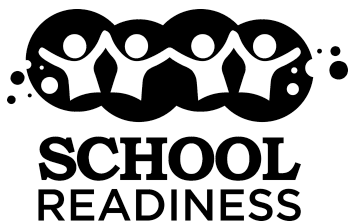


# Bright Beginnings Preschool

## 2022-2023 Handbook



*Bright Beginnings is made possible through the resources of Voluntary PreK and School Readiness funding granted by the Minnesota Legislature through the MN Department of Education.*

## **Program Directory of Instructional and Support Services**

Roosevelt Community School  
122 E. McKinley St.  
Owatonna, MN 55060  
507-444-7900

Owatonna Education Center  
338 E Main St  
Owatonna, MN 55060  
507-444-8050

### **Early Childhood Offices**

Maggie Goldade  
Early Childhood Supervisor  
[mgoldade@isd761.org](mailto:mgoldade@isd761.org)  
507-444-8041

Deb McDermott-Johnson  
Director of Community Education  
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507-444-7901

Betsy Wilker  
Youth Programs/Enrollment Coordinator  
[bwilker1@isd761.org](mailto:bwilker1@isd761.org)  
507-444-7922

Kelsey Winkels  
Early Childhood Team Lead  
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### **Early Childhood Educators**

Sam Brocker  
Roosevelt - Early Childhood Teacher  
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507-444-7939

Heather Doherty  
Roosevelt - Special Services Teacher  
[jell@isd761.org](mailto:jell@isd761.org)  
507-444-7939

Jolene Ell  
OEC - Early Childhood Teacher  
[jell@isd761.org](mailto:jell@isd761.org)  
507-444-8086

Kira Schiller  
OEC- Special Services Teacher  
[kschiller@isd761.org](mailto:kschiller@isd761.org)  
507-444-8086

Jenni Henslin  
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Katie Karaus Scott  
OEC - Early Childhood Teacher  
[kkarausscott@isd761.org](mailto:kkarausscott@isd761.org)

Jenika Roy  
OEC- Special Services Teacher  
[jroy@isd761.org](mailto:jroy@isd761.org)  
507-444-8088

Nikki Weber  
OEC - Early Childhood Teacher  
[nweber1@isd761.org](mailto:nweber1@isd761.org)  
507-444-8088

## **Bright Beginnings Preschool**

The staff would like to take this opportunity to welcome you and your children to the School Readiness Program. The Owatonna School District #761 program is designed to provide a safe and caring environment for children that are 4 & 5 years old to learn and grow!

This program is operated through a joint venture with Community Education and Early Childhood Special Services, both entities of Owatonna Public Schools. The program is staffed with general education early childhood educators, special services educators, educational assistants, and paraprofessionals.

The Early Childhood Advisory Council provides staff with advice and guidance in meeting the early learning needs of Owatonna's children. Parents are invited to participate as members of the Early Childhood Advisory Council. The Council meets monthly, child care is provided, to provide staff with guidance and support to ensure that program excellence is maintained and a variety of early learning experiences are generated for Owatonna's families with young children.

Bright Beginnings offers a variety of activities to channel children's energies into positive growing experiences. The purpose of Bright Beginnings is to provide all eligible children adequate opportunities to participate in child development programs that enable the children to enter school with the necessary skills, behavior, family stability and support to progress and flourish. Children with the greatest needs, as identified through self-assessment and the early childhood screening process receive priority for Bright Beginnings services. Our program builds upon existing services and resources in the Owatonna community to meet the health, nutrition, education and social service needs of participating children to enhance their learning and development and future success in school.

### **Children Served**

Bright Beginnings serves preschool children who are 4 years old by September 1, 2022. The program is designed to serve children and their families based on individual and family needs. The Minnesota Legislature recognizes the challenge of transitioning from early childhood into kindergarten and supports School Readiness and Voluntary PreK as programs that will ensure future learning success for children and their families experiencing risk factors during the early years.

### **Program Services**

The curriculum used at Bright Beginnings focuses on the whole child. Lesson plans are designed to promote growth in all areas of a child's development through a variety of planned activities.

Weather permitting, children will spend time outdoors. Please bring your children to Bright Beginnings each day appropriately dressed for playing outside.

