

BEAR WHITE BEAR LAKE AREA SCHOOLS **FUNDAMENTALS**



Handbook for Families



Important Contact Information

Christina Anderson, Coordinator
651-407-7510
christina.anderson@isd624.org

Nicole Oswald, Inclusion Specialist
651-407-7504
nicole.oswald@isd624.org

Anne Vail, Programming Specialist
651-407-7512
anne.vail@isd624.org

Stephanie Bloxham
Billing & Registration Clerk
651-407-7511
communityservicesbilling@isd624.org

Mission Statement

The White Bear Lake Area Schools Bear FUNdamentals Program provides quality care in a safe and inclusive environment to inspire learning and support families.

Orientation

Parents are encouraged to contact the leadership staff at your child's school to set up a time for an individual orientation.

Welcome to Bear FUNdamentals

White Bear Lake Area Schools Bear FUNdamentals is a year-before-kindergarten full-day program focused on providing fun, nurturing and safe opportunities for play and learning that prepare children for kindergarten. Bear FUNdamentals focuses on children's emotional, social, physical and intellectual growth. Children work on listening skills, language and literacy, thinking and math skills and social development through meaningful, interactive play. The program is staffed at a 1:10 ratio and taught by passionate instructors who encourage curiosity, discovery, and problem-solving in a stimulating, structured, and fun environment. Our staff work closely with families to provide individualized care for each child. The Bear FUNdamentals Program follows all Independent School District #624 School Board approved policies including those outlined in the Student Discipline Code.

Parent Participation

Parents are welcome at Bear FUNdamentals, and we encourage their participation. Family members may contact the Bear FUNdamentals leadership staff if they would like to arrange a time to observe, share a special interest or family tradition, provide helpful suggestions, or schedule a conference. Family members are also welcome to volunteer their skills in the Bear FUNdamentals classroom or go along on field trips. The White Bear Lake Area School District requires that all volunteers undergo a background check. Please check with leadership staff for further information.

Parent Commitments

1. Observe the policies of the Bear FUNdamentals Program.
2. Let the staff know if your child will not be attending for the day.
3. Pay tuition on time.
4. Share concerns you may have about the program and listen to concerns the staff members have about your child and work through an agreeable solution.
5. Inform staff if your child is exposed to a contagious disease.
6. Notify the Billing and Registration clerk by email of any changes in your contract.
7. Keep your child's family and authorized to pick up contact information up to date.
8. Share any medical concerns or behavior changes that might impact your child's success at Bear FUNdamentals.
9. Read Bear FUNdamentals email notifications and newsletters.



Program Locations

Birch Lake 1616 Birch Lake Avenue White Bear Lake, MN 55110 651-653-2784	Hugo 14895 Francesca Avenue North Hugo, MN 55038 651-653-2802	Otter Lake 1401 County Road H2 White Bear Lake, MN 55110 651-653-2834	Lakeaires 3963 Van Dyke Street White Bear Lake, MN 55110 651-653-2817
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Enrollment and Registration

Enrollment is on a first come, first served basis. A contract and registration fee must be submitted through Eleyo a minimum of five working days prior to the day you wish to start using the program. If classes are currently at capacity, you will be placed on a waitlist.

Online Registration

1. Complete online registration through Eleyo. Go to: whitebear.ce.eleyo.com
2. Pay non-refundable registration fee.
3. Receive confirmation through Eleyo that their registration has been accepted.

No registrations will be accepted from families that have outstanding balances from the previous school year or summer in any Community Services and Recreation programs.

Contracts

- Contracts must be three, four or five consistent days/week
- Full Day Contract is from 6:30AM - 6:00PM.
- School Day Contract is from 9:00AM - 3:40PM.
- Half Day Contract is from 9:00AM - 12:15PM & 11:45AM-3:45PM
- Customized schedules for before (6:30AM-9:00AM) and after (3:45PM-6:00PM) care are available by registering with Extended Day for the days and times you would like.
- No credit is given for absences.

Billing

- Payments can be made online through Eleyo or by check (made out to Community Services).
- A \$20.00 late fee will be assessed for all late payments. Consistent late payment could result in termination from the program.
- No child's fee will be allowed to fall more than two weeks behind. Care will be suspended until payment.

Fee Assistance

Partial or total fee reimbursement may be available to qualifying families through Anoka, Chisago, Ramsey or Washington Counties. For further information please call Think Small at 651-641-0032.

Withdraw from Program

To withdraw from the program families must provide written notice two weeks in advance of their last day. Families will be responsible for all charges incurred prior to the effective end of contract. Phone calls, notification to the site staff, or lack of attendance are not sufficient notice.

Program Time

The Bear FUNdamentals program offers care and contract options that extend from 6:30AM until 6:00PM. The structured pre-kindergarten curriculum for the Bear FUNdamentals program is only during regular school hours, 9:00AM - 3:45PM. However, families have the option to register for Extended Day programming 6:30AM - 6:00PM. Please see the Extended Day handbook for more information.

