

# Early Childhood Programs Handbook

2022-2023



Main Office Located at

**McKinley Early Childhood Center**

930 4th Ave NW

Faribault, MN 55021

507-333-6460

## **Other Early Childhood Locations**

Roosevelt Early Childhood

Jefferson Elementary

Faribault Education Center

## Faribault Public School's Early Childhood Programs

### Welcome to Faribault School District's Early Childhood Programs!

We are genuinely excited to have you partner with us in our early childhood classes. We hope it will be an enjoyable experience for you and your child.

If at anytime, you have questions or concerns regarding our programs, please reach out to the Early Childhood Coordinator, Olivia Sage.

email: [osage@faribault.k12.mn.us](mailto:osage@faribault.k12.mn.us)

phone: 507-333-6455

We offer a variety of programming to meet the needs of all of our families. We serve families from Birth to 5 years old in family education classes, preschool, screening, and special education programs.

**Early Childhood Family Education (ECFE)** is based on the notion that parenting begins at conception and continues to grow and change with your child's growth and development. ECFE is here to support you as parents and show you activities you can do with your child based on age. See our newsletter for class offerings. Class offerings are also available in the Community Education brochure and are held at the Faribault Education Center. ECFE classes are based on three parts:

**Growing Together: For You and Your Child:** This is a chance for parent and child to do some fun activities together that encourages learning through art, music, stories, and learning activities.

**Growing Independently: For Your Child:** A part of each class is for children to have fun learning through play using art, science, movement, finger plays, games, and stories with the Early Childhood teacher, a paraprofessional, and the other children. The children's program helps them to develop a healthy self-concept and a joy of learning.

**Growing Confidently: For You:** While children are in the children's program, parents join other parents in a parent discussion time led by a licensed parent educator. Discussion time for infants and toddlers are in the same room as the children; for children two years and up, parents separate to the parent education room. Some ECFE classes are parent only type classes and others are times for parents and children together.

**McKinley Preschool** is a 4 Star rated Parent Aware program for children ages 3-5 years old. A variety of classes are available including half-day and full-day options meeting four or five days per week. Preschool classes follow the school district calendar, with the exception of the start date for preschool students. Teachers will hold individual family home conferences with all families the week k-12 classes begin, August 29, 2022. All classes are taught by a state licensed early childhood teacher. This program emphasizes social development in a literacy rich environment that promotes pre-reading and pre-math skills. There is a monthly fee to attend preschool classes; scholarships are available and will reduce the fee for qualifying children and families.

**Early Childhood Special Education (ECSE)** provides support and education to children with identified special needs. To qualify for Early Childhood Special Education a child aged birth to five years old must show a delay in development, or have a medically diagnosed syndrome or condition that affects the child's learning. Qualifying children from 3-5 years old attend appropriate classroom

programs in Faribault Public Schools, or other community preschools, with an emphasis on including children in classrooms with their typically developing peers. For children birth to age three, a home-based program is offered with birth-to-three special education teachers. You may make a referral online at the Help Me Grow website or you can contact the early childhood coordinator to make a referral or talk through concerns.

**Early Childhood Screening** is designed to help parents understand their child's development through checking height, weight, hearing, vision, motor skills, speech, cognitive, and social-emotional development. **This is required before your child enters Kindergarten and/or enters preschool in Faribault Public Schools. If your child is age eligible and enrolled in our classes and has not had screening, please visit our website to schedule an appointment.**

*Students enrolled in Kindergarten must be screened within 45 days from their start date.*