Center time is provided each day for the children to pursue their own interests in a safe, friendly, and stimulating environment.

## Curriculum

The following curriculums are used at Bright Beginnings:

- ★ Fountas and Pinnell Classroom --Preschool Literacy Curriculum.
- ★ Everyday Math – Preschool Math Curriculum
- ★ Second Step – Social - Emotional learning
- ★ SMART – Stimulating Maturity through Accelerated Readiness Training
- ★ Visual phonics - learning letter sounds.

## Preschool Class Offerings

We offer the following schedule of preschool classes at Roosevelt Community School:

Monday-Thursday 8:30-11:30

Monday-Friday 12:30-3:00

We offer the following schedule of preschool classes at Owatonna Education Center:

Monday-Friday 8:15 – 10:45 a.m.

Monday-Friday 12:15 – 2:45 p.m.

## Parent-Child Partnership

Bright Beginnings is very proud of the parent-child partnership included in our preschool. We respect that you are your child's first and most important teacher. We provide families with multiple ways to participate in early learning experiences with their child. Early learning opportunities with the whole family involved is supported by research that indicates preschool children who have families that actively support learning beyond the classroom are more successful in school and life! For these reasons, we offer a menu of parent-child learning options that will help you and your child with a successful transition into kindergarten. To participate in Bright Beginnings, we ask families to contribute 25 hours towards their child's school readiness by participating in a combination of the following required and optional choices.

- A. Participate in **Early Childhood Screening** with their child prior to the start of Bright Beginnings, or within 30 days of enrollment. (1 hour)
- B. Participate in the Bright Beginnings Preschool **Parent Orientation** meeting (1.5 hours)
- C. Attend the **Before School Interview** with your child and their teacher. (20 mins)
- D. Attend **two parent-teacher conferences** to discuss your child's development. A "Consent To Release Information" form must be signed prior to conferences if someone other than the parent or legal guardian will be attending. Your child's teacher has these forms available.
- E. Additional Parent-Child Activities:
  - Classroom "take-home" activities (provided by your child's teacher) – Monthly Reading Log (1 hour), Weekly Activity Sheets (1/2 hour)
  - Early Childhood Family Education Classes (Brochures are mailed out)
  - Family Night at the Library (Dates and themes are listed in the ECFE brochure)
  - Family Enrichment Events (Check out the Community Education and ECFE brochure for one-time events you and your child can enjoy together.)
  - Parent Workshops
  - Participate in Adult Learning Center programs to earn a GED or practice basic skills, including English Language Learners
  - Classroom Volunteer – You can sign up with your child's teacher

## **Program Calendar**

The program calendar is customized specifically to your child's class and indicates the days that classes will be in session and when parent/teacher conferences are scheduled. If there are changes in the calendar for any reason you will be notified with messages sent home in your child's school bag and a message or post on Class Dojo.

## **Attendance Procedures**

### **Drop Off and Pick-up**

When bringing your child to school, please wait for the teachers to open the building doors and meet outside the building. A teacher will be there to greet you. Please pick up your child **immediately** after class. An adult listed on their registration form should meet your child outside the building doors. Please note that your child will not be released to any individual not listed on the enrollment form. Your child will remain at school until you can be reached by phone or in person.

Families that repeatedly allow children to remain at school before or after class time will receive:

1. a verbal reminder of the procedure
2. a written reminder of the procedure

Children enrolled in Bright Beginnings are not allowed to walk to or from their school unaccompanied, for liability reasons. All children must be accompanied by an adult or sibling, age 13 and up that are named on the child's Registration Form.

### **If You Are Running Late**

Please call your child's classroom (numbers found on page 2 and 3) to inform staff that you are running late. If the line is busy, or no one answers, please redial 507-444-7900 for Roosevelt Community School or 507-444-8050 for Owatonna Education Center. These numbers connect you to the office in each building.

### **If Your Child is Going to be Absent**

If your child is not going to be in school because of illness, vacation, etc., please call the Bright Beginnings classrooms and leave a message for your child's teacher. Classroom phone numbers are listed on page 2.

