

Little Patriot



Academy

2020-2021

PARENT HANDBOOK

A PRESCHOOL PROGRAM
for children ages 3 - 5

Providing developmentally appropriate experiences
based on the needs and interests of children.

Little Patriot Academy
is a child-centered program that promotes independent

learning. The noncompetitive environment allows each child to grow and develop at his or her own pace. The program focuses on respect and awareness of self, others, and the world.

Hills-Beaver Creek ISD # 671

District Office 962-3240

Todd Holthaus, Superintendent

High School 962-3240

Elementary 673-2541

For Little Patriot Academy registration call: 673-2541

District Website

www.hbc patriots.com

PROGRAM

Little Patriot Academy is a public preschool, affiliated with the Hills-Beaver Creek Public Schools, located in Beaver Creek, MN. The program is for children aged three to five. Children must be three years old by September 1 and be potty trained to enroll in a session.

Little Patriot Academy (LPA) utilizes School Readiness and Parent Aware money from the state of Minnesota. Therefore, we are in compliance with Minnesota state statutes for School Readiness Programs (124D.15). The maximum class size for each section is 20 students. LPA is in session from September through May and follows the calendar of the local school district, ISD 671. We currently offer two class types:

- Three-day per week class that is intended for students who are at least 4 years of age and will start Kindergarten the following year
- Two-day per week class that is intended for students who are at least 3 year of age

In order to accommodate all interested students we are offering the following class times. Students will be placed in sections to ensure that the individual needs of all students are met through the program.

Monday	Tuesday	Wednesday	Thursday	Friday
3 Days – 4 YO	2 Days – 3 YO	3 Days – 4 YO	2 Days – 3 YO	3 Days – 4 YO
12:30-3:15	12:30-3:15	12:30-3:15	12:30-3:15	12:30-3:15

ABSENCES

Parents are requested to telephone the Little Patriot Academy or notify the teacher by e-mail or in writing if a child will be absent. No refunds will be given for days missed.

ATTENDANCE

A successful school experience is the responsibility of the child, the parent, and the school. Your child's progress, both socially and academically, is influenced by daily participation. Regular attendance is important. Since much of the work is "hands on," participation is key. It is difficult to send home missed work for a student to catch up on.

ARRIVAL AT SCHOOL AND DISMISSAL

Students riding the school bus to preschool will arrive at school and be supervised in play activities until the start of the school day. Bus tags will be attached to backpacks for students in afternoon sections. Please do not remove until your child and staff know their schedule. If your child has a schedule that varies from day to day, we would appreciate calendars or notes to keep us informed. **Please notify teachers or the school office of all busing changes.**

Students being dropped off should arrive no earlier than 8:00 AM for morning sections and 12:25 PM for afternoon sections. Students should also be picked up promptly following each day's session. Please observe the school hours as closely as possible for the delivery and pickup of children. The staff needs time before and after school to prepare and clean up.

AUTHORIZATION TO REMOVE A CHILD FROM PRESCHOOL

All parents will be required to complete a form that indicates who is authorized to pick up a child from Patriot Academy. These forms will be kept on site and no child will be released to anyone not indicated on that child's form.

If someone other than the usual arrangement will pick up the child, the parent must notify the teacher or assistant in writing, in person or by telephone. **NO CHILD WILL BE RELEASED TO AN UNAUTHORIZED PERSON.** If the information on this form should change during the year, the parent must notify the academy in writing.

BIRTHDAYS

Birthdays are a special occasion for young children. If your child wishes, he/she may bring a small treat for the class. Since a snack calendar is set up with one child bringing snack each day, a small treat may be either eaten in addition to our healthy snack or sent home. Please contact the teacher as to what day you would like to celebrate your child's birthday. All birthday treats need to be store-bought, NOT homemade.

BEHAVIOR AND DISCIPLINE

The basic rules of student behavior are:

We will be good friends.

We will use good manners.

We will follow the directions of the teachers.

Positive reinforcement, encouragement and praise will be the primary techniques used to encourage appropriate behavior. Students will be expected and encouraged to respect others and their property. An adult will redirect inappropriate behavior.

If the behavior persists, a "time-out" may be assigned. Parents will be contacted in cases of persistent misbehavior. Parental support and cooperation are essential to maintain a positive learning environment.

CALENDAR

LPA will begin the week of September 14 and will follow the calendar of the Hills-Beaver Creek School District (ISD 671) in regard to vacations and holidays. Notes sent home on a bi-weekly basis will keep parents informed of specific days of attendance and non-school days. Monthly tuition remains the same regardless of the number of preschool days each month.

