



Parent and Guardian Handbook

COVID-19 Response & Guidelines

2020-2021



ARBOR VIEW EARLY CHILDHOOD CENTER
WILLOW LANE EARLY CHILDHOOD CENTER



OSSEO AREA SCHOOLS
Community Ed
Early Childhood & Family Education

TABLE OF CONTENTS

Welcome	3
Locations	
Connect with Us	
Mission Statement	4
EC&FE 2020-2021 Preschool and PreK Program	
Sample Hybrid Schedule	
Hybrid Learning Model	5
Distance Learning - At Home Days	
ECFE Parent and Child Classes: Online or In person	6
Overall Health Procedures	
At Home - Child and Family Health Screenings	7
Absence	
Child Illness at School	
Face Coverings	8
Arrival to School	
Arbor View	9
Arrival to School: Willow Lane	10
Late or Delayed Arrival	11
What to expect at daily health screening	
Can I accompany my child into the building?	
What if my child has a hard time leaving me?	12
Dismissal After School: Arbor View	13
Dismissal After School: Willow Lane	
Delayed Pick Up	14
Bathroom Use	
Emergency Contact/Health History form	
Immunizations	15
Parking	
Snack	
Expectations	
Supplies	16
Outdoor Learning and Play	17



Dear Parents/Guardians,

Welcome to Osseo Early Childhood & Family Education (EC&FE) programs for the 2020-2021 school year!

Under the direction of Osseo Area Schools we have worked hard to develop a COVID-19 Response Plan that will keep child(ren) and families safe while engaging in learning experiences in our program this school year. This includes:

- Health and safety protocols directed by: Centers for Disease Control [CDC], Minnesota Department of Education [MDE], and the Minnesota Department of Health [MDH], and Osseo Area Schools
- Staff training on COVID-19 health and safety procedures
- Increased hygiene and sanitation practices
- Smaller class sizes
- Use of face coverings for all adults (parents/guardians or staff) while in school buildings.
- Modified drop off and pick up procedures
- Social distancing practices
- COVID-19 Response Plan
- Daily health screenings for parents, children and staff

Our complete EC&FE COVID-19 Response Plan can be found on our district website at www.district279.org. Due to the complexities of COVID-19, this information can change frequently. New or a change in health and safety practices will be communicated to parents/guardians by EC&FE program leadership, teachers or staff during the school year.

I want to thank you for your trust in our school district, our leaders, myself and the talented and dedicated staff I have the privilege to lead. We are excited to get to know your child(ren) and family and are equally excited about your child's growth and learning this school year!

With gratitude,

Sally Nault-Maurer

Osseo Area Schools

Early Childhood & Family Education Program Coordinator

naultmaurers@district279.org | 763-391-8777 main office line | 763-391-8765 direct line



OSSEO AREA SCHOOLS
Community Ed
Early Childhood & Family Education

Our EC&FE Locations

Arbor View Early Childhood Center

9401 Fernbrook Lane N

Maple Grove, MN 55369

Ph: 763-391-8777 | Fax: 763-391-8762 | Attendance Line: 763-391-8624

Email: ecfe@district279.org

Willow Lane Early Childhood Center

7020 Perry Avenue N

Brooklyn Center, MN 55429

Ph: 763-585-7330 | Fax: 763-585-7303 | Attendance Line: 763-391-8624

Email: ecfe@district279.org

In addition, our Preschool or PreK programming is at Cedar Island Elementary, Elm Creek Elementary, Fernbrook Elementary, Rice Lake Elementary, Oak View Elementary and Woodland Elementary

Connect with Us

Parents/guardians can contact the program main office by email: ecfe@district279.org or call 763-391-8777. Information for parents/guardians is shared on our social media platforms and our program website. We invite you to 'like' or follow:

www.osseoec.org

<https://www.facebook.com/OsseoEC>

<https://twitter.com/OsseoEarly>

<https://www.instagram.com/osseoearlychildhoodprograms/>

Mission Statement

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.



EC&FE 2020-2021 Preschool and PreK Programs

Osseo EC&FE will align with Osseo Area Schools learning models during the 2020-2021 school year. The program will begin in a distance learning model and transition to a hybrid learning model. Under the direction of Superintendent Cory McIntyre of Osseo Area Schools, our program learning model may shift from hybrid, distance or in person learning at any time during the school year. When changes are made, parents/guardians will receive communication from our program.

