



# Urban Arts Academy

## Preschool



# Family Guidebook

## (2017-2018)

Urban Arts Academy—3901 Chicago Avenue South—Minneapolis, MN 55407

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# Welcome to Urban Arts Academy Preschool!

We are so happy to have your child as part of our Preschool Arts Enrichment program. Please take the time to read the following policies for our program. This family guidebook will also outline the program plan and curriculum. If you have any questions or concerns, we are happy to address them. Please see your classroom teacher or contact the Preschool Director. We all have the same goal in mind: a fun, safe, enriching environment for the children in our program.

**Our Vision:** Urban Arts strives to develop vibrant young artists in our neighborhoods.

**Our Mission:** Urban Arts brings together youth and families from diverse cultures and backgrounds to develop the gifts of self-expression and community through creative experiences in the arts.

**Our Purpose:** Urban Arts is a welcoming place that values inclusivity and strives for social, economic and racial equity through arts-infused education.

**Our Values:** **The guiding principles or values** that reflect the work of Urban Arts Academy include arts programming that:

1. reflects the unique attributes of the world cultures living within our community;
2. is designed to empower participants, offering tools (artistic, social, etc) to strengthen self-esteem and success in life;
3. develops out of community need (lack of arts opportunities, especially during summer months), without regard to religious affiliation;
4. is founded and built on the principle of collaboration between students, families, artists, community, staff, and board.

**History:** Late in 1999, our host site, Calvary Lutheran Church, received an estate gift from Richard Pendleton, a life-long congregant who had a distinguished career as a local jazz musician. Because of his interest in the arts, the commitment was made to complete an extensive community needs assessment to determine the need for a multicultural community school of the arts. The task force charged to do this assessment involved the following stakeholders in South Minneapolis: education, human services, arts communities, churches and families. The result was an overwhelming level of community support for a multicultural community school of the arts, named **Urban Arts Academy**.

The initial oversight of this new venture was provided by The Crossroads Foundation, a not-for-profit community foundation created by Calvary Church. The Foundation, in turn, formed **Urban Arts Academy**. An initial Board of Directors was appointed in 2001 and in February 2002, the Academy received its approval as a non-profit 501(c)(3) organization.

Following a seven-week pilot program with 60 neighborhood youth in spring of 2001, Urban Arts Academy was officially launched in October 2001. Urban Arts has been running strong since that opening day. We have evolved to include elementary and middle school programming after school throughout the academic year and Summer Arts Camp, which has grown from a two-week program in Year 1 to a full summer of theme-based arts camps. In 2006, our Preschool Arts program launched, serving students three to five years of age with an early childhood arts infused education curriculum.

Today, we are a vibrant organization that serves about 65 students annually in our preschool, 100 students in our After-School programs during the school year and over 350 students in our Summer Arts camps.

## About our program:

Urban Arts Academy Preschool consists of two classrooms, offering AM, PM and full day preschool in a variety of flexible scheduling options. Each class may consist of up to 20 students with a Teacher and Assistant Teacher in each classroom (a total of 40 preschoolers may be attending at one time). Our preschool serves children from age three until they begin Kindergarten. A child may enroll at 33 months of age. Once they attend kindergarten, they are eligible to enroll in our After-School Elementary Arts program.

Our Preschool hours of operation are:

Early Drop-Off:	7:30am – 9:00am
AM Preschool:	9:00am-12:30pm
PM Preschool:	1:00pm – 4:30pm
All-Day Preschool:	9:00am – 4:30pm
After Care (M-Th only):	4:30 pm –6:00 pm

**Curriculum:** Urban Arts Academy Preschool uses the Creative Curriculum method integrated with our own Artist of the Month curriculum.

### The Creative Curriculum for Preschool

- is based on 38 objectives for development and learning, which are fully aligned with the *Head Start Child Development and Early Learning Framework* as well as early learning standards for every state.
- presents knowledge-building volumes and daily practice resources in tandem, giving every educator the “what,” “why” and “how” of early childhood education.
- offers daily opportunities to individualize instruction, helping teachers meet the needs of every type of learner.
- addresses all the important areas of learning, from social-emotional and math to technology and the arts, and incorporates them throughout every part of every day.
- offers daily, built-in opportunities for observation, helping teachers and administrators clearly see the strong relationship between curriculum and assessment.
- offers complete support for working with English- and dual-language learners, including detailed guidance that helps to build teachers’ knowledge about best practices.
- contains guidance for working with all learners, including advanced learners and children with disabilities.

Using exploration and discovery as a way of learning, *The Creative Curriculum for Preschool* enables children to develop confidence, creativity, and lifelong critical thinking skills.

Urban Arts Academy Preschool is designed to help children grow, explore and gain kindergarten-readiness skills through arts and arts exploration. Our Preschool Arts Enrichment program provides daily exposure to a wide range of artistic experiences, from experimenting with a myriad of visual arts materials to exercising our minds and bodies through music and movement. Spanish language activities are included regularly. We welcome families from diverse backgrounds and embrace opportunities to learn about each other. We are a community of learners.

### **Artist of the Month Curriculum**

Each month we feature a different artist and explore their work. Students learn about the themes and concepts related to each artist, as well as the artist's cultural environment. Daily artwork and projects are inspired by the featured artist of the month, and students take pride in creating pieces similar to those of the artist.

For a more thorough description of our educational philosophy, please see our Childcare Program Plan, which is available through our office upon request.

