EC&FE
EARLY CHILDHOOD & FAMILY EDUCATION

FAMILY HANDBOOK
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Welcome!

We are so glad you’ve chosen ISD 279 Osseo Area Schools for your child’s early learning. We offer a variety of programs, each designed to give both you and your child an enriching and educational experience. Our work is to provide experiences and teach skills that will prepare your child for the next step in learning—whether that’s a toddler class or kindergarten. Our curriculum and assessment practices are age appropriate and based on the Early Childhood Indicators of Progress developed by the State of Minnesota. We have high expectations for learning along with a caring, nurturing staff.

We invite you to visit and participate in our programs at any time. We strive to be welcomed as a partner by you—your child’s first and primary teacher. Research continues to show the more parents/guardians are involved in their child’s learning, the better the outcomes for your child.

Hours of Operation

The EC&FE program offices (Arbor View and Willow Lane) are open from 8:00 AM – 4:00 PM, mid-August through mid-June. The office is closed on all major holidays and days the district is closed as referenced on the school year calendar. The office will remain open on days marked for Licensed Staff Workshop days.

District Mission

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.

Program Contact Information:

Early Childhood & Family Education Program Offices:
Arbor View (ARB): 763-391-8777
Willow Lane (WL): 763-585-7330

Website: www.osseoec.org
“Like us” on Facebook: facebook.com/osseoEC
Online registration and account: osseo.thatscommunityed.com
PROGRAM TYPES

EARLY CHILDHOOD FAMILY EDUCATION (ECFE)
Parents and children (ages birth up to kindergarten) attend together. Program goals include school readiness skills and parenting skills to promote confident parenting and strong families. Program options include classes for various ages of children, Parent-Child Play Time, Family Literacy, Home Visits, Saturday Specials, etc. Classes include parent-child time, child group time, and parent group time. Brochures with program options and registration information are available throughout the year. To get on the mailing list, contact our office at 763-391-8777. For more detailed information about this program see pages 10-13.

EARLY CHILDHOOD DEVELOPMENTAL SCREENING
Screen at 3! Screening is a quick look at a child’s development to identify any areas that may need additional support prior to starting kindergarten. Screening is a requirement to registering for any public school kindergarten in the state of MN. For more detailed information about this program see page 14.

PRESCHOOL FOR THREES & PREK FOR FOURS
Traditional drop-off preschool program with school readiness goals. Classes are 2.5 hours in length; locations and number of days classes meet per week vary. Tuition is determined by a sliding fee scale based on household income and size. For more detailed information about this program see page 15.

PARENT CONNECTION
A BLEND OF ECFE AND PRESCHOOL/PREK PROGRAMS. Parents attend one day per week with their child for parent-child and parent discussion time. Children attend the other day(s) without parent. Options for reduced tuition are increased because of state funding. For more detailed information about this program see pages 15-16.
In general, the ECFE programs will follow the district calendar and will be closed for the same breaks, holidays, and licensed staff workshop days. The EC&FE office will also be closed on these days and from mid-June to the beginning of August.

Preschool/PreK classes begin with a parent-child orientation the first week of September and typically end the first week of June. These programs will also have added conference release days and mark reporting days off.

ECFE and Parent Connection classes begin the second week of September and end the third week in May. ECFE classes are typically held on mark reporting days and conference release days.

Specific program calendars are available from your child’s teacher. Calendars are also available under each program’s page of the ISD 279 website: http://www.district279.org/schools/early-childhood

Communication is key to fully support your family in the program. We value your opinion. There are many ways to share your perspective:

- Share your concerns or comments with a member of your classroom teaching team.
- Leave comments or suggestions in the suggestion boxes located at Arbor View and Willow Lane.
- Share feedback with an Early Childhood Program Council member.
- Complete surveys that are sent to families periodically throughout the year.
- Contact the Coordinator at 763-391-8765 with any concerns or suggestions.

