notified of all absences. A parent must inform staff within 24 hours when their child is diagnosed as having a contagious disease such as chicken-pox, strep throat or pink eye. Your child's temperature should be normal for at least 24 hours before he or she returns to school

## ACTIVITIES

Much of the programming in the preschool is flexible and varies from time to time, according to the needs of the children individually and as a group. Its purpose is to meet their needs for guidance and control, as well as need for freedom and independence. The weather, time of year, the day of the week, holidays and special events will affect the activities of the day, too. It is important to remember that preschool can seem noisy, filled with the sounds of children laughing, shouting or singing, and with children jumping, pounding or climbing. The teachers are fully aware of what is going on and know when the activity is constructive and when it needs to be channeled in other directions. All this activity is perfectly natural, normal and desirable. At Open Door, children are free to be children, and equipment and activities are designed especially

for them. They have the opportunity to experiment with a variety of materials and activities within the limits of a safe environment.

## **FIELD TRIPS AND WALKS**

The current seat belt recommendations do not allow us to use cars for field trips. We limit our out-of-school explorations to walking trips only. EXCEPTION: visits to the St Olaf Prairie. (On these days we will begin and end our day at the Art Barn located under the wind turbine) and the Carleton Weitz Center. We will however, continue to take walks around the school area. Walking field trips e.g. around the block for observation of seasonal changes DO NOT require written notification and/or parent signatures.

## **VISITING AND OBSERVATION**

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 school. 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's known that children's behaviors often change when they know they are being watched. In addition, we welcome parents to share special interests and hobbies with the classes. This has proven to be a great way for parents to participate. We encourage you to speak with us at the beginning of the year and/or as ideas come up during the year.

*Please note the following specifics about visiting and observing:*

- 1) The staff recommends that you wait to observe until after the first three weeks of school, allowing the children to become familiar with routines.
- 2) In order to observe your child in a "typical" day's routine, we ask that you call in advance to check with the teacher's plan for the day. We suggest avoiding special activity days such as beach day, parent/grandparent presentations & substitute in staffing.
- 3) We welcome and encourage your comments and questions following your visits. Please feel free to talk with the teachers after the class session or to email/phone them.

## **FUNDRAISERS**

In an effort to supplement the budget, throughout the year Open Door will offer fundraising options. These funds are used for scholarships and classroom supplies. While participation in these fundraisers is greatly appreciated, **it is optional**. Should you wish to support the Open Door budget, yet prefer not to participate in fundraising, a check can be made out to Open Door Preschool.

## Amazon Smile

We hope that you will support Open Door while purchasing items on Amazon. Amazon will donate 0.5% of the price of your eligible AmazonSmile purchases to **Open Door Preschool** whenever you shop on Amazon. Please share the link below with friends and family! <https://smile.amazon.com/ch/41-6053204>

## SNACKS

Snacks will be purchased by Open Door using funds provided by parents. These snacks will be commercially prepared. Fruits, vegetables and cheese must be purchased pre-cut. In addition **the snack will include 2 of the following 5 components:**

- Milk Low Fat or Skim (1/2 cup serving /child)
- Vegetable (1/2 cup serving/child)
- Fruit or 100% Juice (1/2 cup/child)
- Meat or meat alternative (1/2 ounce/child)
- Grains/Breads (1/2/serving)

**Juice may not be served when milk is served as the only other component. Also, 2 food items from the same component cannot be served.** The following list is an example of some of the snacks your child will be provided throughout the year:

Dairy: cheese sticks, milk, yogurt

Fruit/Vegetable: apples, oranges, bananas, apple sauce, dried fruit, carrots, cucumbers

Grain: pretzels, crackers, dry cereal, granola bars

## BIRTHDAYS

Your child's birthday will be scheduled to celebrate as close to the actual date as possible. During your child's birthday celebration, we encourage your child to share special photos/items of significance should they so desire. We recommend photos of his/her family and perhaps a special object unique to your child and his/her background and traditions. Due to time restrictions, please only two to three photos and one special item. In addition, the teachers lift them into the air while the birthday child is seated on the teacher chair (the number of times being determined by the child's age). Some children have enjoyed giving a small gift (e.g. book) to the school to celebrate their day. If you are interested in donating a gift, please check our wish lists at [Content Bookstore](#) or [Amazon](#) or contact the teachers for ideas. Another birthday tradition some families choose to take part in, is having an adult from the family read a book to the class (if this works with your schedule).



