

Dear Families,

Welcome to Augustana Preschool! The staff and I are excited that we will have the opportunity to work with you and your family. This handbook has been prepared to introduce you to our program and its policies and procedures. My hope is that you will take the time to read the handbook so that your child and your family will have a wonderful experience at Augustana Preschool.

Thank you. Preschool Staff

## **Mission Statement**

To provide a safe, loving Christian environment that nurtures growth and learning.

## **Goals and Objectives**

- Provide learning opportunities that facilitate the development of the whole child (social, emotional, intellectual, physical and spiritual) in a Christian environment.
- Help children prepare for kindergarten by focusing on their unique interests, abilities and needs.
- Provide an environment that is stimulating, educational, caring, clean, safe, healthy and fun.
- Develop supportive relationships with parents, guardians and families.
- Develop and maintain a qualified and nurturing Christian teaching staff.
- Be creative, innovative and a leader in the delivery of early childhood education.
- Provide a setting that is inclusive and fosters diversity.
- Be affordable and provide tuition assistance as needed.
- Provide intentional early education opportunities to at risk children. Work cooperatively with the community to serve these children and their families.
- Maintain the highest ethical and professional standards and practices at all times.

## **Program Philosophy**

Augustana Preschool is a Christian preschool. In that context, it is our goal to provide a variety of experiences and opportunities for the social, emotional, cognitive, physical, language, and spiritual development of Augustana Preschool's children. Through learning activities and play, each child will be given the opportunity to grow at their own rate. Children will be encouraged to

imagine, explore, invent, create, interact and express ideas and feelings. **Play is a child's work!**

The classroom is child centered in order to foster development through creative play choices. The teachers prepare the environment for children to learn through exploration and interaction with adults, other children and materials. The children can choose from a variety of developmentally appropriate activities set-up in interest areas around the room. Teachers flow with children to give them individual attention and to extend their learning experience within a given area. Teachers interact with small groups and one on one. Each day, large group activities are offered to help develop large group skills and a sense of community. Large muscle activities are offered on the playground, outside, and in our large muscle area.

*Creative Curriculum* and *Handwriting Without Tears* provide a structured guideline for learning but also allows for unplanned and spontaneous learning experiences. In addition, the curriculum provides learning opportunities for all children. The curriculum is adapted to account for individual differences including interests, learning styles, life experiences, temperament, culture, special needs and English language learners. The curriculum specifically includes multicultural concepts and activities.

Families and parents are an essential ingredient for a positive early childhood experience. **Parents are welcome at preschool anytime and are asked to volunteer for activities throughout the year.** Communication between families and preschool staff is very important and may include newsletters, face to face communication, conferences, flyers, notes, communication logs, phone calls or e-mails. A NAEYC parent survey and program evaluation is conducted on an annual basis for feedback and assessment.



Augustana Preschool is accredited by the National Association for the Education of Young Children. This means our program has met the NAEYC Early Childhood Program Standards. To be a nationally accredited program means that our center has demonstrated a strong commitment to providing high quality programs for young children and their families.



Augustana Preschool has earned a Four Star Rating. In order to earn this level of achievement, programs must excel in the use of the practices that best prepare children for kindergarten.

Four Star Programs are committed to school readiness by using best practices in child assessment, and always working toward making instruction more individualized, stimulating and language-rich in order to promote critical thinking.

## **Statement of Services**

Augustana Preschool is a mission of Augustana Lutheran Church, 1400 South Robert Street, West Saint Paul, MN 55118. Phone: (651) 457-3373, Fax: (651) 457-8393; Website: [www.augustana.com](http://www.augustana.com). The program provides a Christian, non-profit community preschool for all preschool age children regardless of race, color, religion, gender, or national/ethnic origin. Augustana Preschool is licensed by the Minnesota Department of Human Services (651) 296-3971. We are licensed to serve 40 children per session. All children must be at least 33 months by September 1st, not enrolled in kindergarten, completely toilet trained and independent in the bathroom. "Pull-Ups" and diapers are not allowed. Our hours of operation are Monday through Friday, 8:00 AM – 1:00 PM. MN DHS License #831149.

