



# MAPS Preschool Family Handbook

- \*\*\*\*\* If you need this handbook translated, please contact us at (507) 625-4620. \*\*\*\*\*
- Hadii aad u baahan tahey in buugan lagu turjimo fadlan nagala soo xiriir (507) 625-4620.
  - Si necesita traducir este manual, comuníquese con nosotros al (507) 625-4620.
  - و انت لازم مترجمة لهذا الدليل أسألنا في هذا الرقم: 507-625-4620

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### Contacts:

Early Learning Office - Center For Learning (C4L)- Main entrance Door #2

15 Map Drive, Mankato MN 56001

Phone 507-625-4620

[Preschool Website](#)

FACEBOOK: MankatoEarlyLearning

- |                       |   |
|-----------------------|---|
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| • Faith Coonradt-Hunt | Early Childhood Special Education Coordinator |
| • Kathrin Hurley      | ECFE Program Supervisor                       |
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### Sites:

Center for Learning-15 Map Drive, Mankato, MN 56001

507-625-4620 Receptionist ext. 4250

Eagle Lake Elementary-500 Le Sueur Ave. Eagle Lake, MN 56024

507-207-3530 Preschool ext. 5050

Kennedy Elementary-2600 E. Main St. Mankato, MN 56001 - VPK Site

507-387-2122 Preschool ext. 5540

Office hours are 7:30 AM to 4:00 PM and voicemail is always available to leave a message before or after office hours.

### Key Terms:

CC	<u>C</u> reative <u>C</u> urriculum by Teaching Strategies
ECFE	<u>E</u> arly <u>C</u> hildhood <u>F</u> amily <u>E</u> ducation
ECSE	<u>E</u> arly <u>C</u> hildhood <u>S</u> pecial <u>E</u> ducation
ECIP's	<u>E</u> arly <u>C</u> hildhood <u>I</u> ndicators of <u>P</u> rogress - MN guidelines for age appropriate development
IEP	<u>I</u> ndividual <u>E</u> ducation <u>P</u> lan
MAPS	<u>M</u> ankato <u>A</u> rea <u>P</u> ublic <u>S</u> chools
STAR	<u>S</u> trategies for <u>T</u> eaching based on <u>A</u> utism <u>R</u> esearch
TSG	Teaching <u>S</u> trategies <u>G</u> old - Assessment

Dear Parents/ Guardians:

Hello and welcome! As the Assistant Director of Early Learning with MAPS, I am excited for the opportunity to welcome all of you to our Early Learning Programs. Our department is looking forward to collaborating with you as we work together to create a fun and interactive learning experience designed to meet your child's needs and advance their learning.

It is the goal of our team to create a safe, fun, and supportive environment where all learners can experience success. To achieve that goal, we invite you to become our partners in education. We have developed this handbook to outline the practices and policies we follow in our MAPS Preschool Program. We look forward to working with you to ensure we make this a great year for all of our young learners!

Sincerely,  
Katie Gag  
Assistant Director of Early Learning

### MISSION STATEMENT

Mankato Area Public Schools (MAPS) is committed to working together equitably, with families and communities, so that each learner has the knowledge and skills to be a successful and contributing citizen in a diverse global society.

#### Goal

To prepare children to be successful, lifelong learners.

#### Philosophy

Families are a child's first and foremost teacher. Our team of educational professionals will work with families and children to prepare a child for school entry and lifelong learning. We believe young children learn best from play and age appropriate developmental activities and expectations. Play is a child's work. Research shows children learn best when they are engaged in activities that are fun and of interest to them. Learning takes place throughout all routines and across all environments, indoors and outdoors.

