



SOUTH ST. PAUL ECFE

FAMILY GUIDEBOOK

2023-2024



Welcome to Our Littlest Packers!

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Student Census Information

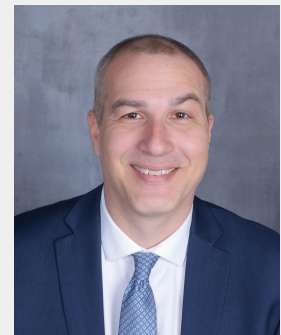
New to South St. Paul? Had a new baby?

Please call SSP Schools to update your contact information!

This helps us keep you informed about our programs, and important school information for your family! **Call 651-457-9470 to update your SSP census information.**

“South St. Paul Public Schools is committed to providing high-quality, equitable, early learning programs for all children. Early learning experiences are crucial for developing social skills, emotional regulation, problem solving, and a love of learning. ECFE is an important step in a child’s development and we are excited to partner with our families in this learning experience. Thank you for choosing South St. Paul Public Schools. Welcome to the Packer family!”

- Brian Zambreno, SSPPS Superintendent



General Information and Policies

ATTENDANCE is expected, and we understand that families with young children have many commitments. Thank you for prioritizing your ECFE class! You are ALWAYS welcome here!

BABIES must be registered: infants under 8 weeks old may remain with parent.



CELL PHONE USE should be limited to use for emergencies only during ECFE classes. Giving children your full attention during class is a great practice for building strong bonds and healthy, loving attachments.

CHILD CARE PROVIDERS may attend with their child and enroll another child in class, if space is available. If class enrollment is full, a parent attending with their child will be given priority for registration.

DATA PRIVACY & FERPA (Family Educational Rights & Privacy Act) ECFE complies with state and federal data privacy laws that protect the integrity of a student's academic record and student privacy. Information from the Student Information and Immunization/Health forms may be shared with ECFE staff in order to better serve you and your family.



DRESS for messy play and activities.

DROP IN PLAY CARDS are available for purchase and can be used at any drop-in play or gym time. Cards are available in the ECFE office.

EMERGENCY CLOSING - WEATHER Check the district website www.sspps.org for school closure information. ECFE is open except when weather conditions warrant closure. When the district has a "Late Start," morning classes are canceled. If the schools close or have a late start,

You will receive an automated phone call from the district, as well as an email with updates. Check local media for updates.



EARLY LEARNING ADVISORY COUNCIL (ELAC) is made up of Early Learning/Early Childhood Family Education (ECFE) parents and community members. Their mission is to support the Early Learning programs such as Preschool and ECFE. They always welcome new members! For more information, contact the ECFE Office at 651-457-9418.

FAMILY LIBRARY is available for checkout. Books to support parenting, understanding your developing child, addressing concerns or just for fun. Talk with your ECFE teacher for details.

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. 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.

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:

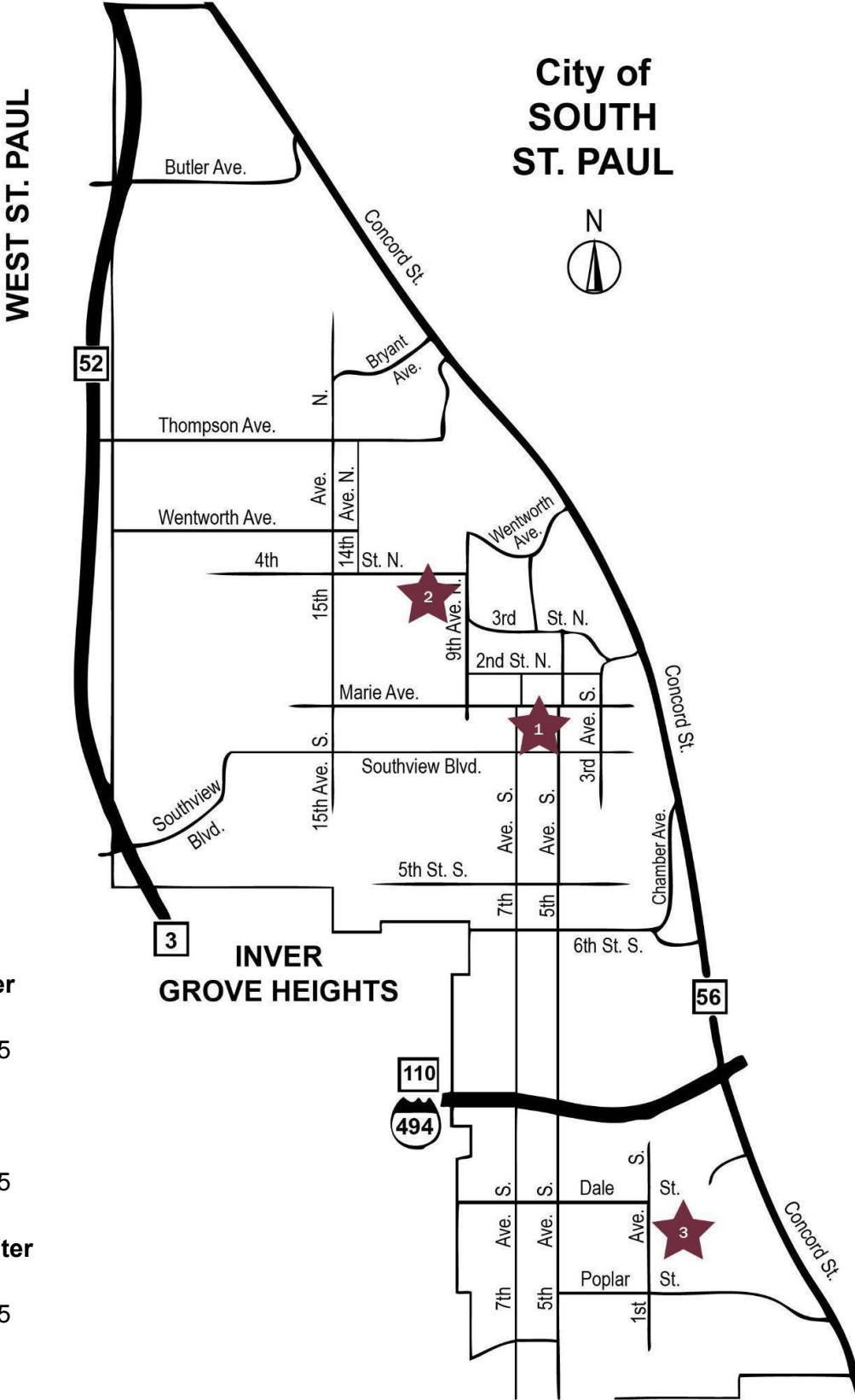
- Learn about how your child is growing and developing.
- Meet the friendly school staff in your district.
- Go home with advice and support, and resources if needed.
- We make a plan together to help your child be the best they can be.



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

**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.

School district phone numbers

SSP Early Learning Office	651-457-9418
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
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