



**Detroit Lakes Early Childhood  
Family Education & School Readiness**

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# Detroit Lakes ECFE/School Readiness Child Only Classes *Handbook* **2020-2021**



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## Welcome to School Readiness!

We are excited and honored that you have chosen Detroit Lakes School Readiness for your child and family! \*Please see the insert for procedures to follow during the COVID-19 Pandemic.

### Arrival

For your child's safety, bring your child into the classroom, and ensure staff know your child has arrived.

**Children may not enter the building alone or be left in a room without a staff member present.** Parking is provided north of the playground. Please do not drive up the ramp when dropping off or picking up your child. For children using public transportation, we will have one of our staff accompany children from transportation at starting time and again at the end of your child's class.

### Dismissal

Children will not be permitted to leave with anyone other than parents, caregivers who enroll or bring them to class, or individuals listed on the emergency contacts or authorized for drop off and pick up and who present an I.D..

Please make sure this information is updated. You will need to let your child's teacher know who will be picking them up if it is someone other than the enrolling parent (s). Please provide the teacher with the name of the individual and inform that individual that they will need to furnish a picture I.D. before we will release the child to their care. Children may not enter the parking lot unaccompanied by an adult. If picking your child up from the playground, you must come to the playground to meet your child and notify a staff member you will be leaving with your child. Thank You.

### What to Bring

Please provide the necessary items for your child's day, including:

a **Backpack or cloth bag (Please label backpacks inside and all outdoor clothing inside with child's name or initials.)** with:

- Large **zip lock baggie with extra set of clothing:** shirt, pants, underwear, socks in case of accidents
- Appropriate **shoes** for playing in the gym & on playground, (shoes must be worn at all times in school, boots get hot in the winter)
- Appropriate **outdoor clothing.** (ie: winter clothing: snow pants, boots, hats, mittens or extra sweatshirt for cool days) Label inside with child's name.
- If your child is still **toilet learning**, you will be asked to provide an ample supply of diapers or pullups and wipes and continue to provide as supplies begin to run low. Please mark the container of wipes with your child's first name and last initial. We will also need a signed permission form to use the wipes or ointments and a plan for toilet training.

August 2020

- **Full Day enrolled:** nap/rest time blanket that can be left at school during the week. Label with child's initials.

### **Supply Fee**

At the beginning of the year the supply fee covers the cost of materials, no need to send school supplies.

### **Toileting and Restroom Use**

\*Only one of our classrooms has a restroom. Please assist your child with a restroom break before class starts. We will take at least 1 scheduled restroom trip with the whole class. We will also take your child to the restroom as needed. If your child is still in the toilet learning process, you will be asked to set up a plan with your child's teacher or our parent educator to accomplish this goal.

\*Boys: Please visit the men's restroom with your son and practice using the urinal if this is new.

### **Parent/Child Interaction Days**

\*We recognize parents as the first and most important teacher. There are designated activities during the year for you to attend school with your child to practice new skills and learn more about what is happening in the classroom. You will have options to attend during your child's class or an evening session. Please watch your calendars from teachers and the ECFE/School Readiness Catalog. Parent volunteers are not left unsupervised with children.

### **Nap and rest (Full Day)**

\*Children enrolled in **Full Day** Programs will be encouraged to nap or rest quietly for at least 30 minutes on a daily basis. Soft, calming music may be played.

\*Children will be provided the comfort of utilizing the same cot each day, which is labeled with the individual child's name and placed in the same location during nap/rest time when possible. Cots will be cleaned and sanitized weekly or as needed.

\*Parents are responsible for providing their child with a clean nap/rest time blanket that will be left at the center during the week. Centers will have extra blankets available for children who do not bring one from home. The blanket will be taken home at the end of the week to be washed and returned with the child the beginning of the following week. Wet or soiled blankets will be taken home daily to be washed and returned the next day.

\*Appropriate child/staff ratio will be maintained at all times.

\*Children will be supervised at all times.

### **Transportation**

**\*If your child uses an alternate form of transportation (bus, transit, taxi, etc.) it is your responsibility** to contact them if your child is not riding.

\*Children are expected to be **picked up within 5 minutes** of scheduled end of class.

## **Snacks and/or Meals**

\*Please make sure any food allergies your child has are listed on the enrollment information form.