#### Calendar

- MAPS Preschool follows the district "No School Days" and weather cancellations. We **DO NOT** follow the 2 hour early outs of each month for staff professional development.
- Preschool Staff use Fridays as staff collaboration around professional development, planning, and preparation. No Preschool classes are held on Fridays.
- A calendar will be given to families upon starting class that is specific to MAPS preschool days.
- The calendar is available on our website and linked here 23-23 MAPS Preschool Student Calendar link
- Our program runs September through May.
- Any changes in the calendar will be communicated to participants as needed.
- MAPS Preschool reserves the right to adjust the calendar days for weather related closures as deemed appropriate for student learning and budget considerations.

## Classroom Staff Qualifications

- Teachers are required to have a four year degree and a teaching license through the State of Minnesota.
- Paraprofessionals are required to have two years (60 credits) of post secondary education or pass the Parapro certification.

## Curriculum

MAPS Preschools are a Parent Aware 4-star rated program using the following curricula.

*The Creative Curriculum by Teaching Strategies* - Covers the developmental areas of social-emotional, physical, language, cognitive, literacy, math, science, social studies and the arts. The classroom environment is set up to facilitate learning through hands-on, play-based activities. Teacher directed learning takes place in small and large group instruction times. The curriculum aligns with the Minnesota Early Learning Standards and MAPS practices for Kindergarten transitions.

*Pyramid Model* - Social Emotional framework for Positive Behavior Intervention Strategies Building a classroom community and promoting peer relationships, social skill building , and positive behavior guidance are the main focus of the strategies used.

*Second Step* - Social Emotional Curriculum to intentionally teach social emotional skills.

*Strategies for Teaching based on Autism Research (STAR)* - A curriculum that uses evidence based practices to teach receptive language, expressive language, spontaneous language, functional routines, academics, and play & social skills using applied behavior analysis instructional methods.

## Assessments/Screeners

Our tools are researched based and are used for lesson planning and individualized teaching. This assessment allows us to provide data for students transitioning into our MAPS Kindergarten classrooms. We closely work within our district and community in a P-Grade 3 approach to alignment of quality Early Education practices.

*TSG Gold* - Ongoing observation based assessment that partners with the *Creative Curriculum* Goals and Objectives. This information is reviewed with families two times a year.

Eligibility/Enrollment- Children must meet age eligibility criteria for specific classes.

- MAPS Preschool 3/4's- Must be 3 by September 1
- MAPS Preschool 4/5's- Must be 4 by September 1
- Classes are filled on a first come first serve basis once enrollment opens.
  - To secure a spot on a class list, a completed registration form and \$25.00 fee is required. <https://www.mankatocer.com/programs/early-learning/maps-preschool>
  - Online registration is preferred. Set up an account with ELEYO.
  - Registration support is available in person in our office.
- The maximum number of spots per 3's class is 15; 4's class is 20.
- Classrooms maintain a 10:1 student to staff ratio.

\*Eligibility and placement for VPK and Special Education Programs are determined through an individualized process. These are handled through our office. Contact our office if you have questions on these specific programs.

The following information will be requested at registration and need to be completed prior to being accepted for enrollment into the program. INCOMPLETE registration will delay enrollment:

- Student Information/ Family information / Emergency Contact / Release consent/ Health Consent/language preference
- Ethnic and Racial Demographic Designation Form-MN Department of Education
- MAPS Health data form
- Health Emergency plan forms (as applicable to student needs...ie Allergy, medication administration, seizures..)
- Immunization record MN Department of Health -Utilize Immtrac statewide database
  - We need proof/copy if these are done outside of Minnesota.
- Early Childhood Screening completed within 90 days of enrollment
  - The ECS may not be appropriate for some students who are being served with an IEP. Please see your child's teacher with questions.

### Early Childhood Screening

- Screening is required in Minnesota prior to a child entering Kindergarten in a Public School. It is recommended as soon as a child is three years of age to be screened.
- Children enrolled in MAPS Preschool must have completed Early Childhood Screening within 90 days of enrollment. Call 507-387-2125 to make an appointment if your child has not been screened. Select days are available each month, make your appointments early!
  - If you feel the ECS is not appropriate for your child, please talk to your child's teacher(s).