## **BAGS & BACKPACKS**

A backpack or cloth bag (shopping size with handles) that is clearly labeled with your child's name can be used for carrying items to and from school each day. Children will place their snow-pants and shoes in their backpacks/bags at the end of each day in the winter. Be sure to choose a pack that is big enough to allow children to easily put their items away.

## **HEALTH**

Prior to the beginning of school, the ODP health form **MUST** be signed by your physician. Parents are required to notify staff within twenty-four hours should their child be diagnosed as having a contagious reportable disease- e.g. lice, strep infection, chicken pox or pink eye, or Covid-19. (See list.) The staff will then give notice to all other families in the class by email and a written note. Please keep your child home for the first contagious days of a cold or cough, or if he or she has vomited or had a fever in the preceding 24 hours. It is the parents' responsibility to see that their children are healthy and well rested in order to enjoy active participation in preschool school. Except under special arrangements, a child is expected to be well enough to go outside with the class. Any changes in the child's health that the staff notices will be reported to the parent. Any medical problems or accidents will be recorded by the teachers, and parents will be informed within a twenty-four hour period as necessary. **The staff at ODP will not administer medicine or sunscreen.**

The law states that a child with any of the following conditions or behaviors is a sick child and must be excluded from our program, if the child:

- *has unexplained lethargy*
- *has an undiagnosed rash or a rash attributed to a contagious illness or condition*  
*has significant respiratory distress*
- *is not able to participate in ODP program activities with reasonable comfort*
- *requires more care than the staff can provide without compromising the health and safety of the other children in attendance*

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 adult arrives. If necessary, the lead teacher will take any emergency measures she deems appropriate. The Northfield Hospital is the facility that would be used in an emergency. The school carries liability accident insurance covering all children enrolled at Open Door.

## **HEALTH- SPECIFIC INFORMATION**

Since most diseases are spread before they are recognized, it is impossible to prevent exposure. Thus, control measures are designed to protect individual children from complications. Parents are urged to keep children home if they develop symptoms suggestive of a communicable disease. Remember that the child's temperature should be normal at least 24 hours before the

child returns to school. It is an Open Door policy that teachers will not administer any medications to children. Parents will be asked to take home children who return before they are free of symptoms.

### ***Information Regarding Specific Diseases***

#### **Chicken Pox**

Symptoms: Fever, eruptions, pustules, scabs

Communicable period: 1 day before to 6 days after appearance of rash

Incubation period: 2-3 weeks (13-17 days)

Control measures: out of school one week or until lesions are completely crusted over

#### **Mumps**

Symptoms: Fever, swollen tender salivary glands

Communicable period: 7 days before to 9 days after symptoms; no longer swelling of glands

Incubation period: 2-4 weeks (18 days)

Control Measures: Vaccination from infancy on as recommended by physician

#### **Measles (Rubeola)**

Symptoms: Fever, cough, blotchy rash, sore eyes, runny nose

Communicable period: 4 days before to 5 days after rash appears

Incubation period: 10-14 days

Control measures: Measles vaccination required before admission to kindergarten

#### **German Measles (Rubella)**

Symptoms: Fever, variable rash, swollen glands back of the neck

Communicable period: 3-4 days after onset of symptoms

Incubation period: 2-3 weeks (18 days)

Control measures: Prevent exposure of pregnant women; vaccinate preschool or before puberty

#### **Strep Infection or Scarlet Fever**

Symptoms: Fever, nausea, vomiting, rash, and sore throat

Communicable period: During incubation & illness –Treatment ends infectivity within 24 hours

Incubation period: 2-5 days

Control measures: Antibiotics, and early treatment prevents most attacks of rheumatic fever

