



**LITTLE EAGLES**

Early Childhood & Preschool

# Parent Handbook 2021-2022

[www.edenpr.org/epcommunityed](http://www.edenpr.org/epcommunityed)

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## WELCOME TO LITTLE EAGLES PRESCHOOL

Eden Prairie Schools Community Education connects, empowers, and enriches people's lives through lifelong learning and service to our diverse and evolving community. Early Childhood programs are a core component of Community Education where families with young children begin their relationship with Eden Prairie Schools. We recognize that each student has unique needs and it is our goal to offer the best learning environment for your child.

### Little Eagles Preschool

Little Eagles Preschool provides innovative classrooms where creativity and imagination soar! Our diverse classrooms help students discover a love for learning in an interactive, stimulating, and academically rich environment. Your child will be immersed in a learning environment filled with fun, challenging, and creative activities! There are many preschool options available in Eden Prairie, but our Little Eagles Preschool is the only program that aligns with Eden Prairie Schools K-12 system. We work closely with the district personalized learning department, Early Childhood Special Education, and district elementary buildings to foster a successful transition from preschool to kindergarten.

### Mission

At Eden Prairie Schools, our mission is to inspire each student to learn continuously so they are empowered to reach personal fulfillment and contribute purposefully to our ever-changing world. Our curriculum is a balanced approach of social-emotional and academics. We focus on personalized learning for your child with lessons designed to prepare them for kindergarten and beyond.



**LITTLE EAGLES**  
**Early Childhood & Preschool**

## ***A Note from the Early Childhood Program***

*Eden Prairie Community Education is excited to welcome you and your family to Little Eagles Preschool! We are dedicated to providing a great learning experience for your child. Through a focus on personalized learning our staff work to inspire your child daily to meet their diverse educational needs!*

*Our intent is for this handbook to be a resource for you as we progress through the school year. We have included important contact numbers, descriptions of services, and policies that apply to students and families. If you have further questions or concerns, we welcome you to contact our office.*

*Thank you for choosing Little Eagles Preschool for your child's early learning!*

## **CONTACTS**

### **LITTLE EAGLES PRESCHOOL**

(952) 975-7200

EPS\_LittleEagles@edenpr.org

Main Office located at Lower Campus

Office Hours: 8:00 AM-4:00 PM

**Attendance Line (952) 975-7200, press 1**

### **EDEN PRAIRIE SCHOOLS COMMUNITY EDUCATION**

(952) 975-6940

ComEd@edenpr.org

[www.edenpr.org/epcommunityed](http://www.edenpr.org/epcommunityed)

### **EARLY CHILDHOOD SCREENING**

Phone: (952) 975-6940

Email: ECscreening@edenpr.org

[www.edenpr.org/ECscreening](http://www.edenpr.org/ECscreening)

### **EARLY CHILDHOOD SPECIAL EDUCATION**

Phone: (952) 975-6979

[www.edenpr.org/ECSE](http://www.edenpr.org/ECSE)

## **LITTLE EAGLES LOCATIONS**

### **3 Yr. Old Preschool**

LOWER CAMPUS

8100 School Road, Eden Prairie, MN 55344

**Attendance Line (952) 975-7200, press 1**

### **4 Yr. Old Preschool**

CEDAR RIDGE ELEMENTARY

(952) 975-7800

8905 Braxton Drive, Eden Prairie, Minnesota 55347

**Attendance Line: (952) 975-7801**

EDEN LAKE ELEMENTARY

(952) 975-8400

12000 Anderson Lakes Parkway, Eden Prairie, MN 55344

**Attendance Line: (952) 975-8401**

FOREST HILLS ELEMENTARY

(952) 975-8600

13708 Holly Road, Eden Prairie, Minnesota 55346

**Attendance Line: (952) 975-8601**

OAK POINT ELEMENTARY

(952) 975-7600

13400 Staring Lake Parkway, Eden Prairie, MN 55347

**Attendance Line: (952) 975-7601**

PRAIRIE VIEW ELEMENTARY

(952) 975-8800

17255 Peterborg Road, Eden Prairie, MN 55346

**Attendance Line: (952) 975-8801**





## ABOUT LITTLE EAGLES PRESCHOOL

- \* Our preschool is designed to create excitement around education and provide a foundation for lifelong learning.
- \* We utilize Creative Curriculum, which is a balanced approach of all social-emotional and academic areas geared towards kindergarten success and aligned with the K-12 system.
- \* In conjunction with Creative Curriculum, teachers use the Teaching Strategies Gold Assessment tool to offer goal setting and progress monitoring for each student.
- \* We have highly trained staff who participate in continuous professional development training with a focus on social-emotional development and kindergarten readiness.
- \* We integrate technology into classrooms through the use of SMART boards
- \* Parent education resources are available to families throughout the year.