Good communication is two-way. Ways you can keep up on what’s happening at school include:

- Newsletters (Preschool/PreK/Parent connection)
- Posted lesson plans and notes in the classroom
- Notes & papers sent home. Please check your child’s backpack regularly.
- ECPAC News
- ECFE Facebook Page
EARLY CHILDHOOD PARENT ADVISORY COUNCIL (ECPAC)

The Early Childhood Programs are based on the belief that parental involvement is vital to the education and development of children. The ECPAC is composed of parent volunteers who work closely with the early childhood staff to enhance programming, provide additional opportunities for families, and promote the importance of early childhood experiences.

Examples of EPAC’s influence:

Enhance Programming: Selected members act as ECPAC representatives to the Program Council. In general, ECPAC provides feedback on program changes and improvements, etc.

Additional Opportunities: Through the Scholastic Book order program, families have access to low-cost, high-quality books. This promotion of early literacy is a significant contribution to the school district. ECPAC also organizes additional events for families, including the annual Spring Social event held each year at the end of classes.

Importance of Early Childhood Experiences: ECPAC members consistently communicate with elected officials about their experiences in the program and the importance of the availability of quality programs for families to participate in.

Additional funds: ECPAC organizes several fund-raisers throughout each school year. Generated funds are used to enhance programming and purchase materials and supplies our budget is unable to cover.

ECPAC News is distributed monthly and contains ECPAC and ECFE program updates.

Members find ECPAC to be fun, rewarding, and a great way to meet other parents! It’s also a wonderful way to develop leadership skills. Advisory Council members who have significant involvement in the program are given priority registration for ECFE classes.

If you are interested in joining the Advisory Council, let your child’s teacher know, or call the Coordinator at 763-391-8765.

Monthly, evening meetings are held nine times per year from 6:30-8:00 PM. Childcare is provided. Specific meeting dates & locations are available in the ECPAC News or either program office.

PROGRAM COUNCIL

This is a program-based, decision-making group that involves parents, staff, and administration as partners in program development and direction.

Specifically, the EC&FE Program Council will enhance early learning and parent education by:

- Facilitating communication between all groups and individuals in the program.
- Framing a structure for program decision-making.

If you are interested in becoming a member of the Program Council please contact the Coordinator: 763-391-8765.

VOLUNTEER PROGRAM

Parent, youth and community involvement in various volunteer activities is welcomed and encouraged in ISD 279 schools and programs. Volunteers of all ages donate thousands of hours each year in many different areas. The volunteer program is new to the Early Childhood programs. We hope together we can build a community to support student success through meaningful volunteer work. A part-time volunteer coordinator assists in creating a comfortable and rewarding experience. If you are interested in volunteering, contact the volunteer coordinator at Arbor View, 763-391-8764.
**BEHAVIOR EXPECTATIONS**

The Osseo Area Schools Early Childhood Programs will use teaching strategies and positive behavior management strategies to help children learn appropriate behaviors for interacting with other children, for being in a school environment, and for being a member of a group of learners. If your child needs additional support to learn appropriate behavior, you will be contacted and expected to work with school staff to develop and implement a guidance plan to ensure a safe and secure classroom for all children and staff. Failure to cooperate with the recommendations may result in your child being dropped from the program.

The following are the procedures and behavior expectations parents and teachers will be teaching children in the Early Childhood & Family Education program.

**PLAYGROUND**
- Watch for others
- Move around the equipment with self-control
- Stay safe by staying in the playground area
- For safety reasons staff may limit the use of the playground during class times to just those children and families participating in the class
- The playgrounds west of the Arbor View parking lot and south of the Willow Lane building are always available for families before and after classes

**HALLWAYS**
- Walk
- Walk together with your child in the building
- While walking in a line with the class, a child’s hands and feet are to be kept to one’s self

**PARKING LOT**
- In order to assure the safety of all children and families, please teach your child(ren) to:
  - Stay with you while in the parking lot
  - Walk both to and from the building
  - Watch for cars

As an adult, please:
- Have a parking lot plan. How will you move safely as a family from your vehicle to the building and back?
- Drive slowly through the parking lot and follow the one-way directions as appropriate
- Teach your child to use the designated crosswalks. These are the safest areas to use as you approach the building. At WILLOW LANE, please do not walk in between the buses and vans.