## **Registration and Tuition**

1. An annual registration fee of \$60 will be charged to cover administrative costs and materials. This fee must accompany the registration form. This fee is non-refundable and does not apply toward tuition.
2. Students must be registered annually. Registration begins January 15th. Daily priority will be established on a first come, first serve basis to Augustana Preschool's returning families and then to members of Augustana Lutheran Church. Registration to the general community begins February 1st.
3. When a class is full, a child's name will be placed on a waiting list for that class. Registration materials may be found online at
4. The first monthly tuition payment is due June 1<sup>st</sup>. This is prepayment of September's tuition. Remaining monthly payments are due by the 1<sup>st</sup> of each month, October through May. A \$ 10 late fee will be assessed for payments received after the 7<sup>th</sup> of the month. Non-payment of more than two months of tuition will result in your child's dismissal from preschool until overdue payments are paid in full.

5. Automatic withdrawal using your checking/savings or credit/debit card payment of tuition from your account is available through Augustana Lutheran Church. **There is a 2.65% processing fee per transaction if you use a credit/debit card.** This fee can be paid at the time of the transaction or it will be added on to your final tuition payment. **There is no fee for using Automatic Withdrawal from a checking or savings account.**
6. A limited amount of Tuition Assistance is available for families who qualify. Please contact the Director for further information.
7. Augustana's Federal Tax ID number is 41-0782849. State Tax ID number is 8798045.

## **Forms Required for Enrollment**

**Student Enrollment Form** - this form provides information that will allow staff to work with each child more effectively. Parents have the responsibility to inform the preschool if their child has any special medical conditions, dietary modifications, special needs, allergies, or changes in the household such as separation/divorce/death/birth so that we can provide for appropriate care and support

**Emergency Form** - a parent/legal guardian will be asked to sign an Emergency Form which includes source of emergency medical and dental care, medical/dental insurance information, and persons to contact in case of an emergency.

**Immunization Record** - current immunization records are **before the first day of class.** \*Your child cannot attend preschool until this form is returned. This record must give dates (month, day, and year) of immunizations your child has received. Immunization records must be updated whenever your child receives additional immunizations.

**Health Care Summary** - this form is **before the first day of class and must be signed by the child's healthcare provider.** \*Your child cannot attend preschool until this form is returned. This information must include the date of the child's most recent physical examination.

**Parent Permission Form** - this form gives staff permission to take the children on short walking field trips, to have your child's picture/video taken for school and/or church use, permission regarding pick up of your child, curbside drop-off permission, permission to talk with your child's school district of residence

regarding development, and permission for your child's health records to be reviewed by our nurse consultant , Katie Neeser, PHN.

**\*Please notify the Director and teaching staff of any changes to these forms during the school year.**

Written parental permission will be required before field trips, each occasion of research, experimental procedure, or public relations activity involving a child.

**\*All forms are kept in a child's file, kept confidential and are locked in the Director's office.**

### **Withdrawal from the Program**

Each child is enrolled for the entire year or balance of the year. If permanent withdrawal from Augustana Preschool is necessary, a two week (10 business days) notice is required. If you withdraw without notice, a two week tuition charge will apply. **No adjustments will be made to tuition for absence due to illness or vacation.**

Augustana Preschool may terminate enrollment of a child for reasons of family non-compliance with the policies of the preschool. Additionally, the preschool may terminate enrollment if it is determined that the preschool is not reasonably able to meet the needs of a child. Augustana Preschool staff will be in communication with families in efforts to solve difficulties. Termination of enrollment will be a last resort.

### **School Arrival and Departure**

Families may use our Curbside Drop-Off upon arrival or walk their child to their preschool room. In order to use Curbside Drop-Off, you must be at the east driveway (preschool entrance) at 8:55AM or 5 minutes prior to the start of class. Two teachers will be there to walk the children into school. If you walk your child to their classroom, please sign your child in and wait with your child until the classroom door is open. If you use curbside drop off, a staff member will sign your child in. \*Curbside Drop-Off hours are 8:55AM – 9:00AM.

