

Stepping Stones

Parent Handbook

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Stepping Stones

Farmington Area Community Education Office
6100 195th Street West
Farmington, MN 55024
Fax: (651) 460-3210

Program Coordinator

Becca Eccleston (651) 460-3206
reccleston@farmington.k12.mn.us

Payments & Contract Information

Cheryl Hince (651) 460-3209

chince@farmington.k12.mn.us

Meadowview Supervisor

Bethany Rohde (651) 460-3270

brohde@farmington.k12.mn.us

Riverview Supervisor

Sarah Sandvik (651) 460-1980

ssandvik@farmington.k12.mn.us

North Trail Supervisor

Gabe Sandvik (651) 460-1866

gsandvik@farmington.k12.mn.us

Community Education Office Hours: 7:30 am - 4:30 pm



What we do

Stepping Stones is an extended day experience designed to provide a foundation for lifelong learning. This unique program is a collaboration between Farmington Area Community Education's Stepping Stones and Wee Tigers Preschool. Our programs will provide children with enriching experiences that will focus on their social, emotional, physical and intellectual development in a manner that is just right for this age group. Activities and exploration will be provided in the following areas:

- Music
- Science
- Art
- Math Skills
- Social Skills
- Problem Solving
- Literacy Activities
- Fine and Large Motor Skills
- Creative Play



The Experience

Stepping Stones will be open from 6:00 am until 6:00 pm. Children will participate in a variety of activities that are designed to develop the whole child. Our discovery-based, teacher guided curriculum includes:

- Learning center/choice time
- Individual, large and small group projects and activities
- Outdoor play/indoor gym time
- Quiet/rest time
- Field trips

Opportunities before, after and during the day may include interactions with kindergartners in our Kid Connection program.

Key Information

Stepping Stones has four classrooms with locations at Meadowview, North Trail and River-view

Elementary schools. Enrollment is limited to 20 children per class.

- Stepping Stones is a full-week, full-day program throughout the school year with the exception of holidays and a staff development day.
- Families are contracting to use the program 5 days a week, unless the program is not in session.
- Families enrolled in Stepping Stones can enroll in our summer Kid Connection program if their child will be in kindergarten in the fall.

Rates

Stepping Stones with 4 days of Wee Tigers Preschool ~ \$204/week

Stepping Stones with 3 days of Wee Tigers Preschool ~ \$194/week

Stepping Stones with 2 days of Wee Tigers Preschool ~ \$184/week

Stepping Stones with 1 day of Wee Tigers Preschool ~ \$179/week

Stepping Stones only ~ \$174/week

Stepping Stones + Wee Tigers at North Trail ONLY~ \$185/week

Fees

All fees are per child:

\$50.00 Non-refundable Registration Fee

We understand that schedules may change throughout the year. A two week written notice is required to withdraw from the program. Please submit withdrawal notification online through your Stepping Stones account or in writing to Cheryl Hince, (chince@farmington.k12.mn.us)

Late payment fee: \$20.00

Late payment fees will be assessed on all overdue accounts.

Late Pick Up Fee: \$1.00 per minute/child

If parents fail to pick up their child by the 6:00 pm deadline, a late fee of \$1.00 per minute will be charged beginning at 6:00 pm. This late fee will be charged to your account. Please note that this fee is calculated by the time on the Stepping Stones classroom clock.

NSF Checks: \$30.00

This fee will be charged for any returned or NSF check. Checks will be submitted to eTech

Financial Aid

Fee assistance may be available through Dakota County Community Services. For information please call (651) 554-5611 or visit them online @ www.co.dakota.mn.us.

Payments

Parents are responsible for payments during your contract. Weekly tuition is due on Monday. Stepping Stones is a non-profit, self-supporting organization so prompt payment from our parents is vital. Automatic payment with credit/check card (Discover, MasterCard or Visa) or by using a bank account is required.

For security purposes payments cannot be accepted at your child's classroom.