**BATHROOM**
- Flush
- Wash hands
- Keep the space tidy for the next person

**GYM OR MOTOR ROOM**
- Watch for others
- Move with self-control
  - Take turns with equipment

**BIRTHDAYS**
If you want your child’s birthday recognized during class, please let your teacher know. If you want to bring something for your child to share, birthday “treats” should follow the same guideline as snacks. Please do not bring cupcakes, cake, or ice cream.

**CELL PHONES**
Please Note: While attending class phones should be turned off or on vibrate.
EXTENDED ABSENCES

Please notify your child’s teacher if you expect your child will be absent.

If you anticipate your child missing more than two weeks of school and you are interested in holding a place for your child in the class:
- Your tuition account must be up to date
- If you are paying full fee, you must prepay the tuition for the time your child will be absent
- If are paying a reduced tuition rate and there is a waiting list to get into the class, your child may be absent for up to two weeks. You are required to pay your tuition rate for the month to hold the spot. If your child is absent for more than two weeks, the spot will be given to the next child on the waiting list.
- If we don’t hear from you within two weeks of your anticipated return, your child will be dismissed from the program.

HOLIDAY CELEBRATIONS

Parents often wonder how we celebrate the various holidays throughout the school year. The short answer is that we do not. We have your child with us for so little time; those celebrations are best acknowledged in the home. However, holidays are an important part of culture. Therefore we do expose children to holidays--some that might be familiar and some that might be new.

Our educational goals for this approach are:
- To develop an understanding of different beliefs and celebrations
- To honor a variety of backgrounds, including family and cultural traditions
- To value diversity--it is part of what makes us special and adds richness to life
- To be exposed to new vocabulary

ILLNESS

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.
- Harsh or continuous cough.
- A sore throat.
- An ear ache.
- Red eyes or discharge from the eyes.
- Yellow or green discharge from the nose.
- Vomiting within 24 hours prior to school.

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. If your child contracts a communicable disease and has exposed other children at the site, please notify your EC&FE site.

Frequently Asked Question:

My child has a runny nose--can he still come to class?
It depends--almost all young children have frequent “drippy” noses with the increased mucous that accompanies a cold. However, when the mucous is green or yellow in color, a respiratory infection is indicated, and at that time, your child should stay home to avoid infecting others. Good rule of thumb to follow: How would I feel if my child was exposed to another child in class who attended with similar symptoms?

IMMUNIZATIONS

All children participating in school district early childhood programs are required by the state of MN to provide proof of immunizations or record of a legal exemption.
MEDICATION
Medication will be administered according to an Emergency Care Action Plan form completed and signed by your child’s physician. A signed Medication Administration Consent Form is also required. These forms must be completed and on file before your child is left in staff’s care.

PETS
Due to health and air quality concerns all indoor spaces are pet free. Pets include but are not limited to: dogs, cats, rodents, rabbits, reptiles, fish, birds, and exotic animals. With teacher approval, animals brought to school for Show & Tell should be scheduled for the fall or spring to permit outside viewing of the animals.

PHOTOGRAPHS/ VIDEOTAPING
Upon registration you will be asked to sign a photo/video release. If you do not wish to release the use of your child’s image, please refer to ISD 279 Policy and Procedure 515 located at: http://www.district279.org/who/policies.cfm

Because your children are in class for such a short period of time, we encourage you to spend the time actively engaged with your child rather than taking photographs or video images during class time. If you do want to take photographs, please ensure only your child is in the picture. If others will be included, please ask the appropriate parents for permission prior to taking the photo.

PRE-REGISTRATION
Early Childhood Parent Advisory Council members who have the required number of volunteer hours completed are allowed to pre-register for classes.

Families currently participating in the Preschool for Threes or Preschool for Threes with Parent Connection classes will be allowed to pre-register for PreK or PreK with Parent Connection classes for the following year. If any section has more interest than available slots, registrations will happen by lottery.

Pre-registration is contingent on financial accounts being up to date.

Payments made for the following year’s programs might be used to pay current year’s outstanding tuition amount.

