



Early Childhood

COMMUNITY EDUCATION

PRESCHOOL

Extended-Day / Non-School Day Information and Policies

The staff of our extended day and non-school day care program are excited to meet you and support your child's preschool journey. Your child will discover an inclusive, student-centered community where empathy, collaboration, and critical thinking are encouraged. They will develop creativity, confidence, and strong social relationships through play-based exploration of academic concepts built around their interests.

Extended-Day programming runs each day that our 5 day preschool program is in session. Non-School days are days that you pay for separately and are only available to you as an Extended Day family. Non-School Days take place at Meadowbrook and Harley Hopkins Family Center and are staffed by Hopkins Preschool paraprofessionals. Non School Days (NSD's) are listed in purple on the calendar and are open from 7:30am until 5:00pm. Blue days on the calendar show that there is no programming for preschool students. Please review calendars for these schedules.

[25-26 Preschool Calendar](#)

You are responsible for reading and knowing the following policies.

TOYS FROM HOME - Please do not send toys to school with your child. We are not responsible for loss or damage of personal possessions brought to school. If your child needs an item to help them feel more secure while at school, please discuss this with Extended Day staff.

NUTRITION- Breakfast/Lunch/Snacks during the school day and Extended Day are provided through the Hopkins Nutrition Department. Meal and snack schedules will vary depending on site / day / options.

During Non-School Day Care, families will provide all meals/snacks and a water bottle (please no sugary drinks such as pop/juice/Gatorade) from home.

ALLERGIES - Please fill out necessary paperwork for any allergies, including any/all of the following: [Special dietary statement](#), [Allergy Action Plan for Anaphylaxis](#) and /or [Medication Authorization form](#), which all need to be signed by the child's physician. We cannot accommodate allergies without these forms signed by a medical professional. These forms and any necessary medications should be given to your child's preschool teacher before they start in class. If your child goes to a different classroom for Extended Day or on a Non-School day, plans should be made ahead of time for any medications/forms to be in both places, or work with staff to be sure medications/forms go with your child.

Staff are trained on procedures for handling allergic reactions and will be in contact with parents should your child have an allergic reaction.

MEDICATIONS - Medications include sunscreen, insect repellent, creams such as hydrocortisone creams, diapering products, or prescription medicines. Staff will apply sunscreen/bug spray in the afternoons using gloves and will wear new gloves for each child. We encourage caregivers to administer medications to their children before or after programming. If a prescription medication needs to be given/potentially given during Extended Day / Non-School Day, a medication form must be on file in that classroom. This includes life saving medications such as Benadryl or Epi-pen to use in case of an allergy. We can administer only medications that are in the original prescription bottle, with instructions for use on the bottle/box. The product must be labeled with your child's first and last name. A [medication authorization form](#) must be completed and signed by the parents and the doctor before medication can be administered. Medications will be administered according to manufacturer instructions and information on the prescription label unless otherwise directed by a health care professional. Please be sure that medications are not expired.

SPECIAL NEEDS -Our Hopkins Preschool programs value children with special needs as an integral part of our diverse community. Extended Day and Non-School Day care encourages the enrollment of children on IEPs and strives to support their success in our program. Our goal for all children is to have independent, meaningful participation.

If your child receives services through our ECSE Department, please contact Kathy Willett, Preschool Supervisor, at 952-988-5004 or Kathy.Willett@HopkinsSchools.org so that we might set up a plan to best serve your child's needs.

Hopkins Preschool includes both half-day preschool and childcare (Extended Day) programming. These are separate contracts with unique programming. Accommodations for a child's Individual Education Plan (IEP) occur during the half-day preschool programming. Our Extended Day child care program is not part of a child's IEP. Extended Day childcare staff will work with family and ECSE staff to create supports separate from the IEP. These Extended Day supports will need to be sustainable within the parameters of our childcare program. We evaluate our Preschool programs on an on-going basis to determine ability to meet each child's needs. Preschoolers in Extended Day programming need to be able to successfully participate in our programs within the adult -to-child ratio maximum of 1:10. We realize our program may not be the right experience for everyone.