CLOTHING & PERSONAL BELONGINGS

All children should be dressed in comfortable, washable play clothes. The clothes should be easily manageable, as each child will be encouraged to use self-help skills and dress oneself. Please also dress your student in clothing suitable to the outdoor weather conditions. Outdoor playtime will be provided for the students whenever possible, therefore, please send stocking hats, mittens, and winter coats as the weather starts to get colder. Tennis shoes are required throughout the year.

All jackets, sweaters, caps, mittens and boots should be clearly marked with the child's name. An extra set of clothing can be kept at the preschool if desired.

Each child is also asked to bring a book bag, clearly labeled with his or her name. This will help the child carry personal belongings to and from school. The bag should be checked at home each day for notes or messages. If your child brings a note, permission slip, payment envelope, or other item to school that the teacher must see, please tell your child that you are putting it in his or her bag and to take it out at school, while the teachers will remind students to look for "notes," they will not check students bags for these items each day. Giving important items to a teacher is an important skill that the children will need throughout their time in school.

Clearly label any items your child may bring for Show and Tell. Children should not bring any item that could easily be broken or could not be touched or shared.

EMERGENCIES

Parents will be notified immediately in the event of an accident or emergency. A file will be kept of whom to contact if the parents cannot be reached. The staff has been trained in First Aid and CPR and the Beaver Creek Rescue Squad will be contacted if necessary.

ENROLLMENT

Little Patriot Academy is open to all preschool children who are at least 3 years old by September 1 and must be potty trained. To enroll a student, please contact the Hills-Beaver Creek Elementary school by calling 673-2541.

EQUAL EDUCATIONAL OPPORTUNITIES

No child will be discriminated against on the basis of race, color, national origin, sex, religion, or economic status.

FEES

Children who enroll are expected to attend a full year session. Due to ongoing expenses of the preschool, no refunds can be made for absences or non-school days.

Payment envelopes are sent home during the first week of each month. **Please pay your tuition promptly after receiving the envelope.** Fees may also be paid on the H-BC website, www.hbc patriots.com on the Payschools link.

Fees are: **3 Days per week session:** 8 monthly payments of \$110 or yearly \$880

2 days per week session: 8 monthly payments of \$90 or yearly \$720

Busing: \$30/month for 3 days per week, \$25/month for 2 days per week

(the full cost of busing must be paid each month, regardless of the number of times a child rides)

Scholarships and reduced tuition options are available to qualifying families.

FIELD TRIPS

Field trips are an important and exciting part of the learning process. Parents will receive written notification of all field trips regarding date, time, place, and purpose. Parental permission will be required for each field trip.

FIRE, LOCK DOWN & TORNADO DRILLS

Fire drills are held and documented in accordance with the Hills-Beaver Creek Elementary school procedure. Directions to the nearest safe exit are posted throughout the facility.

School-wide lock-down drills are also held periodically throughout the school year. Students will be directed to an area of the classroom where they cannot be seen through windows. Lights will be turned off and doors locked.

The academy will participate in the statewide tornado drill held each spring. In the event, the tornado warning is sounded by the City of Beaver Creek. All students and staff will move to the designated tornado shelter in the facility. All students will kneel on the floor in a crouched position and cover their heads with their hands. Students and staff will remain in the designated shelter until an all-clear signal has sounded.

GRIEVANCE PROCEDURE

DEFINITION: A “grievance” shall mean an allegation resulting in a dispute or disagreement between the parent(s) and the Patriot Academy policies, procedures or staff.

LEVEL I: A grievance must be submitted in writing to the teacher setting forth the issue involved, statement of facts, the alleged violation and relief sought within twenty (20) calendar days after the date of the event giving rise to the grievance. An effort will first be made between the teacher and parent(s) to informally settle the grievance.

LEVEL II: If the grievance is not resolved through informal discussion within fifteen (15) days, the grievance shall be forwarded to the School District Elementary Administrator.

LEVEL III: In the event the decision made in Level II does not resolve the issue, the grievance may be appealed in writing to the Superintendent of Schools within ten (10) days of the receipt of the decision at Level II. The Superintendent in consultation with the School Board, shall set a time and meet regarding the grievance within ten (10) days after the receipt of the appeal. A decision regarding the grievance shall be rendered by the Superintendent of Schools in writing to all parties involved within ten (10) days of the meeting.

SCHOOL DISTRICT REVIEW: The School District reserves the right to review any decision issued under Level I or Level II of this procedure, provided the School District, or its representative notify the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School District reviews a grievance, it reserves the right to reverse or modify such decision.

HEALTH & IMMUNIZATIONS

The Minnesota Department of Human Services requires each child to have a Health Care Summary on file. Each child will be required to have a physical examination before beginning preschool.

All enrollees are also required to have up-to-date immunizations which must be on file prior to attending.

HOMEWORK

Occasionally, homework activities will be sent home with your child. The intention of these activities is to extend learning and to encourage parent involvement.

