

ISD 279-Osseo Area Schools

Be Four

2011-2012

Parent Handbook

Cedar Island Elementary School

(763) 315-7685

Elm Creek Elementary School

(763) 315-7699

Fair Oaks Elementary School

(763) 533-2246

Willow Lane Early Childhood Center

(763) 585-7313

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: **Mission Statement:**

: **ISD 279-Osseo Area Schools' Early Childhood Programming supports the**
: **District's Mission -- to inspire and prepare all students with the confidence,**
: **courage and competence to achieve their dreams; contribute to community;**
: **and engage in a lifetime of learning -- by providing a solid foundation that**
: **educates, encourages, supports, and strengthens families.**
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2011-12 CALENDAR

September

6-9 Parent-Teacher Goal Setting Conferences

12 Classes begin

12-15 Parent-Teacher Goal Setting Conferences

October

14 No classes

20-21 No classes

November

24-25 No classes--Thanksgiving Holiday

December

2 No classes

23-30 No classes--Winter Break

January

2 No classes--Winter Break

16 No classes--Martin Luther King Jr. Day

27 No classes

February

17 No classes

20 No classes--President's Day

21-24 No classes--Parent-Teacher Conferences

March

9 No classes

26-30 No classes--Spring Break

April

6 No classes

27 No classes

May

28 No classes--Memorial Day

June

??? End of Year Celebration--date determined by teacher

7 Last day of classes

IMPORTANT PHONE NUMBERS

BE FOUR OFFICE: 763-391-8764

EMERGENCY--Police-Fire-Medical: 9-1-1

POISON CONTROL: 1-800-764-7661

Advisory Council Meetings

6:30-8:00 pm

The Early Childhood Programs are based on the idea that parental involvement is vital to the education and development of our children. Advisory Council is an active group of parents choosing to be involved in the operation, decision making, and programming of Early Childhood in ISD 279-Osseo Area Schools.

September 19	Willow Lane
October 10	Willow Lane
November 14	Willow Lane
December 12	Willow Lane
January 9	Arbor View
February 13	Arbor View
March 12	Arbor View
April 9	Arbor View
May 14	Arbor View

PARENT RESPONSIBILITIES

Parent and children must follow the *Be Four* rules, policies and procedures. Failure to follow these guidelines may result in your child being dropped from the class.

Complete all Enrollment Information:

- Current Immunization Record
- Student Proof of Age
- Parent Family Income Form and Proof of Income
- Participant Questionnaire
- Current Emergency Information
- Student Photo/Video Release
- Early Childhood Developmental Screening
- Behavior Guidance & Discipline Policy
- Family-School Partnership Agreement

Follow parent transport to class policies

- Be on time to drop off and pick up your child.

Bus transportation policies:

- Have your child ready for pick up and be ready to meet your child for drop off.

Call the teacher if your child will be absent.

Support your child's positive behaviors.

Show respect to teachers, assistants, other adults, and children.

Participate in Parent Involvement Activities.

Pay tuition and bus fees on time.

EMERGENCY INFORMATION

Emergency information must always be current. Inform the teacher, or *Be Four* office, of any changes in the following information:

- Your home address
- Your home, work, or cell phone number
- Your child care provider
- Your child's doctor, clinic, or hospital
- Your emergency contact information

If you have an emergency while your child is at school so that you will not be able to meet your child after class from the bus or from the classroom:

- Call the teacher or
- Call the *Be Four* office at 763-391-8764.

If you are not available to receive your child after class and have not called in, you will receive a call from the office. Failure to meet your child may result in your child being dropped from the bus or from the class.

HEALTH AND SAFETY GUIDELINES

ILLNESS POLICIES

Children may not attend class if they are ill or exhibit symptoms of an oncoming illness. This includes:

- A temperature of 99 degrees orally (100 degrees rectally) in the last 24 hours.
- An undiagnosed rash; check with your child's physician before coming to school.
- Contagious stage of any communicable disease (check with your physician concerning infectious duration).
- Diarrhea.
- A sore throat.
- Red eyes or discharge from the eyes.
- Vomiting within 24 hours prior to school.
- Harsh or continuous cough.
- An ear ache.
- Yellow or green discharge from the nose.