## **Classroom Schedule**

### **Arrival Time and Morning Meeting (approximately 20-30 minutes)**

Students are greeted and welcomed to school each day by their teachers. Parents must sign their child in on the clipboard in each classroom. Please see the white board to see what will be happening in class that day. Children will greet others on the rug and join in with a free play activity. After free play, the teacher will begin the morning meeting. During this time, details of the day will be discussed, the class will take a look at the calendar and a story may be read or a song may be sung. Children learn how to take turns speaking in a large group and how to sit in a large circle and follow teacher-led activities.

### **Art Activity/Learning Centers Time (approximately 45-60 minutes)**

Art activities will be presented to the students. All activities will be theme related and are inspired by the artist of the month. Centers such as dramatic play and block areas will also be open to students during this time.

### **Snack Time (approximately 15 minutes)**

Students will enjoy the snack that was brought from home. Please remember that we do not have access to a refrigerator or microwave and the snack must be **NUT FREE**. The students will be encouraged to use good manners when asking for help with their food and will also learn to be responsible for cleaning up their snack area and putting their things away.

### **Large Motor Time (approximately 30-45 minutes)**

Students will walk to Phelps Park (across Chicago Avenue) while holding on to a rope and will be supervised by the Lead Teacher and Assistant Teacher. Please send appropriate playground shoes with your child, and make sure they have the appropriate clothing for being outside. If the weather does not permit the students to be outside, large motor time will be held in the school's gymnasium, located in the basement of the church.

### **Lunch Time (approximately 25 minutes)**

Students will eat the lunch that they brought from home. Please remember that we do not have access to a refrigerator or microwave and the lunch must be **NUT FREE**. The students will be encouraged to use good manners when asking for help with their food and will also learn to be responsible for cleaning up their snack area and putting their things away.

### **Goodbye/Quiet Time**

Students will end the morning session with a circle time on the rug. At 12:30, AM only students will leave and those who stay all day will participate in a 30-minute rest time.

At 1:00, the afternoon session will begin. The afternoon follows the same structure as the morning, with the exception of lunch.

# Preschool Program Policies

## **FAMILY POLICIES**

### Student Information

Completed student files are necessary to ensure the health and safety of children in our program. We ask that parents keep us updated in a timely manner about any changes in contact information, medical information or emergency contacts.

**Prior to enrolling your child in our program, you must:**

- Return all required forms, filled out completely
- Provide us with the child's immunization records and completed immunization form
- Provide us with a completed health care summary, filled out by the child's doctor

### Special Needs

Parents/guardians have the responsibility to inform Urban Arts when their child has any special medical condition, needs or allergies so that we can provide appropriate care and support. If your child has a special need and is eligible for case management through the state and has an Individual Service Plan (ISP), receiving services through the local school district and has an Individual Education Plan (IEP), or determined by a licensed physician, psychiatrist, psychologist or consulting psychologist to have a condition related to physical, social or emotional development, you will be asked to share the ISP and/or IEP with us. In some cases, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us in meeting your child's needs. This plan must be signed by you and your child's source of licensed health care and be reviewed annually to assure the necessary modifications are made to the plan of care. If the special need requires that our staff be trained to perform a skill to aid the student, we will ask that you arrange for this training. Special needs will be considered on a case by case basis to ensure our staff has the proper training, resources, and experience to adequately meet the needs of the child.

### Arrival and Departure Procedures

We appreciate families being punctual with the drop-off and pick-up of children. Before entering the classroom, we ask parents to take their children to the bathroom. We appreciate your cooperation while the teachers are preparing for the day's activities. Please arrive on time at the start of class. Arriving late is disruptive to the class and makes the transition to the classroom for the child more difficult.

If you are late picking up your child from class, your child will join the quiet time (morning session) or after care (afternoon session) and you will be charged \$10.00.

### Absences

Please notify the school as soon as possible when your child will be late or absent for any reason. Absences affect teachers' planning and preparation for the day, and it is important that your child attend school on a consistent basis.

### Parental Permission

Urban Arts Academy will collect written permission from parents/guardians before taking children on walking field trips (including the park), arranging other field trips or participating in any public relations activity involving a child. We will

ask you to fill out a Parent Agreement and Authorization form when your child enrolls that includes standard permissions for the duration of your child’s enrollment in Urban Arts Preschool.

## Transportation

Urban Arts Academy does not offer transportation to children in the program. When planned activities at our program (i.e., field trips) 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.

## Parental Involvement

Urban Arts Academy Preschool is a community and we welcome and encourage parental involvement. Parents of enrolled children may visit our program any time during the hours of operation. Families may also become program volunteers or interns. We welcome your skills and talents! Families are also invited to attend “open class” week each November to experience our preschool firsthand!

## Preschool Events

Urban Arts Academy Preschool holds family events throughout the year. These fun community building events take place in the fall, winter and spring. Our fall event is a preschool family potluck, in the winter we have our annual preschool play, and our spring event is a graduation picnic/potluck that celebrates the accomplishments of our students. There are also school-wide events in the fall and spring: Fall Fest and Spring Fest.

## Parent-Teacher Conferences

Parents are invited to participate in conferences with their child’s teacher twice a year, in the Fall and Spring. At these conferences, parents speak one-on-one with their child’s teacher and receive a written assessment of their child’s intellectual, physical, social and emotional development. Assessment forms will be written for all children, even if their parents are unable to attend a conference. Completed forms are given to families and added to the child’s file.

