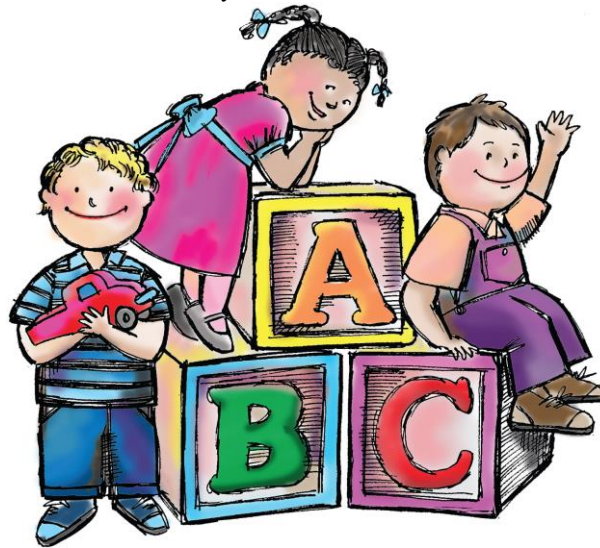


Pioneers Preschool Center Handbook 2021-2022

Pioneers Academy Preschool
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Brooklyn Park MN 55444



Main school #: 763-208-0822
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Welcome Letter



Assalamu Alaikum Dear Parents,

Welcome to a new school year at Pioneers Preschool Center. My name is Sr. Fatimah Ghulam, and I am the preschool lead teacher. It is my pleasure to be your child's teacher. I hope you all had a great summer, and I am looking forward to working with you and your child during this journey. ☺

I have over 20 years of experience working with children from infancy through kindergarten. Preschool is my most favorite age group to work with; they are such an inspiration to me. I am very excited to see how much they will grow over the coming year as we work on creativity, learning, and social skills that will prepare them for Kindergarten. I believe in creating a safe and healthy environment where students can learn to communicate, explore, and have fun.

With the current pandemic, we know that your child's safety and health is of utmost importance. We will be implementing safety procedures to ensure that both staff and students will be safe. Teachers will be wearing masks at all times and we will be taking temperatures of both students and staff.

Communication and parent involvement are the keys to your child's success, and to a great parent-teacher relationship. I strongly encourage you to contact me if you have any questions or concerns at any time. I look forward to starting our preschool adventure with your child and family! ☺

Sincerely,
Sr. Fatimah G
f.ghulam@pioneersacademy.org
(763) 226 - 7872

Child Care Program Plan

- Pioneers preschool serves a maximum total of 20 children in the 5-day Program (3 -4 yrs of age), and maximum total of 20 children in the 3-day program (3-4 yrs of age). We are currently licensed under the Minnesota Department of Human Services for 20 children in each program with a ratio of 1:10.
- Pioneers Preschool requires all children be supervised at all times.
- Pioneers Preschool operates Monday – Friday from 8:30 a.m. to 3:30 p.m.
- Our program plan is developed and evaluated in writing annually by the director and head teachers at each age level.
- Pioneers Academy’s main aim is to nurture and educate our young children about their Islamic values and to incorporate all cultures within our classrooms.
- Pioneers provides an Islamic oriented program for its preschoolers that aim to:
 - Develop a positive attitude towards learning.
 - Develop curiosity.
 - Promote independence.
 - Develop cooperation and respect
 - Nurture social development
 - Nurture Islamic spiritual development
 - Provide opportunities for the development of fine and gross motor skills.
- Some of our goals and objectives to promote learning include the development of: social skills (sense of self, & social behavior), emotions (responsibility for self and others), physical (gross motor & fine motor), and intellectual (problem solving, logical thinking, representation & symbolic thinking).
- Many of the curriculum activities stem from Pioneers preschool’s objectives for individual and groups of children and their classroom environment. For example, the dramatic play area affords much opportunity for socialization and language development. Blocks are wonderful for exploration of relative size and shape (geometric relationships), as well as fine motor manipulation. Music and movement

offer opportunities for socialization, bodily-kinesthetics, pitch and rhythm awareness, and appreciation of cultures. Activities like painting, working with playdough, and so on, develop interest, fine motor skills, socialization, sensitivity to color, media, form, shape, etc.