### **School Closing Announcement**

In case of inclement weather (severe thunderstorms, ice storms, blizzards, extremely cold conditions, etc.), or other building emergencies such as a power outage, you should receive a phone call from the School District and there will be a message posted on Class Dojo. You can also listen to **KRFO (1390 AM)** or **KOWZ (100.9 FM)** for closing. **Please Note:** When the Owatonna School District announces that we will be starting 2 hours late due to weather conditions, the 12:15 and 12:30 classes will run as usual.

# WHILE YOUR CHILD IS AT SCHOOL

## Label Belongings

All personal belongings (coats, boots, hats, water bottles etc.) that are brought to school should be **labeled** with the child's name.

## Toileting

If your child is **not toilet trained**, our practice is that we do **not** change diapers, change soiled underwear or otherwise assist with toileting. A staff member will call and request parents to return to Roosevelt Community School or Owatonna Education Center to attend to the situation. ***This does not apply to children on an IEP.***

For **ease of toileting**, please dress your child in clothing that your child can remove in order to attend to his/her own needs (ex: snaps, suspenders, jumpsuits and belts may be difficult for your child).

## Communication

Your child will need to bring a backpack or bag to school each day with their name clearly written on it. The bag will be used to send home projects, newsletters, special notices, etc. **It is very important that you check your child's bag every day and take out the papers and artwork that are being sent home.**

Bright Beginnings utilizes an app called Class Dojo. This free app is used for weekly reminders, special announcements and to share pictures and private messages to individual families. Please connect with your child's teacher to get the account information you need to register. Each child has a unique code.

## Parent-Teacher Conferences

As a reminder, this is one of the requirements in the Parent-Child Partnership. You will be reminded of the conferences in advance via the parent newsletter. We will use the PTC Fast online program to schedule them. In addition to the conferences, if you have any concerns that you wish to discuss, please make an appointment with your child's teacher. A "Consent To Release Information" form must be signed prior to conferences if someone other than the parent or legal guardian will be attending. Your child's teacher has these forms available.

## Snack Time

A snack is served to the children during each class. To keep expenses low, parents are encouraged to contribute nutritious snacks and beverages. State program guidelines require a strong nutrition component to all snacks served. The list below will give you some ideas for healthy snacks to donate:

Animal Crackers	Graham Crackers	Peaches
Cheese Nips	Ritz/Townhouse	Raisins
Wheat Thins	String Cheese	Applesauce
Crackers with Cheese	Breakfast Cereal Bars	Fruit Juices - large bottles
Apples	Bananas	Goldfish Crackers
Pineapple	Pears	Carrots & Celery Sticks

Teachers will communicate through Class Dojo if they are running low on snacks in the classroom. Please contact your child's teacher in advance if the snack you are contributing is perishable or a birthday treat. **If your child has any food allergies, you need to discuss this with your child's teacher before classes begin.** Do not send candy or gum with your child or any food item not meant to be shared with the class.

## PLEASE NOTE

**The Owatonna School Board has the following policy regarding the use of home-prepared foods:** In line with recommendations and rules from the Department of Health, the use of home, class, or school prepared foods will follow all requirements and standards as instituted for food and beverage establishments. Foods used in classrooms must be obtained from a supplier licensed by the USDA or MN. Dept. of Agriculture, or prepared in a licensed food establishment, such as:

- School Food Service Department
- Commercial Food Supplier
- Grocery Store
- Licensed Caterer

***The use of home-prepared food items for classroom use is prohibited*** unless it is supplied in its original, unopened, commercially prepared package. Exceptions to this policy must be reviewed with the building administrator in which the food will be served and with the Director of Food Service.

### **Photo Release**

Families enrolling in the Bright Beginnings Preschool shall be given the opportunity in the application to sign a written release allowing ISD 761 the opportunity to photograph or video family members participating in the School Readiness program. Likenesses in photograph or video form that may be used in school district publicity such as newsletters, brochures, websites and videos, and any media coverage such as newspaper or television. Photographs may also be used in wall or poster displays in public areas.

### **Transportation**

Bright Beginnings is working with Owatonna Bus Company and SMART Transit to provide transportation to and from school. Applications can be submitted to Roosevelt's Front Desk. It may take up to 10 working days to add a child to the established route once the school year has begun.

JUST A REMINDER THAT ANY CHANGES IN YOUR CHILD'S TRANSPORTATION  
ARRANGEMENTS MUST BE REPORTED IN  
ADVANCE TO YOUR CHILD'S TEACHER.