Release of Children

Upon registration, families will provide names and contact information of those authorized to pick up their children. If someone other than an authorized family will be picking up a child, leadership staff must be notified in writing. If an unauthorized person attempts to pick up a child, the family will be called. If they cannot be reached, the child will be held until the proper guardian arrives.

Non-School Days

Days that elementary children are out of school are referred to as non-school days. Please refer to the Bear FUNdamentals web page (www.isd624.org/CommunityServices) or the District Calendar for a complete list of those days Bear FUNdamentals is open and the days the program is closed. Parents may select which non-school days they wish to use. These days must be requested in addition to current contract days and are available for an additional charge. Children will participate with the Extended Day children in activities and field trips on these days. Register for these days through Eleyo. See Extended Day Non-School Days in Eleyo for more information.

Communication

Communication with parents is provided primarily through email. Email will contain newsletters, alerts, reminders, and photos. Notices will be posted at the sign in/sign out table as well. Please watch for and carefully read all communication from your child's school.

Transportation

Transportation is guaranteed for those children that live within their school's busing route and may be available for those students that live outside of it. Please contact Christina Anderson at 651-407-7510 for further information about transportation.

Sick Children

Sick children should not be brought to the Bear FUNdamentals Program. It is important that communicable diseases such as strep throat, chicken pox, impetigo and conjunctivitis are reported to the staff. Parents will be notified by the Bear FUNdamentals staff of any symptoms of impending illness (e.g. severe headache, fever over 100.0°F, vomiting, etc.) Parents will be expected to pick up a child who is ill within one hour of being contacted. Children with these symptoms must be kept home for 24 hours. If your child is ill, please call the site to notify them.

Medication Policy

In order for the Bear FUNdamentals staff to administer medication, families must complete an "Authorization for the Administration of Medication At School" form. If the medication is to be given for more than ten days, a doctor's signature is also required on the form. Staff are not allowed to administer any medication, including over the counter drugs, without this authorization form on file. Changes in medication dosage will require that an updated authorization form be completed. Medication must be in the original prescription container.

Emergency Care

Parents will be called in the event a child requires emergency care. If parents are unavailable, those indicated as emergency contacts or authorized to pick up will be notified. All emergency contacts must have a local telephone number. Staff cannot make long distance calls from school phones. In the event none of the above can be reached, and it is an extreme emergency situation, the child will be transported by paramedics to the nearest emergency medical facility. Please make sure contact information of family members and those authorized to pick up is kept up to date.

Field Trips

Field trips may be planned for school days as well as non-school days. Parents will be notified of the location and time of any field trip. Permission for most field trips is granted when registering through Eleyo. Unless otherwise stated, everyone goes on the field trip and no staff is left on site.

Emergency Closings

Announcement of emergency closings, late starts and early dismissal will be made on WCCO radio (830). Bear FUNdamentals closings will be announced as part of the White Bear Lake Area School District School Closing Hotline: 651-407-7540

Meals & Snacks

White Bear Lake Area Schools offer a school breakfast and lunch program. Families that would like their child to participate can ask leadership staff to help set up a PIN number for their child. Families can make payment for school breakfasts and lunch through Eleyo. Children also have the option of bringing a cold lunch from home. Please do not send things that need to be heated in a microwave oven or refrigerated.

A nutritious snack is provided daily. If your child would like to share a snack with the children in the program for any special occasion, it is required by state law that all food be individually wrapped and commercially made. Parents are responsible for providing the Bear FUNdamentals staff with any pertinent information regarding the modified or therapeutic dietary needs of their child. If these needs require a rigid diet, food must be supplied from home.

Best Bear Behaviors

Social development is one of the most important things happening in the life of a 4 and 5 year old child. The Bear FUNdamentals staff will encourage and support each child as they learn to interact with others, share, take turns, control their own emotions and behaviors, listen, cooperate, and express an awareness of other people's feelings. In preparation for kindergarten staff will provide opportunities for children to become more independent, persevere through challenging tasks, and take on classroom responsibilities. These simple Bear FUNdamentals rules will be taught and reinforced

Behavior Concerns

A serious behavior concern is defined as one in which a child's behavior disrupts the smooth flow of the program, requiring constant one-on-one attention; inflicting physical or emotional harm on other children; physically abusing staff; or damaging property. Our goal is to teach children communication, negotiation, and coping skills they can use to resolve conflicts and manage their emotions to avoid negative behaviors. If conflicts continue: 1. A child may not be allowed to participate in a particular activity for a period of time. 2. The program leadership staff will request a conference with the parents to discuss ways to support the child's social/emotional development. Other White Bear Lake School District staff may be invited to attend in order to help devise effective strategies. 3. If the unexpected behavior continues, the child may be suspended. 4. If the situation continues, parents may be expected to remove their child from the program.