If you have a concern about your child's development, you can talk to your child's teacher at any time, or visit the Help Me Grow MN website <http://helpmegrowmn.org/> for additional information or to make a referral.

### [Enrolling in Public School Kindergarten in Minnesota-Q&A document link](#)

Preschool registration does not automatically enroll your child for Kindergarten. MAPS Kindergarten registration is done through the District Central Registration office.

- Registration with the District office  
Central Registration Office  
10 Civic Center Plaza  
Post Office Box 8741  
Mankato, MN 56002-8741

[District Website for Central Registration](#)  
Email: [centralregistration@isd77.org](mailto:centralregistration@isd77.org)  
Phone: 507-387-2125 Fax: 507-387-2618

### Payment/Fees/Scholarships

Payments are due on the 1st of every month. You may make your payment online at <https://mankato.ce.eleyo.com/>, by mail, by phone or by stopping into our office. A \$15 charge will be added to any payments that are 5 days past due.

Scholarships are available to those who qualify. Proof of income is required with the application for scholarship. Applications are requested at the time of registration and sent to you when available. Scholarship funding is not guaranteed and families should plan to pay until notified of scholarship.

Please contact the Early Learning office if you have any questions or concerns about payments, fees, and scholarships. 507-625-4620

### Attendance

Regular school attendance is the first step to early learning success. We want to partner with you to make regular attendance a priority. Missing 10% (1 or 2 days a month) makes it harder to gain pre literacy and math skills, and build relationships. Creating a regular routine and prioritizing attendance at school has lasting and lifelong impacts.

If your child is ill or is/will be absent, please notify your child's teacher at the listed site contact information or via the teacher's direct email. Our goal is to work with your family to support your child in getting to school each day and to create a plan to increase attendance if there is a concern.

If you must take a child out of school early, please plan and call ahead to the classroom stating when you intend to pick up your child. When arriving at school, please check in with the main entrance secretary.

Children will not be released to waiting cars or to anyone who cannot identify himself/herself to the satisfaction of the staff. Enrollment paperwork should list all approved adults to pick up the child as well as, anyone who is/is not authorized to pick up a child. Identification will be requested of an unknown person before a staff member releases a child to them.

We reserve the right to dismiss a child from our program due to low attendance in order to fill the spot with a child from our waiting list.

### Communication

Regular communication with the classroom and office staff is vital. Any changes of your registration/enrollment information must be communicated. Phone numbers, contacts, address, email, health/allergy information, family dynamic changes are just a few examples of communication to relay to your teacher and/or the program main office. Update your information on the registration site(Eleyo) as well. Communication from the office will come in an email and/or by phone. Please keep email address and phone numbers current.

Staff will provide a regular newsletter/communication note home specific to classroom happenings. Take home activity learning and extension to classroom activities occur from time to time. Your child should have a backpack and folder/notebook for communication from school to home. We ask that this be checked daily. Seesaw is a Family Communication tool utilized.

### Phone Calls

The best way to reach your child's teacher is to use the contact information/method shared with you by the teacher. You can also call the building numbers provided in the contact section of this handbook and leave a voicemail message. The teacher will return the call as soon as possible. We try to avoid classroom interruptions. You can contact teachers via their email at any time and they will respond as soon as they can.

### Support Services: Home-School Liaison/School Social Worker

Mankato Area Public Schools have Home School Liaisons to assist families in communicating between school staff and parents. Duties of the liaisons occur in collaboration with other school staff and may include disseminating information to parents about early childhood services, preschool special education services, school/community resources, family/school linkage, facilitating communication and relationship building, and assisting staff in conducting culturally and linguistically appropriate assessments and educational experiences. Interpreting services are available upon request. MAPS Early Learning also has licensed school social workers that can provide connections to support resources in the community. To request support services, please call our office to set up these services. (507) 625-4620.