## Table of Contents

Mission Statement, Vision Statement, and Goals of Programming.....	4
<b>Preschool-</b>	
-Strategies Used in Preschool Programming.....	4
-Programming and Hours.....	4
-Fees.....	5
-Staff.....	5
-Dress.....	5
-Bussing.....	6
-Dropping Your Child Off.....	6
-Behavior.....	6
-Conferences/Meetings.....	6
-Field Trips.....	6
-Snacks.....	7
-Parent Visits/Volunteering.....	7
-Grievance Procedure.....	7
-Transportation.....	8
<b>Early Childhood Family Education-</b>	
-Registration.....	9
-Fees.....	9
-Cancellation.....	9
-Refund Policy.....	9
-Cell Phone policy.....	9
-Arrival Time and Dress.....	10
-Policy For Bringing Additional Children to Class.....	10
-Crying.....	10
-Diapering and Bathroom Needs.....	11
-Parent/Child Interaction.....	11
-Parent Discussion Time.....	11
-Newborns.....	11
-Donations.....	12
<b>-All Programs-</b>	
-Illness and Attendance Policy.....	12/13
-Head lice.....	13
-Immunizations.....	14
-Emergency Conditions.....	14
-Medications .....	14
-Health Conditions.....	14
-First Aid Procedures.....	15

-Safety Drills.....	15
-Parent Advisory Council.....	15
-Fundraisers.....	15
-Change of Address.....	16
-Early Childhood Screening.....	16
-Background Checks.....	16
-Weather Closings.....	16
-Reporting Child Abuse or Neglect.....	16
-Fire Exits.....	16
-Smoking and Substance Use Policy.....	17
-Bullying Policy.....	17

## Mission Statement, Vision Statement and Goals

### **Mission Statement:**

Early Childhood Programs partners with families to provide support, encouragement, and education.

### **Vision Statement:**

All families will have access to high quality early education in collaboration with community early childhood partners.

### **Goal of Preschool:**

To provide a comprehensive program for children based on early childhood research and professional practice that is focused on each child's cognitive skills and development, and that prepares children for the transition to Kindergarten.

## **PRESCHOOL**

### Preschool Programming

**Approaches to Learning:** Our teachers and support staff are trained in the Pyramid Model which uses evidence based practices and approaches to promote young children's social emotional competence and address challenging behavior. Pyramid Model practices are based on research around effective instruction for young children, and promotes social and emotional skills. Our preschool program does not suspend or expel students; we believe in partnering with you to teach acceptable behavior.

**Curriculum:** Scholastic's Pre-K On My Way curriculum builds skills at the child's ability level in: Oral Language, Vocabulary, Pre-reading and Writing, Listening Skills, Social Studies, Science, and Math.

**Creativity and the Arts:** Our classrooms encourage the use of a variety of art materials and provide experiences in music and movement as a part of our daily activities aligned with the Early Childhood Indicators of Progress.

**Physical and Motor Development:** Early childhood preschool programs engage in activities that help strengthen gross and fine motor skills, brain development, increase attention, and promote physical health. We utilize spaces including motor rooms, gyms, and outside play areas in addition to in-class activities.

## Programming and Hours

Early Childhood preschool classes have up to 20 children, and meet 4-5 days of the week depending on programming and needs. The classes are held mornings, afternoons, extended morning/afternoon, and whole day programming. McKinley houses all half and extended day programming. Roosevelt and Jefferson house full day class options for students.

Children in preschool are able to access bussing in district boundaries. Class times are listed and children should arrive at school at the designated start time if being transported from home.

Roosevelt and Jefferson Early Childhood Classes	9:00 am - 3:20 pm
McKinley Early Childhood Classes	8:40 am - 11:20 am
	8:40 am - 12:40 pm*
	12:40 pm - 3:20 pm

\* *extended half day class*

## Fees

We believe every family should have access to quality early learning programming for their child and we take pride in our effort to provide caring, nurturing environments to support learning and development.

- Payments for preschool classes are due on the first of each month.
- A late fee of \$5.00 is accrued each day payment is past due.
- We accept cash, credit cards, and checks.

Families who do not pay after two weeks will be contacted to assess their financial agreement. Scholarships and sliding fee scales are considered. Families may be subject to suspending care if payment is not received. Families are required to sign a financial agreement prior to the start of their child's schooling.

Any unpaid balance is placed for collections with Advantage Faribault, Inc.

## Staff

Each class has one licensed teacher and at least one paraprofessional (teacher assistant). All teachers hold an early childhood license through the Minnesota Department of Education. All

paraprofessionals are guided under the supervision of a licensed teacher or staff member and attend training to support developmentally appropriate practices in their work.