STAFF QUALIFICATIONS
All parent educators and children’s teachers are licensed by the Minnesota Department of Education. Continuing education and staff in-service training are provided throughout the school year for all staff. The school district requires a criminal history background check on all individuals who are offered employment.

TOYS
Our classrooms have adequate toys for your child to enjoy. Please keep personal play things at home unless you have made special arrangements with your child’s teaching team. The exception to this guideline: blankets, special stuffed toys, etc. that are security items for your child. If these things will help your child feel more secure, please bring them.

TRANSPORTATION
Transportation to and from the program is your responsibility. Under no circumstances are classroom or office staff allowed to transport children.
PROTECTING THE CHILDREN

Your child’s safety and well-being are of first and foremost importance to us. The following helps ensure that your child is safe during his or her time in the program.

Report your Child’s Absence
Please contact your child’s teacher or call either program office if your child will be absent.

Arbor View: 763-391-8777
Willow Lane: 763-585-7330

Changes to Drop Off and/or Pick Up Routine
Please write a note and tell your teacher of any changes to your child’s drop off and/or pick up routine. Teachers are not able to check email during class times. Without your written approval, your child will only be released to someone you’ve authorized on your initial registration papers. If the adult is unfamiliar to the staff, a photo ID is required to match the information the parent has provided on the emergency card. It is the parent’s responsibility to keep the emergency card updated.

Court orders restricting student pick up must be filed with the EC&FE secretary and if applicable, the elementary building secretary, and also must be documented on the emergency card.

Custody of Children
Children will be released to either parent unless we have a copy of a court order prohibiting one of the parents from having custody of the child. We will do our best to ensure communication with all parents.

Emergency Health Issue or Injury
In the event of an emergency health related issue or injury involving your child our program procedure will be to phone 911 for emergency assistance, and then parent/guardian. 911 Emergency responders will come to the school site to provide observation and medical assistance and transportation to a local hospital if injuries are serious or life threatening. Your child’s teacher or a designated staff member will accompany your child at all times until you are able to be with them.

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.

Boots are hot! Remember shoes during the winter months.

Bring extra clothes/diapers if your child is toilet training. In case of an accident, you will be asked to change your child’s clothing. If your child is in a drop-off class, the teaching team will do their best to help your child.
**ADA (AMERICANS WITH DISABILITIES ACT)**

Community Education programs are required to reasonable accommodate all ISD 279 children if space is available.

There are times when it is not reasonable for Community Education programs to accommodate the needs of a family.

EC&FE programs are not able to provide one to one care on a continuous basis for a student.

**CHILD ABUSE & NEGLECT**

It is the policy of the State of Minnesota and ISD 279 to require the reporting of neglect, and physical or sexual abuse of children in the home, school, or community setting. 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.

**TENNESSEN WARNING**

The information requested on the ECFE Registration Form 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 program 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.

**EMERGENCY INFORMATION SCHOOL CLOSING**

You will not be notified if classes/school is canceled. It is your responsibility to check for school closure information.

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 canceled due to inclement weather or extenuating circumstances will not be made up nor will tuition be refunded.

**Early Dismissal Due to Weather or Building Emergencies**

If the school district closes early, all programs will close at the same time.

It is your responsibility to have plans for pick up in the event of early dismissal.

**Late Start**

If school starts two hours late, morning classes are canceled.

**SAFETY DRILLS**

Safety drills are regularly scheduled and held to give staff, students, and parents when applicable, experience with the various scenarios. Drills will include: evacuation, lockdown, reverse evacuation, shelter in place, and severe weather.
ALL ABOUT ECFE

Each ECFE class follows this general format:

- **Parent-Child interaction time:** Since you are your child's first and most important teacher, think of this as a time when you get to use the classroom to enjoy your child and encourage his or her growth. You will get to watch your child interact with other children and adults and you’ll have the opportunity to get to know other families from the community and watch how they interact with their children. All activities are designed for learning and allow you to relax and have fun together.