### 3's Preschool

Beginning and exposure to...

- Literacy
- Numeracy
- Science and sensory activities
- Social and emotional development
- Technology integration
- Small and large group lessons
- Movement and music

### 4's Preschool

Developing a progression toward proficiency in:

- Literacy and writing
- Numeracy and math
- Science and sensory activities
- Social and emotional development
- Technology integration
- Small and large group lessons
- Movement and music

## Registration Checklist

- Immunization records
- Birth certificate
- Update/add authorized pickups for your child in Eleyo
- Update emergency contacts in Eleyo
- Update credit card information for convenient automatic payment
- For more information and links to forms, visit: [www.edenpr.org/preschool](http://www.edenpr.org/preschool)

## Four Star Parent Aware Rating



Little Eagles Preschool earned Parent Aware's highest Four Star Rating. Parent Aware's Star Ratings help parents find programs that go above and beyond to prepare children for school and life.

To earn this top rating, a program must demonstrate the following:

- Exemplifies a truly engaged school readiness program for parents
- Conducts ongoing assessment of student's progress
- Continually adapts lesson plans and goals to meet individual needs
- Regularly updates parents on child's progress
- Has staff trained on children's developmental disabilities
- Communicates across cultures
- Provides staff with annual professional development on relevant early childhood topics

## Registration

Online registration opens in spring for the following school year. When registering for a class, please use September 1 to determine the appropriate class for your child's age.

## Tuition

Monthly tuition is due the first day of the month. Billing policies are as follows and are the participant's responsibility to be paid on time:

- Monthly payments are automatically withdrawn from a credit or checking account on the 1st of each month.
- All preschool classes will be charged a non-refundable registration fee of \$75, payable at the time of registration.
- Any changes to the child's schedule, including withdrawal from the program, must be given 10 business days prior to when the change is needed. If notice is not given, two weeks of tuition will be charged to the account. A processing fee is charged to all cancellations and classroom changes. Please call or email if you need to cancel your contract.
- Once a cancellation is processed, no changes to your child's schedule can be made. If you wish to re-enroll, you will need to open a new contract and pay the non-refundable registration fee again.
- No refunds are given for emergency or weather closings or for days missed due to illness or vacation.

- Children currently enrolled must submit a new registration for each new school year.
  - Classes are filled on a first-come, first-served basis.
  - Waiting lists are kept throughout the school year.
- Openings are advertised in the Community Education brochure and online at [www.edenpr.org/epcommunityed](http://www.edenpr.org/epcommunityed).

## Insurance

Eden Prairie Schools does not carry accident, disability, or medical insurance for students. Coverage is through the student's family medical coverage, including the cost of ambulance services. The district does not carry public/general liability coverage for district premises and/or employee negligence. MinnesotaCare health insurance is available for those families who qualify based on monthly income and family size. Questions about this plan can be directed to the school nurse, social worker, or family resource specialist.

## Tuition Assistance

Limited tuition assistance is provided for qualifying families through:

- The School Readiness program. To determine eligibility for assistance, families select factors that apply to their family situation during the registration process. Income will be verified to determine eligibility.
- Early Learning Scholarships. For more information, call the location based on where you live.
  - Hennepin or Ramsey County: Think Small 651-641-6604.
  - Carver, Dakota, or Scott County: Families First of MN 1-888-450-2773.

For more information from Little Eagles, visit the Little Eagles Website or call 952-975-7292

## Past Due Accounts Little Eagles

Late Payments will be processed in the following steps:

Payments are charged the 1st of each month. On the 10th of that month, declined tuition payments will result in a fee of \$20. An email will be sent outlining the late fee and information on how to resolve the negative account.

If the account remains past due on the 15th of the month, billing will contact you to resolve the negative account.

If an account remains negative, with no plan for payment on the 20th of the month, the family will receive a letter with the child's dismissal date.

*\*\*In the event of financial hardship, please contact our office to discuss payment options. All scenarios will be considered on a case by case basis.*

## Health and Immunization Records

State law mandates that an immunization record be kept on file for each child in our programs. The immunization form is due before the child starts class. Forms can be found online at [www.edenpr.org/preschool](http://www.edenpr.org/preschool).

## Data Privacy

In compliance with state and federal laws, Eden Prairie Schools protects school records through a data privacy policy. Students and parents have the legal right to examine and challenge the contents of student records. The Minnesota Legislature has said that all school records are deemed private. This means that the district cannot release any information without permission except directory information, a summary of census information along with grades, and attendance data which is stored electronically when students leave the school system.

## Birth Certificate

State reporting requires us to have copies of birth certificates for all preschool students. They can be emailed to [EPS\\_LittleEagles@edenpr.org](mailto:EPS_LittleEagles@edenpr.org) or dropped off at your school office.

## Open Enrollment

Little Eagles Preschool is open to all families living in and out of Eden Prairie School District.