Check or money order payments can be dropped off at the Community Education Office located at Meadowview Elementary School, 6100 195th Street West, Farmington. There is a payment drop box outside the Community Education office. Please note your child's first and last name in the memo space provided on your check and make checks payable to Stepping Stones.

Cash payments must be made in person at the Community Education Office.

Office hours are 7:30 am to 4:30 pm.

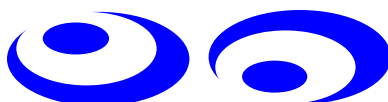
Payments will be processed automatically through your Stepping Stones account. You can access your account at: FarmingtonSteppingStones.com (Click on Manage My Account)

• Enrollment

You may enroll online at: FarmingtonSteppingStones.com (Click on Register Now!)

If you have already created an account for another Community Education program you may use that account to register. If this is your first time, the program will walk you through a simple registration process.

All previous Community Education registrations must be PAID IN FULL prior to the first day of Stepping Stones.



Health Records

Immunization records and health forms signed by your child's physician must be returned to the Community Education office prior to your child beginning the program

Holidays

Stepping Stones will be open most week days with the exception of the following days:

- November 28, 29
- December 24, 25, 31
- January 1, 21
- February 18
- April 18
- May 27

**** There are some days when Wee Tigers, North Trail Elementary and Riverview Elementary are not in session. Care location may be held at Meadowview Stepping Stones on those days. ****

Leave Day Credit

Each child enrolled will earn 5 Leave Day credits for the current school year. If leave is not taken, it will expire. Leave Day Coupons must be turned into the Stepping Stones (Community Education) office within two weeks of the requested leave date. You may drop off, email chince@farmington.k12.mn.us or fax (651) 460-3210 in your leave day coupons. Coupons are located on the last page of this handbook.



Fieldtrips

Stepping Stones will inform you in advance of all trips. Transportation will be provided by Marschall Bus Lines, Inc. Fieldtrip costs are included in your Stepping Stones fees.

Meals and Snacks

Breakfast and lunch can be purchased through Chartwells the school district food service provider. Children may also bring a breakfast and/or lunch from home. Nutritious snacks will be provided. Children will eat with their teachers in the elementary school cafeteria. All food contributed by parents (i.e. birthday treats) must be commercially prepared. Please make sure you bring a breakfast/lunch from home when Meadowview, North Trail and Riverview Elementary Schools are not in session.

Outdoor Activities

Outside time is an integral part of children's developmental learning, health and well-being. Children must be prepared to go outside everyday. Stepping Stones staff will assess the weather conditions to determine whether the children will go outdoors.

Clothing and Personal Belongings

Children's play is messy so be sure to send your child in comfortable clothing they can play in. Please send your child in shoes that are appropriate for running and climbing. An extra set of clothing will also be necessary in case of accidents or spills. We encourage your child to not bring toys from home, however if there is something, i.e. blanket or stuffed animal that your child likes at rest time, please label it and send it along.

Babysitting

Stepping Stones has a 'no babysitting' policy. Staff members cannot babysit for families with children in our program. Parents can choose to waive their right to hold Stepping Stones liable by filling out a Hold Harmless Agreement in the Community Education Office.

Emergency Closings

The security of the children comes first, so if the district cancels, starts late or releases early because they feel there is a threat to safety, Stepping Stones will follow the same procedures. If the Farmington Area Public Schools are closed due to weather, Stepping Stones will also be closed. If there is a **2 hour late start**, Stepping Stones will open at 8:00 am. If school is **released early**, Stepping Stones will also close early. Afternoon Wee Tigers is canceled if school is released early. If **evening activities are cancelled** but elementary school remains in session all day, Stepping Stones will remain open until 6:00 pm. However, we encourage parents to make arrangements or to pick up

Family Involvement

Families are a valuable resource for our program. An Open House will be offered prior to the start of the program. Each family will have a mail slot or file folder to receive daily communications. Parents are invited to visit the Stepping Stones classroom at anytime.