1. Morning only classes will have breakfast. Full day classes will have breakfast, lunch and snack. Afternoon only classes will have snack.
2. Water will be provided throughout the day and with snacks.
3. If snacks for the class are sent please provide a **store bought, healthy snack** for the whole class. For ideas on healthy snacks, go to USDA Smart Snacks; website <http://foodplanner.healthiergeneration.org/products>.

## **Menus**

Menus are posted outside of the kitchen and also available on the district website

## **Weather Related Closings and Announcements**

WEATHER CLOSINGS: Will be announced on the radio, TV, and our Facebook page. If public schools are cancelled due to inclement weather, so is school readiness.

**NOTE: If public school & busses are running late, the morning classes are cancelled. If it is announced prior to classes starting at 12:15, that school will be let out early, the afternoon classes will be cancelled. Full day classes, and afternoon classes will still run on late start days.**

## **Calendar/School Days**

Please check your child's backpack for notes daily. The class calendar and newsletters provide important information in scheduled class days and important events. The teacher may also send out notes through the use of technology. **For closed day list see page 11.**

## **Attendance**

Regular attendance and participation is an important part of our program. By participating you and your child will learn and grow together!

**If your child will be absent for any reason, please contact their teacher let them know the reason for being absent.**

We understand that unexpected things come up, staff are here to support you, and help find resources to support attendance.

## **Child Illness**

While attendance is important, if you child has any of the following, please do not send him or her to school. Also, if any of these is noticed at school, you will be asked to pick up your child promptly.

(continued)

\*Communicable disease (ex: influenza, chicken pox, pinkeye, hand foot mouth, etc.)

\*Head Lice/Nits

\*Skin infection or rash

\*Diarrhea

\*Earache

\*Sore Throat

\*Fever 100 or higher

\*Suspected Pinkeye

\*Persistent Cough

\*Upset stomach

\*Vomiting

\*Thick Nasal Discharge

\*Severe headache

\*Swollen Glands

If there is any doubt about whether to send your child to school, it's probably best to keep him or her home. Children who have a fever, or diarrhea, should be kept home for 24 hours after they are free of symptoms WITHOUT reducing medications. Communicable diseases need to be treated for a minimum of 24 hours prior to returning. This not only benefits your child, but other children as well. If medically necessary for your child to stay inside during outside time, a doctors written order must be provided by the doctor to the program. This is needed in advance to allow time for the program to ensure required adult to child ratios are met throughout the program. Please see [dlschools.net](http://dlschools.net) > early childhood > Health Services for further information.

### **Privacy Rights**

Child records are part of district school records. All records and data collected on each child is kept confidential. Releasing or obtaining information to or from any other agency is done only with prior written consent of the parent or guardian.

### **Goal**

Detroit lakes ECFE/School Readiness program supports the mental, social, and emotional development of children. Services are responsive to each child and family's ethnic, cultural, and linguistic heritage. ECFE/School Readiness encourages the role of parents as their child's first and most important teachers. Our programs builds relationships with families that support positive parent-child relationships, family well-being, and connections to peers and community.

### **Lesson Plans**

Lesson Plans and routines are posted in your child's classroom.

### **Conferences**

- Fall conferences held in November/December
- Spring conferences held in April/May

## **Curriculum and Assessment**

ECFE/School Readiness uses the “High Scope” curriculum. School Readiness aligns with the Minnesota Early Indicators of Childs Progress (ECIPS). It is researched based and child focused. Teachers carefully plan materials and activities that are developmentally appropriate, interesting, and challenging for the children. These activities promote child development in all areas. Child Observation Record is the tool used to assess children’s learning from infancy to kindergarten. Teachers observe and take written notes (anecdotes) throughout the class day. Second step social and emotional curriculum is used as a supplement to “High Scope”.

The anecdotes (notes) are reviewed then entered into the cor system, and shared with parents during parent teacher conferences and home visits. You will review a Developmental Profile of your child’s intellectual, physical, social, and emotional development; you will learn about your child's strengths and work with your child's teacher to set goals for opportunities in growth and development.

## **High Scope at Home**

Many of the activities of High Scope teachers do in the classroom or center can also be done and home. For example, families can provide many different learning materials, often using every day objects that cost little or nothing. Families can encourage their children to make plans, carry them out, and talk about what they have learned from the experience. By visiting and observing in their children's preschool, parents and teachers learn from one another and become partners in children's success.