At the end of the school day, families must come to the preschool classroom to pick up their child. The responsible adult is required to sign your child out. A child will be released to parents and those adults identified by the parents as authorized to pick-up their child. If another adult comes to pick up your child, we will release the child only through notification in writing from the child's parent/guardian. Proper ID must be provided before the child is released.

Children should be picked up promptly. Your child must be picked up no later than five (5) minutes after the class is over. **This 5 minute time frame is for emergency purposes only. Overuse of these 5 minutes will result in late fees.** Following this policy will allow proper supervision and safety of the students at all times. A fee of \$1.00 per minute, per child, will be assessed for families who do not follow this guideline. If a parent calls to inform the preschool of an unforeseen situation, the Director will make a decision as to whether or not a fee will be charged. **This policy will be strictly enforced.**

## **School Closing**

In the event of inclement weather or an emergency, a decision to close the preschool will be made as early as possible. If School District #197 is closed then the preschool is definitely closed also. Other closings are up to the Director's discretion. School closings will be announced on WCCO-4 and KARE-11 TV and their websites. You may also contact the church office at (651) 457-3373. The decision to dismiss school early, once it has begun for the day, will be made only in the most extreme emergency.

## **Sample Daily Schedule**

Children will arrive for the day and be welcomed by their teacher(s). Children are to hang up their coats, school bag and other belongings in their cubby that is identified with their picture and name. Upon entering the classroom, a child must wash his/her hands and then choose an activity. Once the children are in the classroom, there will be a short circle time with a welcome, a prayer, picking of jobs for the day, and a discussion of what will happen during class time. Next is Free Choice Time where a child can choose from a variety of activities including blocks and building; art activities; sensory table play; dramatic play; writing, listening and reading activities; math, science and social study activities.

Next the children clean up the classroom and get ready for snack by washing their hands. Snack is then served on a napkin, paper plate/bowl; juice is served in a plastic, disposable cup. While children are finishing their snacks, others can quietly look at books or do puzzles. Large group time follows with a story being read and other activities which may include singing, musical instruments, finger plays, rhyming, poetry and other learning experiences.

Each day will include large muscle time. Children will go outside every day, weather permitting. Activities may include the playground, games, tricycles, sledding, running and walking. If the weather does not allow the children to play

outside, large muscle activities will be held in the Commons Area outside of the preschool rooms. This may include basketball, sit and spins, parachute, group games, obstacle course and other large muscle activities.

At the end of the day, there will be a short circle time to recap the day's events, say goodbye and pray. Children who are enrolled in the longer class session will eat lunch as part of their schedule. \*All schedules are subject to change. Transitions are built into the schedules.

## **Snack Time**

Children will have a snack each day. All snacks must be commercially prepared and packaged. All juice needs to be 100% juice. Each child will provide snack and juice for their classroom during the week they are the "Special Person". A note will be sent home stating how many children are in your child's classroom. Once all children have been the "Special Person" snack and juice donations will be welcomed from families at any time.

**NOTE: Notification will be sent home if there are any allergies in the classroom. Snacks will be modified as needed.**

## **Lunch at School**

For children who bring a lunch to school, USDA Requirements must be followed. Childcare licensing requires that bag lunches brought to the preschool must provide one third of the child's daily nutritional needs as specified by the USDA Food and Nutrition Service (guidelines can be found on the last page of this handbook). Lunch bags need to be labeled with your child's name. Lunch bags need to include a cold-pack if there is anything perishable in the lunch. Preschool staff is not allowed to heat any lunches. **1% milk will be provided by the preschool.** Please provide the following in your child's lunch each day:

- Vegetable and fruit serving must be two different vegetables or fruits equaling 1 cup; ½ cup vegetable and ½ cup fruit or juice; total of 1 cup cannot be of only one item.
- 1 ½ ounces of grains/breads
- 1 ½ ounces of meat/meat alternate

**NOTE: Children's allergies may restrict lunch contents depending on the severity of the allergy.**

## **Outdoor Play Policy**

Outside recreation is an essential part of our program. Please send your child dressed appropriately for Minnesota weather; keeping in mind that it is usually cooler in the mornings. In the winter time, please send hat, mittens, snow pants, boots and jacket each day. We will try to get outdoors daily and will use the Directors discretion with extreme temperatures.