### Drop off/Pick-up

With varying program sites, it is important to get the location information specific to the site for drop off/pick-up procedures. Please refer to your child's specific site information linked here. [Center for Learning](#) [Eagle Lake](#) [Kennedy](#)

Mankato Public Schools practices safety for all students and staff. You will find doors locked at all locations and you must enter the proper assigned doors at the proper times. Due to the scheduling of our Preschool programming, it is necessary to adhere to these district policies and make it possible for families to enter for preschool classes. If you miss the scheduled drop/pick-up times, you can always use the main entrance (locked) at each site and be buzzed in by the secretary. You will notify them that you are bringing your child to preschool. The preferred entry and exit into our various sites will be shared with you directly from the classroom teacher. Your timeliness in this process is requested and appreciated.

The entry doors will be staffed, monitored, and opened by staff when ready. Classrooms and entry doors will be open promptly at the communicated start times. Staff prepare the classroom prior to student arrival each day and we ask that you honor the timelines so that they can be fully prepared for your child each day.

An adult must accompany the child to and from the buildings at all times and remain until the classroom staff greet and check in the child.

Please respect all parking signs and expectations. Do not park in our block fire or bus lanes.

In the rare case you are delayed in picking up your child, please notify the teacher immediately. After 5 minutes of class end time, contact will be made to alert you that the child is not yet picked up. After 15 minutes of class end time, and no contact has been made to reach a parent or listed emergency contact(s), our office staff will be notified and reserve the right to contact social services for child welfare check. MAPS Preschools reserves the right to charge a late pick-up fee. Please keep emergency contact information current and communicate any changes to your classroom teacher.



### Child Custody

MAPS Preschools will offer information and/or release students to all legal guardians unless there is a court order that prohibits this. A copy of the court order must be presented to the school for any denial of parent right(s) request(s). Only adults listed on the approved child pick-up list will be allowed to pick-up a child. Staff will ask for Identification to confirm when necessary.

### Child Neglect/Abuse

As public school employees, all staff are required by mandate to report any suspected abuse or neglect. This can include verbal evidence and/or physical evidence. Reports are made to the local county social service agencies (Blue Earth County 507-304-4444 or Nicollet County 507-386-4528).

### Emergency Safety

All MAPS Preschool sites will take part in building safety practices as required by the district safety and facilities regulations. This includes fire drills, severe weather drills, and lockdown procedures.

### Safety/Weather Related Announcements

Staff are instructed on the procedures for Fire and Tornado practice drills in the event there is a need to take these safety measures. Weather related announcements can be heard on radio 99.1, 96.7, 100.5 FM KTOE 1420 AM. T.V. station KEYC-TV and by following us on FACEBOOK:MAPSEarlyLearning

### Snow Policy

- Preschool/ECFE classes are canceled if Mankato Area Public Schools close.
- Morning Preschool classes are canceled if MAPS has a late start.
- If an early out is announced, no afternoon or evening classes are held.
- Specifics for ACES Early Learning will be shared with those registered.

### Toilet Learning

Independence in toileting training is highly encouraged. We will work with a toilet learning child to respect family/home and individualized needs. Children must have started the toilet learning process at home and be mostly proficient and independent. Staff will assist in the bathroom as needed. Parents should communicate with their child's teacher if there is a need for support with this developing skill. Families will supply extra pull-ups/wipe supplies. Each student should have a spare set of clothing stored in a gallon size plastic bag labeled with their name for emergencies.