- Activities designed to promote our objectives include:
 - Quran & Islamic studies & Arabic language – phonics, letters, number, shapes & colors
 - English language – phonics, letters, numbers, shapes and colors
 - Math/ Science
 - Songs and dramatic (costume) play
 - Arts and crafts
 - Quiet time
 - Outdoor activities
 - Story time
 - Construction
- Pioneers provide activities that are both quiet and active, teacher directed, and child initiated.
- Pioneers provide a variety of activities that utilize various equipment and materials.
- All progress reports reflect each child's intellectual, physical, social, and emotional development. The reports are written and conveyed to the parents during conferences. They are then placed in the child's file.
- Our program plan is made available to each parent upon request. The individual age group program plans and lesson plans are posted in each classroom.

Pioneers Academy Preschool Class 1 Schedule

| | |
|---------------------|--|
| 8:15am - 8:30am | Drop off/play time |
| 8:30am - 8:45am | Meet and Greet |
| 8:45am - 9:00am | Morning snack |
| 9:00am -9:30 am | Circle time |
| 9:30 am –10:00am | Table time |
| 10:00 am – 10:30am | Free play time |
| 10:30 am – 11:30 | Arabic |
| 11:30am-12:00pm | Lunch |
| 12:00 pm - 12:35pm | Recess Time |
| 12:35 pm - 12:45 pm | wash up/water break |
| 12:45 pm - 1:05 pm | Specials (Science, PE, Art, Math activities) |
| 1:05pm - 1:15pm | Bathroom break |
| 1:15 pm-1:30pm | Salah time |
| 1:30pm – 2:45pm | Nap time |
| 2:45pm-3:00pm | Bathroom Break |
| 3:00pm - 3:20pm | Snack Time |
| 3:20pm-3:30pm | Students pack up |
| 3:30pm-3:45pm | Dismissal |

★Schedule may change according to special events/programs.

Pioneers Academy Preschool Class 2 Schedule

| | |
|---------------------|--|
| 8:15am - 8:30am | Drop off/play time |
| 8:30am - 8:45am | Meet and Greet |
| 8:45am - 9:00am | Morning snack |
| 9:00am -10:00 am | Arabic |
| 10:00am –10:30am | Free play time |
| 10:30am-11:20 | Circle time & class work |
| 11:20am- 11:50 am | Lunch |
| 11:50am-12:00pm | Bathroom break |
| 12:00 pm - 12:35pm | Recess Time |
| 12:35 pm - 12:45 pm | wash up/water break |
| 12:45 pm - 1:05 pm | Specials (Science, PE, Art, Math activities) |
| 1:05pm - 1:15pm | Bathroom break |
| 1:15 pm-1:30pm | Salah time |
| 1:30pm – 2:45pm | Nap time |
| 2:45pm-3:00pm | Bathroom Break |
| 3:00pm - 3:20pm | Snack Time |
| 3:20pm-3:30pm | Students pack up |
| 3:30pm-3:45pm | Dismissal |

☆Schedule may change according to special events/programs.

Parent info:

School hours:

- Preschool 5-Day Program: 8:15 - 3:30 p.m. Monday – Friday
- Preschool 3-Day program: 8:15 - 3:30 p.m. Monday, Wednesday, and Friday.
(The 3 Days Program is Suspended).