In hot, sunny or rainy weather, general precautions will be taken in determining appropriate outdoor time. At times when a heat, weather or smog advisory has been issued, the children will be kept indoors.

Due to preschool policy, staff does not apply sunscreen or bug spray on the children. These may be applied to a child by a parent/guardian before coming to school. Shade is available on sunny days and if bugs are a problem, children will remain indoors.

## **Behavior Guidance**

We believe that the modeling of respectful behavior by teachers toward children and each other is essential. This means that positive reinforcement and redirection will be used in the preschool classroom.

Classroom rules are necessary to provide for a positive, safe learning environment. All classroom rules will be discussed (what and why) with the children and modeled by the teachers. These guidelines are tailored to the developmental level of the preschool child. When behavior by a child is unacceptable, the following guidelines will be followed:

- Children will be redirected away from a problem, towards a constructive activity.
- Children will be taught how to use acceptable alternatives to problem behavior. The safety of children and staff persons will be protected at all times
- Immediate and directly related consequences for a child's unacceptable behavior will be provided.

If the above guidelines are not effective, a child will be moved a short distance away for a private discussion with a staff member. At this time it is important for the child to understand the rule, how it was broken, what behavior needs to



change and how. The child is reassured that he/she may try the activity again later. If persistent unacceptable behavior occurs that requires an increased amount of staff guidance and time, parents will be notified and an Individual Behavior Plan may be created.

After two incidents of biting, hitting or other aggressive behavior towards staff and/or students, and parents have previously been contacted, Augustana Preschool has the right to remove the child from the program.

Physical punishment, verbal or emotional abuse, restriction from snack or distant isolation will never be used. Children are assured during any difficulty that the teachers care for them and want to help them.

### **Special Needs**

Parents/legal guardians have the responsibility to inform the preschool when their child has any **special medical condition, dietary restrictions, special need or allergies** so that we are able to provide appropriate care and support.

If available, you will be asked to share your child's ISP (Individual Service Plan) and/or IEP (Individual Educational Plan) with us. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us to meet your child's needs. The ICCP must be signed by you and your child's source of licensed healthcare and be reviewed annually to assure that necessary modifications are made to the plan of care.

Augustana Preschool will make every effort to meet the needs of all children enrolled in our program. If the special need requires that our staff be trained to perform a new skill, we will ask that you arrange for this training.

### **Curriculum and Assessment**

Augustana Preschool uses *The Creative Curriculum for Preschool* as a blueprint for planning and implementing a developmentally appropriate program. The curriculum is based on child development research. As part of the implementation of *The Creative Curriculum* and meeting the needs of every child, *The Creative Curriculum Developmental Continuum Assessment System* is used as a guideline for assessing each child in our program. Assessments are based on observation, children's work, and evaluation of the collected facts.

**\*All assessments are kept confidential.**

## **Family and Staff Communication**

Communication between families and teachers is essential to a successful early childhood experience. Therefore, we welcome and encourage the exchange of ideas and suggestions. The following are a few ways that we encourage family/teacher communication:

1. A Parent/Student Orientation will be held in September before classes begin. At this time, school philosophy, policies and curriculum plans will be discussed.
2. Two Parent/Teacher conferences will be held during the school year; one in the fall and one in the spring. The child's intellectual, physical, emotional, social, language and spiritual development will be discussed. Parents will receive a written assessment of their child at each of the conferences.  
**Written assessments are confidential and will be given to legal parents/guardians only. A copy will be kept in the child's file. This file is kept in the Director's office in a locked filing cabinet.**
3. Parents are always welcome at preschool. Please note that during class time teachers will have limited ability to talk with parents. Teachers are available to discuss any questions or concerns outside of class hours.
4. Parents are encouraged to volunteer and share their talents. Scheduled parent participation is also available.
5. A monthly newsletter and calendar will be sent home with the children. This can also be found on the Augustana website:  
[www.augustana.com/preschool](http://www.augustana.com/preschool) under Preschool Monthly Calendar and Preschool Monthly Newsletter.
6. Preschool information will be displayed on the parent table and whiteboard located outside of each classroom. Information will also be posted on the main bulletin board which is located to your right as you enter the building.