## Dress

Children should wear comfortable, washable clothes and wear shoes that keep their toes safe when playing in the gym or outside. Students play outside everyday, so appropriate clothing in all seasons is required. Closed toe shoes are preferred for your child's safety.

## Bussing

Bussing is provided for families living in Faribault city limits. There is a bus registration process for all families of children either in general education or special education settings. All families must register to be put on the bus route. Children registering after the deadline may need to get on the stop on an already established route. Children will often be required to go to a group stop to get on the bus. If your child has a health or medical condition that could potentially cause a life-threatening emergency while being transported by school bus, it is the parent's responsibility to notify the Faribault Transportation Company at 507-334-5121. For more information, please contact the McKinley office.

All parents will be required to sign the Bus Expectations form in order for their child to ride the bus.

## Dropping Off Your Child

An adult must accompany your child to the classroom when the doors unlock at each location. Children cannot be dropped off at the outside door unless arrangements have been made with the teacher. If you are bringing other children with you, please bring them into the building with you so that no children are unattended in your vehicle.

Our preschool program invites families to participate in Family Visit Days at least quarterly each school year. On these days, please be mindful of arrival time in case parking is limited.

## Behavior Guidelines

Techniques used by our staff include modeling and recognizing appropriate behavior and allowing children to make choices. Children are naturally given opportunities to learn skills such as cooperation and peaceful settlement of conflict when exploring learning centers through play. A child displaying inappropriate behavior or activity will be equipped with words and tools to become independent problem solvers when it is developmentally appropriate. We believe in *teaching* a child how to respond to difficult social or emotional situations versus *disciplining* a child as a response. Teachers and staff are trained in the Pyramid Model to provide universal support for all children through nurturing and responsive relationships and high quality environments. At the universal level we include the practices needed to ensure the promotion of the social development of all children at home and at school. Nurturing and responsive relationships are essential to healthy social development and includes relationships with children, families and team members

## Conferences/Meetings

Parent-teacher conferences will be held twice per year in November and February for all preschool children. We encourage a partnership approach to your child's success in schooling, and believe frequent communication is key in fostering a nurturing relationship between school and home.

## Field Trips

Permission must be granted from the parent or guardian in order for children to participate in class field trips.

## Snacks

We use the school district's Sodexo food service program classrooms. **Everyone** is required to fill out the Benefits Form for free/reduced lunch. If you have children in any of the other Faribault Public Schools, and have already filled out a Benefits form, simply fill out the information for your preschool child on the same form and identify Preschool as their school. You only need to complete the form once. If your family qualifies, the morning snack and afternoon milk will be free for your child. If families do not meet the free/reduced guidelines, the cost is \$0.70 per day. For 2 days a week, the monthly fee is about \$5.60, for 3 days \$8.40, for 4 days \$11.20, and for 5 days \$14.00. If your child is in a class that lunch is served, the lunch cost is \$2.50 a day if your child does not qualify for free/reduced lunch. **Please send snack/lunch money in an envelope with your child's name and "snack" written on the front. Checks may be written to ISD 656.** Parents will receive a monthly statement from the food service regarding their account. The McKinley office will simply send the money to food service. We do not process snack/lunch money at McKinley.

If you wish, you may send a snack from home (for your child only) instead of using the school snack. The district wellness policy has certain requirements for snacks/treats in the classroom. A copy of this policy will be made available to parents upon request.

Children in the afternoon and all day classes bring their own snack to school (for your child only).

The District Wellness Policy requests that healthy snacks be sent to school for daily snacks and if you chose to send birthday "treats" with your child.

## Parent Visits/Volunteering

Parents are welcome to visit the classroom at anytime. We encourage parent involvement by sharing a hobby or interest, helping teachers in the classrooms, and/or going on field trips. We encourage families to attend parent-child ECFE classes. All volunteers will be required to have a background check anytime you are staying longer than student drop-off or pick-up times. The school district has a policy for visitors in the school.