#### **Impetigo**

Symptoms: Purulent vesicles, crusted plaques

Communicable period: Until lesions are healed (1-2 weeks)

Incubation period: 2-5 days

Control measures: Antibiotic ointment, cleanliness

## **Pink Eye**

Symptoms: Red eyes, drainage from eyes

Communicable period: Before meds are started

Incubation period: None, after meds started

Control measures: Use own towel, handwashing

## **Scabies**

Symptoms: Burrows under skin and itching

Communicable period: Until mites & eggs are destroyed

Incubation period: Several days

Control measures: Solutions, ointments, cleanliness of body, clothing, and bedding

## **Head Lice \***

Symptoms: Itching of scalp; small gray bugs in hair small white eggs (size of salt) on the hair shaft that will not brush off

Communicable period: as long as lice are living

*Incubation period: Eggs hatch in 7-10 days*

Control measures: Call your healthcare provider or pharmacy for advice about treatment.

Wash clothing worn in the last 3 days (jackets, hats, scarves, pajamas), bedding and towels in very hot water and dried on the hot cycle of the dryer for at least 20 minutes before using again. Clothing, stuffed toys, linens or backpacks that cannot be washed or dried can be dry-cleaned or sealed in a plastic bag for 2 weeks. **Due to precautions preschool must take, it is necessary to inform your child's teacher immediately should your child have (or be in contact with) head lice.** FOLLOWING THE AAP GUIDELINES: Children can finish the school day, be treated, and return to school.

## **COVID-19**

The CDC recommends the following *Strategies for Everyday Operations* in Early Childhood settings:

### **Stay up to date on vaccinations**

Please see the director if you need help locating a place to get a vaccine.

### **Stay home when sick**

Regardless of vaccination status, individuals should isolate from others when they have COVID-19.

- If a child tests **POSITIVE for Covid-19**: they should stay home for at least 5 days and ISOLATE from others in their home if possible. Day 1 of ISOLATION is the first full day after symptoms start.
  - If there were **SYMPTOMS**: You may end isolation after day 5 if:
    - You are fever-free for 24 hours (without the use of fever-reducing medication)
    - Your symptoms are improving

\*Additional protocols should be followed IF you were severely ill with Covid-19 or have a weakened immune system

- If there were **NO SYMPTOMS**: You may end isolation after Day 5.

### **Take precautions when exposed**

If a child has a known exposure (i.e. family member or other prolonged close contact) they should start precautions immediately. Precautions include wearing a mask for 10 days when around others, monitoring for symptoms, and testing on Day 6 after exposure.

### **Ventilation**

Open Door will hold as much of our class time outside as possible, weather permitting. This allows for the best ventilation possible. When inside we will keep an open window for fresh airflow.

### **Hand Hygiene and Respiratory Etiquette**

We will teach and practice proper hand washing methods to limit the spread of all germs, including but not limited to the virus that causes Covid-19. We will also teach and practice proper respiratory etiquette, including covering coughs and sneezes with one's elbow, not hand.

### **Cleaning**

Shared items and surfaces will be disinfected regularly. Tables will be disinfected before and after snack and lunch and after other use, such as art or other play.

For up to day information on Covid-19 best practices please visit the CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>

## **CHILD ABUSE 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 responsibility of reporting to your supervisor or 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 social services agency at 645-4723 or call law enforcement at 645-4475.
- If your report does not involve possible abuse or neglect, but does involve possible violation 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 can be obtained by asking your child's teacher or Director at ODP. A report to any of the above agencies should contain enough information to identify the child involved, and 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 the 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 Person I Care Provider Organizations.

## **REGISTRATION POLICY**

Open Door Preschool accepts 3, 4, and 5 year old children for admission without discrimination. In rare cases children just under 3 who are fully potty trained and show social readiness, can be admitted. Registration will be opened during the Information and Registration open house which is held in the late winter or early spring.