- **Parent Education time:** We all love our children, but sometimes it’s really nice to sit with other adults and have a cup of coffee or tea while our children play safely nearby. This is your chance to share and learn helpful ideas and alternative approaches to common parenting challenges. Oftentimes life-long friendships are created from parent groups. Licensed parent educators facilitate discussions and offer education on your most important and longest job—being a parent! Parent education is based on information learned through research on child development, discipline, nutrition, etc. As a parent you will also learn practical strategies to promote the healthy development of your children. Differences of opinion are normal and disagreement in the group can be used as a stimulus to deepen understanding of ourselves and others. Remember, there are many good ways to be a parent.

- **Early Childhood Education time:** This is your child’s opportunity to play and continue the learning with his or her peers and a licensed early childhood educator who will be assisted by one or more highly trained ESP (Educational Support Professional). Since young children learn by playing and interacting with the people and objects around them, special attention is paid to the activities, toys, and room arrangement in the early childhood classrooms. Goals for your child include:

  **School readiness skills:** promoting social, emotional, cognitive, intellectual, physical, and language and early literacy skills

  **Play skills:** taking turns, being respectful, waiting, sharing materials, having fun with other children, and enhancing social skills through play

  **Comfort in school setting:** being able to separate and ask for help, developing a sense of trust with other adults

  Early childhood education is held concurrently with center-based parent education sessions and offered for mixed-age groups or for children of specific ages.

  If you would like to watch a short video on the different components of an ECFE class please go to www.osseoecc.org.

**Infant-Toddler Classes**

In infant and non-separating toddler classes, parents will stay in the same room as the children and gather together in one area of the room for discussion while the infants are cared for by the teacher and the ESP(s). Many of the babies end up in their parents’ arms for feeding or cuddling.
In “separating” toddler classes, the separation process will take place gradually. This gradual pace will vary based on the needs and desires of each class.

**Separation**

Children experience separation anxiety when they feel cut off from those to whom they are strongly attached, especially their parent/guardian. The individual child’s reaction to separation varies considerably. There are children who see separating as inviting and others who are very upset by the thought of being away from their adult. The EC&FE staff is here to provide a safe, caring environment for both parent and child to practice the separating process.

Here are some helpful hints for making separation work for both you and your child:

**Talk, but don’t over talk, to your child about going to school.** By preparing him ahead of time, the adjustment will be easier. Describe what he will be doing in “his” classroom while you are nearby in “yours”.

**Visit school often—play on the playground after hours or on the weekend, attend a parent-child playtime, join one of our Saturday Specials, etc. Make this “her” school.**

**Read stories about starting and going to school.** Two excellent books that can help you talk about separation are: *The Kissing Hand* by Audrey Penn and *Owl Babies* by Martin Waddell.

**Introduce your child to each adult and several areas in the room that you think she may especially enjoy.** It is okay for your child to feel something other than “happy” about his ECFE class and separating from you. Talk with him about his feelings, giving them a label. “It is okay to feel sad when mommy/daddy leaves. You can stay and play with your teacher and I will come back right after snack.”

Many children have a special toy or blanket that they cherish. It is a wonderful idea to bring this item along to help with the transition. A little security goes a long way!

**Remember to relax! Children are very clever at sensing their parents’ anxiety.** Say a definite “good-bye” and then leave.

Our ECFE staff is concerned about making separation work for each family. Most children show initial distress and then calm right down. If a child is having a harder time with separation, the teacher will work with the parent to develop a plan that is comfortable for everyone. It may involve having the parent remain in the room for a class or two to provide visual security for the child. This extra security provides the child with a secure base on which to feel self-confident and be able to say “good-bye”.

**Snacks**

Parents are asked to donate healthy snacks. A sign-up sheet will be passed around during the first class. All snacks must be commercially bought and in the original wrapper.

We do our best to maintain a “nut-safe” environment. Please provide a snack that has no nut products listed on the label.

If your child has a food allergy, you may be asked to supply an alternative snack for your child. Allergy information for teachers should be noted on the registration form.

Snack time is a learning and skill-building time: self-help skills, conversation with others, as well as exposure to the senses of taste, smell, texture, and color.
Tuition
Fees are charged on a sliding fee schedule based on family income. Class fees vary depending on the type and duration of the class. Class fees are due at the time of registration.

