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### UNITED PRESCHOOL PHILOSOPHY

Every child, without exception, is an important human being. They are an individual, unique in many ways, with their own strengths, weaknesses and developmental time schedule.

A primary goal of the United Preschool is to help each child have a positive self-image. A second aim is to help the young child learn to have a happy relationship with their peers and non-family adults as they develop their potential and capabilities. Our program helps children develop socialization and behavioral skills in an atmosphere that is positive, energetic, achievement-oriented and fun.

The program is designed to include science, literature, art, music, math and reading readiness, gross and fine motor developmental skills, group activities and encouragement along the way are important experiences for the young child. Freedom to choose from pre-selected activities and ingredients to develop self-confidence, self-expression, self-discipline, social development, school readiness and the joy in learning.

As teachers, we share in the privilege and the responsibility for nurturing of young children.



### UNITED PRESCHOOL School Year Calendar 2023-2024

Aug 24	Parent ONLY Meeting
August 29	Meet and Greet Day
August 30	Meet and Greet Day
September 5 (Tues)	First Day of School for Students
September 6 (Wed)	First Day of School for Students
October 19 & 20	Fall Break/MEA— <b>NO SCHOOL</b>
October 23	Staff Development— <b>NO SCHOOL</b>
November 6	Staff Development— <b>NO SCHOOL</b>
November 7	Election Day— <b>NO SCHOOL</b>
November 22-24	Thanksgiving Break - <b>NO SCHOOL</b>
Dec. 22-Jan. 7	Winter Break - <b>NO SCHOOL</b>
January 8	School Resumes after Break
January 15	MLK Day— <b>NO SCHOOL</b>
February 19	Presidents Day— <b>NO SCHOOL</b>
February 26	Conferences— <b>NO SCHOOL</b>
March 11-15	Spring Break— <b>NO SCHOOL</b>
March 29	Good Friday— <b>NO SCHOOL</b>
April 8	Staff Development— <b>NO SCHOOL</b>
May 16 (Tue)	Last Day of School for Students
May 17 (Wed)	Last Day of School for Students



# School Time

## UNITED METHODIST CHURCH

The United Methodist Church of Albert Lea, the parent organization of the Preschool, does not determine the United Preschool curriculum.



### UP Staff

Jennifer Holt - Teacher  
Laura Munson - Teacher  
Annie Olson - Teacher  
Sarah Olson - Teacher  
Betsy Smith - Office Mgr.

### Additional UP Staff

Alice Jackson  
Emily Honsey  
Angie Teeter

## SCHOOL HOURS

M, W, F	8:00am—11:00 am
T, TH	8:00 am—10:00 am
T, TH	9:00 am—11:00 am
T, TH	12:45 pm—3:00 pm

## OFFICE HOURS

Monday: 8:00am—11:30am  
Tuesday: 8:00am—3:15pm  
Wednesday: 8:00am—11:30am  
Thursday: 8:00am—3:15pm  
Friday: 8:00am—11:30am

## UNITED PRESCHOOL TELEPHONE NUMBERS

United Preschool Office 373-6712

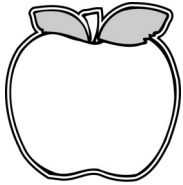
United Methodist Church Office 373-8233

## UNITED PRESCHOOL EMAIL & FACEBOOK PAGE

[unitedpre@hotmail.com](mailto:unitedpre@hotmail.com)

United Preschool - Albert Lea, MN

## OPENING DAYS



We want to make these first days as relaxed and comfortable as possible for each child.

The first time at school is devoted to parent-child-teacher orientation. In this way, special attention can be given to each child.

The second time at school, the children come at the regular starting time, and remain for the full session.

We do not expect children to accept new people and a new situation at first glance. Each child will want to make sure this new place is a good one --- a safe and a happy place in which to spend some time.

A gradual introduction to the school will be helpful to everyone. Please feel free to ask any questions you may have.

**WELCOME BACK  
TO SCHOOL**

## UNITED PRESCHOOL BOARD OF DIRECTORS

Vicki Anderson, Chairwoman  
Stacy Cafourek  
Betsy Smith, Minutes  
Annie Olson  
Brad Skinness  
Lydia Sorenson  
Katie Erickson

This group of people has the responsibility of determining basic policies and general management of the school.

Any concerns or grievances regarding United Preschool, must be sent in writing to the Board Chairperson, or any board member within 30 days of said action.

Parents and teachers are represented along with business and other professional members of the community of Albert Lea, Minnesota.





## ABOUT OUR SCHOOL...

The United Preschool is licensed by the Department of Human Services, and is sponsored by the United Methodist Church of Albert Lea, Minnesota. The program serves children 33 months to six years of age, without regard to race, creed, color, religion, developmental needs or sex.