## Program Grievance Procedure for Parents

If parents, guardians or their representatives have a grievance regarding a person or event at Urban Arts Academy Preschool, they are asked to bring their grievance to the Preschool Director, who will address the concerns and work to find a solution. If this solution is not satisfactory, parents/guardians may bring the grievance to the Executive Director for resolution. If the grievance is still not resolved, parents/guardians may contact the Board of Directors. Individuals with grievances can expect that their concerns will be addressed in a timely manner, within a week of the concern being aired. Depending on the nature of the grievance, a written description of the concern may be required.

Parents with concerns about the program can also voice their concerns with the Department of Human Services (DHS), Division of Licensing, 651-431-6500.



# FINANCIAL AND ENROLLMENT POLICIES

## Tuition and Fees

A \$30.00 registration fee per child is due at the time of registration. A tuition deposit of \$100.00 is required prior to enrollment. For registrations prior to the start of the school year, the tuition deposit and all required paperwork is due May 1<sup>st</sup>. For registrations after the start of the school year, the tuition deposit, first month of tuition and paperwork are due prior to the child's start date. The tuition deposit will be applied to May tuition (the final month of our school year) and will not be refunded prior to this for any reason.

Tuition payments are due on the first of every month. Tuition payments received after the fifth of the month will result in a \$25.00 late fee. If you are unable to make your tuition payment or need to make special payment arrangements, please contact the Preschool Director.

Urban Arts Academy will prorate tuition if a child's start date or schedule increase date falls within the last two weeks of a month. When this occurs, that month's tuition will be prorated by 50%. If a child's start date or schedule increase date is prior to the last two weeks of the month, no prorating will apply and full monthly tuition will be charged.

If a child has a planned absence of one month or greater during the summer months, tuition will be reduced to 50% during the absence. This discounted tuition must be paid in order to secure the child's spot in our program upon their return. Failure to pay the placeholder tuition will result in a loss of enrollment, and the family will be required to reapply and pay all applicable registration fees and tuition deposits to enroll their child in our program again (as space permits).

We will charge a \$20.00 handling fee for the processing of any check returned to Urban Arts Academy due to insufficient funds. Upon receipt of the second returned check, all future child care tuition payments must be paid by cash, cashier's check or money order.

Because State Licensing regulations require that we staff based on the number of children enrolled, our costs remain constant in spite of absences. Therefore there is no reduction in fees for illness or holidays or when the Preschool closes for staff development and poor weather.

## Scholarships

Urban Arts Academy has two scholarship options available to families. UAA is an authorized provider for the Child Care Assistance Program (CCAP). If you are currently registered with CCAP, contact your worker to list Urban Arts Academy as your child care provider. For more information about receiving assistance through CCAP, see page 23.

Urban Arts Academy is a three star rated program in the Parent Aware system by Think Small. Think Small provides Early Learning Scholarships to eligible families to use at Parent Aware rated child care programs. Families who receive a scholarship through Think Small can use up to \$5,000 per year per child at Urban Arts to pay for tuition and fees. Families are responsible for all tuition charges until they are awarded a scholarship, as well as all charges exceeding the available scholarship balance.

If your family has additional needs that are not covered by either of the two options above, please contact our Executive Director, Tamar, at [tghidalia@urbanartsacademy.org](mailto:tghidalia@urbanartsacademy.org)

## Schedule Change and Termination of Care

Urban Arts Academy requires a 30 day written notice for schedule reductions or discontinuation of child care. This is to allow us time to fill the vacated spot.

In the event that any of the following situations occur, child care services may be immediately suspended or terminated by Urban Arts Academy:

- Non-payment of fees by parent/guardian without special arrangements being made.
- Failure to provide the required health, immunization and/or emergency information.
- Abusive behaviors and/or verbal threats toward staff, children, property or parents.
- Inability of UAA staff to care adequately for or meet the child's needs such as a child demonstrating behavior that is harmful to self or other children.
- Lack of cooperation from parents/guardians with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
- Chronic lateness in picking up child at end of the day.

## CLASSROOM POLICIES

### Drop-Off and Pick-Up (done in and from the child's classroom)

Please remember to sign in and out on the sheets provided in each classroom. It is your responsibility to see your child into his or her room every day and to come in for him or her each afternoon. If you are going to stay for a while, please sit down to observe and/or play. A standing unsure adult is confusing to children. When you leave, tell your child confidently and quickly. If your child is having a hard time leaving you, a staff member will help you make a departure.

Only parents and individuals designated as authorized pick-ups and emergency contacts will be allowed to pick-up your child. It helps to let us know who is picking up your child, so we know to expect them. For your protection, if we have not met this person, we will ask the person picking up your child for identification.

In cases of emergencies, a parent may call and inform the staff that someone else will be picking up their child. If it is someone unfamiliar to the staff, we will check their identification. Anyone under 18 years of age is not allowed to sign out a child. Anyone picking up a child suspected of being under the influence of alcohol or narcotics will not be allowed to take the child. The staff person will ask that another adult come for the child from your emergency contacts. If no one is available to pick up the child, the staff will regretfully call the police for further advice and possible transportation to another location. Childcare staff will not transport a child.

If your child is picked up more than 10 minutes past the program end time, your child will be under the supervision of the after care program and the caregiver will be charged the daily rate for that program. If your child is not picked up after 30 minutes, and parents and emergency contacts cannot be reached, staff will contact the police for further instruction. Staff will not transport children.