## Early Childhood Screening

Early Childhood Screening is a free, growth and developmental check required by the State of Minnesota for all preschool-aged children who will be attending kindergarten.

Screening appointments are held at the Welcome Center (Door 1A) in the Administrative Building at 8100 School Road, Eden Prairie, MN 55344.

You can find more information and schedule online at [www.edenpr.org/ECscreening](http://www.edenpr.org/ECscreening) or by calling (952) 975-6940. Please call or email us with your questions [ComEd@edenpr.org](mailto:ComEd@edenpr.org).

## Child Pick Up Requirements

Your child will only be released to parents, guardians, or a person listed on your authorized pickup list. Staff are required to ask for identification from anyone they are unfamiliar with. If an unauthorized person arrives to pick up your child, you will be contacted. If you cannot be reached, your child will remain at school until you or your emergency contact person arrives.

When you complete registration, you are asked to list persons who may pick up your child from school without prior notice to the teacher. Please have two back-up people that your child may be released to if you are not able to pick up your child. Under no circumstances will a child be released to anyone not on your authorized pickups list without prior authorization.

It is legal for either parent to pick up a child unless we have a copy of a court order restricting visitations. Copies of legal documents must be provided to the program office before any staff can actively prevent non-custodial parents from picking up their child.

No person will be allowed to sign a child out who:

- Is not identified as an authorized pickup.
- Cannot verify identity with proper photo ID.
- Is suspected to be under the influence of alcohol or drugs.

Full day and extended day families are required to sign their child in and out each day on the iPad.

## Late Pick Up Policy

Children attending preschool classes are required to be picked up immediately after class is over. If you are delayed by an emergency and anticipate being late to pick up your child, please make alternate plans for someone on your authorized pickup list to pick up your child on time. Also, please call the school immediately to let them know. Full day families at the Education Center that are running late can text the program cell phone at 952-221-8911 between 4:30 and 6:00 PM.

A late fee of \$1.00 per minute will be assessed for every minute a parent/guardian is late and the fee(s) will be added to the next invoice. Continued late pickups may result in discontinuance of the program.

In the event that a child is still at the program 15 minutes after class ends or a child is returned to us from the bus company, we will take the following steps:

1. Attempt to reach parents/guardians, using all numbers and e-mails provided
2. Contact all people authorized from the "Emergency Contacts/ Pickups"

In the event that a child is still at the program 30 minutes after class ends and no contact or communication has been successful, the child may be released to the local police department.

Recurring late pickups will result in contact from an Early Childhood Administrator to discuss the late pickup policy and arrangements to ensure the child will be picked up immediately after class in the future.



## Health Services for Little Eagles

Health room staff (health paraprofessionals and the licensed school nurse - LSN) provide monitoring and information regarding the control of communicable diseases, first aid, care to students who become ill or have health concerns, and administer medications or perform nursing procedures (LSN) according to physician orders and parent request.

Health rooms are staffed by health service paraprofessionals during school hours. Each site has varying school hours.

- Lower Campus 8:00 am – 3:45 pm
- Cedar Ridge 8:00 am- 2:30 pm
- Eden Lake 8:40 am – 3:10 pm
- Forest Hills 8:00 am- 2:30 pm
- Oak Point 7:45 am – 2:15 pm
- Prairie View 8:40 am – 3:10 pm

Programming outside of the health room hours are supported by first aid and CPR trained staff and will follow the accident procedures outlined below.

**LICENSED SCHOOL NURSE:** The licensed school nurse oversees health services for their assigned sites and works with the health paraprofessionals to meet the health needs of all students.

The school nurse provides nursing consultation and assessment to students and families, and serves as a resource, consultant, and team member with staff and community.

## Accident Procedures

In the event that an accident or injury occurs to a student or employee at school, an incident report will be completed and turned into the director and the school nurse on the day of the incident. Parents will be notified by the health office or the classroom teacher.

In the event of a more serious accident or injury, parents will be notified as soon as possible. If the parents cannot be reached, we will contact the person listed on your emergency contact form. If necessary, 911 will be called for emergency care. Staff will follow recommendations of emergency personal. In the event of transport, a staff member will remain with your child until you arrive.

Such procedures will be reserved for extreme emergency situations and every attempt to notify the parent/guardian will be made. It is vital that you keep your emergency contact information up to date.

## Attendance Line

Please call the Attendance Line at your child's pre-k site to report any absence. When calling, indicate your child's classroom and the reason of the absence, for example: illness, appointments, vacation, funeral, emergency, etc. If sick, please leave a message about your child's symptoms or your child's diagnosis from your doctor.

Parents will receive communication of reported infectious or communicable diseases. Notification will include a list of symptoms. The school follows the MN Department of Health guidelines to assist in management/control in the school setting.