**Children will not be released to anyone not identified on the Registration Form.**

## **Health and Safety**

We will be going outside to play or take walks during nice weather (in the winter, too!), so please dress your child appropriately. If your child is **not going to be in school** because of illness, vacation, etc. please **call the Bright Beginnings classroom (phone numbers on page 2 or 3)** and leave a message for your child's teacher.

**Current** immunization records are **required** for all children at Bright Beginnings. Minnesota Department of Health rules do not allow children to begin school without the immunization records on file.

**Please inform staff if your child has food allergies, special needs or physical limitations.**

While some sniffles are winter-long, please do not bring sick children with fevers, vomiting, chicken pox, etc.

1. *A child must be fever free for 24 hours to return to preschool.*
2. *Children taking antibiotics must be on the medication for at least 24 hours before returning to school.*
3. *Children who have been vomiting or had diarrhea during the night, should not be attending class the next day.*

**You must report to your child's teacher within 24 hours**, exclusive of weekends and holidays, if your child is diagnosed as having a contagious reportable disease: strep, head lice, scabies, impetigo, ringworm, pinkeye, Covid, or chicken pox. Bright Beginnings follows the school district's health service protocols for contagious diseases. You are welcome to ask for information on these protocols at any time.

If a child becomes **sick during the school day**, we will call the parent to come pick up the child. If the parent cannot be reached, we will **call the persons** (in the order listed) on the **Child Information Sheet**.

In case of an **emergency or injury** at school which requires professional medical attention, parents will be notified immediately. If a parent cannot be reached, we will call the persons (in the order listed) on the Child Information Sheet. If necessary, we will immediately dial **9-1-1** and proceed with medical/dental help. Every effort will be made to contact the parents as soon as possible.

## **Medication**

Although Bright Beginnings may not dispense medication for your child on a daily basis, there may come a time when we need to dispense medication. Please become familiar with the following guidelines.

1. **Prescription medications** require a **"Medication Request and Authorization"** form that is completed and signed by both the parent *and* physician. Staff cannot dispense medication without the *Medication Request and Authorization* form on file and without a doctor's signature.
2. Prescription medication must come to school in the **original prescription container** appropriately labeled for the student by pharmacy or physician. Mixed dosage in a single container or dosage that needs to be altered will not be accepted. Medication in envelopes, baggies, etc. will not be administered.



3. **Non-prescription / over the counter medications** follow the same requirements as prescription medications if the parents want them administered in school. A *"Medication Request and Authorization"* form needs to be completed by the parents and physician. Medication must be in the original container which clearly identifies the medication.
4. **Medications are generally not to be carried by the student.** If an exception is to be made (e.g. bronchial inhalers, bee sting kits), there must be a *"Medication Request and Authorization"* form on file with Bright Beginnings. Medication should be brought to school by the parent or guardian and left with the appropriate school representative, except as noted in a written agreement between the school district and the parent.
5. The **school and Bright Beginnings staff must be notified immediately of any change** in the student's medication or if the medication is no longer required. For medication dosage changes, the school district must receive notification from the physician.

Planning for students who require medication on **field trips** must be done prior to the day of the field trip. It is the parent's responsibility to inform the staff of medication needs in advance of the field trip. *"Medication Request and Authorization"* forms are available at the school's front desk and most local doctor's offices.

### **Pets on School Premises**

Because of the number of students who are either allergic to or fearful of animals, and because of the potential for a student to be bitten or scratched by an animal, animals may not be brought into the community school building (or onto school grounds during school hours).

## **CHILD GUIDANCE PROCEDURES**

The Bright Beginnings preschool views discipline as an opportunity to teach children social skills needed to function successfully in daily life. Staff encourage appropriate behavior through clear guidelines, redirection and positive staff interaction. When working with children, Bright Beginnings staff remain proactive, guiding children in making appropriate choices and redirecting them as needed.

To be more effective in working with children, Bright Beginnings staff team up with parents to work on issues together. Ongoing communication between home and Bright Beginnings promotes success for children. A positive behavior support plan might be created with caregivers to help support the child within the classroom.