ILLNESS/INJURY - We make every effort to maintain a safe environment for all children. Staff are certified in CPR, First Aid, and general emergencies (i.e. fire, tornado). If a child has a minor injury, first aid will be administered, and a family member will be informed.

During typical school hours, our school nurse will attend to students who have injuries or become ill. If there is a serious illness or injury, the school nurse may call 911.

If a serious accident occurs outside of school hours, the staff will contact a family member or emergency / authorized adult immediately so that the child may be transported to receive necessary medical treatment. It is expected that if you cannot come and get your child immediately, you will find someone who can.

In an emergency, when immediate attention is needed, the staff will call 911, and then immediately contact a family member. After 911 has been called, it is up to the paramedics to decide on the appropriate action. If the child needs emergency treatment, it will be at the nearest available medical facility. The family will be responsible for all medical charges.

OUTDOOR PLAY - All children will go outside to play as often as the weather permits. Children will typically go outside each class day, unless the windchill is below 0. When the temperature is below 20 degrees, staff will limit outside time. Programming is modified when there is extreme heat and/or air quality warnings in effect.

CLOTHING - Children's activities are often messy. Dress your child in comfortable clothing and shoes that offer protection with a closed toe. Please provide a full extra set of clothing in your child's backpack/cubby in case of an accident or spill. PLEASE LABEL ALL PERSONAL BELONGINGS.

PARENT INVOLVEMENT - Research shows that children whose parents become involved with school are more successful in the school environment. You are welcome in the classroom during Extended Day or Non School Days at any time!

EXTENDED DAY / NON-SCHOOL DAY STAFF - Non-School Day staff may be different from the staff during the typical school day. We will provide introductory information about our Non-School Day staff before the first Non-School day. Our preschool program will maintain a ratio of 10 children to 1 adult at all times of the day including Extended Day and Non-School Days. If you have any questions or concerns at any time during the school year, please feel free to connect with Kathy Willett, Preschool Supervisor.

PROX CARDS

Each family will receive 2 prox cards to gain entrance to your child's building for Extended Day / Non-School Day programming. Cards will provide you access during scheduled hours for Extended Day / Non-School Days. You may request a third card for a fee of \$5 by filling out [this form](#) and getting it to your teacher. At the end of your contract, we will be collecting these cards from you, so please do not write on or damage the cards. If you lose a card or do not return the card to us, it will cost \$75 to replace it. This fee will be added to your bill through the Eleyo system and must be paid immediately. If not paid, this will affect any future contracts, including Kids and Company.

CLASSROOM MANAGEMENT GOALS - Our staff is dedicated to establishing a safe and comfortable environment for your child. Classroom expectations will be clear, reminders will be given as necessary, and staff will assist children in problem-solving situations or redirect children to more appropriate behavior. If issues continue, staff will follow through with fair and logical consequences. Family partnership encouraging appropriate classroom behavior is essential in our programs.

BEHAVIOR GUIDELINES - Our staff is committed to maintaining a safe, comfortable experience for your child. We model positive behavior by respecting ourselves, others, and property and by behaving in a safe and orderly manner. Our Preschool staff establish and maintain a behavior guidance system that is part of a supportive learning environment which reinforces these positive behaviors. The following methods will be used to accomplish this:

- Staff will act as positive role models.
- Both the group as a whole and the needs of the student as an individual will be taken into consideration.

- Classroom expectations will be appropriate for the children's age and stage of development. They will be fair, carefully explained to the children, and consistently enforced.
- Rationale for behavior guidelines will be explained and related to the child's well-being, and to the safety of all.
- Consequences will be logical, such as redirecting children to other activities, teaching problem solving, or limiting choices.

Hopkins Preschool / Extended Day Guidance and Family Expectations

Below are the steps taken if a student is displaying inappropriate behaviors in the program.