If your child becomes ill in school or shows symptoms of illness, you will be notified and may be asked to take your child home. Please notify the teacher if your child will be absent from class. If your child contracts a communicable disease and has potentially exposed other children at the site, please call your child's teacher.

At the Enrollment Center, located at 7051 Brooklyn Blvd. in Brooklyn Center, a nurse is available to give immunizations, hearing and vision screening, and to assist in accessing health care for those who qualify. For information call: 763-585-7350.

Dental services are available at Town Hall Head Start, 85th and Zane. Services are open to all children. Call 612-359-1544 to make an appointment.

BUS TRANSPORTATION

Bus transportation is available "on a needs basis." Transportation has been arranged through the ISD 279-Osseo Area Schools transportation department. Expect delays the first couple of days as drivers get to know the children and the routes. Your child should be ready at the door at least ten minutes before the bus is to arrive. You, or a designated adult, must be at the bus stop to meet your child at the end of the school day. If there is not someone at the bus stop to meet your child, he will be returned back to the school for the morning classes or Arbor View Early Childhood Center @ 9401 Fernbrook Lane N., Maple Grove for afternoon classes. If your authorized Emergency Contact cannot be contacted to come and pick up your child the police will be notified.

Please help your child remember the bus safety rules:

- Follow the directions of the driver
- Stay in your seat
- Buckle up in your seat belt
- Talk quietly
- Keep all parts of your body in the bus
- Keep your arms, legs and belongings to yourself
- No eating or drinking

PARENT TRANSPORT TO CLASS

If you transport your child to class, you must follow these guidelines for your child's safety.

- You agree to bring your child to class on time, within five minutes (call if late).
- You must pick up your child from class on time, within five minutes (call if late).
- You will need to attend a parent meeting if you fail to pick up your child on time.
- If you, or your authorized emergency contacts, are not available to pick up your child after class, the teacher will contact the *Be Four* office. The police will be contacted if we cannot reach anyone on the emergency card.
- Failure to meet these guidelines may result in your child being dropped from the program.

RELEASE OF CHILDREN

Children will only be released to authorized people. For your child's protection, you must list two or more family members, neighbors or others, age 16 or older, to whom your child may be released. Emergency contact information must be current. They must have working telephone numbers.

ATTENDANCE AND ABSENCES

Children should attend classes on all scheduled days. Regular attendance is expected because it allows your child to get the most out of the class. Call the teacher every time your child will be absent from class. Explain the reason for the absence. State when your child will return. *Be Four* staff will contact any parent whose child has been absent three days.

FEES

Fees are charged on a sliding fee schedule based on family size and family income. Tuition payments are divided into three equal payments and are due on the following dates:

1st payment by September 12, 2011

2nd payment by January 31, 2012

3rd payment by April 30, 2012

Transportation: Total transportation fee is charged on a sliding scale. A \$300 deposit is required with application. Payment arrangements can be made. Total transportation fees are charged on a sliding scale.

If the *Be Four* installment deadline cannot be met, please contact the Coordinator at 763-391-8765. There is a \$10 late fee if payments are received in the *Be Four* office five or more days after they are due. Overdue payments could result in your child being dropped from the program.

PARENT INVOLVEMENT ACTIVITIES

Parents are required to become involved in their children's learning and development at home and in the *Be Four* class. We value your involvement.

- Participate with your child at Early Childhood Screening. Physical well-being promotes learning.
- Visit the classroom-stay for twenty minutes.
- Volunteer in your child's *Be Four* classroom.
- Help teachers prepare materials for the classroom activities.
- Share items from you family or culture with the class. Help children feel comfortable with other languages and cultures.
- Attend fall and spring *Be Four* Parent-Teacher conferences.
- Attend *Be Four* family events. Children learn that you value education and they will do better in school when you are involved.
- Read to your child at home and talk about the pictures in books.
- Attend the evening Parent Education classes that are offered.
- Join the Advisory Council. Call the *Be Four* office at 763-391-8764 for more information.
- Provide opportunities for your child to play with other children. Model respect for diversity. Having good social skills helps children interact well with other children in school.
- BE INVOLVED!