Registration:

- All students must have on file by the first day of class.
 - Authorized Emergency and Pick up form
 - Copy of birth certificate
 - Emergency Treatment Authorization
 - Family Information
 - Health Care Summary
 - Immunization record
 - Student Health Information

Drop-Off/Pick-UP Policy:

- Drop off between **8:15 A.M – 8:30 A.M.**
- Children should be picked up between **3:30 – 3:45 p.m.** After 3:45 p.m., teachers will escort their students to the late-stay room. After 3:45 p.m. there is a late fee in the amount of **\$10.00 per 15 minutes per family/car or any fraction thereof.**
- All preschoolers are only allowed to leave the school with their parents, older siblings, or designated car pool/van drivers. **Please notify us if someone other than who is listed in your emergency card will be picking up your child by calling the office or in writing.** * We can not release a student without prior consent of the parent who is not listed in the emergency card. We also cannot dismiss a child to a waiting car in the parking lot A parent/designated person must report and pick up their child.

Preschool staff:

- Our preschool staff meets or exceeds all state and local licensing requirements. All staff must pass a background check, have early Childhood education, attend ongoing professional training, and are CPR and first aid certified. All Staff are dedicated to providing your child a safe, educational and fun environment.

Tuition payments:

- All tuition payments should be sent or paid to the office at Pioneers Academy. Questions concerning tuition/admission may contact the office. Preschool teachers cannot collect any money or administration forms. All other payments such as field trips, parties and donations can be given to your child's teacher.

Donations:

- Donations of money/supplies (snacks) are greatly appreciated. Please check with your child's teacher to see what is needed.

Parent visits/visitors:

- Parents who wish to visit the school may do so at any given time. We suggest visits be short as not to disrupt group times and during morning free play. **Parents may call the office** for any concerns regarding their child. Visitors other than parents must obtain permission before visiting. All visitors must check in at Pioneers Academy office and obtain a visitor's pass.

Meals and Snacks:

Lunch Reminders:

- Please put food/beverages in plastic containers –NO GLASS CONTAINERS. Please label drinking containers and lunch boxes with your child's name. ALL LUNCH BOXES MUST CONTAIN AN ICE PACK.
- No microwave is available—please do not bring foods that require a microwave.
- GUM, POP AND CANDY ARE NOT ALLOWED DURING CLASS TIME. EXCEPTION ALLOWED FOR CANDY DURING CLASS PARTIES.
- **Snacks:** Each month preschoolers may bring in enough snacks to share with their class. We will let parents know when we are low on snacks. Popular snack suggestions are cheese crackers, goldfish, animal crackers, pretzels, cookies (duplex, vanilla or chocolate sandwich cookies, chocolate chip cookies), fruit snacks(please check for no gelatin), etc. Please check with your child's teacher if you have any concerns.

- **Treats:** Occasionally, parents like to bring in treats like cookies, cakes, or cupcakes for special occasions. Please bring enough for all the children. No cakes written with Happy Birthday are allowed, since we respect parents who do not celebrate birthdays. Also please check with the school for any children who may have food allergies.
- **Special Diets:** Please inform staff if your child is on a special diet due to food allergies or restrictions. Parents will be informed if any child has any severe allergies, to be aware what foods/items are not allowed
- **Peanut Allergies:** Pioneers Academy is a peanut-free environment. Please do not send any foods containing nuts.

Nap and Rest Policy:

- Rest and nap times are part of each child's day at Pioneers preschool. A cot is provided for each child. Children should bring a small blanket, **FLAT TWIN FITTED sheet** (to cover the cot) and a small pillow from home. Soothing Quran/soft Islamic music and a relaxing atmosphere provide just the right environment during this quiet time.
- After thirty minutes rest time, children who are not napping may participate in quiet classroom activities (books, etc.) with staff. Napping children are able to sleep peacefully until naptime is over.
- Naps and rest will be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cots will be placed so that there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
- Separate bedding will be provided for each child at our school. Cots will be washed weekly and when soiled or wet. Blankets must be taken home and washed or dry-cleaned monthly and when soiled or wet.

Dress Code:

- All preschoolers should have an extra set of clothes at school in case of accidents. All preschooler should wear shoes with Velcro for easy removal and slip on. During the winter, preschoolers may leave a pair of comfortable shoes at the school.
 1. Uniforms are Land's End brand.
 2. Black shoes (girls and boys).