Everyone is welcome at ECFE! Because of state funding for this specific program, no one is turned away because they are unable to pay the fees. Please contact the Coordinator at 763-391-8765 to make arrangements.

Frequently asked questions about ECFE classes

Why do we have to register each semester?
Space in programs is limited and often unable to meet the number of families interested in participating. We strive to offer classes that range in length to fit family’s schedules and interests, yet still provide a consistent experience to develop skills and relationships. By offering two sessions of classes, we are also providing more opportunities for families. We do however, offer a limited number of ECFE classes that run the entire school year. Each session we use an electronic, random drawing to place people in classes. Registrations are accepted until classes are filled or it’s less than 6 weeks until the end of class.

What if my child only misses the age cutoff by one day?
We do not make exceptions--children must be the correct age by the end of the first full week of classes.

Is there a discount for my second child?
Class fees are based on participation of each child. However, if siblings are attending the same ECFE class, we offer a 15% discount for the second, third, etc. child.

How many children are allowed in each class?
Class size varies. We enroll approximately 10 children in “baby” classes, 11 children in “toddler” classes, 13 children in “twos” classes, 14 children in “threes” and “multi-age”. Birth to 5 classes are enrolled by family and efforts are taken to balance the ages of children.

How will I know if I got into my class?
If you register online prior to the random drawing date, you’ll receive a notice indicating your registration has been received. After the random drawing, you will receive confirmation of which class you’ve been placed in.

What do I do when my elementary school child is home and we have class?
Arrangements must be made for your school-age children when school is not in session. Limited child care (regular sibling care fees apply) is available at Arbor View. Elementary children cannot be in the classrooms, hallways, or left in cars. Please call the EC&FE office at 763-391-8777, in advance, to check availability and register.
What if I can’t come to class one day—can my child still come with someone else on that day?
The program is funded as a parent-child program. Parent/guardian or someone who provides a significant amount of care for your child is required by state statute to attend class. Please discuss your absences with your teaching team and/or call the EC&FE office at 763-391-8777. Exceptions may be made for extenuating circumstances.

My niece is staying with us this week. She is the same age as my child. Can I bring her to class with us or can I put her in sibling care?
Typically classes are filled and additional children cannot be accommodated. It can be very disruptive to the class to add another child who doesn’t have the group experience that your child has acquired. However, each request such as the example will be handled individually. The best option, if there is space, is to have the additional child join sibling care. Prior arrangements will need to be made.

My mom/neighbor/friend is interested in ECFE. Can s/he come to class with us?
It depends on the circumstances of the class. Generally, classes are only open to those who have registered. Of course we want to include as many family members as possible, but please be sensitive to room size and the comfort of other parents in the class. If you know of a visitor in advance, please talk with your teaching team. Visiting adults may not always be able to join the parent group.

What if my child has trouble separating from me?
We are experts at transitioning children into the classroom setting! Our teachers and ESPs are very good at reassuring children and moving them into a social setting. They can also provide ideas about things you can do or bring to class (special blanket, stuffed toy, pacifier—make sure they are labeled) to help with separation.

Can my child bring his blanket or pacifier with him?
Yes! Please mark your child’s name on any item you bring in.

How will I know if my class is canceled because of inclement weather?
Please refer to the “school closing” section of this handbook. Sorry, these classes will not be re-scheduled and paid fees are not refunded.
Screening is a quick look at a child’s development to identify any areas that may need additional support prior to starting kindergarten. Screening is a requirement to registering for any public school kindergarten in the state of MN.

This free service is required prior to enrollment in kindergarten in any public school in the state of MN. Screening is also required for participation in any district Preschool/PreK/Parent Connection classes.

The purpose of screening is to take a quick peek at your child’s growth and development to identify any needs that may need support prior to starting kindergarten.

Screening includes a check of vision, hearing, and developmental progress. Parent/guardians are asked to complete a questionnaire on the child’s social and emotional development. A summary of screening is provided at the end of the appointment.