CLOTHING

Please dress your child in comfortable, washable play clothes. Children must wear shoes--tennis shoes enable children to jump and climb with greater ease and safety. Please try to remember shoes during the winter months.

SNACKS

Healthy snacks are an important element in our children's program. Snack time encourages self-help skills, conversation with others, as well as exposure to the senses of taste, smell, texture, and color. Parents are asked to donate snacks the first week of classes. All snacks must be commercially bought and in the original wrapper. We do our best to maintain a "peanut-safe" environment. Please provide a snack that has no peanut product listed on the label. If your child has a food allergy, you will be asked to supply an alternative snack for your child. Allergy information for teachers should be noted on the registration form.

BIRTHDAYS

If you want your child's birthday celebrated during class, please notify the teachers ahead of time. Class celebrations usually occur at the end of class. We will sing "Happy Birthday" at this time. Birthday "treats" should follow the same guideline as snacks. Please do not send cupcakes, cake, or ice cream.

CLASSROOM BEHAVIOR

The safety of all children in the classroom is a priority. Harming oneself, other children, the teacher, or items in the classroom is not acceptable behavior. Interfering with the learning of other children is not acceptable behavior. Children must follow classroom rules. Unsafe behavior in the school building and outside the school building is not acceptable behavior. Attending class is a privilege. Parents must sign the Behavior Guidance and Discipline Policy. It is the parents' responsibility to know and help their children follow *Be Four* behavior policies and procedures. Parent-Teacher conferences will be scheduled to address children's behavior issues.

SCHOOL CLOSING

Be Four is an ISD 279-Osseo Area Schools Community Education program. We will be closed when ISD 279 schools close because of inclement weather. The decision will usually be made by 5:30 a.m. If a storm occurs or worsens during the school day, the same procedure will be followed and a decision to close will be made by 11:00 a.m. If a tornado warning or severe weather is imminent, buses will not be loaded and students will not be dismissed. When severe weather strikes, watch or listen to any of the listed media sources because cancellations will be announced there. You may also call the *Be Four* office, 763-391-8764, between 8:00-4:00 for information on cancellations. When possible, teachers will call class members to alert them of class cancellation. The following media sources are used to announce school closings:

WCCO 830 AM KARE-TV Channel 11 KSTP Channel 5 NWCT - Cable 12 District website: www.district279.org

Classes that are cancelled due to inclement weather or extenuating circumstances will not be made up.

CHILD PROGRESS REPORTING

The *Be Four* teachers use the Work Sampling System of reporting children's progress over time. At the fall and spring conferences, parents and teachers will share information about the child's learning, development, and behavior. At the end of the year, parents will be given a summary report. A copy of the summary report will be sent on to the child's kindergarten teacher.

TENNESSEN NOTICE

The information requested in the program enrollment packet and medical authorization card is useful and important for us to be able to serve your child. Your child's name, address, date of birth, school of attendance, and dates of attendance are directory information. Third party release is permitted unless you submit a written denial of release. All other data on the form is private and will be used to identify the children's records, provide required data for state reports and enable preschool (ECFE, School Readiness, More For 3s and 4s) staff to coordinate and communicate with other district staff, including Early Childhood Special Education, and K-6 teachers and administrators, who have a legitimate interest (need to know) for our program to best serve the needs of your child and for preschool staff to communicate with parents (District Policy #515-Protection and Privacy of Education Records). You are not legally required to provide any of the requested private information; however, failure to do so may prevent preschool staff from meeting the needs of your child in our programs.

