



SOUTH ST. PAUL ECFE

# FAMILY GUIDEBOOK

2023-2024





**FRAGRANCE-FREE AREA** is expected because of possible allergies or sensitivities of other families. Please no body spray, cologne, fragrance lotion, etc.

**GRANDPARENTS** are always welcome to enroll in classes and visit class with you!

**ILLNESSES** like a bad cough, diarrhea, vomiting, upset stomach or a temperature above 100°F prior to fever reducing medication within the last 24 hours are reasons to stay home. Please do not bring your child to class if they are sick.

**IMMUNIZATION** before entering school is required for every child by Minnesota Law. Please complete and submit an up-to-date immunization record to ECFE before your child attends class or sibling care.

**LABEL** all items from home with your child's name.

**PHOTOGRAPHS/VIDEOS** South St. Paul ECFE staff or representatives of the media occasionally take photos and video of student and staff in classrooms. These may be used in newsletters, newspapers, on television or internet pages or for educational purposes. If you do not wish your child(ren) photographed or recorded, please discuss this with your ECFE teacher, and there is a form to complete. Parents are not permitted to take photos or video of children other than their own.

**REGISTRATION PRIORITY FOR SOUTH ST. PAUL RESIDENTS** for ECFE classes is given. Registration for families from other districts is welcome on a first come, first serve basis, and if space is available.

**SCHOOL BOARD MEETINGS** The South St. Paul Public Schools Board of Education meetings are held on the second and fourth Monday of each month at 7:15 pm in City Council Chambers in City Hall. We welcome your attendance!

**SCHOOL DISTRICT POLICIES** can be found on the District's website at [www.sspps.org](http://www.sspps.org). Go to: About SSPPS/School Board/District Policies.

**SIBLING CARE:**

- Please bring along a blanket or any other "comfort" item your child uses at home.
- Make sure your children in sibling care are fed and dry before separating. If necessary, we will call you for changes.
- Sibling care is offered on a limited basis.
- If you will need sibling care during the class session, you must reserve a spot with your registration and payment.

- If we are unable to provide care for your child, you will be notified by phone before the session begins.
- Extra children in class or in child care must be approved in advance by calling ECFE office at 651-457-9418.

**SNACKS** are offered during each class. Alternatives will be offered only in case of health reasons such as allergies. If you bring a snack for the entire class, please remember that snacks need to be store bought and in the original wrappers.

**VOLUNTEERS** are welcomed and encouraged in our school district. Volunteer opportunities are determined by the classroom teacher. All volunteers are required to complete a Volunteer Application Form and complete a background check each school year. The fee for the background check is paid by the district.

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## Early Childhood Screening

We are excited to meet you and your family before your child starts school! Come in for a FREE, one-hour visit to learn about how your child is developing.

**Call 651-457-9418 for FREE screening appointments**

Early childhood screening is required for all children attending SSP Community Preschool and for ALL children before kindergarten.

How it helps your child:

- Get their hearing, vision, height, and weight checked
- Find out more about how they play, communicate, and develop.
- Go home with a free book!

How it helps you:

- Learn about how your child is growing and developing.
- Meet the friendly school staff in your district.
- Go home with advice and support, and resources if needed.
- We make a plan together to help your child be the best they can be.