## When to Keep Your Child Home: Illness Exclusion and Notification

Your child must stay home if he/she/they,

- Has a fever of 100 or more. Your child should stay home for 24 hours after the temperature returns to normal without medication.
- Has vomited or had diarrhea. Your child should stay home for 24 hours after the last episode without medication.
- Has any unexplained rash. Check with your family physician before sending your child to school and notify classroom staff.
- Has lice. Treat your child until lice and nits are adequately treated and removed. Also notify classroom staff. If live lice are located on your child, they will be sent home to be treated.

If a child becomes ill while at school the child will be brought to the health room. The health staff will care for your child and notify parents/guardians if the student needs to be picked up. Pick your child up as soon as possible.

## Allergies and Health Conditions

Prior to your child's start date parents or legal guardians must complete a health plan with the health office. This plan will include a description of your child's allergies or health conditions, triggers, medication needs, and procedures for staff to follow in the case of a reaction. Classroom staff will receive a copy of this plan and any necessary additional training or information from health room staff before your child starts.

Little Eagles Preschool attempts to be latex, peanut/ tree nut, and fragrance aware.

Due to student and staff health needs and air quality issues animals and pets are not allowed to visit inside schools without permission and specific policy requirements. Some exceptions may be made; please check with the Early Childhood Director before bringing any animals into the classroom. Your child's classroom may have a classroom pet. In doing so, permission will be requested from all families in the classroom.



## Medications

Prescription and over-the-counter medications will only be given to children while at school with a medical order from a doctor, and a signed authorization from the parent or guardian.

- Medications must be kept in their original container and be properly and legibly labeled with the child's first and last name and current prescription information.
- Medications will not be given after the expiration date.
- Parents must inform staff the last time the medication was given.
- Staff will document each time the medication was given.
- Medication will be given in private.
- Any unused medication will be returned to the child's parent or legal guardian.

## Sunscreen/Insect Repellent

Throughout the course of the school year, staff members will apply sunscreen to your child. Your child must come to school with the first application of sunscreen and insect repellent on. We will apply additional applications throughout the course of the school day.

We use Banana Boat or Coppertone sunscreen (SPF 30+), Banana Boat or Coppertone Sunscreen (SPF 30+) face stick, and Cutter, OFF, or Johnson bug spray. If you decide you do not want your child to have these items applied or the brands listed used, you must provide a signed doctor's note to the health office.

## School Environment

It is the responsibility of classroom staff to be sure the classrooms are clean and safe to be used. Custodial staff supports cleaning and sanitation in our schools on a regular basis. We encourage frequent handwashing to maintain a clean and healthy environment.

## Snacks/Lunch

We encourage a reusable water bottle for your child each day.

For classes/programming that participate in snack, we encourage all families to send a health snack or lunch. Some snack examples include: Cheese, fruit, yogurt, pretzels, and raisins. Additional snack restrictions may be determined by classroom allergies. Parents will be notified if there are classroom specific restrictions.

## Clothing and Outside Play

Children should dress for creative, messy, and active play. Send your child to school daily in comfortable shoes for moving, preferably tennis shoes. Preschool classes play outside during part of their school day, so make sure to include weather appropriate clothing.

## Recess/Playground

Students will have approximately 20 minutes for recess and will go outside. It is important that children be prepared to go outside with appropriate outdoor clothing: boots, mittens/gloves, jackets, snow pants and hats. If students are in need of winter clothing, please contact the social worker. Should there be a request for a child to stay indoors, a doctor's note/permission must be provided and state how long the restriction will remain in effect.

The decision on whether or not to keep the students indoors is made each day. The following weather conditions necessitate the students to remain inside for indoor large motor. It is raining. The temperature or wind chill drops below -10 degrees. Other weather circumstances could also lead to students remaining inside.

## Open House

Our open house is a time to introduce/reacquaint the child and family to the classroom and to facilitate relationships between families and staff.

## Conferences

Conferences will be held two times a year between the teacher(s) and parent of each child enrolled in Little Eagles Preschool. Children's progress will be discussed at the parent/teacher conferences. During these conferences, teaching staff will share Teaching Strategies GOLD assessment data and samples of each child's work. We strive to provide communication to all families in a manner that is sensitive to family values, culture, identity, and home language.

## Curriculum and Assessment

Creative Curriculum is a balanced approach of all social-emotional and academic areas. We focus on personalized learning for your child. Lessons are designed around your child's skills to prepare them for kindergarten and beyond.

Teaching Strategies GOLD is an observation based assessment tool that we use to assess our students. Teachers will continuously monitor and support every child's development. Constant interaction with the children allows teachers to appropriately assess their skills and developmental levels, as well as their interests and needs.