CRIMINAL HISTORY BACKGROUND CHECKS

ISD 279-Osseo Area Schools is committed to maintaining a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to a school, regardless of whether any compensation is paid. The school district may also decide to seek a criminal history background check on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee.

MANDATED REPORTING OF MALTREATMENT OF MINORS

It is the policy of the State of Minnesota and ISD 279-Osseo Area Schools to require the reporting of neglect, and physical or sexual abuse of children in the home, school, or community setting. Children, under six years of age, may not be left left alone. Any employee who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, police department, or the county sheriff.

Any person acting in good faith and exercising due care in reporting neglect, or physical or sexual abuse has immunity from any liability, civil, or criminal. Any school or the employee of any school who permits access by a local welfare agency and assists in good faith in an investigation has immunity from any liability, civil, or criminal.

PARENTAL CUSTODY ISSUES

In cases where parents are separated or divorced and one parent has legal custody, the Arbor View office must have legal proof in the form of a copy of the court order that spells out both custody and visitation rights. Appropriate legal documentation must be on file to ensure compliance with any limiting order. It is the responsibility of the custodial parent to provide the school with court documents.

Parent Responsibility:

1. Bring a copy of the *signed and stamped court order* to the Arbor View office.
2. Provide the office with any revisions/updates in the court order that affect custody or visitation rights.

Be Four Responsibility:

1. Staff will meet with the non-custodial parent, at their request, to discuss the child's development.
2. If requested by the non-custodial parent, the staff will keep the parent informed of major events through mailings.
3. In the event a non-custodial parent requests to attend parent-teacher conferences, it is district preference to have both parents attend the same conference as to avoid misinterpretation of messages.

COMMONLY ASKED QUESTIONS

Why is parent involvement so important?

We believe that parent involvement is the key to a successful preschool experience for young children. Studies have shown that parents' involvement in their children's education dramatically increases academic performance. It is required.

What kind of training do the teachers and paraprofessionals have?

All children's teachers are licensed and certified by the Minnesota Department of Education. Continuing education and staff in-service training are provided throughout the school year for all staff.

Can my child bring treats to celebrate his birthday?

Yes, all treats must be store bought and in the original wrapper. Healthy treats are encouraged.

My child has a runny nose-can he still come to class?

It depends. If the discharge from the nose is green or yellow in color, an infection is indicated and your child should stay home to avoid infecting others.

What supplies does my child need?

Your child's teacher will send home a list of supplies.

Will my child go on field trips?

You will be notified of any field trips. Parent permission must be given before a child may participate.

Do I need to call the teacher if my child won't be in class or late for drop off or pick up?

Yes, please call your child's teacher. Phone numbers are listed in the handbook.

How will I know if school is cancelled because of bad weather?

Refer to the "School Closing" section of this handbook. These classes will not be re-scheduled.

Why is it so important for me to be on time to meet my child?

Children worry. We do not have staff that can watch your child after school hours. Teachers are not required to remain with children after class hours and children may be placed in the care of a stranger to them. Police are notified should an emergency contact not be available. This is scary for a young child.

Can my child return to the program for a second year?

Based on teacher recommendation, children may be accepted for a second year in the program.

How do I make a change in the bus transportation?

Call the *Be Four* office. If changes in transportation are possible, it will take at least a week.

What do I do if the bus is late in picking up my child?

Call the *Be Four* office. The pick-up time is an approximation. Parents must have their child waiting ten minutes before the pick-up time. The bus is considered on time if it arrives ten minutes before or after the approximate pick up time. Bus routes change during the year as children drop and other children are enrolled.

What happens if my child has problems on the bus?

Parents will be contacted and a conference will be scheduled with the bus driver and Coordinator.

Can I ride the bus with my child if I am going to volunteer in the classroom?

Parents may ride the bus with prior permission. Call your child's teacher to make arrangements.

Who do I call if I have comments or concerns?

Call your child's teacher if you have concerns or comments about the class. If you need further assistance, please call the Coordinator, Sally Nault-Maurer, at 763-391-8765.