In each class a maximum of nine children and one-two adult staff will be in a classroom, in accordance with Minnesota Department of Health [MDH] and Minnesota Department of Education [MDE] guidance. Students will be divided into “A group” and “B group” to meet student and staff ratios on in person school days.

Sample Schedule for a 5-day/week class in hybrid learning model

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A	In-Person Instruction 9:30-12:00	Distance Learning 9:30-12:00	In-Person Instruction 9:30-12:00	Distance Learning 9:30-12:00	Distance Learning 9:30-12:00
Group B	Distance Learning 9:30-12:00	In-Person Instruction 9:30-12:00	Distance Learning 9:30-12:00	In-Person Instruction 9:30-12:00	Distance Learning 9:30-12:00

Hybrid Learning Model

Teachers will deliver class instruction and programming:

- Your child's teacher will design the at-home learning activities to build on the learning and experiences of the in-person day. Under direction of the teacher, the classroom educational support professional(ESP) will deliver the on-line content, such as leading the groups in songs, reading the story, etc.
- Learning at home will be a combination of virtual groups (whole group and individual) and activities. Participation in the virtual groups will be optional, will last 10-20 minutes, and will be delivered using Google Meet.



- Activities and learning opportunities on Seesaw can be done at any time. Most materials needed for activities will be sent home with children.
- Because we want to ensure children make continued progress in their learning, parents/guardians may be asked to participate in some assessment activities.

Distance Learning - At Home Days

- Teachers will deliver curriculum instruction through the Seesaw app. For more information on Seesaw visit: <https://web.seesaw.me/> Parents/guardians will receive information on their child's Seesaw account during virtual orientation with your child's teacher.
- Learning at home will be a combination of virtual groups (whole group and individual) and activities. Participation in the virtual groups is strongly encouraged. Groups will last 10-20 minutes and will be delivered using Google Meet.
- Activities and learning opportunities on Seesaw can be done at any time.
- Because we want to ensure children make continued progress in their learning, parents/guardians may be asked to participate in some assessment activities.
- Due to program budgetary constraints, we are unable to provide electronic devices for families.

ECFE Parent and Child Classes

In person classes

To maintain social distancing guidelines, small groups of parents and children will engage in classroom activities together for part of the class. Group sizes will be limited in each classroom to include a limited number of children, adults and up to 2-3 staff. When separation occurs, parents will move to another classroom either as a class or will join another group for parent education discussion time with a parent educator. During parent education discussion time, children will remain in their original classroom in small groups and participate in classroom activities.

Online classes

Parent education is also available online. Parent Educators will use Google Meet to deliver curriculum, instruction and discussion weekly during regularly scheduled class time. Prior to the beginning of class, the parent educator will contact each class participant with instructions on how to access the course using Google Meet.



Overall Health Procedures

- All buildings will follow cleaning and disinfecting routines and schedules under requirements by Osseo Area Schools that have been informed by guidelines from MDE, MDH and CDC.
- At each school site, a school-level COVID-19 coordinator will be named and a building-specific plan to implement state health and safety guidance will be made.
 - Arbor View Early Childhood Center- Timka Remetic
 - Willow Lane Early Childhood Center- Kandi Larson
- All staff will be trained on COVID awareness and the proper use of cleaning materials.
- Daily health screenings will be confirmed by staff for each student upon arrival at school.
- All adults and staff will be required to wear masks while in school buildings. Exemptions are allowed for those with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering.
- Children who are five years old and under can but are not required to wear face coverings.
- Good health hygiene will be practiced and taught. Children will wash hands frequently during the day-prior to entering the classroom, before and after transitions to different parts of the building such as the playground or motor room, etc.

At Home - Child and Family Health Screenings

On in-person school days, parents/guardians will be asked to complete a temperature check and health screening of their child at home before leaving for school. MDE has provided a Home Screening tool for parents/guardians of COVID-19 symptoms found here:

<https://www.health.state.mn.us/diseases/coronavirus/schools/homescreen.pdf>

Parents/guardians are required to answer screening questions each time you are going to send your child to school. If you answer “yes” to any question, your child should stay home. Please report this to the building’s attendance line and follow up with your healthcare provider.