## FEES

Payment #1 is due September 1<sup>st</sup>. The non-refundable \$55 registration fee, as well as the \$25 supply, \$35 food and \$25 cleaning supply fee will be due at this time. Should you wish to pay for some of the additional fees at another time, please contact the Director, Marja Steinberg. For your convenience, tuition is divided into nine monthly payments, or may be paid in advance. Monthly tuition will be due at the beginning of each month, the second tuition will be due on October 1<sup>st</sup>. The last tuition will be due May 1<sup>st</sup>. Tuition increases have been kept as low as possible, and are based on full enrollment.

## TUITION PAYMENT POLICY

Payment is due the 1<sup>st</sup> of the month. If another day of the month is more convenient for paying tuition, please make arrangements beforehand with the treasurer. If payment is not received and arrangements are not made with the Director by the 10<sup>th</sup> of the month, **a \$10.00 late fee/month will be added to your payment. If payment has not been received, and no arrangements have been made with the Director by the end of the month, your child will not be allowed to continue.** The parent will be responsible for the tuition as noted in the Withdrawal Policy. If an unexpected financial problem should arise, it is the parent's responsibility to contact the ODP Director.

If a child is withdrawn prior to the end of the year we ask that you notify the director as soon as possible. You are responsible for payment through the end of the month your child last attends.

## SCHOLARSHIP

Open Door Preschool is a *4-Star PARENT AWARE PROGRAM*. For parents that meet the financial guidelines, complete funding for the program is available. This money is available on a first come, first served basis. We encourage you to complete the financial forms that pertain to your eligibility. We are able to offer scholarships through Parent Aware Pathway I and Pathway II, and on a more limited basis through Open Door. If you are wait listed through Parent Aware you may still qualify for a full scholarship through other local funding sources, but parent aware paperwork is required. Forms are available on the Open Door website.

## DISCIPLINE

The teachers at Open Door are 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. Teachers attempt to be consistent and understanding and find that many inappropriate behaviors can be avoided by redirecting or intervention. When necessary, a child is asked to leave the group and is then supervised by a staff member. The child is able to return when he or she is ready to re-enter. ODP has a detailed Behavior Guidance Plan on file that is available for parents to review at any time.

Occasionally, though rarely, behaviors are exhibited that require removal from school. Any incident of the following: biting someone, choking someone and spitting at someone will result in the removal from school for the remainder of that school day. The child's parent will be informed and asked to arrange for immediate pick-up of the child. At the very beginning of the school year, all children learn that the behaviors mentioned WILL NOT be allowed, and why.

## **CHILD CARE PROGRAM PLAN**

Open Door meets the state requirement of having developed a written child care program plan. This plan describes the general goals and objectives of ODP and discusses basic activities which will be used to meet these goals. This is available to parents for review on request.

## **GRIEVANCE PROCEDURES**

The MN Division of Licensing requires that a grievance procedure for parents must be available. As a result, ODP has developed the following procedures:

If a parent(s) should feel for any reason that they have a grievance to express concerning staff and/or an occurrence at ODP the parents shall:

1. Discuss your concern directly with the lead teacher
2. Contact the Director and/or Chairperson by person, telephone or letter within seven days of when the alleged offense occurred.
3. The Director/Chairperson will then forward this information to all members serving on the Board of Directors as well as the person(s) cited in the offense on or before the next board meeting. (This must occur within thirty days of the citation). Should circumstances warrant a more immediate response, a special board meeting shall be called. The parent who has filed this grievance may attend this board meeting to further clarify their concerns, should they so desire, or they may choose to have their grievance heard through the Director/ Chairperson.
4. The Director/ Chairperson must be in contact (either verbal or written) within forty-eight hours after the board meeting is held to discuss the findings of the board and what, if any, actions will occur as a result of the grievance

## **LICENSING**

ODP has been licensed by the Minnesota Department of Human Services since its beginning in 1966. The license is issued for a two year period. ODP complies with Rule 3 guidelines. The Department of Human Services, Licensing Division, phone number is (651) 431-6500. Open Door also meets the requirements of the Parent Aware having achieved the highest (Four Star) certification

## **FEDERAL TAX ID NUMBER**

41- 6053204

## **CONFERENCES**

You will notice on the school calendar that conferences are offered twice a year. The first is a goal setting conference in the Fall. The second is held later in the year. There will be a sign-up sheet for conferences. Once you sign up be sure to record the date and time of your conferences for your own reference. Should you find that you have to cancel, we ask that you notify the teacher. Be aware, please, that no other times will be set aside for one-to-one conferences. You may wish, then, to check with your child's teacher to see if a phone conference might be held at the convenience of parents and teachers. Because of limited time to confer, ODP conferences are for parents only. In the case of divorce/separation, one conference will be held per child.