## **Behavior/Guidance Procedures**

The safety of self and others is our highest priority. All Little Eagles Preschool staff are trained in the Social-Emotional Pyramid. We exercise strategies that use positive reinforcement, encouragement, offering of choices, redirection, limit settings and joint problem solving.

Positive Behavior Support Strategies are used in the classroom to help the child understand limits in the classroom and to help the child learn how to self-regulate. Engaging in social emotional learning allows children to respect themselves and others and to cultivate respect in the school environment.

Behavior support plans may be created to support a child's success in the program with parent/guardian cooperation. Be kind. Be safe. Be responsible.

## **Evaluations**

To provide a program that meets the needs of our participants, we offer parents the opportunity to formally evaluate our program at the end of the year. Throughout the year, if you have suggestions or concerns, please speak with your teachers as soon as possible to ensure the best experience for you and your family.

# COMMUNICATION

## Parent Communication

You will receive a variety of communication from Little Eagles. Classroom staff will communicate with you about your child's growth, classroom events, and updates.

Classroom teachers communicate through

- Email
- Phone calls
- Seesaw App

Make sure to check your email and child's backpack daily for paper communication, resources, or art created by your child.

## Changes in Contact Information

It is extremely important that we have updated contact information for all parents/guardians. If you have an address, email, or phone number change during the school year, it is important that you notify your child's teacher and the office. You can update all your contact information including your address, phone numbers, email addresses by logging into your account. Visit our website at [www.edenpr.org/preschool](http://www.edenpr.org/preschool) to manage your account.

## Eden Prairie Schools Publications

Families with students attending Eden Prairie Schools receive print and electronic publications from the district such as:

- Parent Post Email
- Inspiring News Newsletter
- Social Media

Follow us on Facebook [www.facebook.com/EdenPrairieSchools](http://www.facebook.com/EdenPrairieSchools) (district) or <https://www.facebook.com/epcommunityed/> (Community Education)

Follow us on Instagram: @edenprairieeagles

Subscribe to our YouTube Channel: <https://www.youtube.com/c/EdenPrairieSchools>

## Communication Alerts

The district has the ability to call and email all district families. In order to help ensure that you receive these important messages, go to [www.edenpr.org](http://www.edenpr.org) and make sure that we have the correct email address and phone numbers for us to use. You can update your email address and cell phone number yourself by logging into the parent portal and click on "Family Members". Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system. Contact us with questions at (952) 975-7094 (952) 975-7094or [helpline@edenpr.org](mailto:helpline@edenpr.org).

Families can receive notifications such as school closures and weather-related information on our website, Facebook, Twitter and local TV news stations.

## Website

Our district website, [www.edenpr.org](http://www.edenpr.org), has information about Eden Prairie Schools and Community Education. Click the "Select a School..." menu to find the website for your school (Community Education). Information available online includes general information, supply lists, calendar, newsletters, etc.

## Early Childhood PTO

The ECPTO is seeking new members to help represent the participants in our diverse programs. Members actively support and are informed about early childhood education in Eden Prairie. Meetings are held once a month during the school year. We know that the early childhood years are busy ones, and we value whatever contribution works for you and your family. If Interested, contact Community Education at [ComEd@edenpr.org](mailto:ComEd@edenpr.org).

## Learning at Home

Research supports that families are the earliest and most significant teachers in a child's life. A child's value of education and lifelong learning is also impacted by teachers, caregivers, and outside influences. Families know their child best and can help foster learning by linking current and past experiences, asking questions that help the child reflect, and supporting the child's growing knowledge of self and what works best for him or her. Look for information about opportunities for parent involvement in preschool from your child's teacher.

### WAYS TO STAY CONNECTED:

Important updates, reminders, upcoming events, and new information about Little Eagles Preschool and Community Education will be shared in several ways including:

- Parent Email Newsletter (Past copies are posted under the Parents menu bar on the website.)
- Community Education's Facebook Page: [www.facebook.com/EPCommunityEd](http://www.facebook.com/EPCommunityEd)
- Emails and phone calls from teachers
- Classroom Parents and Early Childhood PTO
- Community Education Website: [www.edenpr.org/epcommunityed](http://www.edenpr.org/epcommunityed)
- Electronic Fliers on PeachJar (Past copies are posted under the Parents menu bar on the website.)
- Visit our Eden Prairie Schools website at [www.edenpr.org](http://www.edenpr.org)

# **HELPFUL INFORMATION**

## **Backpacks**

Preschool children will need a full-sized backpack every day. Backpacks need to be large enough to fit all necessary items including snack, outdoor gear and extra clothes. Teachers will use this backpack to send home school projects and important information. Please check and empty it daily. Backpacks will be stored in the child's locker or cubby area.

## **Birthdays**

We recognize birthdays in many different ways in preschool. Ideas include bringing in a favorite book to read, choosing the song for the day, etc. Talk with your classroom teacher about how birthdays will be recognized in your child's classroom. As a reminder, we follow the district wellness guidelines regarding food. Healthy snacks that are store-bought are welcome. We do not serve cake, cupcakes, cookies, ice cream or candy. No gifts should be accepted/exchanged at school.