3. Students need to wear socks (white, black or navy blue) daily.
4. For girls: jumpers need to be below the knees. Leggings or thick tights need to be worn under jumpers for girls (white, black or navy blue), and please do not wear see-through tights.
6. Hair bands need to be white, black, navy blue or evergreen only.
7. Land's End evergreen sweaters only.
8. All uniforms should be pressed and clean.

Field Trips:

- Periodically throughout the year, field trips are arranged for the students. Parents may participate by volunteering to chaperone when needed. Parents will be notified ahead of time and required to sign a permission slip for their child to attend. Please note a child cannot go without a signed permission slip. A parent who wishes to chaperone is not allowed to bring other children/siblings along in order to ensure the safety of all our children. Parents who wish to join the class as a parent (not a chaperone) may do so with their own transportation and pay regular admission fees.

Special Visitors:

- Occasionally we will invite special visitors to visit our classroom and discuss topics according to our themes like the Fridley fire department and Fridley police department or ask parents to volunteer time for cultural and career day. Parents will be notified about these special events.

Parent communication:

- Mandatory Parent-Teacher conferences are offered twice a year after the second quarter to discuss your child's behavior, progress, interest and achievements. We also offer an optional Parent-Teacher conference after the first quarter if needed. Your child will receive a **progress report twice a year: Mid-year (2nd Quarter, December)** and the **End of the Year (4th quarter, May)**. Please check School Calendar for dates listed. Families are welcome to speak to either teacher about their child on a daily basis or by scheduling a private or phone conference. Parents will be given a flyer to inform them when and what the conference will be about/what their child will be assessed on.
- During conferences, teachers will go over your child's progress regarding both their academic and physical development. You will be provided with information regarding the developmental abilities of your child and ways that you can further that development at home. Teachers will conduct several types of assessments to test different aspects of your child's growth. Child assessment is something that our staff

does every day by observing children, recording daily notes of each child, talking with children and families, and reporting each child's accomplishments. Other assessments include: running notes, class projects and activities.

- The status of your child's intellectual, physical, social, and emotional development will be available in your child's individual portfolio. This portfolio will be kept onsite and will always be available for parents to view.
- Pioneers preschool has an open door policy, which means that parents are welcome to come in at any time during the school day. We do ask parents who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities. If you wish to meet with the Director or a staff member, please make an appointment so that arrangements can be made.
- Our school posts weekly lesson plans and sends monthly newsletters with classroom news and activities. We will also plan fun class parties and social events such as Eid parties, Quran parties and the end of the year celebration to bring families, children and teachers together. **Flyers and handouts will also be given throughout the year for activities or important information. PLEASE CHECK YOUR CHILD'S BACKPACK DAILY.**

Grievance Policy:

- Parents are encouraged to discuss any problems or suggestions with the school's teachers. If the problem is not resolved by talking to the teachers, parents may talk to the Principal. Either the teacher or the administrator will follow-up with the grievance.

Graduation/End of Year Celebration:

- Every preschooler will purchase a cap & tassel toward the end of the year for our graduation ceremony. Each child will pay a fee of **\$10.00** to order a graduation cap and tassel by Kinder raft from Josten's. Preschoolers who previously ordered from the year before may use the same cap and have the option to or order a new tassel for **\$5.00**. Flyers will be sent to notify parents when to order.

Show and Tell day:

- Children may bring in something special from home to share with their friends during circle time (Example – stuffed toys, books, videos, toys, or family pictures). Every child will have a chance to speak and share ideas or something from home. Please do not send toys/videos that depict any violence or un-Islamic values. (Guns, Pokemon, Digimon, Barbie, Power rangers, etc). Please check with your child's teacher for days designated. Please bring toys only on show and tell days.

Pets:

- Pioneers preschool allows the presence of pets at the school as long as there is no allergy or other medical concerns for any of the children. In case a pet will be brought to the school, your child needs approval by his/her teacher so as to get parents permission obtained prior to bringing the pet to the school. Pets may be brought in the morning during arrival and pet taken home after showing or at the end of day and took home after. Please bring pets in a cage, kennel or aquarium.