## Children's Belongings

Each child is given a cubby with a basket and hook in their classroom for storing their belongings, lunches and snacks. While a small security item such as a stuffed animal or blanket may help your child transition during their first few days, we ask that children do not bring toys from home. If a toy is accidentally brought to school, it will be kept in your child's cubby until the end of the day. Quiet time security items will be taken down for use at quiet time and returned to the basket. Other items for their baskets include a change of clothes and inside shoes during snowy boot weather.

Please send your child to school each day in play clothes (we make messy art every day!) and outerwear appropriate for outdoor play. Please label coats, backpacks, snow pants, boots and other items you bring from home with your child's name. We keep a lost-and-found bin for lost items. Urban Arts Academy is not responsible for lost or stolen items.

## Toilet Training

When children enroll in Urban Arts Academy Preschool, they are expected to be able to use the toilet independently. Urban Arts Academy can only accept children who are toilet trained. Children will be brought to the bathroom regularly by staff and encouraged to use the bathroom and wash their hands independently, under staff supervision. If a child has an accident, staff will change them into clean clothing. Please leave a change of clothing in your child's basket for these instances. Children will not be punished or shamed for lapses in toileting.

## Behavior Guidance

At Urban Arts Academy Preschool, behavior guidance begins with teachers and caregivers modeling acceptable positive behaviors for children to learn from. These behaviors include sharing, negotiating, age-appropriate self-care and general respect for the classroom and shared property. Behavior guidance is a series of clearly explained expectations, choices and consequences which are tailored to the developmental level of the individual child.

When a child is behaving inappropriately, our first response is to redirect them from the negative activity and towards a constructive activity. Children are first given a chance to correct behavior on their own with teacher guidance. If a child does not respond to this approach, the teacher limits their choices and helps them to correct the behavior. If a conflict with another child is involved, teachers will guide children through the proper actions to resolve the conflict. If a child is unable to control their behavior, a staff person will sit with them until they have regained control. Children are helped and encouraged to name and express their feelings verbally and to tell others what they need or want. If a child's behavior is harmful to others and is not responsive to the methods used to correct behavior, negative behavior will be documented on an incident report form, which will be shared with a parent/guardian.

## Persistent Unacceptable Behavior

If a child displays unacceptable behaviors that become persistent, staff will bring the issue to the teaching team for initial assessment. If the behaviors are deemed both unacceptable and persistent by the teaching team, the teacher will contact the child's parents/guardians to address classroom issues, work to identify additional factors that may be perpetuating negative classroom behaviors, and identify/implement individualized learning interventions.

Classroom teachers will continue to track daily behavior and provide weekly summaries to staff and the child's family as issues are addressed. Unacceptable behaviors include, but are not limited to, persistent biting or aggression toward other children, consistent lack of personal safety during park visits and a lack of toilet training. With parent permission, outside resources such as the Center for Inclusive Child Care (CICC) or P.O.R. Emotional Wellness may be contacted to consult and assist in creating strategies for the child's success at school.

If individualized learning interventions have been implemented and a child's behavior continues to jeopardize the health and safety of students and staff, the child may be asked to leave the program until the unacceptable behavior has changed.

## Nap and Rest (Quiet Time)

All children enrolled in the full day preschool program will participate in quiet time, a scheduled afternoon rest and nap time. Quiet time is an opportunity for children to learn how to calm and rest their bodies, even children who no longer nap. We use stories, soft music, and special blankets to make this a calm and pleasant time of day. You can help make quiet time a good experience by emphasizing its positive aspects when talking with your child.

During quiet time, children rest on cots for 30 minutes. If a child should fall asleep, they will be supervised until they wake up or are gently woken up by staff (by 1:30 pm). Cots and blankets will be provided and washed weekly, or as needed. Children may bring a small stuffed animal or security item from home, but families are required to take this item home weekly and launder it before the child brings it back.

## Pets

You will be informed if there are any pets in your child's classroom. If you have any questions or concerns about pets in our programs, please let us know.

## Meals and Snacks

Children attending AM preschool must bring a **morning snack and lunch** to school every day. Children attending PM preschool bring a PM snack. **Full day children must bring 2 snacks and a lunch.**

## Lunch Guidelines

- Please send *a healthy lunch* every day with your child. Please ensure that the child's lunch includes foods from *three* different food groups *and* water or milk. Water is also provided in the classroom.
- We do not provide refrigeration. If your child's lunch is perishable, it must be sent in a labeled, insulated container with an ice pack.
- Items that must stay warm should be sent in insulated containers. Lunches will not be heated at school.
- Children are not allowed to share food at school. Due to severe food allergies, children will only eat food provided by their parents.

- **We are a NUT FREE school.** Be aware that granola bars and trail mixes may contain nuts. A great nut-free alternative to peanut butter is sunflower butter or soy butter.
- Food needs to be appropriately sliced or cut to prevent choking. Teachers appreciate it when food items like oranges and hard boiled eggs are sent peeled and ready to eat.