The school is staffed by qualified teachers who have demonstrated their ability to work with young children without discrimination in any way. The school is open to all families interested in a pre-school enrichment program.

United Preschool supports the Pyramid Model initiative as well as the Classroom Engagement Model initiative. These two initiatives bring training to the staff at our school and supports the most up to date research on supporting children's social/emotional skills and engagement with learning tasks.

United Preschool also supports Special Olympics of Southern Minnesota and their Young Athletes inclusion program.

Teachers are certified by the Minnesota Department of Education or the Department of Human Services. 1-651-295-

6314. 16



## GENERAL SCHOOL POLICIES

The school is designed to serve twenty children per classroom, 33 months through six years of age, and is licensed by the State Department of Human Services. Every child without regard to race, creed, color, religion, developmental needs or sex is welcome at United Preschool.



Children must be able to function in a 1 to 10 teacher to student ratio. The children have supervision at all times. A child care program plan is on file in the office and may be viewed at any time.

## ARRIVAL AND DEPARTURE

Children are expected to arrive in the classroom **NO** earlier than **TEN** minutes **BEFORE** each session and should be picked up **PROMPTLY!** The days United Preschool are open and closed will coincide with the schedule of School District # 241. Please refer to the school calendar on page 19 or your child's monthly snack calendar.

All parents must come into the classroom with the children on arrival. At departure time, the children are to be picked up from their classroom. You are welcome to pick your child up early, if necessary. Just let the teachers know so they can have your child prepared.

Please understand that teachers are not free to talk at length with you during arrival and departures. However, feel free to schedule a time to speak with the teachers if you have questions or concerns.

## LATE PICKUP POLICY

We realize that emergencies happen. However, in the event that you are going to be late to pick up your child we ask that you call. If it becomes a repeated occurrence there will be a fee assessed for late pickups. Children are very sad when they feel they have been forgotten. After one occurrence of being late picking up your child, a \$10.00 late fee will be assessed for each additional 10 minutes you are late. This will be added to tuition at the end of each month.

## CONFERENCES

An orientation conference is held in the fall before the child starts school. A report of each child's activities and progress will take place at a parent –teacher evaluation conference scheduled in the winter.

The academic, physical, social, and emotional progress of each child will be documented on the child's record. This progress will be conveyed to the parent at the above stated meetings.

Parents with special concerns are encouraged to contact the school for an appointment. An optional spring conference may be scheduled at the request of the parent/guardian.

REMEMBER, parents and teachers share the same goal – a successful school experience for every child.

## DISCIPLINE

Forms of discipline used are communication, stress of positive behavior, verbalization, redirection, or possible removal from a negative situation.

## EMERGENCIES

**ACCIDENTS** – In case of an accident, emergency first aid will be administered by the school's staff.

The child's parents or guardian will be contacted immediately. The family doctor may be called if the situation requires consultation. The accident rate at United Preschool is almost nil – and we try very hard to keep it that way. Safety is a big consideration of every activity planned.

**FIRE** – All children will be removed from immediate danger through the nearest fire exit or pre-planned exit. Monthly emergency exit drills are practiced.

**TORNADO DRILLS** – Are practiced in April and May.

**LOCK<sub>6</sub> DOWNS**- Are practiced twice each year.

## TUITION

*United Preschool requires that tuition please be paid on the 20th of the month prior. Ex. October's tuition is due on September 20th. (This also includes the added bus fees, if your child is being bussed.)*

**A late payment fee of \$10.00 per month will be added if tuition is NOT PAID BY THE 1st OF THE CURRENT MONTH DUE.** If there is some problem that tuition cannot be paid, please **contact the office** for financial arrangement.

**Tuesday /Thursday AM—\$ 90 per month**

**Tuesday/Thursday PM— \$ 100 per month**

**Monday, Wednesday and Friday AM—\$180 per month**

**Monday thru Thursday PM—\$160 per month**

**Registration Fee \$ 60 per child**

**(Registration Fee is not refundable after July 1st)**

Please make checks payable to: **United Preschool**

Please place payments in the locked drop box located outside of the entrance doors of the school, in the United tuition box on the table in the hallway or mail to the address listed below.

United Preschool  
702 Highway 69 South  
Albert Lea, MN 56007

**Please note that there is a \$30.00 fee for returned checks. We do not accept Credit cards or debit cards.**

Tuition is to be paid for each month the child is enrolled in the school. There will be **NO refunds or deductions** in the event of illness, absences, or **school/weather-related cancellations**.

Please, only send payment in your child's backpack if you have emailed or called to tell us it is in there!