Screening takes approximately one hour to complete. Screening appointments are available mid-August through mid-June.

Appointments are necessary and can be made by calling: 763-391-8776.

Early Childhood Screening is offered, by appointment, at the following locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arbor View Early Childhood Center</td>
<td>9401 Fernbrook Lane, Maple Grove</td>
</tr>
<tr>
<td>Northwest Family Services Center Enrollment Center</td>
<td>7051 Brooklyn Boulevard, Brooklyn Center, MN 55429</td>
</tr>
<tr>
<td>Willow Lane Early Childhood Center</td>
<td>7020 Perry Avenue North, Brooklyn Center</td>
</tr>
</tbody>
</table>
ALL ABOUT PRESCHOOL FOR THREES, PREK FOR FOURS AND PARENT CONNECTION

Preschool for Threes & Prek for Fours
Traditional drop-off preschool program with school readiness goals. Classes are 2.5 hours; days per week and locations vary. Tuition is determined by a sliding fee scale based on household income and size.

Parent Connection
Parents attend one day per week with their child for parent-child and parent discussion time. Children attend the other day(s) without parent. Options for reduced tuition are increased because of state funding.

Behavior Expectations
The Osseo Area Schools Early Childhood Programs will use teaching strategies and positive behavior management strategies to help children learn appropriate behaviors for interacting with other children, for being in a school environment, and for being a member of a group of learners. If your child needs additional support to learn appropriate behavior, you will be contacted and expected to work with school staff to develop and implement a guidance plan to ensure a safe and secure classroom for all children and staff. Failure to cooperate with the recommendations may result in your child being dropped from the program.

Conferences
Anytime you have questions or concerns, please feel free to talk to your child’s teacher. It is best not to talk about your child while the child is present. Set up a time to meet, or talk on the phone, confidentially. This provides time for you and the teacher to focus on the conversation without distractions. Formal parent-teacher conferences are offered two times a year: one in the fall and one in the winter. A spring conference may be added if requested by parent or teacher.

The fall conference is designed for you to learn more about the program and your child’s teacher and for the teacher to learn more about your child and your family.

The winter conference will be a summary of your child’s learning and skill development and will include goal setting for future growth.

To ensure consistent communication, conferences will be offered per child, all parents are invited to attend the conference.

Emergency Information
Please communicate any changes to the following with your child’s teacher:
• Home address
• Phone numbers: work, home, cell
• Child care provider contact information—if applicable
• Child’s doctor, clinic, or hospital
• Emergency contacts and their contact information

Field Trips
Field trips will be periodically scheduled—some are parent-transport, some may be in-house. If pre-payment is required for a field trip, reimbursement of the fee is not available if you become unable to attend.

Late Pick-Up
Please pick up your child promptly after class. Children worry and the time before and after classes is needed by your child’s teaching team to clean up and prepare for the next class. If you arrive to pick up your child five minutes later than dismissal, you will be charged a $10 late pick-up fee. After a few minutes your child will be brought to the office to wait for your arrival. Every attempt will be made to contact you and your emergency contacts. If you and your emergency contacts cannot be reached the police will be notified.
**Parent Participation**
As your child’s first and most important teacher, your involvement in your child’s learning is critical. Therefore we provide multiple opportunities for you to participate in the program as a parent and volunteer.

**Quality Rating System**
The Preschool/PreK/Parent Connection/Title One classes are all rated 4 stars using the Parent Aware Quality Rating System.

To earn a Four Star Rating, programs are excelling in the use of best practices in preparing kids for kindergarten. This means the program has proven to be one that has the following characteristics:

- Exemplifies a truly engaged school readiness partner for parents
- Ongoing assessment of child’s progress
- Continually adapts lesson plans and goals to meet individual needs
- Regularly updates parents on child’s progress
- Trained on children’s developmental disabilities
- Communicates across cultures
- Receives and documents on-going childhood-related education

Programs earning a Four Star shows that it is equipped to offer the very best in quality care, assuring parents that it is doing all it can to prepare their children for school.