Background Check Application:

<https://www.rhris.com/ApplyNowV3/ApplyNowV3.cfm?MgmtCoIDParm=567&SiteID=23370s&PNbr=1&OriginalURL=https://>

District Policies:

<https://www.faribault.k12.mn.us/district/school-board/school-board-resources>

## Grievance Procedure

Concerns should first be discussed with or written to the teacher or coordinator who will respond to the concern within 24 hours or the next working day.

Olivia Sage, Early Learning Coordinator (333-6455)

Zach Pruitt, Director of Community Education (333-6033)

Rob Dehnert, Director of Special Services (333-6002)

## Faribault Transportation

### **CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding a bus or at a bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Principal's designee. In addition, serious misconduct will be reported to the District's Director of Operations and the Department of Public Safety.

#### **A. School Bus and Bus Stop Rules**

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures will be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school office in a timely fashion and in written form so parents may be notified.

#### **B. Rules at Bus Stop and Boarding the Bus**

1. Go directly from your house to the bus stop; arrive at the bus stop five minutes before your scheduled pick up time.
2. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops and the door is opened before approaching the bus.
3. Stay off private property and out of the street.
4. Use appropriate language.
5. If you must cross the street to get to the bus stop, wait until the bus stops and the driver signals you to cross, look left, right, and left again. If clear, walk quickly across the street.



6. Get on the bus in a single file line and hold on to the rail to keep from slipping, falling, or tripping.
7. Go directly to your seat and sit down.
8. No fighting, harassment, intimidation, or horseplay.
9. No use of alcohol, tobacco, or drugs.
10. No pets, live insects, reptiles, or animals allowed on the bus.

### **C. Rules on the Bus**

1. Respect and obey the bus driver at all times.
2. Keep all your articles and school supplies in a backpack on your lap and sit in a seat facing forward.
3. Make room for others needing a seat. Respect other students and their property at all times.
4. Keep arms and legs out of the aisle to prevent tripping others while they board or exit. Do not push or shove for any reason.
5. Open windows only if the driver permits you to do so. Keep hands, arms, and head inside the bus.
6. Do not stand or move while the bus is moving.
7. Absolutely no tampering with the bus radio, controls, equipment, or exit door.
8. Talk quietly and use appropriate language.
9. Do not damage the bus; keep feet off seats and the backs of seats.
10. Do not bring weapons or dangerous objects on the bus.
11. No eating, drinking, or use of tobacco or drugs.
12. No fighting, harassment, intimidation, or horseplay.
13. Do not ignite matches or start a fire.

### **D. Exiting the Bus**

1. Stay seated until the bus is completely stopped and the door opens. Use handrail to exit.
2. When leaving the bus, if you drop something, **DO NOT GO BACK TO PICK IT UP!**
3. Walk 10 steps on the sidewalk or the side of the road away from the bus. Always walk in front of the bus.
4. If you must cross the street always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
5. Always cross in front of the bus.
6. Go directly home! Don't "hang around" the bus stop.

## **EARLY CHILDHOOD FAMILY EDUCATION (ECFE)**

### **Registration**

We ask that you pre-register for our ECFE regular classes and pay in advance of the first class dated. You may register in person at McKinley or the Faribault Education Center. The office will be open for registration Monday-Friday from 8:00 to 3:30 pm.

The Minnesota Department of Education requires parents to complete the full registration form for statistical purposes once each year per child. These help us to continue to receive our funding for the programs we offer.

*Minnesota law requires children enrolled in early education programs to be immunized against certain diseases or file a legal medical or conscientious exemption.*

## Fees

Payment is due by the first class of each session. The school district has a policy for non-sufficient funds checks. There will be a \$30.00 fee charged for all NSF checks returned by your bank.

## Cancellation

Classes may be canceled if we do not receive a minimum number of registrations. Fees will be refunded or transferred to another class. In the event of inclement weather, ECFE classes may be canceled without rescheduling.

## Refund Policy

ECFE does not refund money for missed classes.