Health Plan: - MAPS Preschools utilize MAPS Health Services [Health Services Web page](#)

- The district required Health Consent and Immunization forms are to be completed as part of the enrollment process.
- Staff onsite are trained in CPR and First Aid.
- Any incident or accident is documented by staff per health office procedures. If there is an emergency, 911 will be called and contacts will be made from your emergency contact form.
- If your child is ill, please keep them home.
- If your child becomes ill at school, you will be notified immediately to pick them up.
- Teach your child to cough/sneeze into their elbow.
- Reinforce proper hand washing skills.
- Symptoms to keep or send a child home from school
  - Fever over 100F in the past 24 hours.
  - Vomiting and or Diarrhea in the past 24 hours.
  - Open or draining skin sores or rash.
  - Confirmation of a reportable contagious disease. Must be reported to the program office within 24 hours 625-4620.
- Most common conditions but are not limited to:
  - Impetigo -treated with antibiotics 24 hours prior to returning.
  - Pink Eye -must be treated for 24 hours prior to returning.
  - Strep Throat- must be treated with antibiotics 24 hours prior to returning.
  - Influenza/COVID-stay home if not feeling well, monitor for any symptoms in the list above to stay home from school.
  - Chickenpox -may return once lesions are scabbed over usually 5-7 days.
  - Head Lice - Mankato Area Public Schools has an approved lice procedure which states that students will not be excluded from school if they have lice, but parent/guardians will need to provide treatment before the child can return to school.
    - During the school year, please periodically check your child's head for lice and let the school health office/child's teacher know if live lice or lice eggs (nits) are found. It is important to remember that lice are a nuisance, not a disease and lice do not transmit disease. Lice can happen to anyone. It is also important to know that lice is usually transmitted by head to head contact and that lice do not survive long if not on the head. However, lice are especially concerning to parents due to the work that is required to eliminate them. Our goal is to support you in the process of eliminating the lice. It is important to remember that anything in the home that may come into contact with the scalp may have nits or lice. All bedding, towels, hair accessories, carpet, car/vehicle seats etc. should be treated/cleaned to avoid reoccurrence.

### Medication Administration

- Families should contact the program office for the current health consent forms. Staff are not allowed to give medication to students without proper training and completed forms.
- Medication that needs to be given 3x a day should be given at home when at all possible (before school, after school and in the evening (bedtime). A child with a documented health need will have a plan in place prior to any given health services during the class time/day.
- For documented health needs, proper forms for consent to provide health related services or medication will be required from the family which include doctors orders and signed consent.
- ACES Early Learning program may need additional health care forms specific to ACES in order to meet the MN DHS (Department of Human Services) requirements to comply with the MN State child care certification.

### Food-Meals and Nutrition

- Please inform us of any food allergies or restrictions your child may have on the enrollment paperwork and directly with the child's teacher.
- Each classroom will have a snack time during the 3 hour session.
- Snacks will be requested from families and provided for the whole class. Each classroom teacher will share when your child needs to bring snacks for the classroom.
- Snacks need to be pre-packaged, store bought, and proper nutrition labels attached.
- Healthy options like fresh fruit, vegetables, yogurt, and cheese are great options. Things that are whole grain, low-fat, reduced sugar and nutrient-dense are preferred. Teachers can provide ideas of things children enjoy.
- Milk is provided by the school and served to each child with the snack. Water is always available as an alternative.
- Special snacks/days should be planned with your child's teacher (e.g., birthdays).
- Disposable plates, cups and napkins are made available through the program and used during snacks.
- For safety and courtesy to others, please leave candy, cough drops, gum and any personal snacks or food at home.
- Personal water bottles brought from home are encouraged for children who need them. Label with the child's name.

### Classroom Celebrations

Mankato Area Public Schools makes every effort to promote healthy behaviors among our children by making our cafeterias, school stores, fundraisers and vending machines healthier. We have swapped the high-fat, sugar, and sodium items out for whole grains, low-fat, reduced sugar and nutrient-dense foods. In order to provide a consistent message throughout our district, we are asking that classrooms celebrate students' birthdays, holidays and other classroom celebrations without food.

Schools have a list of alternative options in order to make the child and the day feel special. As a parent, you could consider donating a book to the classroom, or giving small items such as pencils, mini note pads, stickers etc....