1. Staff will talk with the child about the behavior, including redirection, problem-solving and teaching age appropriate social -emotional skills.
2. Staff will connect with the parent/guardian to discuss strategies for helping the student be successful. We value parent input as part of the behavior guidelines process, but need to ensure accommodations work within the parameters of our programs.
3. Staff will consult with other school personnel including our Student Assistance Team (SAT) to better understand the specific situation, and collaborate with support staff (such as social worker, parent educators, coaches) and family to create a plan for student success. Staff and / or family may determine that the child is removed from the program for a period of time as this plan is being developed.
4. Staff coaching will be implemented by the SAT Team to ensure staff are supported in executing this plan.
5. As the plan is being implemented, we will document behavior and maintain communication with family and administrative staff to track progress.
6. If the student behavior continues, the child is unable to abide by the expectations of the classroom, and interventions fail to remedy the inappropriate behavior, the student may be disenrolled from the program. Disenrollment may also occur if the student or family member's conduct jeopardizes the safety of the children and/or staff.

Examples of unacceptable behavior, which will generate a need to consult with family and move through the Behavior Guidance process:

- Physical aggression
- Destruction of property
- Unsafe activities (leaving the school grounds or classroom without permission, tantrums which endanger others)
- Behaviors that disrupt activities and / or other program participants

TOILETING - We do not expect your child to be completely toilet trained. Classroom staff will assist in bathroom routines as needed. Staff can offer resources for extra assistance in toilet learning. It is often helpful to make a stop in the bathroom before programming begins. Extra clothes or pull-ups/wipes should be sent with your child to school and restocked as needed.

TRANSFER OF RESPONSIBILITY – Pick up and drop off of your child requires an in-person transfer. This means that the staff member and caregiver must interact at drop off and pick up, so that the child is always in the care of an adult. Caregivers must sign in/out the child on the classroom iPad daily. This is our attendance system and it is important for our records to be accurate. Parents/guardians are the only ones to use the iPads to sign in and out. Teachers will be responsible for signing your child in as they transfer from preschool to extended day programming.

AUTHORIZED PICKUPS - Staff will release children only to the authorized persons you listed as you registered for the program. **Your account information in the Eleyo registration system must be up to date and accurate. This includes legal name, address and authorized pickups/emergency contacts.**

Authorized pick up names will appear on the iPads when the child is signed in / out so there is no confusion. If staff are not familiar with the pickup person, they will ask for a photo ID. If you need to update the individuals you have for authorized pickup, please update in your Eleyo account with the contact's information or call the preschool office at 952-988-5000 to update the information.

LATE PICK-UPS - It is important for your child's sense of security to pick up at the time you are contracted for pick up. If an emergency arises, it is your responsibility to find an alternative ride for your child and notify us of the authorized pick-up. **Hopkins Preschool has a late fee of \$1.00 per minute that will be assessed for each minute after your contracted end time.** This charge is required to be paid within 48 hours; we may pause your child's enrollment if the fee is not paid within this time frame.

Families must have an emergency pick-up plan. We understand that conditions are sometimes beyond one's control (weather, traffic, etc.), but if these conditions arise, you should put your emergency pick-up plan into effect and notify Preschool staff as soon as possible. Staff need to know who will pick up your child.

If your child has not been picked up an hour after your contracted pick up time or by our closing time, and we have not been able to reach you or an authorized pick up person, we may notify local police. Repeated late pick-up will require a parent conference, and late fees will remain on your Community Education Programs balance until paid.

HEALTH - Remember that children play in close contact with each other and germs are easily passed between them. If your child isn't feeling well, please keep them home. If your child is displaying any of the following symptoms, they need to stay home:

- undiagnosed rash
- severe cold or sore throat
- unexplained lethargy
- cough
- inflamed or mattering eyes
- vomiting/diarrhea (Your child can come back to school **24 hours after the last episode**)
- fever of 100 degrees or above (Your child can come back to school when they are **completely fever-free for 24 hours, without medication**)

Caregivers are responsible for notifying staff if their child has come down with a communicable infection such as covid, strep throat or other childhood illnesses. As staff are notified of the possibility of the exposure to an infectious disease, teachers will post a notice outside the classroom door and/or send home fact sheets regarding what caregivers should be alert to watch for.

Our classroom routine includes children washing their hands upon entering the classroom at the start of the day and at regular intervals in the schedule. This small step helps to keep all children healthier.