## Arrival Times and Dress

Please note the time that class begins. It is important to remember to dress your child to have fun! Be sure s/he wears clothes that allow worry-free comfort for floor activities and art. We use washable paints and markers, and provide paint bibs, but we cannot guarantee that paint or glue will not wander! Please have your child(ren) wear tennis shoes or other sturdy shoes and socks.

## Policy for Bringing Additional Children to Class

Due to class size limitations, it is our policy that non-registered children may not come to class with you. However, we understand the nature of families and last-minute needs that come up. If you should need to bring an additional child to class, you must call the classroom ahead of time (333-6844, please no emails or Facebook messages) as soon as you know about the change to receive permission. Staff will make the decision to allow additional children or not based on the needs of the enrolled children. Additional children must have registration information on file for liability purposes and may have an additional fee billed per child per class. Thank you for your cooperation.

## Crying

Crying is a part of communication in young children for a variety of reasons. We will do everything possible to make separation go smoothly; however, if crying does occur, the staff will never allow your child to cry for a long amount of time. The staff will come and get the parents if needed for any reason. We encourage parents to allow children and sibling care staff to have time to become

comfortable with times they enter sibling care during a class, this helps the group of children to settle down and become involved in their playing.

## Diapering and Bathroom Needs

These are the responsibility of the parents during parent/child time. Staff will accompany children to the bathroom during parenting time. Children that need a diaper change should be changed in the bathroom or on a changing table. This is a health and sanitation requirement and we appreciate your cooperation.

## Parent/Child Interaction

Developing a sense of security in the parent/child relationship is a primary need of all children. At ECFE we wish to support this as best we can by providing activities that parent and child/ren can do together. Please respect this time for you to be with your child. This time is different from the time that you spend in activities at home because it is designed especially for each age group.

An additional developmental need for parent and child is to learn that they can separate in healthy ways. For this reason, we ask that you select separating and non-separating classes based on your family's needs. If you select a separating class and your child is not yet ready for this, we ask that you stay with your child in the children's classroom rather than bringing the child into the parent discussion. (Newborns and nursing babies accepted). If you would like to begin to separate from your child, please ask the staff for assistance and allow them the opportunity to help your child build skills in this area.

## Parent Discussion Time

This is your chance to discuss the joys and concerns of everyday parenting with parents of children of similar ages and stages. We ask all parents to respect their groups, give all parents an opportunity to share their ideas, and maintain confidentiality of what is shared within the group. Please do not discuss concerns about your child in front of him/her. Make sure your purse and other possessions are with you out of reach of children in their classroom or sibling care room.

## Newborns

The birth of a new baby into the family is an exciting event. We will work with your family to incorporate the new family member into the ECFE program. Newborns are welcome to all ECFE classes to stay with the parent during the parent/child time and parent time. We ask that as the baby gets older, you consult with the teachers about when the baby can stay with the children vs being in the parent education room.

## Donations

We accept donations of good used toys, books, dress-up clothes, games, or puzzles that are appropriate for infants, toddlers, or preschool children.

## ALL PROGRAMS

### Illness and Attendance Policies

Faribault Early Childhood does not provide care for sick children. Parents have the primary responsibility for their children's health.

Please call if your child will not be attending class(es) 507-333-6460. Remember to give the name of the teacher to the secretary, symptoms of illness, and whether your child comes in the morning, afternoon or ECFE. If you are able, it is also helpful to inform the teacher via seesaw/email of your child's absence.

School attendance is an important factor in children's social and cognitive development. Excessive absenteeism can have long term effects on a child's educational path and success in each grade level. Regular attendance and promptness is essential to maintaining academic growth and supporting our cradle to career success plan for each child in Faribault.

- I. An absence from school is when a student is not present.
- II. A parent/guardian is required to call our attendance line (507-333-6802) to report anytime their child will not attend school for any reason.
- III. Policy Definitions:

**Excused Absences:** sickness, medical or mental health appointments, religious holidays, tardiness or unforeseen circumstances

**Unexcused Absences:** anytime a child is not called in with reason for absence

**Tardy:** Student is late for a class period; excused tardiness is preferred over unexcused absence.

School start times vary. Start time determines the time of doors opening to allow students into their classrooms. Doors will remain open for ten minutes to accommodate drop-off. Students arriving after door close will be marked tardy and are required to pass through the main office for attendance verification.