*Source: Parent Aware Website: ParentAwareRatings.org*

**Tuition**
The annual cost of tuition is divided into nine equal monthly payments.

You can receive a 5% discount if you pay the entire, annual tuition amount by the first day of class.

Tuition is due the 15th of each month. You will not receive reminders or invoices for tuition. Please mark the dates on your calendar.

If tuition is not received by the 20th of each month, a late fee of $10 will be charged.

**Tuition can be paid:**
*Online at:* osseo.thatscommunityed.com. You may pay by credit card or set up a recurring payment plan.

*In person or by mail:* Arbor View Early Childhood Center, 9401 Fernbrook Lane, Maple Grove, MN 55369; Willow Lane Early Childhood Center, 7020 Perry Avenue N, Brooklyn Center, MN 55429

Failure to pay tuition on time may result in your child being dismissed from the program.

Pre-registration for the following year is contingent on your account being up to date.

**FREQUENTLY ASKED QUESTIONS** about the Preschool/PreK/Parent Connection Classes

*How many children are allowed in each class?*
Preschool for Threes and Preschool with Parent Connection classes: 15-17 children depending on the classroom size
PreK and PreK with Parent Connection: 16-20 children depending on the classroom size

*How will I know if I got into my class?*
If you register online prior to the random drawing date, you’ll receive a notice indicating your registration has been received. After the random drawing, you will receive confirmation of which class you’ve been placed in.

*What if my child only misses the age cutoff by one day?*
We do not make exceptions--children must be the correct age by the end of the first full week of classes.
ALL ABOUT SIBLING CARE

The purpose of the sibling care room is to provide a safe, supervised environment for siblings, from birth to age five, of children in classes.

General guidelines
The staff will respond to all immediate needs of the children in the room. If a child cannot be calmed, the staff will contact the parent.

Diapers are not routinely changed on children. If your child needs a diaper change, you will be called in to change your child. Please label diaper bags and clothes.

Allergies must be noted on the registration form. A light snack will be provided during the class time.

Drop off/Pick Up Procedures
Parents must sign their child in and put a nametag on the child. Parents may drop their child off five minutes before scheduled class time.

Children in sibling care must be picked up within five minutes of the class ending time so that ESPs can prepare for the next group.

If someone other than you will be picking up your child from sibling care, please let staff know. Staff will not release your child to another adult without prior permission.

Please do not bring an ill child to sibling care. Please refer to Illness guidelines under general Program Policies and Procedures.

FREQUENTLY ASKED QUESTIONS about Sibling Care

What are the qualifications of sibling care staff?
Sibling care staff are experienced Educational Support Professionals (ESPs). Many have been school district employees for years and have extensive experience working with young children and families.

What is the program content for sibling care?
Sibling care provides a safe place for your child to be while you attend class. The selection of equipment and the planned activities are designed to be safe and appropriate for the range of ages of the children.

Who can come to sibling care?
All children must be pre-registered.
Because our sibling care space is limited, we cannot accommodate extra children not originally enrolled in sibling care. Limited child care (regular sibling care fees apply) will be available at Arbor View and only for school-age children on school release days. Elementary children cannot be in the classrooms, hallways, or left in cars. Please call 763-391-8777, in advance, to register.

Do I need to register my newborn for sibling care?
You are welcome to bring your infant (under five months of age) with you to the parent discussion group. By the age of five months, children should be enrolled in sibling care. No child under three months can be enrolled in sibling care.

If you know you’ll be transitioning your infant to sibling care during the course of your class, please notify office staff so a spot is reserved.

How many children are allowed in sibling care?
Sibling care size varies depending on the size of the sib care room and the ages of the children enrolled. We follow guidelines of four children to one ESP and require a minimum of 6 registered children to hold sibling care.

Can I bring my day care children to sibling care?
Priority for sibling care is given to brothers and sisters of class participants. If there is room and we receive written permission from the child’s parent/guardian, children other than siblings can be enrolled in sibling care.

Why is it so important for me to be on time to pick up my child?
Children worry and the time before and after classes is needed by your child’s teaching team to clean up and prepare for the next class.
OUR MISSION

is 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.