Specific behavior guidance procedures adhered to the Bright Beginnings preschool include:

- ◇ Children will be provided with a positive model of acceptable behavior.
- ◇ Behavior expectations will be developmentally appropriate for the children served.
- ◇ The staff will clearly explain to the children what behavior is expected of each person in the classroom.
- ◇ Children will be redirected from problem situations to more constructive activities in order to reduce conflict.
- ◇ The staff will help children develop problem solving skills by using the following steps:
  1. Staff will name the unacceptable behavior for the child.
  2. Staff will explain how the behavior is affecting the classroom.
  3. Staff will suggest or get other ideas from the child for new acceptable behaviors.
- ◇ Children will be taught acceptable behavior using natural and logical consequences.

## **PUBLIC NOTICE REGARDING PROTECTION AND PRIVACY OF PUBLIC RECORDS**

Independent School District No. 761 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
  - a. That a parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
  - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
  - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
  - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;
  - e. That the school district forwards education records on request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
  - f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder, the name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

2. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
3. Pursuant to applicable law, Independent School District No. 761 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information." **"Directory information" includes the following information relating to a student: the student's name; address; telephone number; date and place of birth; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, and honors and awards received. "Directory information" also includes the name, address and telephone number of the student's parent(s). "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.**  
(Student photographs are not directory information, but are published annually in the school year book.)
  - a. The information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.

- b. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.
  - c. **In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the publication of this notice. This written request must include the following information:**
    - (1) **Name of student and parent, as appropriate;**
    - (2) **home address;**
    - (3) **school presently attended by student;**
    - (4) **parent's legal relationship to student, if applicable;**
    - (5) **specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent.**
4. Pursuant to applicable law, Independent School District No. 761 hereby gives notice to parents of students enrolled in the 11<sup>th</sup> and 12<sup>th</sup> grades and eligible students enrolled in the 11<sup>th</sup> and 12<sup>th</sup> grades of their rights regarding release of information to military recruiting officers. The school district must release, without parent or student consent, the names, addresses, and home telephone numbers of students enrolled in the 11<sup>th</sup> and 12<sup>th</sup> grades to military recruiting officers within 60 days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- a. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed to military recruiting officers.
  - b. In order to refuse the release of this information, the parent or eligible student must make a written request to the responsible authority, the building principal, within 30 days of the annual public notification each year. This written request must include the following information:
    - (1) name of student and parent, as appropriate;
    - (2) home address;
    - (3) student's grade level;
    - (4) school presently attended by student;
    - (5) parent's legal relationship to student, if applicable;
    - (6) specific category or categories of information which is not to be released to military recruiters.
    - (7) specific category or categories of directory information which are not to be released to the public, including military recruiters.

**NOTICE:** *Refusal to release the above information to military recruiting officers alone does not affect the School District's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Protection and Privacy of Pupil Records Policy also must be followed. If you do not want your child's directory information released to military recruiting officers, you also must notify the School District that you do not want this directory information released to any member of the public, including military recruiting officers.*

Report Card School Readiness Bright Beginnings					
Owatonna ISD #761					
Social and Emotional Development			Approaches to learning		
Shows emotional self-regulation skills			Independently completes tasks		
Demonstrates physical self-control			Seeks help when encountering a problem		
Follows simple classroom rules and routines			Shows eagerness to learn		
Initiates interactions with adults			Math/Cognitive Development		
Initiates interactions with other children			Can count to 20		
Manages transitions			Can name numbers 0-10		
Participates in group life of class			Can name basic colors		
Language and Literacy			Can name basic shapes		
Answers who, what, where and why questions			Can continue a simple pattern		
Can name upper case letters			Shows understanding of positional words		
Can name lower case letters			Can sort by one attribute		
Can print first name			Physical and Motor Development		
Can produce letter sounds			Cuts straight and curved lines		
Can tell someone first name, last name, age and town			Demonstrates fine motor control to complete tasks		
Represents ideas through pictures and sentences			Independent in self-help tasks		
Creativity and The Arts			Uses age appropriate pencil grasp		
Participates in movement, drama or dance			Moves with control and balance		
Engages in group music experiences					
Academic Performance Levels					
Name	Exceeds expectations	Meets Expectations	Partial skills	Needs Improvement	Not assessed
Score	4	3	2	1	NA

Assessed over three terms, shared at conferences in November and March.