## Nutrition Requirements

The Minnesota Department of Human Services Licensing Department enforces the following nutrition requirements:

**Fluid milk must be sent with lunch each day, unless the child has a documented allergy. Shelf stable milk is a convenient option for this.**

### Lunch shall contain:

Beverage	Protein	Fruits / Vegetables	Grains
Fluid Milk	Lean meat, poultry or fish	Two or more fruits or vegetables or a combination (1/2 cup total)	Whole grain or enriched bread, cornbread, biscuits, rolls, muffins, pizza crust etc.
	Cooked beans or peas (as protein <i>or</i> vegetable, not both)	Full strength fruit or vegetable juice can meet 1 requirement	Whole grain or enriched pasta or noodle products
	Sunflower or soynut butters		Rice
	Cheese, cottage cheese, cheese spread		Cereal grains such as: bulgur, corn grits, oats, millet etc.
	Seeds (in combination with a second source)		
	Yogurt, plain or sweetened, 4oz (yogurt bars, yogurt flavored products, yogurt coated snacks etc. do not qualify)		

**Snack shall contain: Items from two different categories listed above (1 can be a beverage).**

## Birthdays and Celebrations

We are happy to help your child celebrate their birthday or other significant event with their classmates. **Due to licensure requirements, we ask that families do not bring food treats to share with classmates. Instead,** we encourage parents to explore other ways to mark their child’s special day. Party favors like stickers, pencils or small toys are a great substitute for sugary treats. Birthday boys and girls are also invited to bring a special book from home to share on their special day.

# HEALTH AND SAFETY POLICIES

## Winter Weather Policy

Urban Arts Academy Preschool will close when there are winter weather conditions that greatly impede travel. The school also reserves the right to open late or close early should weather conditions merit this change. Closures will be announced on WCCO TV Ch.4 or WCCO Radio 830 AM, as well as an email announcement sent to parents and staff.

**Please monitor your email and the UAA Facebook page for these announcements.**

## Emergency Procedures

Fire drills are held in each class each month to familiarize the students with emergency procedures. Tornado drills are conducted once per month April through September. In the event of a fire or other emergency requiring evacuation, the children are taken to a designated shelter and families are notified.

## First Aid

In the event of any injury or illness, trained staff will administer first aid. 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/guardian or designated Emergency Contact 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.**

## Medications

**Prescription medications** will only be given with **written authorization** from the child's licensed health care provider (i.e., prescription label) and parent/guardian. Bring a copy of the drug information sheet that comes with the medication or write the common side effects on the Medication Permission Form. The prescription must be current, in the original container and may be given only to the child whose name appears on the label. This includes over the counter dietary supplements. Please ask the pharmacy to **split the medication into 2 containers** -- one for home and one for the center.

**Nebulizer medications** that are in single dose containers must be brought to the center in the original container with a current, clearly written prescription label on the container. The prescription label must indicate the child's name, prescribing licensed health care provider's name, name of the medication, medication strength, amount to be given, how often to give and what it is to be mixed with, if applicable.

**For medications which are to be given long term** we will need an Individual Child Care Plan signed by you and the child's licensed health care provider. This includes as-needed over the counter medication such as Tylenol (acetaminophen) and Ibuprofen used for a child with a history of febrile seizures.

**Over the Counter Medication** will be given with written parental permission and instructions. These products must be used according to the manufacturer's instructions. If the dosage or instructions differ from the manufacturer's instructions, written instruction from a licensed health care provider will be needed.

Diaper rash products, insect repellents and sunscreens are an exception, and need written parental approval only. Containers must be labeled with child's full first and last name and date.

All medications must have a legible label on the container. Expired medications will not be given. Your medication container will be returned to you when it is completed.

## Care of an Injured or Ill Child

If your child becomes ill or injured while in 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. If staff thinks it necessary, the child's health care provider will be contacted.

## Exclusion of an Ill Child

The Department of Human Services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a licensed health care provider determines has not had sufficient treatment to reduce the health risk to others.

We will follow the exclusion guidelines from *INFECTIOUS DISEASES IN CHILD CARE SETTINGS AND SCHOOLS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS*, prepared by Hennepin County Community Health Department, Epidemiology and Environmental Health .

**We must exclude** a child with any of the following conditions:

Chicken pox	Until all the blisters have dried into scabs and no new blisters or sores have started within the last 24 hours; usually by day 6 after the rash began.
Eye drainage	Until 24 hours after treatment begins when purulent (pus) drainage and/or fever or eye pain is present, or a medical exam indicates that a child may return.
Diarrhea	Until diarrhea stops or 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 person's normal pattern, along with decreased stool form and/or watery, bloody, or mucus-containing stools.
Mouth Sores With Drooling	Until a medical exam indicates the child may return or until sores have healed.
Fever	Until the child has been without fever for 24 hours. <u>Axillary</u> (armpit) temperature: 100 <sup>0</sup> F or higher; or Oral temperature: 101° F or higher, when accompanied by behavior changes, or other signs or symptoms of illness. <b>Measure temperature before giving medications to reduce fever.</b>
Impetigo	Until treated with antibiotics for 24 hours and sores are drying or improving.
Lice (head)	Until first treatment is completed and no live lice are seen.
Rash	Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (i.e., chickenpox, measles, roseola, rubella, shingles, strep throat).

Respiratory Infections (Viral)	Until child is without fever and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.
Ringworm (skin & scalp)	Until 24 hours after treatment has been started.
Scabies	Until 24 hours after treatment has been started.
Signs/Symptoms of Possible Severe Illness	Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child; should be evaluated by the child's health care provider to rule out severe illness.
Streptococcal Sore Throat	Until 24 hours after antibiotic treatment begins and child is without fever for 24 hours.
Vomiting	Until vomiting stops. Vomiting is defined as two or more episodes in the previous 24 hours.

**We must also exclude a child who is unable to participate in routine activities and/or needs more care than can be provided by the staff.**

When a child in our care has been medically diagnosed with a communicable disease, we will follow the appropriate health authorities' recommendations to provide information to parents/guardians of all exposed children. Urban Arts Academy Preschool will notify the parents/guardians of exposed children on the same day or within 24 hours by a sign posted near the classroom door and a phone call if possible and necessary.