## **Holiday Guidelines: Honoring Family Traditions**

While we do not formally sponsor or host holiday celebrations, we know young children are eager to learn about themselves and others and that a sense of belonging is critical to student success. In an effort to honor the value of each student's unique experience, we provide our students and families with opportunities to share their family traditions with staff and classmates.

For example, your child's classroom may:

- Send out a survey asking for information about family culture, including traditions and holidays
- Request photos from special family events/traditions
- Celebrate class and student achievements
- Invite parents to share examples of family culture and traditions
- Highlight each student through "All About Me" or "Star of the Week" posters

## **Bus Times**

Bussing is available for qualified families in our half-day programs. If your child is riding the school bus to school, please be outside waiting for the bus 5 minutes before your child's pickup or drop-off times. This will ensure that children get to school on time. Once confirmed for busing eligibility, please call Eden Prairie Schools Transportation department at (952) 975-7500 with questions about pick up times and locations.

## **BUSSING**

- 3 year olds may receive busing, dependent on qualifying factors
- 4 year olds are provided busing if they attend their boundary school

## **Transportation Resources**

If transportation is a barrier to participate in our program, please contact Reta Johnson, our Family Resources Specialist at [rjohnson@edenpr.org](mailto:rjohnson@edenpr.org) to discuss options.

## **Lost and Found**

Please label all items of clothing. Students always have access to the lost and found area at their school. Parents are encouraged to look through the lost and found items on times they visit the school. If you do not find a lost item, please ask in the office. Unclaimed items will be donated to PROP at various times throughout the year.

## **Donation of School Supplies**

We love to do creative projects with our preschoolers to help foster their learning and creativity in a variety of ways. You can help in this effort by making a donation to the classroom supplies our teachers use to create fun, educational curriculum each school day. Suggested donations of supplies are listed at [www.edenpr.org/preschool](http://www.edenpr.org/preschool).

## **Toys from Home**

Toys brought from home could get broken or lost. Please limit sending toys unless it is something that pertains to a unit of study, or a special security object your child needs for separation. All personal items brought from home must be labeled.

## **Video and Photos Release Waiver**

Our photo and video release waiver states Eden Prairie Schools Community Education has permission to use photographs and video recordings of your child(ren) in public releases and/or information publications about the program (for example in brochures, newspaper/media stories, website, social media, and fliers). If you would prefer not to have you or your child photographed or filmed, please email [comed@edenpr.org](mailto:comed@edenpr.org). The waiver is completed at the time of registration.

## **Toilet Training**

Children should be potty trained or must be actively potty training before entering preschool meaning they have:

- the ability to identify and verbalize the urge to use the restroom in a timely manner
- the ability to manage all self-help/toileting skills independently
- the ability to manage their preschool day including rest time without a pull-up

We are aware that it is developmentally appropriate for children of this age to have accidents from time to time. In the event that your child needs additional support through toilet training, classroom staff and Parent Educator will work with you and your child.



## School Closure

In the event of inclement weather, please listen to the radio, watch the local TV news stations, visit [www.edenpr.org](http://www.edenpr.org) or download the EPS app for school closure notifications. Little Eagles Preschool is part of ISD 272 Eden Prairie Schools.

WHEN EDEN PRAIRIE SCHOOLS IS:	LITTLE EAGLES PROCEDURE:
Cancelled due to an emergency closure	Little Eagles programming at all sites is cancelled
eLearning for K-12 in place due to inclement weather	Little Eagles programming at all sites is cancelled
Delayed 2 hours	Before Preschool Care at all sites is cancelled AM Preschool at all sites is cancelled AM+RE Preschool at all sites is delayed until 11:30 am – No bussing available to school, must be dropped off to school
Early closure or evening program cancelled	After Preschool Care at all sites is cancelled PM Preschool at all sites is cancelled AM+RE Preschool at all sites closes at 2:00 pm – No bussing available to home, must be picked up at school

## Emergency Procedures

Each classroom has evacuation drills (including fire, tornado, and lock down) to prepare the children to follow appropriate procedures. You are welcome to view a detailed evacuation plan posted in each classroom.

## Safety

Eden Prairie Schools works to create an environment of care and support where each student is inspired every day. Part of this work is a commitment to student safety, with efforts including character development, proactive response protocols, and a strong partnership with the Eden Prairie Police department. Eden Prairie Schools will continue to be proactive in crisis response and keep student safety as a top priority.

## Parking Lot Information

Safety is important while in the parking with your child. Please teach your child to hold your hand in the parking lots, stay on sidewalks, and do not walk between or behind buses. Remember to never leave your child unattended in a vehicle, even for a couple of minutes. It is a state law that drivers must stop and yield to pedestrians in crosswalks. Children are required to be escorted by an adult into and out of the building.