If a parent/guardians, family member or any other household member are experiencing COVID-19 symptoms, receiving a positive COVID-19 test or have had close exposure with someone with COVID-19 in the last 14 days, parents/guardians need to report this information to the building’s attendance line. Adults or children will need to remain home per the MDH: COVID-19 Decision Tree For People in Schools, Youth and Childcare Programs found here:

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>



Absence

To report a child's absence call the EC&FE program Attendance Line: 763-391-8624. The attendance line is accessible 24/7 to leave a voicemail message. During regular school hours, office staff will retrieve messages and communicate absences to teachers.

Child Illness at School

For ECFE families attending parent and child classes in person, if illness occurs during class time for a parent or child, parents will be asked to inform the teacher and the family will be instructed to return home. Families will then be instructed to follow up with the primary care provider to rule out COVID-19 and can expect a phone call from the COVID-19 response team. Adults or children will need to remain home per the MDH: COVID-19 Decision Tree For People in Schools, Youth and Childcare Programs found here:

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

For Preschool and PreK students, if illness occurs during the school day, a child will be separated from the rest of the class and attended to by program staff while parents/guardians are called for immediate pick up. Please note: for the safety of students and our staff, we will be operating with an overabundance of caution during the pandemic. During in-person learning days, parents/guardians are asked to be available by phone on short-notice to pick up their child after sudden onset of illness. If a parent/guardian is not available while a child is at school, a designated adult on a child's emergency contact form will be called for pick up. Parents/guardians are responsible for keeping their child's Emergency Contact and Health History form up-to-date with their child's teacher. The form can be obtained from your child's teacher, school office office or found here:

<https://www.district279.org/images/StudentFamily/Forms/emerg-contact.pdf>

Face Coverings

All staff members and adults are required to wear a face covering or masks while in school buildings per MDE guidelines. There may be short periods when the teacher does not have a face mask on in order to support children's learning, such as outside recess and only if social distancing guidelines (six feet or more) are followed. Face coverings or masks will not be provided for children by the program. If your child can reliably wear a mask they are welcome to bring one from home. Children under two-years old should never wear a face covering due to the risk of suffocation.



Arrival to School

In order to limit COVID-19 exposure risks to children, parents/guardians and staff persons will be limited in the building.

Exceptions:

- One parent/guardian and child(ren) attending an ECFE class
- One parent/guardian and child attending Early Childhood Screening appointment
- District employees or contractors.
- Emergency personnel

Parents and guardians will follow specific arrival procedures at each school site. Elementary procedures may vary by each location. Drop off will be a parking lot/sidewalk/curbside only for Preschool and PreK students at Arbor View and Willow Lane. Your child's teacher will communicate arrival/drop off procedures at orientation.

Arbor View Early Childhood Center

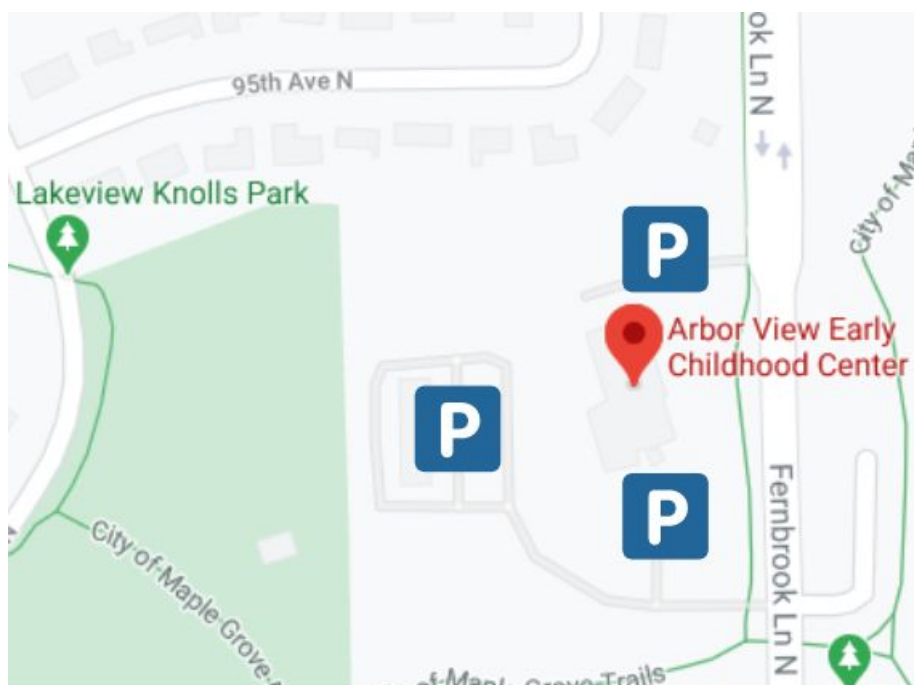
Families will arrive at school from Fernbrook Lane. Several parking lots and entrance doors around the building will be used for arrival. Prior to the beginning of class, each teacher will communicate the designated parking lot and entrance door assigned for each child's class.