If you are planning a celebration for your child in your home/outside of school and wish to distribute the invitations at school, the invitations should be extended to all of the students in the child's classroom. If you wish to select certain individuals from the room for the celebration, please extend the invitations outside of school (by calling, mailing, etc.).

### Clothing

Children should be dressed in a manner which is comfortable and weather appropriate. During winter weather, students need appropriate outdoor clothing which includes boots, coats, snow pants, hats and mittens. Any articles of clothing which might become mixed-up with those of another child should be clearly marked with your child's name (e.g. boots, mittens, coat, tennis shoes, etc.).

Flip-flop sandals are strongly discouraged for students at school for safety reasons. It is difficult for children to walk/run, climb playground equipment, etc....with loose fitting sandals. If parents choose to send their child to school in flip-flops or sandals, please send an alternate pair of shoes and socks in the child's backpack or a pair that can be left at school.

### Outdoor Learning

The outdoor learning spaces are an extension to our classrooms. Children will participate in outdoor play and learning activities on a regular basis, weather permitting. We use [weather guidelines](#) for extreme cold and heat conditions. It is expected that our staff plan daily outdoor time and activities at least one hour in length. Proper dress for weather conditions is essential.

### Behavior Guidance Procedure

- Our policy for behavior guidance is positive reinforcement, redirection, and praise for positive behavior. Simple Classroom rules are: "Eyes are watching, ears are listening, bodies calm"
- The Pyramid Model framework and Second Step Curriculum for social emotional development are tools and resources used to promote and guide positive behavior and interventions.
- The use of the "BEE" to reinforce the desired "Bee-haviors" in the classroom include: "Be Safe - Be Kind - Be Your Best"
- Each classroom has an area for "taking a break" when a child needs to take time away from an activity, group, or to think about better choices.

Persistent, unacceptable behavior will be observed, recorded and documented as part of a process to help determine the best solution(s) and a written plan developed to respond to the behavior(s). The written plan will be developed with the students' teacher(s), preschool supervisor, and parent(s) with support from our Early Learning school psychologist and/or social worker. With the overall goal to work together in supporting your child to become a successful and safe member of the classroom community.

### Bullying/Disruptive Behavior

MAPS Policy 542 expressly prohibits acts of bullying by either an individual student or group of students. Bullying means written or verbal expressions and physical acts or gestures that are intended to cause, or are perceived as causing, distress to one or more students. Bullying includes, but is not limited to, conduct that has the effect of:

- Harming a student
- Damaging a student's property
- Placing a student in reasonable fear of harm
- Creating a hostile educational environment

No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone, or tolerate bullying. Any person who believes they have been the victim of bullying, or any person with knowledge of conduct that may constitute bullying should report the alleged acts immediately to the program administrator.

## Transportation and Busing Guidelines

Families are responsible for transportation to and from preschool classes, unless specifically determined through an individualized process. Limited busing is offered for the Voluntary Preschool (VPK) site and for those who have transportation barriers. Office staff will contact you if your child is eligible.

Fee for service transportation is limited and on a first come first serve basis.

Any bus transportation used for field trips will be pre-arranged and parents will be notified.

You can anticipate specific busing information to come from the office and/or the bus company regarding bus riding expectations if it is determined that your child qualifies. For families whose child qualifies for transportation through the individualized process, VPK, or fee for service, please watch for further information.