### **POLICY CONCERNING WITHDRAWAL OF A STUDENT FROM SCHOOL AND PAYMENT OF TUITION**

**If a family needs to withdraw a student from United Preschool, a TWO WEEK NOTICE IS REQUIRED. PAYMENT IS REQUIRED if the two week notice is NOT given.**

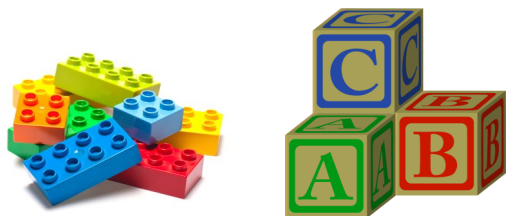
**Failure to pay tuition and/or late fee's by the 1st of the current month due may result in the child's withdrawal from school.**

## TOYS AND SHARING

We have a "sharing bag" program. On the day your child brings home the special bag, you are encouraged to help find an interesting object that might be of interest to all the children their age. Suggestions are: an item of nature, something special from a trip, a favorite toy, CD/tape, pictures, etc. (nothing valuable, please!). This will start after our Winter Break.

Special arrangements will need to be made in advance for live pets to visit school. Please discuss this possibility with one of the teachers. We ask that no other personal items or toys be brought to the classroom.

We would inform parents if there would be a classroom pet in the classroom.



## TRANSPORTATION

The safety of the children is a vital concern for us all. We ask that you park your car in the church parking lot **PERPENDICULAR** to the sidewalk. **No parking at the curb!** It is safer for everyone if the traffic lane next to the sidewalk is kept open.

**Children are not to leave the school with anyone except parent, guardian, or a person with written permission from the children's parent or guardian.**

**United Preschool has a bussing policy in effect. For more information please contact the office.**



## WEATHER



In case of bad weather listen to KATE Radio or KAAL TV station for school closings. We dismiss when District #241 closes. If District #241 is 2 hours late, our morning class is closed. If District #241 schools are closed, we are also closed for the day.

In case of tornado sighting or other emergency sounded by the city emergency civil defense sirens, the children will be taken down stairs in the lower tunnel region of the church until the all clear is sounded.

## HEALTH REGULATIONS AND ILLNESS

Be sure that your child is physically up to par before you bring them to school! Health regulations must be followed. Childhood diseases are most easily transmitted in the early stages before the most obvious symptoms appear. Please allow 24 hours medicine free to have your child return to school after having a fever or any other illnesses (Throwing up, diarrhea, etc.)

Please notify the school within twenty-four hours of any reportable disease as head lice, scabies, impetigo, ringworm, chicken pox, or COVID-19 as diagnosed by the child's medical source, so that we may notify parents. Notes will be sent to the parents of children in that classroom.

When a child appears ill at school, the child will be isolated and parents or an emergency-calling number will be contacted to pick up the child. A staff member remains with the ill child until the child is picked up.

No medication will be administered without written authorization by the child's parents and written directions from the physician. If your child needs emergency medication administered, it is the responsibility of the parent to make sure that the medication is provided to the teachers along with the written directions from the physician. Often an emergency health care plan will also be written. The staff is responsible for securing the medication in a safe place and for making sure all staff are aware of the procedures/plans.

If your child has allergies a special healthcare form will need to be filled out in the office and kept in their file. If medications need to be given during school hours there is a medication form that will need to be filled out in the office and kept in the child's file. **No medicine in back packs please.** If it is necessary to do so, tell your child's teacher and it will be placed in a secure place.

## INSURANCE

United Preschool is covered under the United Methodist church Insurance coverage with the minimum general liability \$100,000/ \$300,000 level of coverage.

## COMMUNICATION

A monthly newsletter is published to maintain continual communication and exchange of ideas and information between staff and parents. **Please read your newsletter for important events and dates.**

Information will also be on our bulletin boards outside of the classrooms, through emails and notes that are sent home as well as our Facebook page. You are also welcome to set up a time to talk with the teachers anytime.

## TUITION

**Tuition is due the 20th of the month prior.** A \$10.00 late fee will be assessed after the 1st of the current month due. Tuition payment options are as follows:

### **Tues/Thurs AM**

\$ 90.00/month  
\$ 270.00/trimester  
\$ 810.00/yearly

### **Tues/Thurs PM**

\$ 100.00/month  
\$ 300.00/trimester  
\$ 900.00/yearly

### **Mon/Wed/Fri AM**

\$ 180.00/month  
\$ 540.00/trimester  
\$1620.00/yearly

### **Mon thru Thursday PM**

\$ 190.00/month  
\$ 570.00/trimester  
\$1710.00/yearly

## IMMUNIZATION RECORDS

Current immunization records and a health care summary must be on file for each child by **the first day of class.**

## WITHDRAWAL FROM SCHOOL

If a family needs to withdraw from the United Preschool program, **TWO WEEKS NOTICE IS REQUIRED,** so that the enrollment spot can be filled with another child. Should you know sooner than two weeks, we would appreciate knowing.