ILLNESS

Parents will be notified if a child develops a fever of 100 degrees or higher (underarm temp) while in attendance at the academy and the child will need to be picked up.

Parents will also be notified if the child vomits, has diarrhea or has an undiagnosed rash. The student must be picked up after notification. For the well-being of all the children, those students with a fever, cough, runny nose, sore eyes, ear ache, stomach ache, sore throat or diarrhea should not attend preschool. If your child is ill and will not be attending, please let the preschool know. In the event of an outbreak of a communicable disease such as chicken pox, the school will notify the parents in writing.

LIBRARY

Students in the Monday/Wednesday/Friday sessions may participate in Library class. Books will be checked out on a weekly basis and we ask that you return them on your student's library day. If your child does not return the book, they will not be able to check out another book until it has been returned.

MEDICATION

Medication will not be administered at preschool. If medications are needed, they should be administered either before or after the session.

PARENT-TEACHER CONFERENCES

Two parent-teacher conferences will be held each year, one in the fall or winter and one in the spring, to discuss each child's progress. Additional conferences may be scheduled by parents upon request.

PARENTAL INVOLVEMENT

Little Patriot Academy recognizes parents are their children's first and most important teachers. We welcome parents to visit the preschool at any time and encourage parents to volunteer their time and talents. Parents will be informed of times when special activities will take place in which parent volunteers are especially helpful.

PARTIES AND CELEBRATIONS

Three main parties will be held each year- Fall Festival, Christmas, and Valentines. Parents will be asked to contribute a small amount of money for all three of the parties to purchase treats, drinks, and supplies for each party.

PLAYGROUND

When weather permits, students will play on our playground at the school. The playground has a pea-gravel play surface. Tennis shoes are best for this terrain. The following rules will be enforced on the playground.

- No throwing rocks at any time.
- Go down slides on your bottom, feet first.
- No rough play. Keep your hands and feet to yourself. (Wrestling, fake karate, fake shooting, etc. is not allowed)
- Do not leave the playground without asking permission from a teacher.

SCHEDULE

A typical schedule of activities will be:

- Arrival
- Self-chosen activities
- Opening – Calendar, Leader of the Day
- Unit Time (Reading/Math/Science/Social Studies)
- Learning Centers
- Snack/Story
- Large Muscle Play - indoor and/or outdoor
- Show and Tell/Music/Stories/Group Games
- Dismissal

SCHOOL CLOSINGS

If the Hills-Beaver Creek School District closes school due to inclement weather, the Little Patriot Academy will close also. This announcement will be made via JMC call, social media, school app, radio station KQAD-KLOL Luverne, and by TV on KELO and KSFY. If school at H-BC is two hours late, Patriot Academy **morning** sessions **will not** meet that day. Afternoon sessions will still meet as scheduled.

SNACKS

A snack will be served each day with a half-pint carton of milk. Snack will be provided by the school district. ***Please let the academy know if your child has a food or milk allergy.**

SCHOOL SUPPLIES

A school supply list will be provided at the start of each school year. Most school supplies will be shared amongst the children and used as needed.

SPECIAL NEEDS

Those children with special needs that have already been identified are welcome to attend. The licensed teacher will collaborate with school personnel regarding the child's needs. If developmental delays are noted throughout the program, parents will be notified and appropriate referrals will be made.

TOBACCO-FREE POLICY

Little Patriot Academy is a tobacco-free program. The use of tobacco by staff or guests at the facility or on its grounds is prohibited.

VISITORS

Hills-Beaver Creek has a policy that all guests (including familiar faces) are required to check in at the school office. Visitor badges must be worn by all adults who come to work or visit us in our classroom. H-BC welcomes and encourages family involvement.

STUDENT RECORDS

District 671 complies with state and federal laws regarding student records. The district may release directory information: the student's name, address, phone number; date and place of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and similar information.

Information does not include identifying information on student's religion, race, or nationality nor his or her grades or test results.

Parents and students of legal age can request that part of all of this information not be disclosed without prior written consent, except to school officials or as provided under federal law. Any request regarding student records must be in writing and sent to the District Office.

NONDISCRIMINATION POLICY

Title IX is a portion of the Federal Education Amendment which specifically forbids discrimination due to race, sex, or creed.

In District 671, no person shall on the grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discriminations under any educational program or employment, recruitment, considerations or selections, therefore, whether full-time or part-time, for any educational program or activity for which ISD 671 is responsible.

Anyone who is a resident of the Hills-Beaver Creek School District or who attends its public schools feels that he/she has been discriminated against in any of the areas covered above should contact Todd Holthaus, Superintendent, ISD 671—507-962-3240

Hills-Beaver Creek Schools does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.