COVID protocols will follow district policies and updated CDC / MDH guidance. Please review our [Mitigation Measures](#), updated in February of 2025.

ABSENCES -

Extended Day: Please notify us if your child will be absent by contacting the preschool teacher directly. Teachers will communicate with all extended day staff about absences.

Non-School Day: Please notify our front office staff (952-988-5000) if your child will be absent.

There is no credit given for absences, (voluntary or involuntary), illness or vacations.

BILLING -

Extended Day: Fees are due by the 1st day of the month and are billed on or around the 15th of the prior month. A \$15 late fee will be assessed if tuition is received after the 10th of the month.

Non School Days: Will be invoiced monthly, based on contracted days. Late registration is based on program availability, and you will be charged at an increased rate of \$56/day. Late registration is any registration that is submitted after the 15th of the month prior to the Non-School Day.

We prefer that you set up automatic charges through the [Eleyo registration system](#). Please review this Eleyo site for current program fees. You may pay your bill online within the Eleyo system. If you need assistance with billing questions, please call 952-988-5000 between the hours of 8:00am and 3:30pm, Monday-Friday.

CANCELLATIONS - All Non-School Day cancellations will be assessed a \$20 cancellation fee. Written notification must be received at the main office (Preschool@HopkinsSchools.org) at least 14 days prior to the non school day or you will be charged the full rate for that day. Swapping of days is not permitted, so please register only for the dates you need.

WITHDRAWAL - Written notice of **Extended-Day withdrawal** must be received in our main office before 5pm on July 15 for the new school year. Once school has begun, we require notice 30 days in advance. The family is responsible for one month's tuition and any Non-School day contracts if given less than a 30 day notice.

When withdrawing from Preschool, all Extended-Day and Non-School Day contracts will also be canceled. Please email Preschool@HopkinsSchools.org with your withdrawal notice.

TUITION ASSISTANCE - Extended-Day and Non-School Day care are funded mainly through parent fees. Limited tuition assistance is available through Hennepin County / ThinkSmall. Families may find tuition assistance information by accessing www.thinksmall.org. ResourceWest is another local resource providing limited assistance for child care, 952-988-3860. Email our Harley front office staff at Preschool@HopkinsSchools.org or call 952-988-5000 with questions.

NON-PAYMENT - If full payment has not been received by the end of the month, you risk losing your child's spot in Extended Day or future Non-School days. If your family is having difficulty paying tuition, please call 952-988-5000 to discuss your options.

Your account must be in good standing with all Hopkins Community Education programs (including Kids & Company) in order to register for a current or upcoming summer or school year program. Your future contract requests will be placed on hold until payment has been received in full.

SUSPECTED CHILD ABUSE - Employees having reasonable cause to suspect abuse or neglect legally must report this information to Hennepin County Child Protection.

SCHOOL CLOSING -

Extended Day:

- When the school district declares an e-learning day due to inclement weather or an emergency situation, all Hopkins Preschool classes will also move to e-learning. **Extended Day will be canceled.**
- If schools begin two hours late, our 4 hour morning classes will remain in session (delayed by 2 hours) and Extended Day programming will run as usual.
- Early Release (schools closing early) will result in a request for Hopkins Preschool students to be picked up at the earlier time, including students in Extended Day.

Hopkins Preschool / Extended-Day programs will be closed when Hopkins School District is closed because of the weather or other emergency situations. This will be announced on local TV/radio stations and posted on the district website at www.HopkinsSchools.org. An automated phone/email system should alert families of any changes in programming, although we encourage families to seek out additional sources of information if conditions seem to warrant a possible closure. **Refunds will not be granted due to unexpected school closings or late starts.**

Non-School Days:

Non-School Day programs may close because of the weather or other emergency situations. This will be posted on the district website at www.HopkinsSchools.org. An automated phone/email system should alert families of any changes in programming, although we encourage families to seek out additional sources of information if conditions seem to warrant a possible closure. **Refunds will not be granted due to unexpected school closings or late starts.**

PET/ANIMAL POLICY - Staff will notify families if a pet/animal will be visiting the classroom on a given day.