Parents/guardians of Preschool or PreK students are asked to help their child out of their carseat and wait with the child next to the car. One of the program staff will approach parents/guardians and ask about your child's daily health screening. Once a child has passed their daily health screening, staff will walk with the child into the building and to his/her classroom. Each child will wash their hands as they enter the classroom. Parents/guardians and staff are asked to maintain social distancing guidelines of six feet or more during the drop-off and pick up process.

Parents/guardians attending ECFE in-person classes should park their car in the designated lot and walk up to the building door near that lot. Before entering the building, a staff member will ask about the daily health screening for both the parent/guardian and the child. Once both screenings have passed, the parent-child pair will walk to the classroom to wash hands.

See Arbor View Early Childhood Center map on next page for more information:





Willow Lane Early Childhood Center

Families will arrive at school from Perry Avenue. Two entrance doors will be used for arrival. Prior to the beginning of class, each teacher will communicate the designated parking lot/curbside and entrance door assigned each class. Families attending ECFE classes will park vehicles in the parking lot and enter the main door.

Parents/guardians of Preschool or PreK students are asked to help their child out of their carseat and wait with the child next to the car. One of the program staff will approach you and ask about your child's daily health screening. Once a child has passed their daily health screening, staff will walk with your child into the building and to his/her classroom. Each child will wash their hands as they enter the classroom. Parents/guardians and staff are asked to maintain social distancing guidelines of six feet or more during the drop-off and pick up process.

Parents/guardians attending ECFE in-person classes should park their car in the designated lot and walk up to the building door near that lot. Before entering the building, a staff member will ask about the daily health screening for both the parent/guardian and the child. Once both screenings have passed, the parent-child pair will walk to the classroom to wash hands.

See Willow Lane Early Childhood Center map for more information:





Late or Delayed Arrival

At Arbor View or Willow Lane Early Childhood Center, if families will be more than 10 minutes late after class time begins, park in the main parking lot of the school site and either call the school site main office or enter through the main doors. If the doors are locked, knock loudly. Staff will be working in the main office and will hear your knock. A staff member will ask about the daily health screening and provide assistance to the classroom to wash hands before learning and play begins.

For students who attend elementary sites, parents/guardians should follow school site instructions for a late or delayed arrival.



What to expect at daily health screening

- EC&FE Nurse or staff member will ask each parent/guardian to confirm if their family or members of their household has symptoms consistent with COVID-19 such as: fever, shortness of breath or cough, or at least 2 of the following- chills, muscle pain, sore throat, loss of sense of smell or taste.
- EC&FE Nurse or staff member will look at the adult and child for visual signs of illness which may include: flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- EC&FE Nurse or staff member will ask about any medication used to reduce fever.
- Adults or children who demonstrate signs of illness at arrival, will not be allowed to attend school.

Can I accompany my child into the building?

In order to limit COVID-19 exposure risks to children, parents/guardians and staff no visitors will be allowed in the building.

Exceptions:

- Parent/guardian and child(ren) attending an ECFE class.
To maintain social distancing guidelines, small groups of parents and children will engage in classroom activities together for part of the class. Group sizes will be limited in each classroom to include a limited number of children, adults and up to 2-3 staff. When separation occurs, parents will move to another classroom either as a class or will join another group for parent education discussion time with a parent educator. During parent education discussion time, children will remain in their original classroom in small groups and participate in classroom activities.
- One parent/guardian and child attending Early Childhood Screening appointment
- Emergency personnel

What if my child has a hard time leaving me?