E-mail addresses' for preschool staff:

[preschool@augustana.com](mailto:preschool@augustana.com) (general preschool email)

[tcollins@augustana.com](mailto:tcollins@augustana.com) (Teri Collins); [larmon@augustana.com](mailto:larmon@augustana.com) (Laurie Armon)

[kkahlhamer@augustana.com](mailto:kkahlhamer@augustana.com) (Kelsey Kahlhamer); [golson@augustana.com](mailto:golson@augustana.com) (Gina Olson).

7. The Orientation Folder will be used as a Communication Folder between parents and the school. We strongly suggest you check your child's folder regularly. This folder is to remain in your child's backpack/bag and to come to

school with them each day. The folder contains a Communication Log. This log can be used to notify the teachers of an early pick-up, vacation, or any questions you may have. Daily work, monthly newsletter/calendar, Class Clips, etc. will be in this folder. Any notes or tuition payments should be placed in the folder also. Teachers will be checking folders on a daily basis.

8. A NAEYC Family Survey (English and Spanish) will be distributed at the spring Parent/Teacher conference. This survey is to be completed by the parent(s) and returned to school. **All answers are confidential.** Results will be recorded and available for staff and parent review. This is an opportunity for parents to state the positives and negatives of the program. All answers are welcome and will be used to assist in making improvements in the programs policies, overall operations, professional development, and staff to parent communication/relationships.

## **Parent Involvement**

Classroom visits are always encouraged. These visits give families the opportunity to observe what happens each day in our classrooms. The following are some of the ways in which families can become involved: sharing cultures and traditions; assisting with classroom activities; sharing a craft, collection; sharing career and work experiences; saving materials for school projects; talking and listening to children tell their stories; preparing materials at home (i.e. making playdough); sending in clothes for dress up; donating extra clothing for accidents; and reading to children. Please complete the Parent Volunteer sheet, found in your child's Orientation folder, and return it to your child's classroom teacher.

## **Parental Grievance and Program Review**

When a parent/guardian has a concern about an aspect of our preschool program, we will take every step to help resolve the issue as promptly as possible, keeping the safety and well-being of the children and staff a priority. It is preferred that the concern is first addressed with the staff member involved. If you do not receive a satisfactory resolution or you do not feel comfortable talking with the staff member, please contact the Preschool Director. Augustana Preschool is always open to suggestions and feedback to improve the way we serve our families.

Each year the Preschool Committee, Preschool Director and Senior Pastor will review the preschool program and policies to ensure proper program and fiscal administration. We also conduct an annual family and teacher survey at the end

of the school year. Family survey results are available by request. Questions about the preschool may be asked to the Director or child's teacher in person, by phone or in writing/email.

### **Exclusion Guidelines for Ill Children and Staff**

The Department of Human Services (DHS) requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others. Preschool staff will perform a daily health screening as children arrive. **Please call or email the preschool program if your child will not be attending class. The phone number for the church office is (651) 457-3373. Email addresses for each preschool staff member can be found on page 10, #6 of this handbook.** We follow the exclusion guidelines listed below which are taken from *Infectious Diseases in Child Care Settings: Information for Directors, Caregivers and Parents or Guardians and School Health Staff, Sixth Edition, June 2008* prepared by Hennepin County Community Health Department, Epidemiology Program. We must exclude a child who has any of the following:

#### **Illness**

Unable to participate in routine activities or needs more care than can be provided by the childcare/school staff.

#### **Fever**

With an elevation of body temperature above normal (98.6 degrees) when accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, lethargy and/or other signs or symptoms of illness; or is unable to participate in routine activities.

**Measure temperature before giving fever reducing medications.**

Auxiliary, armpit temperature of 99 degrees F or higher OR oral temperature of 100 degrees F or higher indicate a fever is present.

#### **Signs/Symptoms of Possible Severe Illness**

Until a healthcare provider has done an evaluation to rule out severe illness when the child is unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.

## **Diarrhea**

Until diarrhea stops or until a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus.