Parents/guardians are required by State laws and our center policies to inform the center within 24 hours, exclusive of weekends/ holidays, if their child is diagnosed with a communicable disease.

## Health Consultation Services

The health and safety policies in this guidebook were developed based on MVNA policies. Our program receives health consultation services from MN Child Care Health Consultants, Inc. located at 2475 Keller Road, Medina, Minnesota 55356. The phone number is 612-500-1880. All health consultants are registered nurses with a Bachelor of Science Degree in nursing and a certification in public health nursing.

## Abusive Head Trauma Training

All individuals who work directly with children under 5 years of age, whether paid or unpaid, receive training on Abusive Head Trauma Syndrome as required by DHS Licensing.

## Suspected Child Abuse and Neglect

All childcare staff are required by Minnesota law to report any suspected incidents of child abuse or neglect to authorities. State Reporting Requirements follow:



## **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 the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected 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) 431-6600.
- 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 612-348-3552 or local law enforcement at 612-673-5705.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

## **What to Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any 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 or 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 that 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 Personal Care Provider Organizations.

## **Internal Review**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

## **Primary and Secondary Person or Position to Ensure Internal Reviews are Completed**

The internal review will be completed by the Preschool Director. If this individual is involved in the alleged or suspected maltreatment, the Director of Programs or Executive Director will be responsible for completing the internal review.

## **Documentation of the Internal Review**

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

## **Corrective Action Plan**

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

## **Staff Training**

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

## Family Resources

### Dental

#### Family Dental Clinic

Family Dental Clinic offers cleanings, fillings, crowns and bridges, root canals, tooth extractions and more for all ages. Accepts many insurance plans and offers flexible payment options.

Contact: 612-823-6262

Website: [www.familydentalclinic-mpls.com](http://www.familydentalclinic-mpls.com)

#### Southside Community Dental Clinic – ¡Habla Español!

Southside Dental Clinic provides routine cleaning, preventative care, dental exams, x-rays, and more for all ages. Accepts private insurance, General and Medical Assistance, Minnesota Care, all Minnesota Public Health Plans, and payments on a sliding fee schedule based on income. Walk-ins welcome!

Contact: 612-822-9030

Website: [www.southsidechs.org/southside-dental-clinic](http://www.southsidechs.org/southside-dental-clinic)

### Mental Health

#### Fraser Mental Health

Fraser Mental Health provides services for children whose parents or caregivers have concerns about their developmental, behavioral and/or emotional well-being. They offer diagnostic evaluations and assessments tailored to meet the individual needs of the child and family. The evaluations may consist of interviews, standardized testing, and/or observations, as well as review of any previous assessments. Clinicians determine the diagnosis that best defines the child's concerns, identify treatment or service needs, and make recommendations to the family and other service providers as needed.

Fraser serves children with a variety of mental health diagnoses, including adjustment disorders, Post-traumatic Stress Disorder, mood disorders, conduct disorders, ADHD, and Reactive Attachment Disorders. They also provide services which help parents evaluate and build their skills.

Fraser offers services outside mental health as well, such as speech-language therapy, physical therapy, music therapy, autism services, and specialty programs.

Fraser Mental Health serves children and adolescents ages 0-18, and their parents and caregivers.

Contact: 612-767-7222

Website: [www.fraser.org](http://www.fraser.org)

### **Washburn Center for Children**

Washburn Center offers assessment, outpatient individual and family therapy, intensive therapeutic groups, and home and community based services. They serve children birth-18 years, and care for a wide variety of children's needs such as:

- attention deficit disorders
- trauma
- behavioral problems
- anxiety
- learning difficulties
- depression

Contact: 612-871-1454

Website: [www.washburn.org](http://www.washburn.org)

### **Hennepin County Mental Health Center**

HCMHC serves children and adolescents who are severely emotionally disturbed, have been abused or neglected, or have been court ordered for a psychological evaluation. They offer a range of assessment and therapy services, including diagnostic assessments, psychiatric evaluations, psychological evaluations, and consultation.

Sliding fee payment system.

Contact: 612-596-9438

### **P.O.R. Emotional Wellness**

P.O.R offers emotional wellness services for children and adults in need of emotional and behavioral supports. Services offered include psychotherapy, in-home life skills, psychological assessments, play therapy, art therapy, and children's mental health case management.

Contact: 952-835-6540

Website: [www.poremotionalwellness.com](http://www.poremotionalwellness.com)

## **Early Childhood Special Education (ECSE)**

### **Minneapolis Public Schools Early Childhood Special Education**

Early Childhood Special Education (ECSE) services in Minneapolis Public Schools (MPS) are offered to those children who have been identified with a medical diagnosis known to hinder the child's ability to learn, an educational label of Autism

Spectrum Disorder or who show significant developmental delays through a detailed developmental evaluation process. MPS offers a continuum of ECSE service settings reflecting the natural progression of growth of children from infancy, when babies are typically at home or in a daycare setting with one primary caregiver, to preschoolers who are often in preschools or daycare during a portion of their day and have a number of familiar primary adult caregivers. These settings are home based, community based, center based, or autism classrooms.