Research:

- Pioneers preschool will obtain written parental permission before each occasion of research, experimental procedure, or public relations activity involving a child.

Health and Behavior Policies



Health Policies

Hygiene:

- To prevent the spread of germs, all staff/children frequently wash hands especially before after handling food, after toileting, after handling or cleaning body fluids (blood, mucus, vomit) and after wiping/blowing noses, mouths, bottoms, sores, after handling or feeding pets, after playing in dirt/sand outdoors, and indoor activities like playdough, paint, and other crafts.
- Children are taught & practice proper hand washing skills.
- All staff wear disposable gloves when:
 - Preparing food and serving food. – Food service disposable gloves.
 - Changing soiled clothes.
 - Handling & cleaning body fluids (blood, mucus, & vomit).
- Blankets, crib sheets, pillows are sent home to be cleaned when needed. Cots/cribs are cleaned after each use.
- Tables, countertops and all surfaces are cleaned and disinfected with bleach solution (1 tbsp of bleach per quart of water) daily or when soiled.

Toys are cleaned & disinfected daily or after each use if toys are put in the mouth.

Bathroom Policy: All preschoolers must be potty trained by the first day of school. Diapers and Pull-ups are not allowed and staff will not change diapers or Pull-ups. Staff is required only to supervise children while in the bathroom at all times and assist students when needed but are not allowed to wipe children unless if it is an accident related then staff are required to clean and change the student.

Administering Medication:

- Pioneers staff is able to administer over-the counter medications at the parent's request. For safety reasons, we must get written permission before administering any product, non-prescription or prescription. Families must complete the appropriate medication release form which will indicate dosage amount, frequency, product name brand, and the parent's /guardian's signature. The signed and dated authorization form will be placed in the child's file, furthermore, granting permission to the school to administer these medications.

- In the event of accidental ingestion our teachers will administer Syrup of Ipecac if they are directed to do so by the Poison Control Center.
- The following medication procedures are followed at Pioneers Preschool:
 1. The prescription medication must be stored in original container with pharmacy label and must be within the expiration date.
 2. Medication must be prescribed specifically for the child receiving it.
 3. All medication will be stored in the school's medication area.

Medical Attention:

- Each child is required to have an emergency card on file at the school. Parents should update any change of address, phone numbers, emergency contact or illness (allergies, asthma etc.)
- All full-time staff and volunteers are trained in CPR and First Aid. The teacher, or responding staff, determines the action plan. First aid kits are in each classroom. Pioneers Preschool provides Band-Aids® and/or ice, as needed.

EMS (Emergency Medical Service) shall be called immediately if:

- Pioneers Academy believes the child's life is at risk or there is a risk of permanent injury.
- The child is acting strangely, much less alert, or much more withdrawn than usual.
- The child has difficulty breathing or is unable to speak.
- The child's skin or lips look blue, purple, or gray.
- The child has rhythmic jerking of arms and legs and a loss of consciousness (seizure).
- The child is unconscious.
- The child is less and less responsive.
- The child has any of the following after a head injury: decrease in level of alertness, confusion, headache, vomiting, irritability, or difficulty walking.
- The child has increasing or severe pain anywhere.
- The child has a cut or burn that is large, deep, and/or won't stop bleeding.
- The child is vomiting blood.
- The child has a severe stiff neck, headache, and fever.
- The child is significantly dehydrated: sunken eyes, lethargic, not making tears, not urinating.

After EMS has been called, the child's legal guardian shall be notified.

For situations that do not necessarily require ambulance transport but still need medical attention, the parent/ guardian will be notified of the child's conditions. If the parent/ guardian cannot be reached within one hour, Pioneers Academy will call EMS and the child will be brought to the hospital. The following situations will require the child to obtain medical attention within one hour:

- Fever in any age child who looks more than mildly ill.
- Fever in a child less than 2 months (8 weeks) of age.
- A quickly spreading purple or red rash.
- A large volume of blood in the stools.
- A cut that may require stitches.
- Any medical condition specifically outlined in a child's care plan requiring parental notification.