## **Vomiting**

Vomiting one or more times in the previous 24 hours, unless determined by a healthcare provider to be caused by a non-communicable condition and the child is not in danger of dehydration.

## **Mouth Sores with Drooling**

Until a medical exam and note from you healthcare provider indicating the child may return or until sores have healed.

## **Rash with Fever or Behavior Change**

Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.

## **Eye Drainage**

When purulent (pus) drainage and/or fever or eye pain is not present or a medical exam indicates that a child may return.

## **Unusual Color of Skin, Eyes, Stool or Urine**

Until a medical exam indicates the child does not have hepatitis A. Symptoms of hepatitis A include yellow eyes or skin, gray or white stools, or dark urine.

When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The preschool program will notify the parents of exposed children on the same day or within 24 hours by a written notice that will be sent home for parents to read. Parents are required by State law and our preschool policies to inform the preschool within 24 hours, exclusive of weekend/holidays, if their child is diagnosed with a communicable disease.

## **First Aid**

In the event of injury or illness at school, appropriate first aid will be administered by trained staff. If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent or alternate listed on the Emergency Card will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made. **Staff will not transport children.**

## **Care of Ill or Injured Children**

If your child becomes ill or injured while in our care, he/she will be isolated away from other children under supervision of a staff person. You or your designated alternate will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If staff determines it is necessary, the child's health care provider will be contacted.

## **Medications**

Medications will not be administered by preschool staff. Exceptions will be made for life threatening illnesses.

*\*Preschool staff follows all guidelines set forth in Augustana Preschool Health and Safety Policies. For a copy, please contact the director.*

## **Health Consultation Services**

Our program receives health consultation services from Katie Neeser, PHN, Health Consultant to Child Care programs. Her phone number is (612) 819-8880. In addition, Augustana Lutheran Church has an on-site Parish Nurse who the preschool consults with if needed.

## **Clothing**

Please dress children appropriately for preschool. This means something comfortable and weather appropriate. Be aware that art projects, outdoor play and special activities in the classroom can be messy. All outer wear should be

marked with your child's name. Weather permitting; the children will play outdoors each day.

### **Field Trips**

Augustana Preschool offers occasional field trips. When the field trip involves transportation away from our site, a permission slip will be sent home. The slip will explain the destination, mode of transportation, hours and cost. The preschool will follow Minnesota transportation guidelines when transporting preschool age children. Parent volunteers will also be needed.

### **Birthdays**

We will celebrate each child's birthday during the school year. Children who have a summer birthday will celebrate their half birthday. Parents are welcome to bring in a commercially prepared snack. No cupcakes or cakes, please. Suggestions include cookies, fruit snacks, etc. **Please do not send party invitations to school for parties celebrated outside of the classroom.**

### **Pets**

Parents will be informed of pets in the center at time of admission. Center staff will care for pets following proper sanitation procedures. All pets will be licensed and vaccinated following local health department requirements.

### **Communication Folder**

Each child will receive a folder (Orientation Folder) to carry items to and from school. This folder will be used by the teachers to send home notes or important information about upcoming events. Tuition should also be placed in this folder. Each student should bring the folder to school each day in their backpack/bag.

### **Seat Belts and Transportation**

There is no transportation provided for regular attendance for children while enrolled in our program. Transportation by the preschool may be provided for planned activities (i.e. field trips). If planned activities at our program require transportation, the methods used will be in accordance with the Department of Human Services' regulations and Minnesota law. Minnesota law requires federally approved age-appropriate car seats and seat belts to be used to transport children.

## **Suspected Child Abuse and Neglect**

Any person may voluntarily report abuse or neglect. All preschool staff are mandated to report any suspected incidents of child abuse and/or neglect.

All reports regarding suspected abuse or neglect of children within the preschool program should be made to the Department Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.

Reports regarding incidents of suspected child abuse or neglect of children occurring within a family or in the community should be made to the local county services agency at (952) 891-7459 or local law enforcement at (651) 322-2323.

Reports regarding violation of Minnesota Statutes or Rules that govern the preschool program should be communicated to the Department of Human Services, Licensing Division, at (651) 431-6500.

\*A copy of the Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs is included in the Parent Handbook.

Updated 6/2016