## **High Scope Daily Routine**

### **Greeting Time and Message Board**

This is a time when children are welcomed into the classroom by the teacher. They will sing songs, share ideas and review messages for the day.

### **Large Group**

This is a time when the whole group, adults and children, participate in an activity together. Games, music and dancing, and/or interactive stories may be planned during this time.

### **Small Group**

This is a time planned by the teacher to allow the children to experience an activity that will build skills in their individual goal areas. Children will receive an individual set of materials and explore those materials in a variety of ways.

## Plan-Do-Review

The largest part of the High Scope day, generally about an hour, is devoted to the *planning time*, *work time*, and *recall time* process known as “Plan-Do-Review”. For planning time, the children will meet with their small group and teacher to make a plan for what they want to do during work time (what area to play in, what materials to use and who will be involved). Work time is when children carry out those plans and then clean-up. At recall time, they will meet with their same small group and teacher to discuss what they did and learned during work time.

## Eating

Adults and children sit together in small groups, eat the same meal, and enjoy relaxed conversation.

## Outside/Large Motor

Outside time allows children the opportunity to enjoy physical, noisy and vigorous play. Children can run, jump, play with balls, swing, ride trikes and play games. Sensory play, such as sand or water, dramatic play and creative experiences are also provided. Large motor activities will be provided indoors in case of inclement weather.

## **PLAN-DO-REVIEW—High Scope Areas**

### In the BLOCK AREA, the child:

- Develops large and small muscle control
- Improves eye-hand coordination
- Explores spatial relationships and compare sizes and shapes
- Plans and solve problems while working with other children
- **materials may include:** wooden or cardboard blocks, vehicles, signs, animals, legos/duplos, and magnetic blocks

### In the HOUSE AREA, the child:

- makes decisions
- imitates the people here she knows
- develops social skills
- increases understanding of the world
- uses and practices expressive language
- **materials may include:** dress up clothes, kitchen props, dolls and accessories, and prop boxes based on community occupation (such as doctor’s office or restaurant)

In the **ART AREA**, the child:

- develops eye-hand coordination and small muscle control
- tries to use proper pencil or crayon grip consistently
- experiments with form, line, shape and spatial relationships
- uses creativity to plan, design, and implement an idea
- **materials may include:** paint, markers, crayons, play dough, glue, scissors, collage items, and paper

In the **PLAYGROUND/GYM/LARGE MOTOR AREA**, the child:

- develops muscular strength and coordination
- experiments with motor activities
- strengthens agility and balance
- uses energy constructively and imaginatively
- **equipment may include:** balls, parachute, tricycles, swings, climbing structures, wagons, and shovels and buckets in the sandbox

In the **TOY AREA**, the child:

- develops eye-hand coordination and small muscle control
- practices skills and counting, sorting, stringing, and building, putting together and taking apart, and pretending
- solves problems independently or with peers
- **materials may include:** stringing beads, puzzles, simple board games, shape sorters, pegs, dominos, and nesting cups

In the **SAND and WATER AREA**, the child:

- explores spatial concepts such as filling and dumping
- practices scooping, stirring, sifting, molding, splashing, digging, emptying, and filling
- investigates the properties of materials
- develops confidence and self-help skills
- **materials may include:** sand, water, scoops, buckets, water wheels, sifters, items to sink, float and burry, and a variety of containers

In the **READING AND WRITING AREA**, the child:

- can choose from variety of books to explore and read alone, with peers or with an adult
- develops fine motor control and practice making marks, lines and letter-like forms
- is exposed to a variety of print
- **materials may include:** books, magazines, pencils, crayons, nursery rhymes, pictures and words, and samples of alphabet letters
- we have also labeled numerous items in our rooms to help children understand that print has meaning



## **Behavior Guidance**

The approach to behavior guidance is to prevent misbehavior and teach children more appropriate actions. Positive relationships and the classroom environment are key factors.

## **Prohibited Actions**

The following actions are prohibited by, or at the direction of, any staff:

1. Subjecting a child to corporal punishment is prohibited..  
Corporal punishment includes, but it not limited to:  
\*Rough Handling      \*Shoving      \*Biting      \*Kicking  
\*Pulling Hair      \*Ear Pulling      \*Hitting      \*Pinching  
\*Shaking      \*Slapping      \*Spanking
2. Subjecting a child to emotional abuse is prohibited. Emotional abuse includes, but is not limited to:  
\*Name calling      \*Ostracism      \*Frighten the child  
\*Shaming      \*Humiliate the child  
\*Using threatening language  
\*Making derogatory remarks about the child or the child's family
3. No child will be separated from the group unless less intrusive methods of guiding the child's behavior, (a) have been tried and were found to be ineffective, and (b) the child's behavior threatens the well-being of the child or other children in the center.
4. No child will be punished for lapses in toilet habits.  
Food, light, warmth, clothing, or medical care will never be withheld as punishment for unacceptable behavior.