Wellness:

- The wellness policy is designed to keep children and staff healthy. Young children are growing and building up their immune system. Contagious illnesses spread in group care through touch and the air, which makes it very important for the ill child not to be around other children.
- Keeping children healthy and not spreading contagious illnesses is the responsibility of both the staff and parents. One of the most effective ways of not spreading germs is frequent hand washing and keeping the environment clean. Another way is to ask children and staff who may be contagious to stay out of the school until they are feeling better. This may involve a parent picking up a child midway through the day if it is suspected your child is ill and may be contagious. Using the NAEYC guidelines, the decision for keeping the child at home or for Pioneers Preschool to send the child home is based on "the comfort of the ill child, the protection of well children and staff, the resources available to the program to meet any special care that is required, and the needs of families."
- Pioneers Preschool reserves the right to request a physician's statement of eligibility to return to group care.

Sick Policy:

- Your child cannot come to school if she/he has experience any of the following in the past 24 hours:
 1. a fever of 100 degrees or more.
 2. vomiting or diarrhea.
 3. any contagious condition, bacterial or viral as determined by the family doctor(e.g. a cold accompanied by a runny nose which has yellow or green discharge, strep throat, chicken pox which have yet to be scabbed over, lice until 24 hours after treatment, etc.).
- Please notify the school if your child is sick by informing your child's teacher. Please report the following conditions to the school immediately upon diagnosis: lice, strep, bronchitis pneumonia, tuberculosis, pertussis (whooping cough), diarrhea, pinworm, ringworm, staff infection, mumps, measles, chicken pox, small pox, rubella, tetanus, any food borne illness, meningitis, lead poisoning, Reye's Syndrome, viral hepatitis, or any contagious disease determined by a medical professional.
- Pioneers Preschool does not provide care for ill children. Parents are encouraged to notify the school of an illness that may result in a child's absence. A child that becomes ill and/or develops symptoms of any illness while at the school will be isolated from other children. The parent will be immediately notified. The parent is responsible for either picking up the child or arranging it so that an authorized adult will pick up the child.

Behavior Guidance Policies

(A) Pioneers Preschool implements a behavior guidance policy that:

1. Ensures that each child is provided with a positive model of acceptable behavior.
2. Is tailored to the developmental level of the children that the school is licensed to serve.
3. Redirects children and groups away from problems toward constructive activity in order to reduce conflict.

4. Teaches children how to use acceptable alternative to problem behavior in order to reduce conflict.
5. Protects the safety of children and staff persons.
6. Provides immediate and directly related consequences for a child's unacceptable behavior.

(B) Persistent unacceptable behavior, Pioneers Preschool will:

1. Implement procedures for dealing persistent unacceptable behavior that requires an increased amount of staff guidance and time.
2. Observe and record behavior of the child and staff response to the behavior.
3. Develop a plan to address the behavior documented in item#2 in consultation with other staff persons and professionals when appropriate.
4. Notify parent/s of persistent unacceptable behavior.

(C.) Pioneers Preschool policy prohibits the following actions:

1. Subjection of a child to corporal punishment, which includes but is not limited to: a. Rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.
2. Subjection of a child to emotional abuse, which includes but is not limited to: name calling, ostracism, shaming, making derogatory remarks about a child or the child's family and using language that threatens, humiliates, or frightens the child.
3. Separation of a child from the group except as provide in section D below
4. Punishments for lapses in toileting.
5. Withholding food, light, warmth, clothing or medical care as punishment for unacceptable behavior.
6. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or other from harm.

(D.) No child may be separated from the group unless the following has occurred.