## Transportation Safety

Eden Prairie Schools has an excellent safety record! We have a well-trained staff of drivers and our buses are well maintained. We advocate that safety is a shared responsibility. The majority of children injured in student transportation are not hurt on the bus, but outside the bus. Students should be aware of the 10-foot area around the stopped school bus referred to as the "Danger Zone". Parents and community members are required by law to stop at least 20 feet from a bus with flashing red lights.

## Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. If you have questions about this policy, please contact your school leadership

**Disability Nondiscrimination:** The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

**Student Sex Nondiscrimination:** The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

## **Tobacco-Free Schools**

School district students and staff have the right to learn and work in an environment that is tobacco-free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. Contact the school leadership or another staff member if you have questions or wish to report violations.

## **Weapons**

The district has adopted a weapons policy. Anyone who has reason to believe a weapon is on a school site, bus, or at a school-sponsored activity has a duty to report that information to the site administrator, police officer, or any adult supervisor. Possession is defined as, but not limited to, having a weapon on one's person or in an area subject to one's control in a school environment. Weapons are defined as any object, device, instrument, or substance designed as a weapon or through its use capable of threatening or producing bodily harm, or which may be used to inflict self-injury, including, but not limited to: firearms, loaded or unloaded, functional or non-functional, look-alike or facsimile or having the appearance of a weapon; all knives; objects designed to be worn over fists or knuckles; blackjacks, clubs, nunchucks or throwing stars; explosive or incendiary devices; bows and arrows, slingshots, razors; poison chemicals including mace, pepper gas, or similar sprays; firearm muffler, silencer, or ammunition; any object modified to serve as a weapon; articles designed for other purposes such as pencils or scissors but used to inflict bodily harm or intimidate others.

Violation of the weapons policy may result in one or more of these consequences: out-of-school suspension, confiscation of the weapon; notification of the police, recommendation for expulsion or exclusion from school for up to one year. Students with disabilities who violate the policy will be disciplined in accordance with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

Eden Prairie Schools Community Education works with children of all abilities. Our staff work with enrolled families to provide reasonable accommodations as needed for each child. The goal for all children is to have independent, meaningful participation in the program.

All children participating in programming must consistently demonstrate the ability to follow adult direction, show readiness for large group activities, including the ability to remain with the group, and follow safety rules.

## **Child Abuse and Neglect Reporting**

It is the policy of the State of Minnesota and District 272 to require the reporting of neglect, and physical or sexual abuse of children in the home, school, or community. Any employee who knows or has reason to believe a child is being or has been neglected, physically abused, or sexually abused, within the preceding three years, shall immediately report the information to Hennepin County Child Protection Services at (612) 348-3552.

An employee is legally required (a mandated reporter) to report and cannot shift responsibility of reporting to a supervisor. A report must be made immediately (within 24 hours) to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600. Any person may voluntarily report suspected abuse or neglect to this number.

# EP STUDENT SUPPORT SERVICES DEPARTMENT

## Special Education

Special Education services are available to any student eligible for specific disability services as defined by state and federal law. Disability areas include speech/language, emotional behavior disorders, other health disabilities, physically impaired, traumatic brain injury, visually impaired, deaf/hard of hearing, specific learning disabilities, autism spectrum disorder, cognitive disabilities, and severely impaired. For more information, call the Early Childhood Special Education program at (952) 975-6979.

## Social Worker and Psychologist

Each school has available the services of a school social worker and psychologist whose role is to support the emotional/social growth of children. They work with families, teachers, and other staff to address concerns about student achievement, behavior, etc., and facilitate connections to needed social and mental health services. Contact Sara Pokladnik at (952) 975-7276.

## English Language Services

If English is not your primary language, translation assistance is available. We want to support you and your child. Please notify your child's teacher if you wish to use this service.

### Eden Prairie Schools Somali Communication Specialist

Ahmed Noor  
(952) 975-7069  
anoor@edenpr.org

### Eden Prairie Schools Spanish Communication Specialist

Heriberto Vargas  
(952) 975-7068  
hvargas@edenpr.org

## Washburn Center For Children

Washburn Center for Children is a leading children's mental health center, caring for a wide variety of children's needs such as: attention deficit disorder, anxiety, behavioral problems, trauma, depression, parent/child conflicts, and grief.

This staff person works with both families and children in our program. Washburn also offers families convenient access to school-based mental health services such as diagnostic assessment, individual and family counseling (provided at school and/or home), consultation with school staff and parents, including classroom observation and recommended early intervention, and the coordination of services and communication with parents, teachers, school staff, and other health care providers. As noted, services are confidential and only provided to the child after a parent/guardian has provided consent.