- IV. When a student is absent for:

Three **unexcused** absences

- Attendance flyer sent home

Five to seven **unexcused** absences

- teacher phone call home

Ten **unexcused** absences

- A meeting is required with parent(s), social worker, coordinator, and classroom teacher(s).
- Consider an attendance success plan.

- V. Once your child has had 15 or more absences/tardies, their attendance record will be reviewed by early childhood administration and likely result in the dismissal of your child from the program. We will make every effort to partner with families and make families aware of attendance issues that could result in the forfeit of your child's placement to another student on our waiting list.

## Illness

Students should stay home and will be asked to go home if any of the symptoms below are present:

- \* A fever over 100 degrees (stay home 24 hours after temperature is back to normal)
- \* Vomiting or diarrhea (stay home 24 hours after last episode)
- \* Any undiagnosed rash
- \* Conjunctivitis-pink eye (return to school 24 hours after medication started or no drainage)
- \* Strep throat (return to school 24 hours after antibiotics are started)
- \* Any draining wounds that cannot be contained
- \* Unable to participate in the daily activities due to not feeling well

Parents must inform the school within 24 hours if their child has an infectious disease. These may include but are not limited to: head lice, ringworm, scabies, impetigo, strep throat, chicken pox and pink eye. **Nurse Phone #: 507-333-6824**

If a child becomes ill while at school, he/she will be separated from the class and cared for by the school staff until a parent or other family member contact arrives. **It is important that you are able to pick up your child within one hour of being called.** If you are unable to do that, please make sure one of your emergency contacts can. Please remember to update your contact information and that of your emergency contacts if they change.

## Head Lice

Faribault Public Schools recognizes that head lice infestations do not pose a health hazard, are not a sign of uncleanliness and are not responsible for the spread of disease. Students with live head lice present will be identified by the school nurse and referred to the parent/guardian so that prompt treatment can begin.

**Parents – We all play a role in avoiding lice infestations.**

- \* It is important that you are checking your child regularly for head lice and to notify the school nurse if your child should have it. Please do not rely on school staff to check for head lice, as this will delay treatment.
- \* If your child should have any live lice when checked at home, please treat before coming to school.
- \* Educate your child to avoid head-to-head contact with other children because lice are spread by head-to-head contact. This includes not sharing personal items that come in contact with the head (combs, brushes, hats, etc.).

## Immunizations

All children participating in early childhood programs are required by the MN Immunization Law, Statutes section 121A.15, to provide proof of immunizations or record of a legal exemption before they start the program. Immunization records must be turned in before the first day of class or your child will not be allowed to start class.

## Emergency Conditions

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

## Medications

All prescription medications that are administered by school personnel must be 1) Accompanied by a physician order. The physician order will state medication, dosage, time, duration, and medical reason for medication, other medications this student is taking and side effects of medications. 2) Administered only if the parent has signed a medication authorization form. 3) In the original container marked with the student's name, medication name, dosage, times to be given, and route of administration. 4) The controlled substance medication will be brought to the school and picked up at the school by an adult. Please see school board policy 516 for more information.

**All non-prescription medications that are administered by school personnel must be accompanied by a medication authorization form signed by the parent.**

**Faribault Public School District does not supply over-the-counter medication (such as Tylenol, ibuprofen, cough syrup, etc.).**

## Health Conditions

Please be sure to inform the school nurse of any health conditions your child may have which may include: asthma, food allergies/intolerance, anaphylaxis, seizures, diabetes, etc. A health care plan will need to be put into place to ensure the safety of the student while at school. This information will be shared with the student's teacher and staff on a need to know basis. **Nurse: 507-333-6824**

## First Aid Procedures

Members of the staff are certified in CPR and basic first aid through approved courses and these procedures will be used when necessary:

- Staff will provide first aid treatment for injuries such as cuts, bumps, bruises, and abrasions.
- Wounds will be cleansed with soap and water. A band-aid will be applied to protect the wound.
- Parents will be notified through an Accident/Incident report, by phone, or when they pick up their child.
- For accident or injuries requiring more care than the staff can provide, the staff will take whatever steps are necessary. They include, but are not limited to:
  - Calling 911 and relying on the judgment of paramedics as to whether or not a child should be transported to the hospital (A staff member will follow the child)
  - Contacting the parent, guardian, or other adult as listed on the Emergency Form
  - Contacting the child's physician or dentist
  - Any expenses incurred will be the responsibility of the child's family

## Safety Drills

Safety drills are required by law and are conducted several times each school year to develop student comfort and awareness in the event of any of the following emergency situations: tornado/severe weather, lockdown, and fire. We do our best to make the drill situations educational and non-scary for the children. For more information, contact your child's teacher.

## Parent Advisory Council

All parents are welcomed and encouraged to be involved in the Parent Advisory and Connections Committee that meets to discuss early childhood programs and to help with special events and fundraising. It consists of a group of parents and teachers who meet to discuss the policies and offerings of the program. Contact Olivia Sage for meeting dates and times. 507-333-6455  
[osage@faribault.k12.mn.us](mailto:osage@faribault.k12.mn.us)

## Fundraisers

Falcon's Nest Early Childhood Center may have several projects endorsed by the Parent Advisory and Connections Committee to raise funds for preschool or to provide services to you and your children. These are voluntary for your family.

## Change of Address

If you move during the session or the school year, please give our secretary or your classroom teacher your address change. It is important that we have the correct information to reach you in case of an emergency.

## Early Childhood Screening

State law requires that every child must have Early Childhood Screening before they enter Kindergarten. Children may be screened from ages 3 to 5 years. The screening includes vision and hearing testing, speech, developmental and health screenings. The screenings are held periodically at McKinley. To make an appointment simply visit our website and select a time that best fits your family's schedule. We require screening before entering Falcon's Nest Preschool.

## Background Checks

It is the practice of Faribault Public Schools to require a criminal history background check on prospective employees and volunteers for all co-curricular and extra-curricular positions in the district. Please refer to Faribault Public Schools Board Policy Number 404, Employment Background Checks. [http://www.faribault.k12.mn.us/about\\_us/policies.aspx](http://www.faribault.k12.mn.us/about_us/policies.aspx).

As a program of the Faribault Public Schools, all district school board policies are adhered to.

## Weather Closings

Faribault Public Schools periodically must close due to severe winter weather. If there is a 2 hours late start, there will be no AM preschool classes. A 10:30 am ECFE class **will** occur as scheduled if the weather conditions are safe. Listen to WCCO Radio (830 am), KDHL Radio (920 am), or WCCO, KSTP, or KARE11 TV for updates on school closings. The information is also posted on the school district website: [www.faribault.k12.mn.us](http://www.faribault.k12.mn.us). Keeping current phone number information is important for automated phone updates regarding closings. Liking our Facebook page (McKinley Early Childhood Center) will also keep you informed on closings.

## Reporting Child Abuse or Neglect

Faribault Public Schools will seek to protect children whose health and welfare may be jeopardized through physical abuse, neglect, or sexual abuse. All district employees are required by State law to report suspected misconduct toward children and are bound to maintain the confidentiality of such data.

## Fire Exits



There are three exit doors, one by the office, and the other two on each end of the McKinley building. Fire exits are clearly marked and labeled according to state statute and examined by the Fire Marshall yearly.

## Smoking and Substance Use Policy

Faribault Public Schools are Smoke-Free Environments. No smoking is allowed on school property. The consumption of alcohol or illegal drugs is prohibited. Persons entering McKinley Early Childhood Center clearly under the influence of such substances will be asked to leave and the proper authorities will be notified.

## Bullying Policy

### **Bullying Prohibition Policy**

Policy No. 514

A link to the District-wide Bullying Policy and other student policies can be found on our district's website at:

<https://www.faribault.k12.mn.us/district/school-board/school-board-resources>