1. Less intrusive methods of guiding the child's behavior have been tried and were ineffective.

2. The child's behavior threatens the well being of the child or other children in the program.
3. A child who requires separation from the group must:
 - a. Remain within an unenclosed part of the classroom where the child can be continuously observed and heard by a Preschool staff person.
 - b. The child's return to the group must be contingent upon the child's stopping or bringing under control the behavior that precipitated the separation.
 - c. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

Discipline Policy-

- ❖ First offense: Parent called and incident discussed.
- ❖ Second offense: Suspension for one day.
- ❖ Third offense: Termination of enrollment at Pioneers Academy.

Safety and Security

Safety:

- To ensure the children's safety, all building doors remain locked during school hours between 8:30 a.m. -3:30 p.m. All parents must enter through the main building by the admissions office and escort their child to their classroom.
- Monthly fire and tornado drills as well as lock-down drills are conducted.
- Any item that may expose the children to a potential risk of injury, burn, choking or suffocation is kept out of the children's reach.
- Parental permission is obtained before fieldtrips, prior to photographs, viewing videos and before pets or other animals visit the school.
- In case of severe weather (snow/ice storms, extreme cold, etc.), parents may call Pioneers School at 763-208-0822 anytime after 6:00 a.m. There will be a message regarding late start or cancellation. School closings will also be announced on Channels 4, 5, 9 and 11. *** In case school is closed for any other reason (heating failure, etc.) a note will be posted on the door entrance and a message will be left on the school's voice mail.**
- No one is allowed to bring a gun/weapon in the building or on the grounds, including visitors, volunteers, and staff.

Inspection for Potential Hazards:

- Teachers will make a daily inspection of all areas of the school to ensure the absence of any potential safety hazards.

Fire Safety Procedures:

- Our school conducts monthly drills and keeps a log of the drill times and dates.
- The primary exit in the event of a fire is the front entrance glass doors, children will be escorted outside and stand in front of the school by the street.
- The building evacuation routes are posted in each room of the school.
- Each teacher will be responsible for evacuating all children and checking all areas of the building.
- Fire areas will be closed off by closing doors.

Missing Child:

- All staff is trained to supervise and manage groups of children while both on and off site. Continuous head counts help keep children accounted for. If a child is missing, one of the school's teachers will immediately notify Pioneers Academy administration as well as 911. The School's administration will provide one or more staff people to search for the child on school premises until help arrives from the emergency services. If the child is not found within 15 minutes of notifying the School's administration, the parents of the child will be notified.

Pick-up of children:

- Children will only be released to persons authorized by the child's parent/guardian. Authorization for release of the child is written by the parent(s) on the child's emergency card and kept on the child's file. Please notify in advance if someone other than you or the authorized person is going to pick up your child. Pioneers Academy only releases children to parents or other adult's designated on the emergency card that is authorized to pick-up. It is our policy to ask all unfamiliar adults for photo identification.

Child Abuse and Neglect:

- Minnesota law mandates the reporting of neglect, physical or sexual abuse of a child, which is known or suspected. Consequently, when a staff member suspects that a child has been physically abused at home, they must report it to the police/authorities, or face criminal prosecution and/or licensing investigation.

Substance Abuse

- Pioneers Academy prohibits individuals, employees, subcontractors, and volunteers while directly responsible for individuals served by the program from abusing prescription medications or being under the influence of a controlled substance under Minnesota Statutes, section 245A.04, or alcohol in any manner that impairs or could impair the person's ability to provide care or services.
- Smoking is not allowed in the building or on the grounds.
- Pioneers Academy employees, subcontractors, and volunteers are trained about our drug and alcohol policy.

Updates

Due to the new circumstances of COVID 19, and with the CDC and the DHS guidelines. Pioneers Academy has developed an action plan, pick up/drop off policies as well as COVID 19 procedure in order to keep staff, children and their families safe.

These documents will be attached to the parent's hand book as well as any new updates throughout the school year.

All parents must be notified via email about these new updates and provided with a copy of the parent hand book.

Note that all type of special activities that the school plans for the students such as field trips and special visitors are suspended till further notice.