## **HISTORY OF OPEN DOOR**

Following a 1965 childcare survey in Northfield, Open Door Nursery School was formed as a non-profit corporation. The Congregational Parish House was rented. Mrs. Ginny Butler and Mrs. Dorothy Pfoutz were hired as teachers, and classes began on September 12, 1966. Those persons involved in organizing Open Door felt strongly that the pre-school experience should be open to all children. Consequently, the Board of Directors asked the local community to contribute funds for scholarships. This was achieved, and eleven Head Start children were able to attend classes. Beginning in 1967, United Way provided scholarship money each year for many years. Children with special needs are also included in the program. This is usually accomplished through the public schools who make program recommendations. ODP moved to the Home Management House at St. Olaf College in 1967. In the summer of 1972, Open Door Nursery School moved to Bethel Lutheran Church; in 1974, the school resided at St. John's Lutheran Church. In 1981, ODN moved to the Oddfellows Home, and in the summer of 1987, Open Door Nursery School moved again to St. John's Lutheran Church. In 2003, ODN moved to the new addition at St. John's, into a space designed specifically for the nursery school. In the summer of 2014 Open Door Nursery School changed its name to Open Door Preschool. The school as an extension of the home was also a tenet of its founders. As a result, parents have always shared interests, time, and abilities. The procession of parents through the school's open door is but one more extension of its name and intended spirit. The admission policies do not discriminate on the basis of race, creed, sex or national origin.

## **BOARD OF DIRECTORS**

When Open Door was founded in 1966, its Board of Directors decided to incorporate under a structure in which the Board was self-perpetuating and expandable. This means that terms of the Board are of indefinite length and filled by the remaining Board Members' vote when a vacancy occurs. Board Positions include: Chairperson, Registrar/Scholarship/ Treasurer, Secretary, Publicity, Maintenance and Fundraising Coordinator. New positions can also be created and terminated for special needs. It was the hope of the founders that the original aims of the school, as expressed in the "History", could therefore be passed on.



## **BOARD OF DIRECTORS continued...**

Chair: Heidi Brosseau

Registrar: Marja Steinberg

Secretary: Chelsey Headrick

Treasurer: Sam Steinberg

At-Large: Maria Richert

At-Large: Crystal Henslin

Webmaster: Emily Mitchell

Publicity:

Fundraising:

Maintenance: Fredrickson Family

## **STAFF BACKGROUND**

*Marja Steinberg* grew up in Northfield, attending Open Door as a student in the mid 1980s. She graduated from NHS in 2000 and then got her BA in Elementary Education from Luther College in 2004, including a Reading Endorsement and a Spanish Concentration. After graduation she taught elementary school for 10 years in the Prior Lake-Savage district. After her second son was born she left teaching to stay home with her children for the next 7 years, during which time a 3rd son was born. With a fresh appreciation for the precious early years of life and learning, Open Door drew her back to teaching in 2020 and she served as the assistant teacher. She began her position as Director and Lead Teacher in 2021.

*Crystal Henslin* grew up in Dodge Center, MN and has lived in Northfield with her husband and two sons since 2014. She received her BA in psychology from UW La-Crosse and has been working with children with special needs and in early childhood ever since. Before becoming a teacher at Open Door, she worked at the Rochester Center for Autism and Behavior Dimensions Inc , spent several years at home with her children, and was most recently a teacher in the infant room at Northfield Montessori.

*Heidi Brosseau* lives on a hobby farm at the edge of Northfield with her husband and two children. She has been a home daycare provider in the past and has many years of experience as a Girl Scout leader extraordinaire, volunteer at her children's school, and as a gifted landscape designer for Knecht's Nursery.