**ACTIVE SUPERVISION AT ALL TIMES, the safety and well-being of children and staff is of primary importance. No child will be left alone or unsupervised while attending.**

## **CHILD ABUSE and NEGLECT POLICY**

Staff or contractor who suspects child abuse/neglect is required to report it according to the Minnesota law. This law requires that all people who work with children report suspected physical abuse, sexual abuse or neglect of children by their parent, caretaker or guardian, to the local police or Human Services Department.

## **School Readiness TUITION PAYMENT POLICY**

- Payments are due monthly you will receive an electronic billing.
- Families are expected to provide a minimum of a two week notice if leaving the program.
- Snow days will be made up whenever possible. Up to 5 snow-days may not be made up, and will not result in tuition reimbursement.

## **EXTENDED CARE PROGRAM**

Extended care will be held at the Lincoln Education Center on Mondays, Tuesdays, Wednesdays and Thursdays from 3:30-5:15 pm and on Fridays from 7:45 am-5:15 pm starting September 14 through May 13, 2020. If your child is eligible for Kindergarten in the fall of 2021, school age child care is an option for the summer months.

We will have a sign-in sheet for you to sign your child in/out.

- M-Th sign out *only* (teacher will sign in)
- Fri-sign in AND out

## **Extended Care Program Flat Fees**

- M-Th (3:30-5:15 pm) **\$26 (per week)**
- M-F (3:30-5:15 pm) **\$32 (per week)**
- M-Th (3:30-5:15 pm) AND ALL DAY Friday **\$58 (per week)**
- Friday All Day 7:45am-5:15pm **\$36 (per day)**

\* Extended Care Fees are due Weekly.

## **In-Service and Vacation Days**

Extended care is not open during vacation and in-service days. Those Weeks your costs will be prorated.

## **Emergency Closing or Early Dismissal**

If Detroit Lakes Schools are 2 hours late due to inclement weather, extended care will also be 2 hours late. If Detroit Lakes Schools have early dismissal due to inclement weather, staff will be here until all children have been picked up, but we ask that you pick up your child as soon as possible to keep everyone safe on the roads. If school is closed due to inclement weather, extended care is closed also. Detroit lakes Extended Care Program reserves the right to cancel care on any day because of bad weather. Parents will be notified and will be expected to promptly pick up their children.

## **Closed Days**

Extended care and school will *be closed* on the following days:

- MEA Oct 5 & 6
- Thanksgiving Day & Friday After: November 26 & 27
- Christmas Holiday: December 23 through New Years January 1
- New Years Day Holiday: January 1
- January 4: to set up after building cleaning over Christmas break.  
\*Exception to school calendar.
- Martin Luther King Day: January 18
- Presidents day/ In-service day: Feb 15
- No School: March 12
- Good Friday: Friday, April 2

## **Last day of school Readiness and Extended Care**

- Thursday, May 20



To reach our office staff, please call 218-847-4418 and then dial the following extensions:

Fran Rethwisch, Program Coordinator, x 6116  
frETHwisch@detlakes.k12.mn.us

Carrie Cornwell, Program Secretary x 6102  
ccornwell@detlakes.k12.mn.us

Kayla Oelfke, Program Secretary Assistant x 6108  
koelfke@detlakes.k12.mn.us

The easiest way to reach your child's teacher is via email, please find their emails below:

Melissa Greene, x 6110  
Jennifer Heimark, x 6141  
McKenna Beam x 6113  
Jennifer Savig, x 6109  
Anna Wilson, x 6109

mgreene@detlakes.k12.mn.us  
jheimark@detlakes.k12.mn.us  
mbeam@detlakes.k12.mn.us  
jsavig@detlakes.k12.mn.us  
awilson@detlakes.k12.mn.us

**Skyward Family Account:** Text the word SUBSCRIBE to 68453 to receive text message alerts in addition to telephone and email alerts for weather-related school closings or other important school announcements.



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