



THE BRIDGES PRESCHOOL

MARY KAYE AND CAL ERVASTI, OWNERS
MS. MARIA, DIRECTOR

CELEBRATING 41 YEARS OF CARING FOR CHILDREN

14950 DODD BOULEVARD
ROSEMOUNT, MN 55068

TELEPHONE: (651) 423-2527

FAX: (651) 423-2616

Email: thebridgeschildcare@gmail.com

Website: www.thebridgeschildcareandpreschool.com

*A Bridge to Life, Love, Knowledge, Understanding, and Friends
"Where your Family Becomes Ours"*

MUSIC/MOVEMENT

Rhythm Instruments
Marching
Sing-Alongs
Music Appreciation
Listening Experiences
Creative Movement
Fine and Gross Motor Skills

CHILDREN'S LITERATURE

Creative Expression
Puppets
Flannel Board Stories
Dramatics
Storytelling/Story Time
Finger Plays/Poetry
Nursery Rhymes

ART

Pasting
Cutting with Scissors
Crafts
Working with Clay
Coloring/Painting
Group Art
Sculptures

SCIENCE

Nature
Health
Food and Nutrition
Cooking
Our Body and How It Works
Plants and Animals
Experimenting
Seeds and Gardening

CONCEPTS

Colors
Shapes and Sizes
Numbers and Letters
Sorting and Matching
Counting and Measuring
Labeling and Identifying
Telling Time
Calendars: Days/Months

SOCIALIZATION

Free Play
Playground Activities
Sharing
Respect
Listening
Cooperation
Manners

Your Child _____ is scheduled to attend the Preschool Session on

MONDAY

TUESDAY

WEDNESDAY

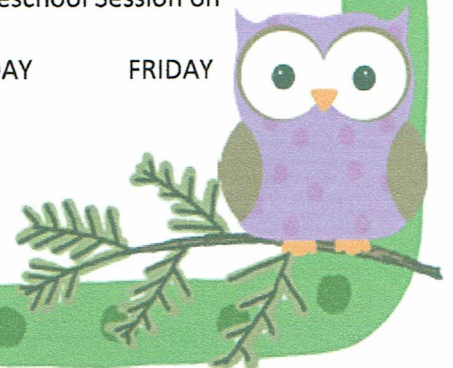
THURSDAY

FRIDAY

From

9:30 – 11:30 AM

1:30 – 3:30 PM



PARENT POLICIES

The staff at The Bridges asks that all parents observe the following rules in order to ensure orderly operation and to provide maximum service to parents and a quality program to children.

1. The Bridges is licensed by the Department of Human Services (651) 296-3971 to serve 50 children from ages 2 ½ years of age through 12 years of age.
2. Insurance for the center is provided by Capitol Indemnity Corporation, Policy #BPOO158188 and the liability is \$1,000,000.00. Auto Insurance is through Farmers Insurance Company of MN.
3. The Bridges offers Preschool classes Monday through Friday. Children may enroll in a five-day, three-day, or two-day program. The morning sessions run 9:30 – 11:30 a.m. for 2 ½ to 5 year olds. Children attending the morning session should arrive no earlier than 9:20 a.m. and should be picked up promptly by 11:30 a.m. Children attending the morning session should enter the school through the doorway with the carpeted step. Children attending the afternoon session should arrive no earlier than 1:20 p.m. and should be picked up promptly by 3:30 p.m.
4. Preschool classes will begin Monday, September 8th and end on Friday, May 22nd, 2015.
5. There will be **NO PRESCHOOL** on the following dates:

October 10, 16, 17 2014

November 6 & 7, 2014

November 26 - 28, 2014

December 22 – Jan 2, 2015

January 19, 2015

February 12 & 13, 2015

February 16, 2015

March 13, 2015

March 23 – 27, 2015

April 24, 2015



6. Preschool fees are payable in advance and no bills are mailed out. Preschool class fees are payable in nine monthly payments and parents are responsible for prompt payment, which is the first of each month. A \$10.00 late fee will be charged for tuition that is not paid by the first of each month. Tuition has been prorated for the school year including days when Preschool is not in session. Tuition should be placed in the tuition box located in the entry way of the door with the blacktop driveway.
7. If the child will be absent, the Preschool requires a phone call or an email before 8:30 a.m. for morning classes. The Bridges' phone number is **(651) 423-2527**. Email: **thebridgeschildcare@gmail.com**
8. In addition to the Preschool program, The Bridges also offers an all-day childcare program before and after school for school-age children. Transportation is provided by District 196 to Diamond Path School.
9. The Center holds a pre-admission conference with the parents and child. Formal conferences are held with the teacher in the fall and in the spring during evening hours. Staff will document the child's development intellectually, emotionally, physically, and socially. At all times, parents should feel free to ask about their child's progress and development. Staff will address areas of concern when needed.
10. Grievances: We recognize that periodically misunderstandings and problems can arise. We believe that it is important that such problems be resolved as quickly as possible. When you have a problem, discuss it with the Manager. If you are still not satisfied, discuss with the Director.
11. Parents must furnish completed application, development form, health care summary, immunization form, and emergency card on the first day of Preschool. As required by the State of Minnesota, children must meet state medical regulations. If forms are not complete, the child will not be enrolled. If any of this information changes, please notify the Center immediately.
12. When a child becomes sick at the Center, staff will call the parents to pick up the child. If the parent cannot be reached, the person indicated on the child's emergency card will be called. The child may be put on a cot and will be supervised until the parent or indicated emergency contact person arrives. Parents shall be notified by notes posted on the parent bulletin board if their child has been exposed to a contagious illness. Notices will be posted the day the illness is reported to the Center. When there is an emergency or injury requiring medical attention, the parent or the emergency contact person designated in the child's file will be notified by staff by phone.

13. Children with fever, sore throat, pink eye, diarrhea, excessive cough, upset stomach, head lice, skin rashes, etc. should be kept home from the Preschool. Children may not return until fever has been normal for 24 hours or until they are no longer contagious. In cases where strep is suspected, children may not return until a negative throat culture is obtained or until medication has been in effect for 24 hours. The Preschool asks that parents please use special care concerning their children's health and be considerate of other children who are being exposed. Parents must notify the Preschool within 24 hours when their child has a contagious, reportable illness.
14. The staff is trained in first aid and CPR. The Center is equipped with a first aid kit to handle minor injuries. Any injury needing more than ice, soap, water, or band aid will be reported to the parent. If a more serious injury occurs, staff will call 911 and the parent.
15. Medication must be administered by Center personnel and may be administered only if the medicine is in its original container with label affixed containing doctor's name, prescription number, name of drug, date, and directions. Medication permission slips signed by parent must accompany each medication. No non-prescription medicines may be given unless a doctor's note accompanies it. Parents are expected to deliver the medicine directly to Center personnel and pick it up at the end of the day. Parents should sign a permission slip authorizing the administration of Ipecac Syrup.
16. The Bridges does not take the children off of the premises for field trips.
17. Permission slips will be sent out to parents prior to each occasion of research, experimental procedure, or public relations activity involving a child. Signed and returned slips will be placed in the child's file.
18. A morning and afternoon snack will be provided by the Preschool.
19. Staff uses positive reinforcement to create an understanding in each child of what constitutes appropriate behavior. A step-by-step discipline procedure is outlined in the Center's Behavior Guidance Policies and Procedures, which is available for parent review upon request.
20. No pets are allowed in the Preschool.

21. The Bridges Staff requires parents to complete and Emergency Form for their child listing alternate persons authorized to pick up the child. To protect children, The Bridges requires the following:
 - alternate pick-up persons must be listed on the Emergency Form;
 - parents must provide a written note detailing the alternate pick-up plans;
 - The Bridges staff will check the ID of the alternate person.
22. A month's written notice must be given when withdrawing a child from the Preschool. If no written notice is given, the parent will be charged for the entire month.
23. The Preschool requests that children do not bring gum, toys, or other materials from home, unless requested to do so by the Preschool.
24. The staff encourages children to celebrate birthdays and holidays with their classmates. Treats may be brought at any time to be shared. Treats must be purchased at a store or bakery. Health Department regulations prohibit home-made treats.
25. The Center requests that any family vacation schedules and known days of absence be communicated in writing.
26. When arriving and departing, please angle-park. This facilitates the smooth flow of traffic. Please **DO NOT** park on the grass.
27. To ensure the child's safety, parents should escort the child to and from the Preschool, and should check in with the teacher. Parents should assist the child with boots, coats, etc. Clearly label all belongings with the child's name.
28. Please check the parent bulletin board daily. Our weekly curriculum, as well as special notes, will be posted.
29. Periodically, parents will request to take class pictures. Parents who object may contact the Manager.
30. Concerns about data privacy prevent the Preschool from sharing children's addresses and phone numbers.

Please return to The Bridges on the first day of Preschool.

ACCEPTANCE OF PARENT POLICIES

I have read and accept the above policies.

Parent or Guardian Signature

Date

Child's Name