Website : [http://ecse.mpls.k12.mn.us/Overview\\_of\\_ECSE\\_Program](http://ecse.mpls.k12.mn.us/Overview_of_ECSE_Program)

Contact: Kathy Lange Chenoweth, Program Facilitator for ages 3-5

kathryn.lange-chenoweth@mpls.k12.mn.us 612-668-5106

## **Early Childhood Screening**

### **Minneapolis Public Schools Early Childhood Screening**

Early Childhood Screening is a process that supports children being ready for kindergarten. The program helps identify possible health or developmental concerns that may impact the child's learning. The screening process includes a check of vision and hearing, child development and a review of the child's health. The program helps families access services for their children that will help them to be ready for kindergarten.

Early Childhood Screening through Minneapolis Public Schools is FREE. Children can be screened at any time between ages 3 and 5.

Website: [http://ece.mpls.k12.mn.us/early\\_childhood\\_screening](http://ece.mpls.k12.mn.us/early_childhood_screening)

Contact: 612-668-3715 or [earlychildhoodscreening@mpls.k12.mn.us](mailto:earlychildhoodscreening@mpls.k12.mn.us)

## **Early Childhood Family Education (ECFE)**

### **Minneapolis Public Schools Early Childhood Family Education**

ECFE builds and supports the skills and confidence of parents with children birth to kindergarten. They provide a safe educational environment that promotes the healthy growth and development of young children and their parents. Classes are taught by licensed early childhood and parent educators. Special focus and culturally centered classes are also available.

Minneapolis ECFE uses:

- The Minnesota Early Childhood Indicators of Progress
- Parent Education Core Curriculum Framework
- SEEDS of School Readiness Emergent Literacy

Special focus and culturally centered classes:

- Multicultural Adventures in Parenting (English and Somali)
- East African Adventures in Parenting (Somali)
- Raising African-American Children
- Hmong Parenting
- LGBT

Website: <http://ecfe.mpls.k12.mn.us/>

Contact: 612-668-2127

## Crisis Help

### Hennepin County Mobile Crisis Team

The Mobile Crisis Team provides support to children 17 and younger who are experiencing a crisis. They help to de-escalate the crisis, provide a risk assessment, develop a plan to keep your child safe at home, and offer resources and referrals. Telephone consultation is also available.

\*\*If someone is in immediate danger, ALWAYS call 911\*\*

Contact: 612-348-2233

## Child Care Assistance Program (CCAP)

**Minnesota’s Child Care Assistance Programs (CCAP)** can help make quality child care affordable for eligible families. There are options for families receiving public assistance through the Minnesota Family Investment Program (MFIP) or the Diversionary Work Program (DWP) and other income-eligible families.

- **Family size and family income** determine whether the family is income eligible and amount of the family copayment
- **Adults must participate in authorized activities** - child care costs may be paid while adults work, look for work or attend school
- **Age of child(ren)** - CCAP can help families pay child care costs for children through age 12 and for children with special needs through age 14
- **Child care provider selected** must be a licensed or license-exempt provider age 18 or older
- **Families must cooperate with child support requirements** for all children who have a parent living outside their home.

For families not currently or recently (within the past 12 months) participating in MFIP or DWP, the amount of available funding also may be a factor. In some Minnesota counties, there is a waiting list (PDF) for families to receive Basic Sliding Fee child care assistance.

Contact: 612-348-4111

Website: <http://mn.gov/dhs/people-we-serve/children-and-families/economic-assistance/child-care/programs-and-services/>

Brochure: <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3551-ENG>

## Early Learning Scholarships

The Minnesota Department of Education offers an Early Learning Scholarship Program for low-income Minnesota families with children ages 3 to 5 through the organization Think Small. This program helps families access high-quality early childhood programs in certain counties. Priority for scholarships is given based on family income, geographic location, and whether a child's family is on a waiting list for a publicly funded program providing early education or child care services. Up to \$5,000 will be awarded per scholarship.

Hennepin County Contact: 612-348-5937

Website: [http://www.thinksmall.org/for\\_parents\\_and\\_guardians/help\\_paying\\_for\\_child\\_care](http://www.thinksmall.org/for_parents_and_guardians/help_paying_for_child_care)

## Minnesota Family Investment Program (MFIP)

The **Minnesota Family Investment Program (MFIP)** helps families with children meet their basic needs, while helping parents move to financial stability through work. Parents are expected to work, and are supported in working with both cash and food assistance. Most families have a lifetime limit of 60 months on MFIP.

When families first apply for cash assistance, they usually start in the Diversionary Work Program (DWP). DWP is a four-month program that helps parents go to work right away rather than enroll in MFIP.

MFIP is for families with children and pregnant women. To qualify, your family must:

- Meet an initial income test
- Meet an initial asset limit of \$2,000
- Provide needed verifications.

Families get a monthly benefit that includes cash and food assistance. Parents also get help to find and keep a job.

Contact: 612-348-4111

Website: <http://mn.gov/dhs/people-we-serve/children-and-families/economic-assistance/income/programs-and-services/mfip.jsp>

# Health Care Coverage

## Medical Assistance (MA)

Medical Assistance (MA) is Minnesota's Medicaid program. It is the largest of Minnesota's publicly funded health care programs. Most enrollees get their health care through health plans. The rest get care on a fee-for-service basis, with providers billing the state directly for services provided. MA is funded with state and federal funds. The Minnesota Department of Human Services oversees the program statewide. Eligibility is administered by county offices. The federal Centers for Medicare and Medicaid Services oversees Medicaid nationally.

Apply online through MNsure, Minnesota's online health insurance marketplace. Paper applications are available through the MN DHS website.