**Payment is required if the two weeks notice is not given.**



## FLEXIBLE DAILY ACTIVITIES

Hello Time  
Table Time  
Free choice  
Large motor  
Snack  
Circle time  
Story  
Music  
Closing

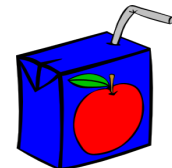
## SNACK TIME

Snack and juice will be provided on a rotation basis by the parents in an attempt to keep operating costs at a minimum. We will send home calendars with the dates assigned. Snacks should be **store purchased** as required by the state. Please send two different food groups. Suggested choices are whole grain crackers, low fat cheese, fruit, vegetables, and whole grain cereals. Juice can be a 12oz can of concentrate or a 2 quart bottle. Milk can be half gallon and must be either skim, 1% or 2%. The snacks should be small. **Due to food allergies, please DO NOT bring items that contain peanut butter or nuts!** Snack time is not meant to be lunch. This is a pleasant time for the children. It is a good way to relax and to learn about foods. If you have any questions feel free to ask the teachers or in the office.



# SNACK

# TIME!





## CHILDRENS' LOAN LIBRARY

We have a Children's Loan Library located in the school office. Children are encouraged to check out a book or two to take home and return it their next day at school. This has been really popular and we are able to expand our selections through donations by families in honor of their child's birthday.

**There is a two week limit on books. After that, reminder notes will be sent home with the child indicating the books need to be returned as soon as possible!**



## ACTIVITIES

The curriculum of United Preschool is designed to include activities which promote physical, mental, social and emotional development.

The children will be using many different media. We cannot guarantee that clothing may not become soiled. School paints are washable, but some of the dye may stain, **so be sure they wear play clothes.**

Art activities are supervised but not directed. We are more interested in the process than in the product. This is an opportunity for the child to experiment and see what he can do. They may or may not be satisfied with the result of their work, but they will gain experience, be creative, and enjoy themselves.

Art and science are small parts of our total program. If the child does not bring some item home each day, it probably means they had an interesting time engaged in less tangible ways.

## FIELD TRIPS

Parents must sign a permission form so that the child may participate in the preschool field trips. Parents should apply sunscreen before the child comes to school that day, if they deem it necessary. Buses are contracted for those trips not within walking distance. Upon return to the school, all children are required to re-enter the building for a final headcount and then dismissed as usual. Tuition needs to be up to date in order to attend the field trip.

Parents will have signed permission for right to publish or not on the admission forms. We will ask for permission for any research or study that may occur.

## UNITED PRESCHOOL BIRTHDAY POLICY

A birthday is a very special day. We try to honor every child on their birthday with a “birthday hat,” songs and special recognition. Children with summer birthdays will be celebrated during the month of May. Please, no party invitations in the building.

If you would like to bring a treat on your child’s birthday, please contact the teachers ahead of time so they can include the treat in their plans. Take home treats are encouraged.



## BIRTHDAY BOOK DONATIONS FOR THE UP LIBRARY

Some books for purchase are available in the school office. They vary in price range.

Books may also be purchased by the parent and brought to school. However, we do ask that you check with us first to avoid duplication of books.

The name of the child who purchased the book is put inside the book, and they are the first one to check it out.

The Birthday Book donations helps the school expand its selection of library books.

★ HAPPY ★  
BIRTHDAY!

## CLOTHING

Since United Preschool is a place where children learn through a variety of play activities, everyone will enjoy themselves more if they are dressed appropriately. **PLAY CLOTHES ARE BEST!**

Tennis shoes are good for school as they are well suited for climbing equipment. **Please, NO flip flops or open toed shoes.**

Clothing that the child can manage is recommended. Tight clothing is not comfortable, and hampers growth in becoming independent.

We suggest that girls wear something on their legs - - slacks or tights. Children, at this age, spend much time on the floor.

Caps with ear flaps, stocking caps, or scarves are good for outside play. The wind is ever present on the hill. It is better to send more clothing than the child needs, than too little.

When purchasing boots, let the child try putting them on themselves. **Please LABEL all children’s clothing or wearing apparel**, especially boots, tennis shoes, jackets, mittens, scarves, and sweaters. In the winter, we normally do not have play outside. If there will be a special event we will let you know.

## CHILDREN WITH SPECIAL NEEDS

All children regardless of abilities are welcomed to United Preschool. Students must be able to function in a 1 to 10 teacher to student ratio. If teachers have concerns in regards to services a student may need, they will make recommendations to parents and refer them to Help Me Grow—MN for an evaluation.