## Childcare

MAPS Preschool programming partners with ACES-Early Learning to provide childcare that complements the preschool class schedule at the Center for Learning location. Separate registration is made through the ACES program. [aces@isd77.org](mailto:aces@isd77.org) 507.387.5501

## Family Involvement

- Research shows that children whose families are involved early in their child's education are children who are more likely to be engaged, involved, attentive and have a higher rate of lifelong success.
- Families are asked to complete all required paperwork including registration, emergency contact, scholarship, health/immunization, and liability. **KEEP UPDATED**
- Fees and payments are agreed upon and made as agreed in a timely manner.
- Family Involvement events are planned throughout the year. At least one parent/guardian/family adult should plan to attend each event. Your child's teacher will set up activities that relate to the learning that is taking place in the classroom. This is an excellent time to see your child's classroom and learn about the learning taking place. There is no additional cost to attend these events through your child's classroom.
- Additional parent/child classes and special events are available through our ECFE programming. Families should also consider and are highly encouraged to attend these. Sliding fee to no fee rates apply to all. Visit our [online webpage](#) for current class offerings and registration information.
- Access to resources and support of a licensed parent educator. This includes and is not limited to: emailed information, one time classes, series classes, blogs, access to online parent resource groups, home visiting.

Both families and teachers want the same thing for children - the best possible education. When we work together, we make a strong team. Here are some ways you can engage to help support the education team:

1. See that your child attends school regularly.
2. Support the school in its efforts to maintain positive behavior support.
3. Be aware of what your child is learning in school.
4. Let us know if your child has any problems outside of school that might affect his/her school work.
5. If you have concerns or questions about any aspect of our school program, please share them with us. Please begin by connecting with your child's teacher.
6. If someone on the school staff has been particularly helpful to your child, let that person know. We all like to hear good news now and then.

## Conferences

There are three important progress conferencing times for families and teachers, held in September, November, and March. Teachers continuously assess, plan, and review your child's individual progress and goals using the GOLD assessment system for preschool as well as the STAR Curriculum for individual students.

Families are encouraged to contact their child's teacher at any time with questions, comments and concerns on the progress of their child. Ongoing updates to teachers if information changes is VERY important.

### #1-Beginning of year

- Registration/Paperwork/Family Orientation meetings prior to class starting. You will be notified of these Family Orientation option(s) to attend. At these meetings, the Preschool supervisor and office staff review the handbook, MAPS Preschool procedures, and help families arrange the Back to School conferences. Students do not attend these sessions.
- Before School Conferences with the child's teacher to meet and see the classroom. These will be scheduled individually with the teacher. The child should attend.
  - In person and/or virtual options are available and are subject to change.
  - [We use YOU CAN BOOK ME online sign-up.](#)

\*If your child will be attending a self-contained classroom, your teacher will contact you directly to schedule your conference.

### #2- November-Progress conferences

- At this time, teachers will review your child's skills, goals, progress, and set goals to continue progress.

### #3- March- Progress conferences

- At this time, teachers will review your child's skills, goals, progress, and set goals to continue progress as well as discuss transition strategies for the following year.

## Field Trips

Funding will determine all field trips. Each teacher must gain prior approval of field trip ideas from the program coordinator prior to planning. You will be notified of each field trip purpose, destination, date, and time by your child's teacher. Permission will be requested for each trip. Ideas and suggestions are welcome from families. Family members wanting to attend classroom field trips with their child's class, must follow district volunteer policy and have a background check on file. (see additional volunteer/visitor guidelines below) We welcome families to share your culture, profession, and special interests with your child's classroom. Reach out to the classroom teacher to set this up. Bringing experiences to the classroom is preferred for our students.

### Volunteer/Classroom Visitors:

- All visitors to our sites access the main doors and stop by the main office to check in. You may be asked to wear a visitor's badge during the time you are in the school building. We appreciate your cooperation.
- Family Involvement planned days happen throughout the year. Parents are encouraged to attend these to stay connected to classroom happenings.
- All unpaid adults gaining volunteer experience in a preschool classroom, must be properly identified and cleared through our program supervisor.
- "Walk-in" volunteering/visiting is not allowed.
- Student Confidentiality may prohibit some visits/volunteering from taking place, therefore, all must be pre-approved.
- Prior to volunteering, contact your child's teacher for available options.
- The district Family and Community Engagement office provides guidance for volunteering and obtaining a background check.
- MAPS district wide policy requires that adults who plan to volunteer on a regular basis or for field trips must have a background check on file with the district office. A form and \$15.00 fee is required for this background check. The volunteer is responsible for this fee. The background check will remain on file with the district through your child's Pre-Grade 12 education. You will work with your child's teacher to obtain a form and be connected with the volunteer office. If you have gone through this process with an older sibling, please notify the teacher to check on the status of your background check to avoid duplicate background checks and additional fees.