## Additional Resources

### Early Childhood Somali Cultural Liaison

Yussuf Issa  
(952) 975-7254  
yissa@edenpr.org

Additional support is available for Somali speaking families participating in early childhood programs. Our Somali Cultural Specialist can assist with a variety of things like registration, teacher communication, conferences, and general program questions or concerns. To talk to the Somali Cultural Specialist, call (952) 975-7254 or visit Lower Campus at 8100 School Road, Eden Prairie.

### Parent Educators

(952) 975-6940  
ComEd@edenpr.org

Do you have a question about tantrums, sibling relationships, bedtime routines, or healthy eating? Do you want to talk about developmental milestones or would you like to learn more about community resources? We are a resource for you for any topic. A licensed parent educator will connect with you by phone, email, a home visit or by appointment at either of our locations. We offer confidential, one-on-one discussion at no cost to all Eden Prairie families with children ages birth through 5 years.

### Family Resources Program Specialist

Reta Johnson  
(952) 975-7030  
rjohnson@edenpr.org

Eden Prairie Schools Community Education recently added a new program to support students and families who live, work, or go to school in our community. The new Family Resources Program takes the place of the previous Familink program. The goal of the program continues to be to connecting you to community information, resources, and services. Additional information about resources and services available are online at: [www.edenpr.org/familyresources](http://www.edenpr.org/familyresources).

# ABOUT COMMUNITY EDUCATION

Eden Prairie Community Education connects, empowers, and enriches people's lives through lifelong learning and service to our diverse and evolving community. We offer many opportunities and programs for you, no matter what your age!

## Early Childhood Family Education

ECFE classes are designed to strengthen families and support children's healthy growth and development. Ongoing weekly and one time classes provide parenting tips that can be used immediately.

## Little Eagles Preschool

Eden Prairie Schools preschool programs are designed to provide children with all aspects of developmental preparation. Our program content, highly qualified teachers, and use of best teaching practices earned our preschool program the highest state Parent Aware rating of four stars.

## Early Childhood Screening

Screening is required of all children prior to kindergarten entrance. Children can be screened beginning at age three. See page 5 for more information about screening and how to schedule an appointment.

## Facilities Use and Rental

Are you looking for a place to meet or play? Whether you need a meeting room, a whole gym or something in-between, Community Education can help. Most facilities in the district (including classrooms, commons, cafeterias, and gymnasiums) are available for rental. Learn more by calling (952) 975-6941 or visiting [www.edenpr.org/facilityuse](http://www.edenpr.org/facilityuse).

## Help Me Grow

Help Me Grow provides resources for families to understand developmental milestones and learn if there are concerns. This helps families take the lead in seeking additional support or referring their child for a comprehensive, confidential screening or evaluation at no cost. Help Me Grow is an interagency initiative of the State of Minnesota Department of Education, Department of Health and Department of Human Services. We partner with all local service agencies.

Do you have concerns about your baby's development? Free help is available through Help Me Grow. Call or visit their website to learn more and have your questions answered. Your baby's development can be evaluated at no cost to you. For more information check out [www.HelpMeGrowMN.org](http://www.HelpMeGrowMN.org) or call 1-866-693-GROW.

## EPIC Youth Programs

Our youth programs ignite interest and challenge students in a fun, safe, and supportive atmosphere. Enrichment and recreational classes are available to students before and after school and throughout the summer. More information is available at [www.edenpr.org/EPIC](http://www.edenpr.org/EPIC).

## Adult Learning

Rediscover the joy of learning with no grades or papers—just the pure satisfaction of discovering something new. New classes are offered weekly

## Adults with Disabilities/Learning Exchange

A wide variety of classes and support services are offered for adults with disabilities. Classes meet from September to June and are open to residents of Eden Prairie, Bloomington, Edina, and Richfield.

## Adult Basic Education and ESL

In partnership with Metro South, we offer classes in Adult ESL, GED, Diploma, College Prep, and Citizenship. They are offered in Eden Prairie and Bloomington. Learn more at [metrosouth.org](http://metrosouth.org).

## Volunteer Program

Share your skills and talents! Volunteer with Community Education. Opportunities include:

- Preschool Literacy Tutor
- Early Childhood Classroom Volunteer
- Special Events Support
- Elementary Literacy Tutor
- Early Childhood Advisory Council
- Community Engagement Impact Council.

Learn more and sign up at: [www.edenpr.org/GetInvolved](http://www.edenpr.org/GetInvolved).

## Family Resources Program

Eden Prairie Schools Community Education recently added a new program to support students and families who live, work, or go to school in our community. The new Family Resources Program takes the place of the previous Familink program. The goal of the program continues to be connecting you to community information, resources, and services. Additional information about resources and services available are online at: [www.edenpr.org/familyresources](http://www.edenpr.org/familyresources).