It is normal for children to feel nervous about a new setting, and meeting new adults for the first time. As early childhood educators, we know and understand children very well. We want your child to love coming to school and we will do everything we can to help your child feel comfortable and welcome. If a parents/guardians have concerns that arrival at school may be difficult for their child we suggest having a child bring a family picture from home to carry with them for reassurance or a special toy or blanket that is kept in their backpack during school. If parents/guardians would like to discuss other best practices to support separation time at arrival, please speak to the teacher.



Dismissal After School

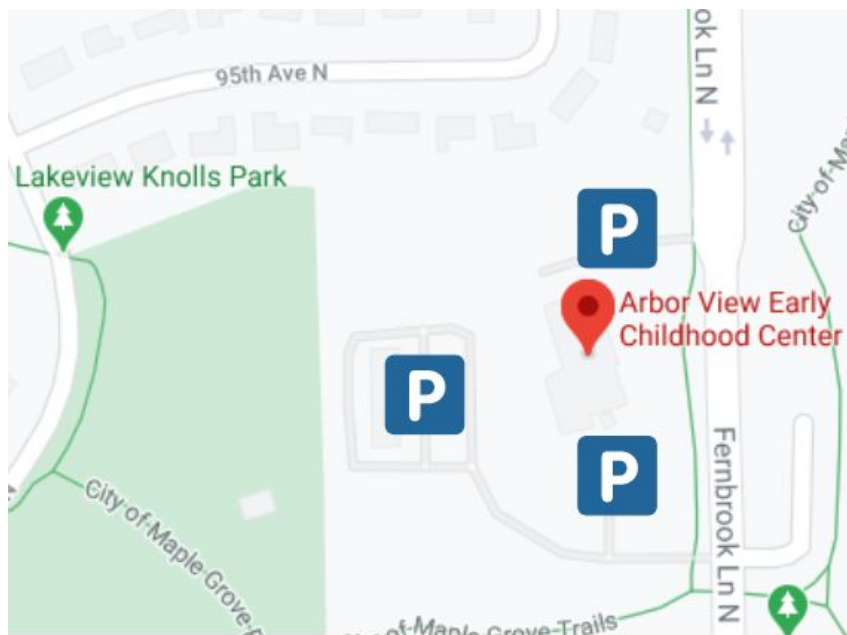
Families and students will follow specific dismissal procedures at each site. Elementary procedures may vary by location. Each teacher will communicate dismissal and pick up procedures at orientation or before each class begins. Please bring a photo identification with you for pick-up. Families attending ECFE classes will exit from the main entrance of the building to their vehicles in the parking lot.

Arbor View Early Childhood Center

Parents/guardians may park their vehicle in the designated parking lot by the assigned exit door for their child's class and 1). wait by their car on the school lawn or sidewalk or 2). wait in their car for their child. Parents will be responsible to get the child into his/her carseat. At dismissal, children will be assisted by program staff from the classroom to their parent/guardian. Parents/guardians and staff are asked to maintain social distancing guidelines of six feet or more. If another designated adult will be picking up a child, please note we will require picture identification to verify if they are designated on the child's emergency contact and health history form. Parents/guardians need to communicate directly with their child's teacher with any changes to their child's emergency contact and health history form. Forms can be obtained from the teacher, office or found here:

<https://www.district279.org/images/StudentFamily/Forms/emerg-contact.pdf>

See Arbor View Early Childhood Center map below for more information:



Willow Lane Early Childhood Center

Parents/guardians can temporarily park their vehicle on Perry Avenue and 1). wait by their car on the school lawn or curbside boulevard or 2). wait in their car for their child. Parents will be responsible to get the child into his/her carseat. At dismissal, children will be assisted by program staff from the classroom to their parent/guardian. Parents/guardians and staff are asked to maintain social distancing guidelines of six feet or more. If another designated adult will be picking up a child, please note we will require picture identification to verify if they are designated on the child's emergency contact form. Parents/guardians need to communicate directly with their child's teacher any changes to the emergency contact and health history form.