For help with applying, call 855-366-7873, visit your county office, or visit the MinnesotaCare office in St. Paul.

## MinnesotaCare

MinnesotaCare is a publicly subsidized health care program for residents who do not have access to affordable health care coverage. It is funded by a state tax on Minnesota hospitals and health care providers, federal Medicaid funds and enrollee premiums.

Most enrollees pay a monthly premium based on family size and income. Children under 21, some military families, and families with an enrolled American Indian do not pay a monthly premium.

Enrollees get their health care services through a health plan. Enrollees can choose their health plan from the plans serving MinnesotaCare enrollees in their county.

Apply online through MNsure, Minnesota's online health insurance marketplace. Paper applications are available through the MN DHS website.

If you have questions or need help applying, call 651-297-3862 or visit the MinnesotaCare offices in St. Paul.

## Advanced Premium Tax Credit

Advanced Premium Tax Credits (APTCs) are a part of the federally-enacted Affordable Care Act, which is effective January 2014. The APTCs provide financial assistance to those who are eligible to enable them to purchase insurance through the private non-group market. It is one of the ways that the Affordable Care Act tries to make health insurance more affordable and accessible.

The Advanced Premium Tax Credits help families and individuals that do not have employer-sponsored insurance and are ineligible for public programs (Medical Assistance, MinnesotaCare or Medicare) to purchase private insurance through MnSure that meets the coverage and affordability standards as explained above. As the name implies, APTCs are available to families in advance to help reduce their monthly premiums.

Families and individuals in Minnesota whose household income is between 200% and 400% of the Federal Poverty Guidelines (FPGs) may be eligible for the APTCs. This means individuals earning up to \$45,960 a year and a family of four



earning up to \$94,200 a year could be eligible. The lower your income, the lower your expected household contribution will be and thus the higher your tax credit amount will be.

Other eligibility criteria include:

- Cannot be eligible for other insurance coverage providing it meets minimum essential coverage for affordability and covered services (see below). Other minimum essential coverage includes (but is not limited to) insurance that is offered through an employer, Medical Assistance, MinnesotaCare, and Medicare);
- Must be a U.S. citizen or have acceptable immigration status;
- Must be under age 65;
- Must file federal income tax for the year of eligibility;
- Must purchase a private non-group policy through MnSure (Minnesota’s online insurance exchange)

Apply online through MNsure, Minnesota’s online health insurance marketplace at [www.mnsure.org](http://www.mnsure.org).

For help with applying, call 855-366-7873.

## **Public Health Services**

### **Hennepin County Public Health Clinic**

Hennepin County Public Health Clinic is a multilingual, multicultural clinic that provides screening and treatment for sexually transmitted diseases, HIV testing, tuberculosis control services, refugee health screening, immigration exams and family planning services. Accepts most forms of insurance, and offers sliding fee payment system for uninsured patients. No one will be turned away due to inability to pay.

Location: Health Services Building, 4th floor  
525 Portland Avenue South  
Minneapolis, MN 55415

Appointments: 612-543-5555, option 4

Walk-in services available for STD and HIV screening

### **NorthPoint Health & Wellness Center**

NorthPoint Health & Wellness Center offers medical care, dental care, behavioral health, and community-based services, all in one north Minneapolis location. Also provides many supportive services including health education classes, transportation assistance, interpreters, health advocates, cancer screenings, pharmacy and pregnancy support. NorthPoint accepts many forms of insurance. Patients without insurance may be eligible for a reduced fee program. No one will be turned away due to inability to pay.

Location: 1313 Penn Avenue North  
Minneapolis, MN 55411

Appointments: 612-543-5200

For care when the clinic is closed, call 612-873-3000

Website: [northpointhealth.org](http://northpointhealth.org)

### **Health Care for the Homeless**

This clinic provides a variety of health and wellness services to people who are homeless. It operates at 11 different shelters and drop-in centers in Minneapolis to address health concerns, provide treatment including medications, coordinate health care services, provide health education and coordinate access to health and social services in the community. Any homeless adult or child is eligible. This includes those living outside or on the street, in shelter or transitional housing, with friends or relatives or who have been homeless within the past year.

Appointments aren't required, but we recommend calling to confirm the clinic is open. You can call the individual clinic or the main phone number: 612-348-5553

For a list of clinics and shelters, visit [www.hennepin.us/residents/health-medical/clinics-services](http://www.hennepin.us/residents/health-medical/clinics-services)

# Urban Arts Academy Preschool Staff Directory

Urban Arts Main Office: 612-827-1641

Tamar Ghidalia	Executive Director..... tghidalia@urbanartsacademy.org
Elizabeth Roach	Preschool Director ..... eroach@urbanartsacademy.org
Leah Robertson	Office Manager ..... office@urbanartsacademy.org
Abi El-Ghazzawy	Assistant AM Teacher ..... aelgazzawy@urbanartsacademy.org
Christine Novotny	Lead Teacher..... cnovotny@urbanartsacademy.org
Vatina McLaurin	Assistant PM Teacher ..... vmclaurin@urbanartsacademy.org
Maria Davison	Lead Teacher..... mdavison@urbanartsacademy.org
La Kong	Co-Lead Teacher ..... lkong@urbanartsacademy.org

I have received the 2017-2018 Urban Arts Academy Preschool Family Guidebook and agree to adhere to the policies it contains.

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Parent/Guardian #1 Signature

Print Name

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Parent/Guardian #2 Signature

Print Name

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Child's Name

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Date