### PTO participation

At our elementary site locations, PTO groups will include our Preschool classrooms as much as possible. Information on events and fundraisers will be presented to families when they are held and families can choose if they want to participate.

We do welcome interested adults to be part of our Family Advisory groups. Please contact our office if you have questions or would like to volunteer in this way.

### Soliciting

Because of the excessive financial burden it might impose, students are discouraged from contacting teachers and school employees for the purpose of selling candy, tickets, fundraising etc.

### Technology Plan- Photo/video Release

Our program uses newsletters, email, web page, digital photos, #MAPS READY (Twitter), Facebook, and a family communication app, SeeSaw, for communication, classroom purposes, and outreach.

Within the classroom, digital photos are often used for picture labels of your child/family as well as in observing and documenting student goals and progress.

Email communication with your child's teacher and program supervisor is for school related purposes only. We do not produce or sell email addresses as part of public lists. If a class list is created for mass messaging/email purposes, it will always be sent bcc: so that others in the group do not have access to your email.

Your consent for use of student photos, videos, and technology is included in your registration/ enrollment paperwork. PLEASE BE SURE TO COMPLETE THIS PROPERLY to reflect your wishes.

### Public Relations

Families will be notified for separate permissions when non-program staff not covered by our enrollment consent form would be in classrooms to observe, gather, or use student data. Confidentiality practices are followed by all staff.

### Donations

Teachers will provide opportunities for families to contribute to their child's classroom for special projects, snacks, and general needed supplies. An ongoing list of classroom/program "Wishes" will be presented. We thank you in advance for any donation of time, talents, and supplies you can provide to our classrooms and staff to help enhance our program and your child's learning experience with us. Some examples might be to donate time and supplies to make playdough, craft, sew, prepare learning materials, recycle items for projects, donate supplies for a special cooking project, share a story about your family's traditions or culture, help enhance our outdoor learning spaces etc...

### Grievance Procedure

Any persons served by the preschool program and their authorized representatives who have a complaint should use the following chart and chain of command to have their issues resolved. Starting with the classroom teacher and moving through the list until the issue is resolved.

- #1-Your Child's Teacher
- #2-Preschool Supervisor 507-625-4620
- #3-Early Learning Assistant Director 507-625-4620
- #4-Community Education Director 507-625-5501
- #5-Superintendent of Schools 507-387-1868
- #6-School Board Director/Representative

MAPS Preschool looks forward to teaming with you for the best early education for your child's school readiness and lifelong success.



## Classroom Supply list

\_\*Each student should supply the following items at the beginning of the year.

Contact your child's teacher or our office 507-625-4620 if you need assistance in securing these items.

Please label clearly with the child's name

1-Plastic pencil box (5x8 size) Clear colored



or

1-Crayola Watercolor paint set (8 colors)

1-Box of crayons (24 count or less)

1-Set of broad tip Washable markers

(8-10 colors)

1-Child size scissors-blunt tip

1-Bottle of washable school glue



2-Jumbo washable glue sticks (or 4 small)



2-Black EXPO dry erase markers-broad tip

1-Spiral bound 1 subject notebook (8x11)

1-Spare set of clothing stored in a gallon ziploc bag.

1-Tote bag or backpack for use each day. (standard size)



\*These items are optional and will be requested by teachers as needed during the year.

1-Box of Tissues

1-container of antibacterial

1-container of baby wet



wipes  
wipes

\*Classroom teachers will post other special project items as needed throughout the year.