HEALTH AND SAFETY

Pick-Up Authorization

For your child's protection, the only people authorized to pick up a child are those designated by the parent/guardian on the contract. We can accept a written note or phone call in the event that someone other than those listed is taking your child home. The adult picking up your child will be asked for a photo ID if they are not familiar to us. If the person picking up your child is not authorized, or you have not contacted us, we will not release your child to them. You may add authorized pick ups to your account by logging into your account at: FarmingtonSteppingStones.com (Click "Manage My Account," log into your account and Click "Details" and "Manage Pick Ups")

Sibling Pick-Up

If a sibling is sent to pick up a child, they must be at least 12 years of age AND listed on the registration form as someone with permission to pick up your child. Stepping Stones follows the Dakota County Attorney's Office Guidelines.

Medication

If medication is prescribed, please try to schedule dosage at home or during the regular school hours when the nurse can administer prescription medications. When necessary, Stepping Stones will administer prescription medications. Medications must be kept in the original prescription bottle and a Medication Release Form must be completed and signed. **No over-the-counter medication will be administered to children in Stepping Stones.** If your child has special medical needs, please set up a time to meet with staff to determine necessary training to administer treatment.



Sign-In and Sign-Out

Stepping Stones is open Monday through Friday from 6 am to 6 pm. Families are encouraged to arrange schedules so that children are with us no more than nine hours each day. When

Accidents/Emergencies

We make every effort to maintain a safe environment for children. Staff are trained in CPR, First Aid, and general emergencies (i.e. fire, tornado). Please be sure to fill out all the required emergency information when registering for Stepping Stones. Please keep this information current.

Absence/Illness

If your child will be absent from Stepping Stones, please inform the staff as soon as possible. If your child becomes ill while at Stepping Stones, the child will rest in a separate quiet area until a family member or emergency back-up person can be contacted to pick up the child. Remember that children play in close contact with each other and colds and flu are easily passed between them.

According to District Policy, the following symptoms indicate the need to remain at home or be sent home:

- Fever of 100 degrees or more, should **remain at home for 24 hours after temperature returns to normal without medication to keep it down**
- Undiagnosed rash
- Severe cold or sore throat
- Inflamed or mattering eyes
- Unexplained lethargy
- Head lice
- Vomiting/diarrhea, should **remain at home for 24 hours after it has stopped**



If your child has had a fever of 100 degrees or more, vomiting or diarrhea within the last 24 hours, they may not attend Stepping Stones.

If your child comes down with a communicable condition, (i.e. lice, scabies, chicken pox, strep throat, ringworm, pink eye) please let us know within 24 hours so that we may notify other parents. These notices will be posted in the parent area and/or a copy sent home with your child.

Stepping Stones does not always have access to a school nurse. Please make arrangements to administer medication at home.

Classroom Management Goals

We strive to maintain a safe and comfortable environment for your child. Classroom expectations will be explained to the children. Reminders of these rules and rationale will be given when necessary. When problems arise, children will be encouraged to use problem-solving techniques. Staff members may also redirect the child to a different activity. When issues continue, teachers will implement fair logical consequence to encourage safe and respectful behavior. Our staff will encourage your input if ongoing concerns regarding your child arise.

Dismissal of a Child

Stepping Stones may require a parent to take his or her child out of the program if:

- The parent refuses to follow the Farmington Stepping Stones policies as described in the handbook and the contract, which is signed by the parents when registering.
- The child is unable to adapt to the Stepping Stones classroom management goals.
- Failure to make payments.



Leave Day Coupons

Stepping Stones Leave Day Coupon

Child's Name: _____

Dates Used: _____

Classroom Location: _____

Stepping Stones Leave Day Coupon

Child's Name: _____

Dates Used: _____

Classroom Location: _____

Stepping Stones Leave Day Coupon

Child's Name: _____

Dates Used: _____

Classroom Location: _____

Stepping Stones Leave Day Coupon

Child's Name: _____

Dates Used: _____

Classroom Location: _____

Stepping Stones Leave Day Coupon

Child's Name: _____

Dates Used: _____

Classroom Location: _____

Thanks for making this program
a great place for our kids to learn!

Stepping Stones

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www.farmingtonCE.com