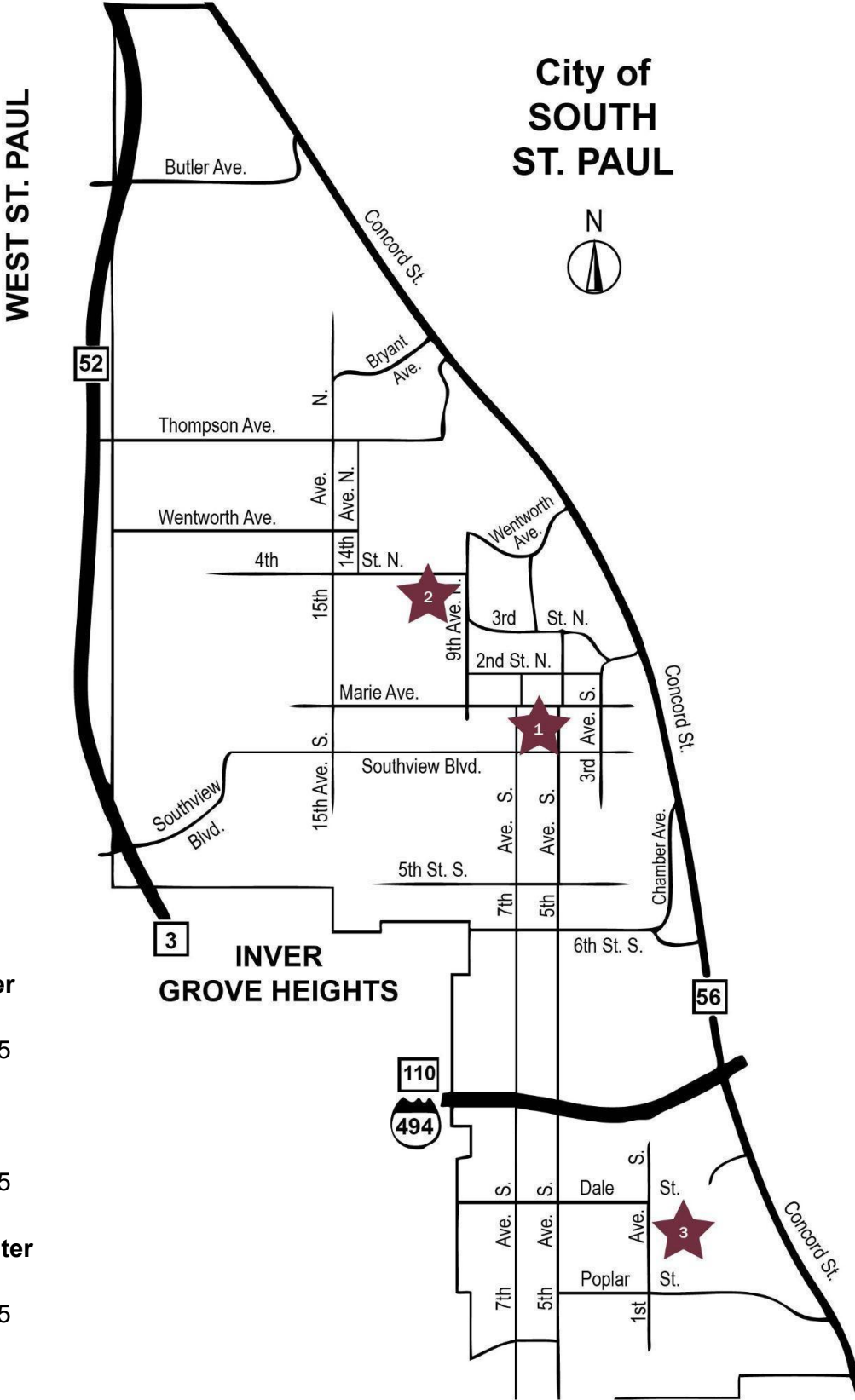


If needed, we can help you sign up for Early Childhood Family Education classes and Pre-School Scholarships (income guidelines apply).

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**Questions regarding policies can be directed to the  
Early Learning Office and the Early Learning Coordinator.**

# South St. Paul Early Learning Locations



- 1. **Family Education Center**  
104 Fifth Ave South  
South St. Paul, MN 55075
- 2. **Lincoln Center**  
357 Ninth Avenue North  
South St. Paul, MN 55075
- 3. **Kaposia Education Center**  
1225 First Ave South  
South St. Paul, MN 55075

# Work for South St. Paul Schools

Come work with us! South St. Paul Public Schools and South St. Paul Community Education have substitute opportunities available for:

- Teachers
- Classroom Assistants
- Lunchroom Supervisors

View all employment opportunities at [www.sspps.org](http://www.sspps.org).

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## School district phone numbers

<b>SSP Early Learning Office</b>	<b>651-457-9418</b>
Adult Basic Education	651-457-9441
Birth-to-three Early Intervention	651-306 3682
Community Education	651-306-3632
Early Childhood Screening	651-457-9418 / 651-306-3642
Early Intervention (3-6 years ECSE)	651-457-9497
Kids' Choice School-Age Care	651-306-3631
School Readiness	651-306-3642
SSP School District	651-457-9400
South St. Paul Secondary Building	651-457-9408
Kaposia Education Center	651-451-9260
Lincoln Center	651-457-9426

## Community Resources

Child Care Resource & Referral	952-985-5300
Community Action Council (CAC)	952-985-5300
Dakota County Public Health	651-554-6100
First Call for Help	651-224-1133
First Call Minnesota	800-543-7709
Head Start/CAP Agency	651-322-3500
Neighbors, Inc.	651-455-1508
SSP Parks & Recreation	651-366-6200
SSP Public Library	651-554-3240



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**[earlylearning.sspps.org](http://earlylearning.sspps.org)**  
**651-457-9418**