See Willow Lane Early Childhood Center map for more information:



Delayed Pick Up

It is important to be on time to pick up your child after class. Ten minutes after the end of class an EC&FE staff member will call parents/guardians for pick up of their child from school. If EC&FE staff are unable to reach parents/guardians, individuals on the child's emergency contact and health history form will be contacted. If another designated adult will be picking up a child, please note we will require picture identification to verify if the individual is on child's emergency contact and



health history form. Children will be assisted by program staff from their classroom to their parent/guardian or adult vehicle.

Bathroom Use

Children attending our PreK for 4s & 5s must be potty trained. Children attending our Preschool 3s & 4s program should be well on their way, having few accidents. Children should be as independent as possible in the bathroom, but if needed, EC&FE staff will assist children in the bathroom with coaching, helping change clothes, etc. All EC&FE staff will wear gloves and masks when assisting a child in the bathroom. Everyone will wash hands after being in the bathroom.

It is recommended that each child keep an extra set of clothing in their backpack if needed, for accidents.

Emergency Contact and Health History form

Parents/guardians of Preschool or PreK students are required to complete an Emergency Contact and Health History form and return it to their child's teacher by the first day of school. Children cannot attend school in person without this form completed. Parents/guardians need to communicate directly with their child's teacher any changes to the emergency contact and health history form. Forms can be obtained from the teacher, school office or found here:

<https://www.district279.org/images/StudentFamily/Forms/emerg-contact.pdf>

All allergies and medical needs should be reported to your child's teacher and/or the program nurse prior to the start of school. Individual Emergency Action Plans will be developed as needed to direct staff on how to manage each child's medical needs in your absence. No medications can be given by staff without a doctor's order. Parents/guardians can contact our EC&FE program nurse Jane Kvalheim, RN at KvalheimJ@District279.org for the appropriate paperwork.

Immunizations

As required by Minnesota Immunization Law all students attending Minnesota schools must be completely immunized or meet one of the allowable alternatives (special medical condition or parent/guardian conscientious opposition) in order to attend school. A copy of your child's current immunization record or notarized conscientious exemption form must be on file with the program before the first day of school. Send updated records of your child's immunizations by fax:

763-391-8762 or ecfe@district279.org



Parking

At each school site teachers will provide instructions prior to the beginning of class to parents/guardians on where to park when dropping off or picking up their child for Preschool PreK or where to park when attending an ECFE class or Screening appointment. Please allow extra time in family schedules to accommodate the new parking and health screening guidelines for drop off, pick up or attending an ECFE class or Screening appointment.

Snack

Parents/guardians will be asked to provide snacks on a rotating basis for the whole group. Your child's teacher will give you a list of suggested snacks. All snacks must be store bought, individually sealed and nut free.

The classroom ESP will clean and disinfect snack tables. Snack will be offered to children in small groups of 3 students with social distancing. In addition to snack, children will be offered water. If parents/guardians would prefer, children may bring their own water in a water bottle from home. In parent education rooms whole group snacks or beverages will not be allowed in order to minimize exposure/risk to COVID-19. Parents may bring their own beverage container or snack that is store bought, individually sealed and nut free for their time in the parent education classroom.

Expectations

Parents/guardians, adults and staff are expected to follow all signage and social distancing guidelines at any time while in a school building. In addition to general guidelines at each site, some sites may have additional guidelines specific to the site and school needs. In the EC&FE program, children will be taught and practice social distancing guidelines that are developmentally appropriate for the age of the children. It is not reasonable nor do we expect all children to follow social distancing guidelines (ex: 6 feet distancing) at all times while in a classroom or while at school. Some examples of signage may be: to follow signage or stickers of doorway entrances and exits, where to stand or line up to walk to the motor room, playground, hallways, staircase, bathroom and where to sit or stand in a classroom.

Supplies

School supplies are provided by the program for in person learning days. Materials may be sent home by teachers for at home distance learning days. We recommend Preschool and PreK students



have a backpack to transport items to and from school on in person school days. Due to program budgetary constraints we are unable to provide electronic devices for distance learning days.

Outdoor Learning and Play

Children will be going outside daily (weather permitting) with staff to the site playground or nature play area. Children should be dressed for the weather and outdoor, messy play while at school. On warm weather days parents/guardians should apply sunscreen before coming to school. In order to minimize potential exposures to COVID-19 EC&FE staff will not apply sunscreen to children.

School staff will clean the playground before, after and throughout the school day as needed in accordance with Minnesota Department of Health recommendations.

